

Swindon Borough Council

Cabinet

Wednesday, 18 March 2015

Committee Room 6, Civic Offices
(Anticipated meeting room)

At 6.00 p.m. or at the Conclusion of the Cabinet Open Forum

Conservative Councillors

David Renard (Chair)
Brian Mattock (Vice-Chair)
Russell Holland
Emma Faramarzi
Brian Ford
Fionuala Foley
Dale Heenan
Richard Hurley
Garry Perkins
Keith Williams

Committee Officer: Ian Willcox (Telephone 01793 463601)
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Swindon Borough Council can be contacted at the Civic Offices, Euclid Street,
Swindon, SN1 2JH (Telephone 01793 445500)

Access Arrangements - The venue is wheelchair accessible and an infrared receiver hearing system is provided. If you have any special requirements to enable you to attend the meeting or would like to receive any of the pages contained in this agenda in a larger print size, please contact the Committee Officer as soon as possible prior to the date of the meeting.

AGENDA

NOTE:

A Cabinet Open Forum is held at 6:00 p.m. prior to the start of each scheduled Cabinet Meeting. The Open Forum is similar to the 'public question time' that happens at most Council meetings but without the need for questions. It provides the chance to meet with Cabinet Members as well as Board Directors and Directors to discuss matters relevant to the Cabinet and its responsibilities. It provides an opportunity to raise issues and give views. The Forum will normally close at 6.30 pm and the Cabinet will then reconvene for the start of the formal Cabinet meeting. If the Open Forum completes its business earlier than anticipated then the Cabinet Meeting will commence at

6:15pm or at the Forum's conclusion.

1. Apologies for Absence.

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, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed.

3. Minutes. (Pages 5 - 18)

To receive the minutes of the meeting held on 4th February 2015.

4. Public Question Time.

See explanatory note below. Please phone the Committee Officer whose name and number appears at the top of this agenda if you need further guidance.

5. Superfast Broadband Extension Programme. BDR (CM: GP) (Pages 19 - 30)

6. Budget Management 2014/15 BDR (CM: RH) (Pages 31 - 42)

7. Capital Programme Monitoring - Third Quarter 2014/15. BDR (CM: RH) (Pages 43 - 52)

8. Housing Revenue Account Medium Term Financial Plan. BDR (CM: EF) (Pages 53 - 74)

9. Adoption of the Swindon Borough Local Plan 2026. HP&RS (CM: DH) (Pages 75 - 82)

10. Community Infrastructure Levy 'CIL' . HP&RS (CM: DH) (Pages 83 - 136)

11. School Admission Arrangements 2016/17. BDC (CM: FF) (Pages 137 - 176)

12. Strategic Transport Infrastructure and Transport Strategy. BDSD (CM: DH) (Pages 177 - 188)

13. Capacity Building, Community Action and Volunteering. HLCI&V (CM: RHu) (Pages 189 - 196)

Date of Despatch: 10 March 2015

Key:

Officers:

CE	-	Chief Executive
BDC	-	Board Director Commissioning (DCS/ DASS)
BDSD	-	Board Director Service Delivery
BDR	-	Board Director Resources (Section 151 Officer)
DPH	-	Director of Public Health
DLDS	-	Director of Law and Democratic Services (Monitoring Officer)
HP&RS	-	Head of Head of Planning, Regulatory Services, Heritage and Libraries
HE&S	-	Head of Economy, Skills and Property Assets
HLCI&V	-	Head of Localities, Communities and Volunteering

Cabinet Members Responsible for the Service Area concerned:

DR - David Renard Leader of the Council and Chair of Cabinet

BM	-	Brian Mattock	Deputy Leader of the Council, Vice-Chair of Cabinet, Cabinet Member for Health and Adult Social Care
EF	-	Emma Faramarzi	Cabinet Member for Housing and Public Safety
FF	-	Fionuala Foley	Cabinet Member for Children's Services
BF	-	Brian Ford	Cabinet Member for Streetsmart
DH	-	Dale Heenan	Cabinet Member for Strategic Planning, Sustainability and Transport
RH	-	Russell Holland	Cabinet Member for Finance
RHu	-	Richard Hurley	Cabinet Member for Communities and Volunteering
GP	-	Garry Perkins	Cabinet Member for the Economy, Regeneration and Skills
KW	-	Keith Williams	Cabinet Member for Corporate Services

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.

Questions in writing should be sent to the Committee Officer whose contact details appear on the agenda above or to the Director of Law and Democratic Services, 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" available on the Council's Website.

(<http://www5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sch=doc&cat=13338&path=0>) or from the Committee Officer named above.

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CABINET

WEDNESDAY, 4 FEBRUARY 2015

PRESENT:- Councillors David Renard (Chair), Brian Mattock (Vice-Chair), Russell Holland, Emma Faramarzi, Brian Ford, Fionuala Foley, Dale Heenan, Richard Hurley and Garry Perkins.

An apology for absence was received from Councillor Keith Williams.

Councillor Steve Allsopp attended the meeting in respect of Minute 67. Councillor Jim Grant attended the meeting in respect of Minutes 59, 61, 62 and 63. Councillor Des Moffatt attended the meeting in respect of Minutes 62 and 64. Councillor Stan Pajak attended the meeting in respect of Minute 59.

56. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting.

57. Minutes

Resolved – That the minutes of the meeting held on 10th December 2014 be confirmed and signed as a correct record.

58. Public Question Time

The following questions were asked in accordance with Standing Order 28 –

Questioner

Mr Richard Symonds, Shaw, Swindon

Questions

Mr Symonds asked questions concerning the Council's proposed Medium Term Financial Strategy 2015/2020 and its proposals for "Asset Rationalisation". Specifically, (a) the cost in terms of rent and rates of the property occupied by Forward Swindon Ltd, (b) Would this partner be located within the Council to save money, (c) What specifically had Forward Swindon Ltd. delivered in terms of economic development during the 2014/15 Financial Year and what was promised for 2015/16, and (d) What property assets were being considered for disposal that were not considered as needed for operational or investment purposes?

Response

The Chair thanked Mr Symonds for his questions and comments. Councillor, Russell Holland, Cabinet Member for Finance, Councillor Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills and the Board Director, Resources responded at the meeting.

Councillor Garry Perkins advised that he would arrange for a written response to be provided to the question concerning the achievements of Forward Swindon Ltd. in the 2014/15 Financial Year and proposals for 2015/16.

Questioner

Mr Tim French, Cassan Road, Swindon

Questions

Mr French asked a question concerning the number of empty shops in Swindon Town Centre and whether it was possible for the Council to use Business Rates as a way of stimulating more interest from retailers in these properties.

Response

The Chair thanked Mr French for his question and comments. Councillor, Russell Holland, Cabinet Member for Finance, and Councillor Garry Perkins, Cabinet Member for the Economy, Regeneration, and Skills, responded at the meeting to the question and comments.

59. Motion at Council - Use of Police Community Support Officers in Supporting Council Parking Enforcement (Minute for Council to Note)

The Cabinet Member for Strategic Planning, Sustainability and Transport, the Cabinet Member for the Economy, Regeneration, and Skills, the Board Director, Service Delivery and the Service Manager, Parking submitted a joint report setting out a response to a Council Motion of 18th September 2014 concerning parking enforcement and the involvement of Police Community Support Officers (PCSOs) in this process (Council Minute 43 refers).

Councillor Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills, referred to the contents of the report and the problem of indiscriminate parking that occurred across the Borough and in particular in areas near schools. He drew attention to the response received from the Wiltshire and Swindon Police and Crime Commissioner and the view of Wiltshire Police. He explained the statutory position regarding parking enforcement powers and their use, and the joint working being developed between Parking Services and the Police.

Councillor Stan Pajak, Leader of the Minority Group on the Council, referred to the problems of indiscriminate parking around schools and similar public buildings in his ward. He believed that the problems would really only be overcome if Police Community Support Officers had the power to act against individual perpetrators. He was supportive of the recommendation within the report to press against the Police and Crime Commissioner to consider the greater involvement of PCSOs in parking enforcement. He believed that with the establishment of the new Town Centre Hub on the Civic Campus, it was the right time for a joint approach to enforcement to be introduced.

Councillor Jim Grant, Leader of the Opposition, welcomed the Cabinet's support in seeking to encourage the Wiltshire and Swindon Police and Crime Commissioner and Wiltshire Police to reconsider their approach to the involvement of PCSOs in parking enforcement. He believed that if PCSOs had additional powers enabling them to issue penalties, this would act as a deterrent to indiscriminate and often dangerous parking.

The Chair referred to the excellent work undertaken by PCSOs in many local communities across the Borough. He referred to the response of the Police and Crime Commissioner and of Wiltshire Police and that he would be happy to ask them to reconsider their position with regard to adopting a joint "One Swindon"

approach to enforcement in areas suffering significant problems.

Resolved – (1) That it be noted that that the Leader of the Council wrote to the Wiltshire and Swindon Police and Crime Commissioner on 11th September 2014 and that the response received from the Police and Crime Commissioner dated 1st October 2014, was circulated to all Councillors at the Council meeting on 6th November 2014.

(2) That the work undertaken to move Parking Enforcement officers and the Police to the former Plus One building on the Civic Campus to enable the teams to work more closely together on local priorities which are identified in local neighbourhoods, be noted.

(3) That that the Cabinet Member for the Economy, Regeneration, and Skills, be requested to invite the members of the Wiltshire and Swindon Police and Crime Panel to consider the issues highlighted in the Council's motion on 18th September 2014 and the subsequent response of the Police and Crime Commissioner.

(4) That the Leader of the Council be requested to again contact the Wiltshire and Swindon Police and Crime Commissioner regarding the content of the letter dated 1st October 2014 to ask him to reconsider the issue of the involvement of Police Community Support Officers (PCSOs) in parking enforcement in specific areas where it has been identified as a neighbourhood priority.

(5) That the Council be advised of the contents of this minute and report in response to the Motion at the Council meeting on 18th September 2014. (Council Minute 43 refers.)

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

60. Consultation on Proposals for a Combined Fire and Rescue Service

The Leader of the Council and the Director of Law and Democratic Services submitted a joint report setting out a proposed response from Swindon Borough Council to the consultation being undertaken by the Department for Communities and Local Government on the locally led proposals to create a Combined Fire and Rescue Authority covering the current Dorset Combined Fire Authority and the Wiltshire and Swindon Combined Fire Authority areas.

The Chair introduced the report and referred to the Council's response to the Wiltshire and Swindon Fire Authority's consultation on the future of that service that supported a proposed merger subject to clarification of three issues. (Minute 27, 2014/15 refers).

The Director of Law and Democratic Services explained that the Department for Communities and Local Government had extended the closing date of the Consultation until the end of February 2015. He explained the process for establishing a combined Fire and Rescue Authority covering Bournemouth, Dorset, Poole, Swindon, and Wiltshire, and the requirement for a public inquiry should the proposal not be supported by all the constituent local authorities.

Councillor Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills, and a Council appointed representative on the Wiltshire and Swindon Fire Authority, referred to the outcome of the consultation undertaken by the Wiltshire and Swindon Fire Authority and the overwhelming support for the proposed merger option. He commented on the subsequent preparation of the

detailed proposal and business case submitted to the Secretary of State to create a Combined Fire Authority. He explained the action that had been taken by both the Wiltshire and Swindon and Dorset Combined Fire Authorities to respond to the issues raised by the Borough in its consultation response. He believed that the proposed merger was the only option that would enable the continued delivery of the standard and quality of service currently experienced by Swindon residents.

Resolved – That the Director of Law and Democratic Services, in consultation with the Leader of the Council and the political group leaders on the Council, finalise and submit the Council's response to the Department for Communities and Local Government in support of the locally-led proposal to create a combined Fire and Rescue Authority covering Bournemouth, Dorset, Poole, Swindon, and Wiltshire.

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

61. Budget 2015/16 and Beyond (Minute for Confirmation)

The Cabinet Member for Finance and the Board Director, Resources submitted a joint report concerning (a) the context for the Council's Budget for 2015/16 and for the Medium Term Financial Plan, including revised funding assumptions for 2015/16, (b) the current forecast out-turn position of the Council's Revenue Budget 2014/15, (c) the provisional Local Government Finance Settlement 2015/16, (d) Council Tax 2015/16, (e) Business Rates Changes 2015/16, (f) New Homes Bonus 2015/16, (g) Public Power Solution Ltd. (formerly, Swindon Commercial Services Ltd.), (h) the proposed Council Budget for 2015/16, (i) the relationship between Revenue and Capital Budgets, (j) Members' Allowances, (k) Special Expenses, (l) Contingencies and Risk, (m) One-off Resources commitments, (n) Fees and Charges, (o) General Reserves, and (p) Budget consultations.

The Chair explained that two supplementary reports had been circulated at the Cabinet meeting. The first set out Appendix 6 to the joint report that detailed the outcome of the consultation process held with Non-Domestic ratepayers. The second referred to the Government's announcement on 3rd February 2015 of the Final Local Government Finance Settlement for 2015/16 and its implications for Swindon.

Councillor Russell Holland, Cabinet Member for Finance, introduced the report and detailed the Budget proposals for 2015/16. He commented on the national economic situation and the Council's commitment to providing quality services and protecting the most vulnerable. He explained the service pressures that the Council faced particularly in relation to demand in Adult Social Care and in services for Children and Families and that these were likely to continue for the foreseeable future. He referred to the hard work undertaken by Council officers and Cabinet colleagues to control budgets and make savings whilst maintaining the Council's commitment to offer quality services to the most vulnerable in Swindon. He commented on how the final Local Government Finance Settlement for 2015/16 affected Swindon and would enable it to continue to fund, in part, the Council's Emergency Assistance Fund. He explained that it would be necessary to consult on changes to the criteria associated with the use of this Fund given the reduced

funding available to it. However, he was grateful that the Government had listened to the representations made by this Council and other local authorities in respect of the proposed withdrawal of Welfare Funding.

Council Holland confirmed that the proposed Budget would enable there to be no increase in the level of Council Tax for 2015/16.

Councillor Jim Grant, Leader of the Opposition, welcomed the proposal to maintain an Emergency Assistance Fund but noted that there would be a significant shortfall in the funding available for 2015/16 in comparison with 2014/15. He sought clarification on whether the underspend in the Fund for the current year would be used to help support this shortfall. He asked whether more could be done to encourage take-up.

Councillor Holland explained why it was believed the funding allocation in the current year had not been fully taken up. He explained that consultation would take place on the criteria surrounding the future use of this emergency fund and consideration would be given to the way that the fund was promoted to those most in need.

Councillor Grant referred to the cost pressures surrounding the increased use of Agency Staff in Children's Services.

Councillor Fionuala Foley, Cabinet Member for Children's Services, and the Board, Director Commissioning, explained that this was a national trend but that there had been some recent success in the recruitment of social workers. The position was being very carefully monitored.

Councillor Holland reiterated his thanks to the Council's officers, financial teams, and Cabinet colleagues for their support for the Budget process that had enabled a robust Budget with a zero rise Council Tax to be recommended to the Council.

Resolved – (1) That the Cabinet notes:-

(a) The projected out-turn for 2014/15 and that savings arising from the early delivery of 2015/16 Budget Proposals will be used to partly finance one-off costs incurred in-year to deliver the 2015/16 Budget, thus helping to preserve the level of funding held in reserves for future years' transformation;

(b) The Council does not expect the need to replenish General Reserves as part of the 2015/16 Budget Setting process;

(c) That no further consultation feedback had been received in relation to the Budget proposals presented to the Cabinet in October and December 2014;

(d) The consultation undertaken with business representatives from Swindon, on behalf of non-domestic rate as set out in Appendix 6 circulated at the meeting;

(e) That in line with the requirements of the Local Government Act 2003, the Board Director, Resources, in his Section 151 capacity, has confirmed the robustness of the estimates underlying the recommended Budget and having reviewed the financial risks being faced by the Council, has concluded that the proposed level of General Reserves (£6m) is adequate in the context of the earmarked reserves held, specific contingencies and the proposed general contingency of £0.5m.

(2) That the virements as set out in Appendix 5 to the joint report be approved.

(3) That the Council's Medium Term Financial Strategy as set out in Appendix 9 to the joint report be endorsed.

(4) That there be no changes to the proposed fees and charges as set out in Appendix 1 to the report submitted to the Cabinet on 10th December 2014 (Minute 50(4) refers).

(5) That the Specific Reserves held in support of the 2015/16 Revenue Budget, as set out in Appendix 7, be agreed.

(6) That the Head of Revenues and Benefits be authorised to increase awards of Business Rates Retail Relief in accordance with the scheme approved in March 2014 to £1,500 per annum in 2015/16 and to award 'transitional relief' payments that limit increases in Business Rates payments to 15% for small businesses with rateable values up to £18,000 and 25% for medium sized business with a rateable value up to £50,000.

(7) That the key principles of the Public Power Solutions Ltd., (formerly Swindon Commercial Services Ltd (SCS)) Business Plan for 2015/16, be agreed on behalf of the Council in its shareholder capacity and that the Board Director Resources, in consultation with the Leader of the Council, be authorised to agree any future changes to the Business Plan on behalf of the Council in its shareholder capacity.

(8) That a consultation commences on reshaping the Council's Emergency Assistance Scheme within an on-going base Budget envelope of £186,000 (currently £321,000) using the existing £300,000 earmarked reserve to cashflow the transition and supplement the base Budget funding in 2015/16.

(9) That the Council be recommended that the level of Special Expenses for 2015/16 shall be £1,041,299 and the areas of land and services that will be charged as special and general expenses be as set out in Appendix 10 to the joint report.

(10) That the Council be recommended that:-

(a) The 2015/16 Budget be set at £136,740m and the Budget Requirement for tax setting purposes be set at £134,740m, recognising the £2m of funding from reserves;

(b) There be no increase in Council Tax for 2015/16, and

(c) It be determined that the proposed increase (that is no increase at all) in the basic amount of Council Tax for 2015/16 is not excessive in accordance with Schedule 5 of the Localism Act 2011.

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

62. Capital Programme 2015/16 to 2017/18 (Minute for Confirmation)

The Cabinet Member for Finance and the Board Director, Resources submitted a joint report concerning new Capital Programme requirements for the period 2015/16 to 2017/18 and including schemes for (a) Highways and Transport, including strategic Highways projects funded through the Growth Deal secured by the Swindon and Wiltshire Local Enterprise Partnership, (b) Children's Services, (c) Property and Assets, (d) Older People, (e) the County Ground Athletics Track, (f) the Council's Waterside Campus, (g) Kingsfarm Woodland, and (h) Superfast Broadband.

Councillor Russell Holland, Cabinet Member for Finance, referred to the contents and purpose of the report and, in particular, to the proposed changes to

the Capital Programme. He referred to the proposals regarding Superfast Broadband and to the actions taken by Councillor Elliott within his ward to promote this as an issue.

Councillor Jim Grant, Leader of the Opposition, referred to the increasing pressure for school places and to how these would be funded.

Councillor Holland explained that the provision of school places was a statutory requirement and required costs would be met from Borrowing.

Councillor Des Moffatt commented on the list of proposed property and assets related capital schemes and sought clarification on how these were identified. The Board Director, Resources explained the process adopted and that he was happy to provide information on the associated condition surveys to Councillor Moffatt.

Resolved – That the Council be recommended to:-

(a) Include the Strategic Highways Projects set out in Appendix 5, funded through the Growth Deal secured by the Swindon and Wiltshire Local Enterprise Partnership, within the Council's Capital Programme, noting the related capacity funding the Council has secured from Government as detailed in Appendix 6 to the joint report;

(b) Note the current position and future budget requirement for the additional Children's Services schemes as referred to in paragraphs 3.5 to 3.8 and detailed in Appendix 1 to the joint report;

(c) Approve a budget of £500,000 for Condition Works, funded from Capital Maintenance Grant, as referred to in paragraph 3.9 and detailed in Appendix 1 to the joint report;

(d) Approve a total budget of £7.927m for the 2015/16 local priority Highways and Transport schemes referred to in paragraphs 3.10 and 3.11 and detailed in Appendix 2 to the joint report;

(e) Approve a total budget of £2m for 2015/16, funded from Borrowing, for Repairs and Maintenance on Corporate Property, as referred to in paragraphs 3.12 to 3.13 and detailed at Appendix 3 to the joint report;

(f) Approve a total budget requirement of £1,006,700 for Older People's and other Capital schemes, as referred to in paragraph 3.14 and detailed in Appendix 4 to the joint report;

(g) Approve a budget of £253,000, for refurbishment work to the County Ground Athletics Track, funded from Section 106 Planning Agreement income and referred to in paragraphs 3.15 to 3.17 of the joint report, subject to discussions with Swindon Town Football Club if required;

(h) Note the position around future investment requirements at the Council's Waterside site as detailed in paragraphs in 3.18 to 3.19 of the joint report;

(i) Approve the retention of £30,000 raised by Wroughton Parish Council in relation to the purchase of Kingsfarm Wood to be administered through a working party as detailed in paragraph 3.20 of the joint report;

(j) Authorise the Cabinet Member for the Economy, Regeneration, and Skills, in consultation with opposition spokespersons and the Board Director, Resources, to recommend a preferred bidder in relation to Superfast Broadband as detailed in paragraph 3.21 of the joint report;

(k) Approve a budget of £150,000 relating to feasibility work on Strategic Projects, forming part of the Strategic Economic Plan and funded from the balance of the £1m Regeneration Reserve previously approved by the Cabinet, as detailed

at paragraphs 3.22 to 3.24 of the joint report;

(l) Note the award of £787,500 of Department for Communities and Local Government capacity funding, as detailed at paragraph 3.4 of the joint report; and.

(m) Approve a Capital budget of £197,000 for Library IT equipment, as detailed in paragraphs 3.25 to 3.29 of the joint report.

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

**63. Treasury Strategy Statement 2015/16
(Minute for Confirmation)**

The Cabinet Member for Finance and the Board Director, Resources submitted a joint report concerning the Council's proposed Treasury Management Strategy for 2015/16 including the (i) Annual Investment Strategy, (ii) Minimum Revenue Provision Policy Statement, and (iii) Prudential Indicators for the Financial Years up to 2016/17.

Councillor Russell Holland, Cabinet Member for Finance, referred to the contents of the Treasury Management Strategy for 2015/16. He explained that the Statement was a statutory requirement. He commented on the background to the proposal to increase investment periods to a maximum of two years and the reasons for this action.

The Board Director, Resources referred to the progress made by the Council in moving its banking from the Co-op to the Lloyds Banking Group following the Co-op's withdrawal from the Local Government sector.

Councillor Jim Grant, Leader of the Opposition, noted the increasing amount of Council debt over the period to 2017/18 and the implications of this level of debt for the Council's Revenue Budget.

Councillor Russell Holland, Cabinet Member for Finance, referred to the need for the Council to borrow to ensure the essential delivery of the infrastructure that Swindon needed, such as schools. The Board Director, Resources, explained that this rise in the level of debt was a consequence of previous decisions associated with the Capital Programme rather than arising from new schemes.

Resolved – That the Council be recommended to:

(a) Approve the Treasury Management Strategy 2015/16, Minimum Revenue Provision Policy and Prudential Indicators, as set out in Appendix 1 to the joint report;

(b) Note the position with regard to the Council's Bankers, as detailed in paragraphs 3.11 and 3.12 of the joint report; and

(c) Note the position on investment returns as detailed in paragraphs 3.13 to 3.16 of the joint report, and the increased investment periods to a maximum of 2 years as detailed in the Treasury Management Strategy 2015/16.

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

**64. Housing Revenue Account - Rents and Charges 2015/16
(Minute for Confirmation)**

The Cabinet Member for Housing and Public Safety and the Board Director, Commissioning submitted a joint report concerning the proposed budget for the Housing Revenue Account (HRA) for 2015/16, including proposals for rents, service charges and support charges for 2015/16.

Councillor Emma Famarzi, Cabinet Member for Housing and Public Safety, presented the report and explained how the report set out the context and background to the proposed Housing Revenue Account Budget for 2015/16 and for rent levels and service charges. She referred to the outcome of the consultation that had taken place with tenants groups, the Housing Advisory Forum, and other stakeholders on the proposals for the HRA and rents and charges. She noted that there had been a better response to the consultation than in previous years and she thanked the officers for their efforts in encouraging more tenant involvement. She commented on the findings of the consultation and the view expressed by the Housing Advisory Forum. She highlighted the Government's changes to its Rent Policy Guidance and to the implications of this for the Council and its tenants. She emphasised the importance for tenants of the Council seeking to invest in its housing stock. She believed that the proposed recommendations offered the best outcomes for both the Council and its tenants.

Councillor Des Moffatt referred to the cost to the Council to repay Government debt on the HRA. He believed these figures were different from the costs originally quoted at the time of the proposed Housing Transfer Ballot. He asked for the position to be clarified.

Councillor Famarzi advised that she would arrange for Councillor Moffatt to be provided with the required information.

Resolved – That, subject to the confirmation of the Council –

(a) The proposed average rent for Housing Revenue Account (HRA) dwellings for 2015/16 of £81.34 per week (52 week basis), which is an increase of 2.2%, be approved (*This will be an average increase of £1.96 per week (52 week basis). The range of increases is shown in paragraph 3.15 of the joint report.*);

(b) The Board Director, Commissioning be authorised to seek authority from the Secretary of State to extend the permission for the use of the Housing Revenue Account for payments to the Council's tenants under the Discretionary Housing Payments scheme, and provide a budget of £300,000 in 2015/16 as detailed in paragraphs 3.23 of the joint report;

(c) The Housing related support charges for 2015/16 and service charges for 2015/16 as outlined in Appendix 2 to the joint report, be approved;

(d) Leaseholder service charges be set for 2015/16 as shown in Appendix 3 to the joint report;

(e) Based on the proposals set out within the joint report, the Housing Revenue Account (HRA) proposed budget for 2015/16, as shown in Appendix 4, and the HRA Capital Budget and Funding as shown in Appendix 5 to the joint report, be approved;

(f) That a budget of £1m be approved to acquire properties as detailed in paragraph 3.39 of the joint report, and the Board Director, Commissioning in consultation with the Board Director, Resources be authorised to commit this expenditure;

(g) That the draft Three Year Capital Projects and Planned Maintenance Programme be approved at an indicative funding level of £16.8m (2015/16 prices) per annum for each of the years 2015/16 through to 2017/18 as shown in Appendix 6 to the joint report;

(h) Rents charged on General Fund properties be increased by an average increase of 2.2% and the service charges for Christopher House and David Murray John Apartments, as shown in Appendix 7 to the joint report, be approved;

(i) Rents charged for plots at the Hay Lane Residential Gypsy Site be increased by £1.07 per week (2.2%) to £49.81 per week (52 week basis) and the rents for workpens, as shown in Appendix 7 to the joint report, be approved;

(j) The charges for Private Sector Leased (PSL) accommodation for those accepted as homeless as outlined in Appendix 7 to the joint report, be approved; and

(k) That any underspend on the 2014/15 Housing Revenue Account be added to revenue reserves.

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

65. Strategy to Prevent Child Sexual Exploitation (Minute for Confirmation)

The Cabinet Member for Children's Services and the Head of Children, Families and Community Health submitted a joint report concerning a proposed Strategy to Prevent Child Sexual Exploitation and setting out an associated delivery plan and "Zero Tolerance Pledge".

Councillor Fionuala Foley, Cabinet Member for Children's Services, advised that Child Sexual Exploitation was among the most serious and challenging issues that any Council would face. The proposed strategy set out how the Council would further enhance its work in responding to this issue. She referred to reports of recent high profile cases across the Country and how she and senior Council officers and representatives of partner agencies, including the Police, had recently visited Rochdale to learn of their experiences in responding to Child Sexual Exploitation and developing new ways of preventing its occurrence. She stressed that the issue did not just affect "Looked after Children", as many nationally reported cases involved children not in local authority care. She highlighted the play "Chelsea's Choice" that highlighted the issue and that was being presented across Swindon's schools. She emphasised the importance of everyone remaining vigilant and acting to prevent all the various strands of Child Sexual Exploitation. She hoped that all Councillors would fully support the adoption of the Strategy and agree to sign-up to the "Zero Tolerance Pledge".

The Chair expressed his support for the strategy and the hope that all Councillors would sign the "Pledge". He stressed the need for all Swindon residents to be vigilant and to act to prevent Child Sexual Exploitation.

Resolved – That the Council is recommended to: -

(a) Approve the Child Sexual Exploitation Prevention Strategy for Swindon Borough Council as set out in Appendix 1 to the joint report;

(b) Note the associated Child Sexual Exploitation Prevention Delivery Plan that will be monitored and updated at regular intervals;

(c) Agree to support the introduction of a pledge: Zero Tolerance of Child

Sexual Exploitation in Swindon;

(d) Authorise the Cabinet Member for Children's Services to sign the Zero Tolerance of Child Sexual Exploitation in Swindon pledge on behalf of Swindon Borough Council and invite other Councillors to do so.

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

**66. Swindon Pay Policy Statement
(Minute for Confirmation)**

The Cabinet Member for Corporate Services, and the Head of People and Change submitted a joint report concerning the proposed Swindon Borough Council Pay Policy Statement for 2015/16.

The Head of People and Change, in the absence of the Cabinet Member for Corporate Services, explained that the Council was required under Section 38 of the Localism Act 2011 to agree and publish a Pay Policy Statement by 1st April each year. This was the Council's fourth Pay Policy Statement and was put forward for consideration prior to its submission to the Council for approval. She explained the further changes and additional information that would be required to be added to prepare the final Statement for publication on 1st April.

Resolved – That the Council's proposed Pay Policy Statement for 2015/16, as set out in Appendix 1 to the joint report, be endorsed and submitted to the Council for approval.

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

67. Sussex Square and the Affordable Development Programme

The Cabinet Member for Housing and Public Safety and the Head of Housing Management and Community Safety submitted a joint report concerning the Council's successful bid to the Homes and Communities Agency for funding to support the development of new housing schemes at "Affordable Rents", and setting out details of proposed schemes, in particular, for Sussex Square, Walcot, and for Hawthorns, Gorse Hill, Swindon.

Councillor Emma Faramarzi, Cabinet Member for Housing and Public Safety, introduced the report and highlighted the implications of the successful bid for the Council. She referred to the new homes that would now be built and the resulting regeneration of areas such as Sussex Square.

Councillor Steve Allsopp referred to the Sussex Square Scheme and noted the interconnection of the housing and retail elements of the development. He wondered if the delay in the project and the current uncertainties in the retail market could negatively affect the overall regeneration of the area and the delivery of community facilities and an improved environment for residents.

The Head of Housing Management and Community Safety referred to the timescales associated with the project and to the timings of the Housing and retail elements of the scheme. He believed that the proposed twelve-month gap between

the two elements could be shortened so as to avoid being effected by the unfortunate four month delay that had been experienced.

Councillor Faramarzi referred to the complexity of the Sussex Square development and to the reasons it had taken so long to move the development forward. However, she remained confident that the regeneration of the area would be completed to the benefit of existing residents and for those moving to the proposed new homes.

Resolved – (1) That the Head of Housing Management and Community Safety be authorised to proceed with development of the successful sites referred to in paragraph 3.7 of the joint report (Sussex Square, Walcot; Brookfield, Highworth; Townsend House, Bath Road; Royal British Legion, Penhill; Former Refuge Site, Cranmore Avenue, Park South; Hawthorns, Gorse Hill).

(2) That the Head of Housing Management and Community Safety be authorised to identify further sites for development, and seek additional grant funding to enable their development.

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

68. Anti-Social Behaviour Crime and Policing Act 2014 (Minute for Confirmation)

The Cabinet Member for Housing and Public Safety and the Board Director Commissioning submitted a joint report concerning the provisions of the Anti-Social Behaviour, Crime and Policing Act 2014 and the implications and opportunities these provisions provided for the Council to work with partners to deal with day to day incidents of crime, nuisance and disorder that could have a substantial impact on local residents' lives and feeling of wellbeing.

Councillor Emma Faramarzi, Cabinet Member for Housing and Public Safety, introduced the report and explained how the Council, through taking up the new powers and working with partners, could have a real impact to improve the lives of local residents effected by anti-social behaviour. She emphasised that the Council always attempted to exhaust all other options before taking legal action to resolve problems. However, the use of these powers would have a direct effect on the wellbeing of local residents.

Resolved – That the Council be recommended that:-

(a) The Head of Housing Management and Community Safety, Director of Public Health and the Head of Planning, Regulatory Services, Heritage and Libraries in consultation with the Director of Law and Democratic Services, each be authorised to serve Community Protection Notices in accordance with Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014 and in the event of a breach serve fixed penalty notices;

(b) The Director of Law and Democratic Services, at the request of the Head of Housing Management and Community Safety, be authorised to seek Civil Injunctions and where appropriate make applications for breach in accordance with Part 1 of the Anti-Social Behaviour, Crime and Policing Act 2014;

(c) The Head of Housing Management and Community Safety and the Head of Planning, Regulatory Services, Heritage and Libraries, in consultation with the Director of Law and Democratic Services each be authorised to make Public Space Protection Orders in accordance with Chapter 2 of the Anti-Social Behaviour, Crime

and Policing Act 2014 and in the event of a breach serve fixed penalty notices;

(d) The Head of Housing Management and Community Safety, in consultation with the Director of Law and Democratic Services, be authorised to issue Closure Notices and apply for Closure Orders in accordance with Chapter 3 of the Anti-Social Behaviour, Crime and Policing Act 2014;

(e) The Director of Law and Democratic Services be authorised to make the necessary changes to the Council's Constitution and Scheme of Delegations, as referred to in the joint report.

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

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Superfast Broadband Extension Programme

Cabinet

Date: 18th March 2015

Author:	Cabinet Member for the Economy, Regeneration, and Skills Board Director, Resources
Wards:	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 In June 2014, Cabinet approved the Council's participation in the Superfast Broadband Extension Programme operated by Broadband Delivery UK (BDUK), the Government agency linked to the Department for Culture, Media and Sport (Cabinet Minute 8, 2014/15 refers). In so doing, Cabinet approved that a sum of £1.78m be made available as the Council's financial contribution, with the remaining funding coming from BDUK (£1.5m) and the private sector partner.
- 1.2 Since then, an open procurement process has been undertaken to identify the best value for money solution that would secure the greatest possible coverage across the Borough within the funding available. This report sets out the results of this process and invites Cabinet to agree a way forward.
- 1.3 Wider Superfast Broadband coverage across the Borough would contribute directly to the Council's priority to secure, "right skills, right jobs in the right places" and offer the potential to develop innovative technical solutions that would help achieve the priorities to "together, find new ways to reduce vulnerability and improve health for all" and "work with people and families to help them fulfil their potential".

2. Recommendations

Cabinet is recommended to:

- 2.1 Approve the appointment of UKB Networks as the preferred supplier of a network that will increase Superfast Broadband coverage from 80% to 99.4% of households in Swindon Borough by 2016;
- 2.2 Authorise the Director of Law and Democratic Services, in consultation with the Cabinet Member for the Economy, Regeneration, and Skills and the Board Director, Resources, to complete and enter into such agreements and associated documentation on such terms as he considers necessary to protect the Council's interests in this matter;
- 2.3 Agree that the Cabinet Member for the Economy, Regeneration, and Skills and the Board Director, Resources, will continue discussions with Parish and Town Councils and other stakeholders around the roll-out of the core UKB Networks

Further information on the subject of this report can be obtained from Stuart McKellar on (01793). 463300 or Email smckellar@swindon.gov.uk

Superfast Broadband Extension Programme

Cabinet

Date: 18th March 2015

proposal and in respect of further options to secure 100% Superfast Broadband coverage across the Borough of Swindon at the earliest possible opportunity.

3. Detail

- 3.1 Following Cabinet's approval to participate in the Superfast Broadband Extension programme in June 2014, an open market assessment needed to be undertaken, to determine which parts of the Borough would qualify for funding without breaching State Aid rules. In summary, this would be the parts of the Borough that would not otherwise receive Superfast Broadband through a planned commercial roll out. The results of this exercise identified "intervention areas" as shown in the map attached as Appendix 1.
- 3.2 Having determined the intervention areas and the level of public funding available, the objective of the procurement exercise was to determine the greatest possible coverage of this area within these parameters. Potential suppliers would also need to comply with some of the standard requirements of the BDUK scheme, most notably that their technology solution would meet the Next Generation Access technology requirements set by the National Broadband Scheme and meet the requirements of state-aid to provide wholesale access to the network for any Internet Service Provider (ISP).
- 3.3 Following publication of the required OJEU procurement notice by the Council on 30th October 2014, 13 organisations initially expressed an interest in the scheme. Of those, 8 returned a non-disclosure agreement giving them access to the tender documents.
- 3.4 After viewing the full details of the Council's requirements and contractual obligations, the latter very largely based on standard documentation provided by BDUK, a number of organisations pulled out of the process, realising they would be unable to comply with the requirements or could not bid for commercial reasons. This meant that the only submission received by the Council was from UKB Networks (UKBN), whose sister company UK Broadband currently owns and operates a wireless network covering large parts of central Swindon. It also supplies wireless 4G-LTE broadband services to residents in parts of Reading and London, using its "Relish" brand, which is currently being strongly promoted on television in the London area.
- 3.5 UKBN proposes to fulfil the Council's requirements through an extension of their existing 4G-LTE wireless network, using a combination of streetmasts and mono-poles. The signal will be received at business and domestic premises through an outdoor antenna unit. The Council has engaged external technical expertise to confirm that this solution is credible and BDUK has also examined the proposal in some depth. Both parties have confirmed that they are content with the technical aspects of the proposal.

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Superfast Broadband Extension Programme

Cabinet

Date: 18th March 2015

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- 3.6 When coupled with existing networks, the UKBN proposed solution will provide Superfast Broadband to 99.4% of Swindon households, leaving only 573 premises without access to superfast broadband. A map highlighting the areas that will not be able to receive Superfast Broadband is included as Appendix 2. However, 251 of these premises will receive basic broadband (greater than 2Mbps), leaving only 322 without any broadband coverage. As can be seen from the map at Appendix 3, these are in very isolated areas.
- 3.7 Within the new areas able to access the provision, it is estimated that around two thirds of households will receive much higher connection speeds than the minimum requirement of 24Mbps (the BDUK definition of Superfast Broadband). Since a wireless solution avoids the need for disruptive construction works to install underground cables, roll out of the network can be accelerated, with expected completion across all of the areas being covered by the middle of 2016.
- 3.8 A related advantage is that the roll out will be less costly than alternative technologies. Consequently, UKBN are requesting only £1.9m of public subsidy from the available sum of £3m, which will continued to be provided on a 50:50 basis by BDUK and the Council. The contract is based on the supplier achieving defined outcome targets, meaning that any risk around increased costs sits with the supplier.
- 3.9 On this basis, significant funding will be available for the Council to investigate options to secure coverage for the remaining 573 premises outside of scope, making 100% Superfast Broadband coverage across the entire Borough of Swindon a realistic possibility in the near future.
- 3.10 The proposed contract is structured such that the private sector money is spent first, followed by the BDUK funding and lastly the Council's contribution, linked to achievement of key milestones. If revenues generated are higher than forecast, the Council will receive a share of income received through a clawback mechanism. The Council is required to undertake "demand stimulation" as part of its arrangement with BDUK, which will be supplemented by additional resources being provided from UKBN in this regard, which is not a core contractual obligation.
- 3.11 In summary, the key benefits of the UKBN proposal are as follows:
- Meets all state aid and BDUK requirements,
 - Delivers very high coverage (99.4% Superfast Broadband),
 - Only uses £1.9m of public funding available
 - Includes a 5 year network refresh so that customers can utilise the last technology advances
 - Can be rolled out across the Borough by mid-2016, with no disruption to highways infrastructure, and
-

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Superfast Broadband Extension Programme

Cabinet

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- Includes discretionary proposal for demand stimulation, reducing the Council's efforts from the level anticipated.
- 3.12 Against this, it is recognised that consumer expectations in urban areas in particular may be for a fibre solution to the home. In this respect, Council representatives, both Members and Officers, have met on a number of occasions with commercial broadband providers over the past few years. All known commercial providers have confirmed to the Council as part of this engagement that they have no plans for increasing their current commercial coverage into the 'intervention area' before September 2017.
- 3.13 Although the UKBN network will be open for all ISPs to use, there is a risk that some of the major players may decide that the scale of the potential new market in Swindon is insufficiently attractive for them to take UKBN's wholesale offer. This could potentially limit choice of ISPs for consumers. However, there would be the potential for local Swindon firms to enter the market. Once again, the views of potential customers in the urban and more rural parts of the Borough are likely to differ.
- 3.14 Finally, UKBN has only recently been created as a separate company from UK Broadband. This has been a necessary move in the context of the Superfast Broadband Extension Programme, to distinguish the network development part of the company from the retail service provider. Given the new company's lack of financial record, the Council would need to secure a financial guarantee and performance bond with the parent company, Hong Kong Telecoms (HKT) as part of finalising the contract. HKT is the largest operator of fixed and mobile services in Hong Kong with a turnover of £2bn and net worth of £7bn.
- 3.15 Notwithstanding these issues, it is felt that the opportunities offered by the UKBN bid, most particularly the scale of coverage and value for money, together with the potential to build on this and secure 100% Superfast Broadband coverage of the Borough in the near future, make a clear case for it to be accepted. Cabinet is therefore recommended to approve UKB Networks as the preferred supplier and authorise the Director of Law and Democratic Services, in consultation with the Cabinet Member for the Economy, Regeneration, and Skills and the Board Director Resources to take the necessary steps to ensure contract signature is achieved at the earliest possible opportunity.
- 3.16 Recognising the small number of households that would not secure connectivity through the UKBN bid and the funding that would remain available, it is also recommended that discussions continue with Parish and Town Councils and other interested stakeholders to identify options that would ensure all households within the Borough are able to benefit from Superfast Broadband at the earliest possible opportunity.
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Superfast Broadband Extension Programme

Cabinet

Date: 18th March 2015

4. Alternative Options

- 4.1 Cabinet could choose to withdraw from the Superfast Broadband Extension Programme, recognising that this would leave the Borough with proportionately very low connectivity, affecting Swindon's potential economic growth.
- 4.2 BT chose not to submit a proposal in response to the Council's procurement exercise, but has confirmed that it would be willing to enter into an agreement using the BDUK framework. Although this may be a route that some consumers would welcome, a fibre-based framework bid would result in disadvantages from the perspective of the Borough as a whole:
 - 4.2.1 Coverage would be reduced from that offered by UKBN, disadvantaging households in rural areas in particular. It is impossible to be certain about the extent of this, but it is potentially in the order of 1,000 – 2,000 premises;
 - 4.2.2 The call on the public purse would be greater, leaving no Council funding available to seek to extend coverage at a future point; and
 - 4.2.3 Although very similar, the standard BDUK framework contract is slightly less favourable to the Council than the version our internal and external legal advisors have recommended.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The financial and procurement implications have been reflected in the body of the report.

Legal and Human Rights Implications

- 5.2 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.

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

- 5.3 The recommendations in this report would enable the vast majority of rural areas within the Borough to benefit from Superfast Broadband.

Diversity Impact Assessment

- 5.4 A Diversity Impact Assessment (DIA) has been completed for this proposal and a copy is available from the report author. In essence, the DIA states that the Current Superfast Broadband coverage does not discriminate against any particular equality groups, being related purely to geographical factors. However,

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Superfast Broadband Extension Programme

Cabinet

Date: 18th March 2015

arguably the financial economic status of households can be affected by their ability to access Superfast Broadband. For this reason, investment in Superfast Broadband is felt to advance equality of opportunity for residents. The Council is separately investing £200k in both hardware and wireless technology in its libraries, to maximise Internet accessibility to residents who may not otherwise be able to access it for reasons related to affordability.

Risk Management

- 5.5 A Programme Board has been created to oversee this programme involving the Cabinet Member for the Economy, Regeneration and Skills and the Board Director Resources which maintains a full risk register.

6. Consultees

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

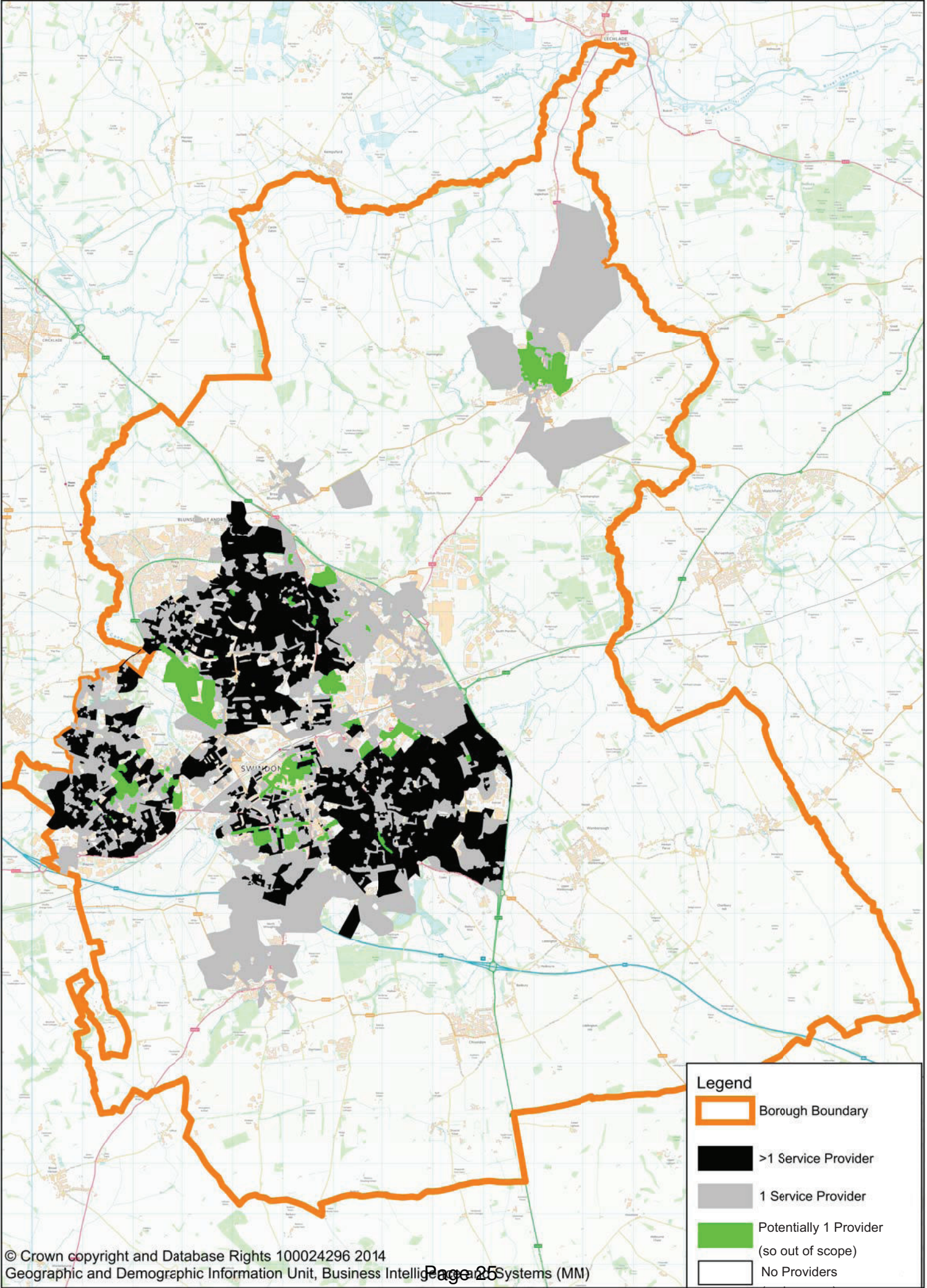
- 7.1 Not applicable

8. Appendices

- 8.1 Appendix 1 – Map Showing Eligible Areas for Funding (Intervention Areas)
8.2 Appendix 2 – Map Showing Future Superfast Broadband Coverage
8.3 Appendix 3 – Map Showing Future Broadband Coverage

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

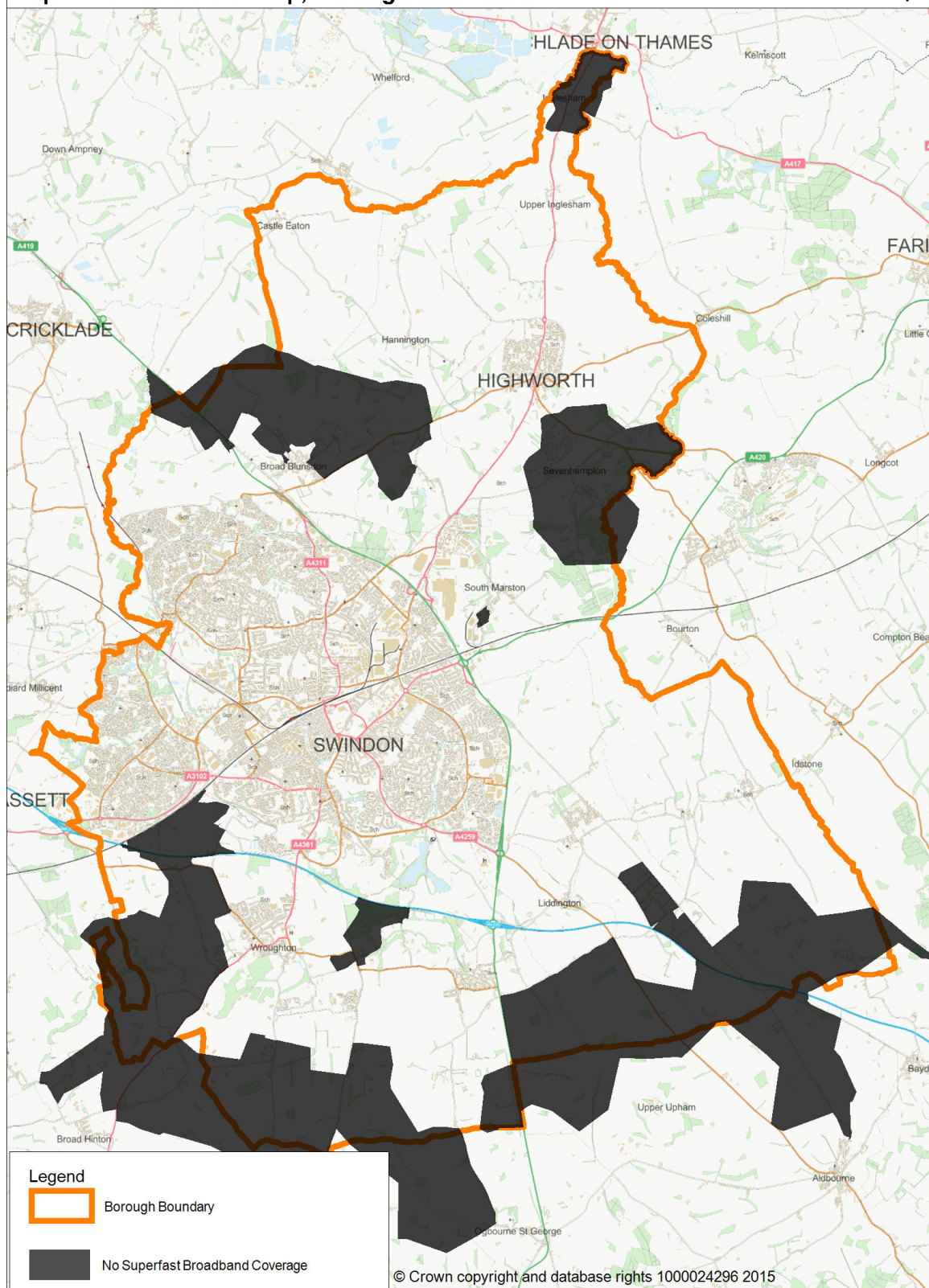
- 9.1 This is a key decision and has been included in the Cabinet Work Programme and Forward Plan for March 2015.



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Superfast Broadband Map, Borough of Swindon

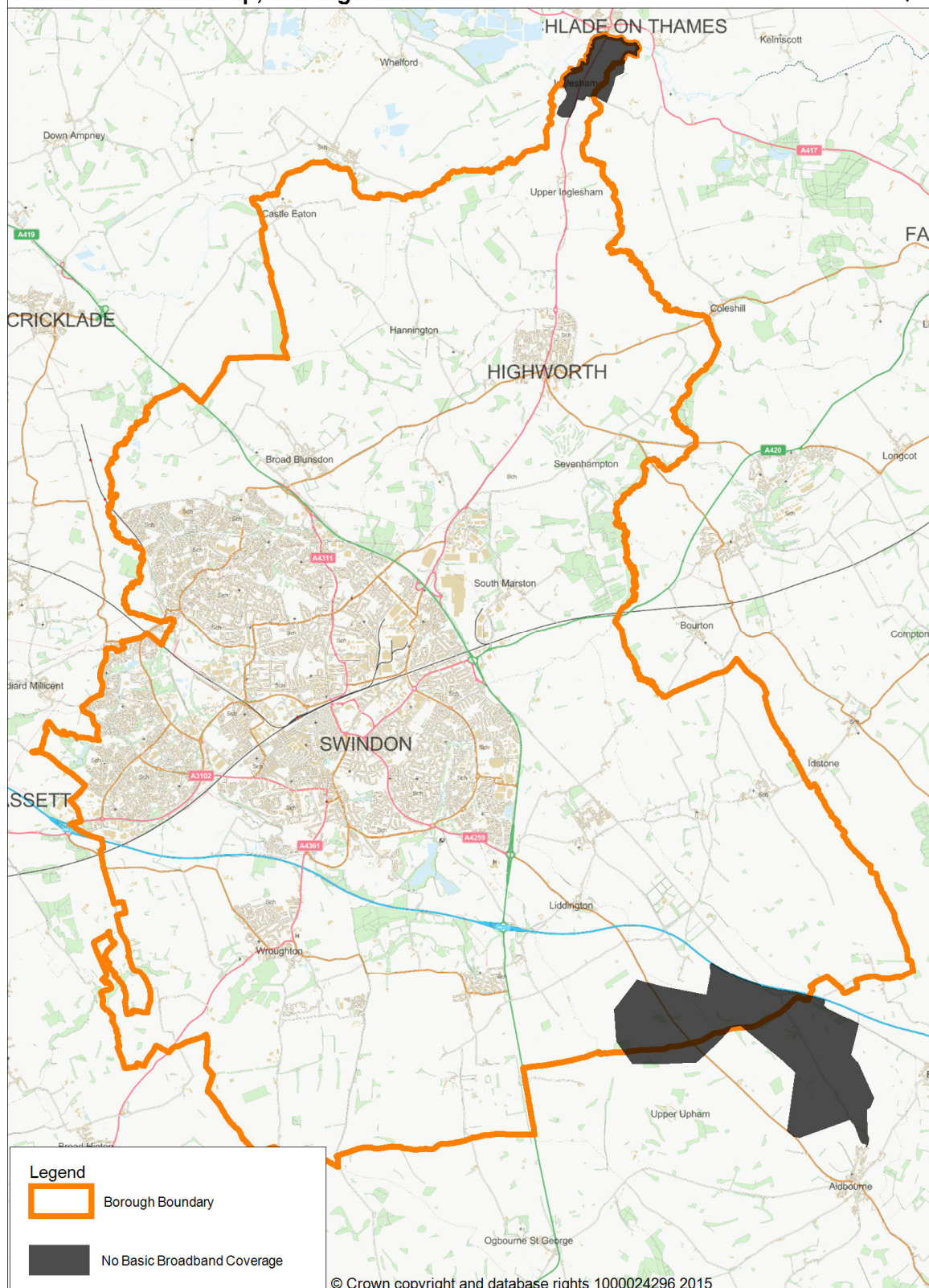
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Basic Broadband Map, Borough of Swindon

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Budget Management 2014-15

Cabinet

Date: 18th March 2015

Authors:	Cabinet Member for Finance and Board Director, Resources
Wards:	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 This report presents the 2014-15 Revenue forecast out-turn at the end of January 2015.
- 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 underpins the Council's Strategic Objective of consistently making the best use of all available resources as well as providing focus for the Change Programmes.

2. Recommendations

Cabinet is recommended to:

- 2.1 Note the projected out-turn position for 2014-15 set out in Table 1 and Appendices 1 and 2, and
- 2.2 Approve the virements set out in Appendix 3.

3. Detail

2014-15 Projected Out-turn

- 3.1 The expected out-turn as at the end of January 2015 is a projected underspend of £1.1m, which is an improvement of £0.2m since the last report. This net position is a combination of some above budgeted service costs, mainly in relation to Children and Golf and Recreation Services, offset by the early delivery of 2015-16 Budget savings, in line with the Council's financial strategy.
- 3.2 The budget and projected out-turn by Department is set out in Table 1 below and a more detailed analysis is set out in Appendices 1 and 2.

Further information on the subject of this report can be obtained from Kirsty Cole on Direct Dial No. 464610 or Email kcole@swindon.gov.uk

Budget Management 2014-15

Cabinet

Date: 18th March 2015

Table 1 – Projected Out-turn By Department

Department	Budget 2014/15	Full-Year Projected Out-turn	Projected Variance	Movement since last report
	£'000	£'000	£'000	£'000
Chief Executive	732	832	(355)	(15)
Resources	2,761	12,661	(67)	(17)
Corporate	(3,665)	(4,801)	(5)	(5)
Commissioning	95,964	94,557	(1,710)	(265)
Service Delivery	46,876	38,305	1,023	131
Total General Fund	142,668	141,554	(1,114)	(171)
Of which is early delivery of 2015-16 savings	0	(2,200)	(2,200)	(64)

4. Department Summaries and Explanation of Key issues

Chief Executive

- 4.1 The Chief Executive's Department, which now includes the Property Assets function, is currently projecting an underspend of £355k due to the receipt of non-recurring property related income and vacancy savings.

Resources

- 4.2 The Resources Department is currently projecting an underspend of £67k. The most volatile budget within the Department is Revenues and Benefits due to the demand-driven nature of the service and, therefore, this is being closely monitored. The latest predictions show a £50k net underspend on this service.

Corporate

- 4.3 The Corporate budgets are projecting a minor underspend of £5k. This figure represents the net position of implementing a range of cross-cutting 2015-16 Budget savings in advance of 1st April 2015 generating in-year savings, offset by additional funding of one-off costs previously assumed to be funded from reserves. If the current Council-wide net underspend continues it is proposed

Further information on the subject of this report can be obtained from Kirsty Cole on Direct Dial No. 464610 or Email kcole@swindon.gov.uk

Budget Management 2014-15

Cabinet

Date: 18th March 2015

that additional one-off costs are funded from this Budget bringing the overall Council-wide position back to break-even and allowing the Council's reserves to be preserved.

Commissioning

- 4.4 The Commissioning Budgets are currently projecting an underspend of £1,710k, an improvement of £265k since the last report.
- 4.5 Within this, Children and Adults Commissioning are currently projecting an underspend of £2,465k. This is largely due to the early delivery of 2015-16 savings through the continued work of the Adult Demand programme. Other contributory factors are lower than previously predicted older people care costs as clients reach the end of their lives and the success of the reablement programme limiting demand on normal social care placements during the winter period. The position also includes a one-off cost recovery on historical Continuing Health Care (CHC) cases.
- 4.6 The Children and Families Service is reporting an overspend of £961k. The service continues to have difficulties in recruiting staff and the increasing caseload has necessitated the use of more expensive agency social workers. Targeted work on recruitment and retention is on-going; however, levels of social worker agency staff are currently at 22% of the workforce.
- 4.7 Underspends are also being reported across other services within Commissioning arising from savings on contract costs, vacancies and additional income.

Service Delivery

- 4.8 The Department is projecting an overspend of £1,023k, an increase of £131k since the last report. As reported previously, this is mainly due to timing issues on a number of budgeted savings and the profile of costs and income on services transferred back into the Council from Swindon Commercial Services in November 2013. In addition, there was a one-off cost pressure due to the transfer date of the leisure centre and golf course assets being later than was assumed when the Council's budget was originally set.
- 4.9 Since the last report, cost pressures have been identified in relation to staffing and income pressures at Steam and Lydiard and also on Streetsmart vehicles. The majority of these issues will be resolved in year and will not affect future years' Budgets.

5. Virements

- 5.1 Since setting the 2014-15 Budgets, there have been some virements to reflect changes to the allocation of costs across business units. Members are asked to agree these virements as set out in Appendix 3.

Further information on the subject of this report can be obtained from Kirsty Cole on Direct Dial No. 464610 or Email kcole@swindon.gov.uk

Budget Management 2014-15

Cabinet

Date: 18th March 2015

6. Public Power Solutions Ltd (PPS)

- 6.1 The outcome of the planning decision relating to the Wroughton Airfield photovoltaic (PV) array will significantly affect the projected year-end results for the company. It had been expected on 6th March, but has been delayed and it is currently unclear when it will be known. The latest 2014-15 projection shows a year-end loss of over £2m should the solar farm not be agreed with a swing to a £2m profit if the planning consent is received.
- 6.2 It was always known that the first year of operation of the new Waste Processing Plant would be challenging, as it would be a bedding-in period. Compared with the expected on-going position, less waste has been processed which has led to additional one-off landfill charges and a higher proportion of Refuse Derived Fuel (RDF) has been produced rather than Solid Recoverable Fuel (SRF), which has higher disposal costs. However, this expected one-off pressure should be seen within the context of the Council achieving on-going savings on landfill costs elsewhere within its budget.
- 6.3 The company's cash balances are supported by loan facilities from the Council as owner. Cash balances throughout the remainder of the year are very tight and may rely on a further draw-down on a loan from the Council before the end of the Financial Year. Cash from the pipeline of PV sales as they arise will be used to reduce the loan and provide funds to reinvest in future opportunities.

7. Housing Revenue Account (HRA)

- 7.1 HRA Budget Managers are currently forecasting an underspend of £826k as at the end of January 2015.
- 7.2 The key forecast savings relate to:
- 7.2.1 A forecast underspend in Supervision and Management of £1,013k (a combination of less voids, estate management savings and savings on fees set aside for stock condition surveys which has not yet been committed),
 - 7.2.2 £185k forecast savings on Special Services (mainly related to utilities savings in sheltered properties which are ring-fenced to service charges), and
 - 7.2.3 Forecast savings of £220k in relation to the HRA contribution to DHP (Discretionary Housing Payments).
- 7.3 The savings are partly offset by a £592k pressure on Repairs costs.

Budget Management 2014-15

Cabinet

Date: 18th March 2015

8. Dedicated Schools Grant (DSG)

- 8.1 The DSG budget is predicting a net underspend of £458k culminating from a number of variances.
- 8.2 The value of equal pay claims for schools staff is slightly higher than allowed for within the Budget following the settlement of the final batch of claims in 2014-15. The local authority funds 50% of each claim with the individual school budgets funding the balance.
- 8.3 The two-year old nursery funding & place capacity building team is predicting an underspend of £200k following an additional £230k of funding having been provided by the Department for Education (DfE) which reflects the increase in early year pupil numbers.
- 8.4 The value of funding top-ups for high-need pupils has created a forecast overspend of £468k due to increasing demands on the service which is offset by an underspend on the high needs contingency budget of £550k.
- 8.5 An underspend on post 16 high needs provision of £127k is due to places allowed for within the budget not being required. There is also an underspend on external placement fees of £137k.

9. Alternative Options

- 9.1 Cabinet could choose not to approve the virements as set out in Appendix 3 or to use savings arising from the Capita Integration to fund other services. The latter would mean that the use of one-off resources would be higher than envisaged, reducing future financial flexibility.

10. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 10.1 Where there are specific financial implications these have been reflected in the body of the report.

Legal and Human Rights Implications

- 10.2 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.

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

- 10.3 There are no such direct implications.

Further information on the subject of this report can be obtained from Kirsty Cole on Direct Dial No. 464610 or Email kcole@swindon.gov.uk

Budget Management 2014-15

Cabinet

Date: 18th March 2015

Diversity Impact Assessment

- 10.4 A Diversity Impact Assessment (DIA) has not been done as this report does not make any new recommendations that would have a detrimental impact on services.

Risk Management

- 10.5 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted on all reports.

11. Consultees

- 11.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

12. Background Papers

- 12.1 None

13. Appendices

- 1.1. Appendix 1 – Forecast Out-turn by Directorate 2014-15
1.2. Appendix 2 – Forecast Out-turn by Service 2014-15
13.1 Appendix 3 – Proposed Budget Virements 2014-15

14. Key Decision/Decision in Cabinet Work Programme and Forward Plan

- 14.1 This is not a key decision and is included in the Cabinet Work Programme / Forward Plan for March 2015.

Fund	Tier 1 Pillar	Tier 2 Function	Budget 2014/15 £'000	Full-Year Projected Out-turn £'000	Projected Variance £'000	Projected Variance - last report £'000	Movement since last report £'000	Commentary on Reasons for Variance
General Fund	Chief Executive	Stronger Together Internal Audit	197	197	0	0	0	Vacancy savings
		Law & Democratic Services	422	397	(25)	(25)	0	
	Resources	Localities	2,837	2,738	(99)	(79)	(20)	Non recurring receipts (covenant release etc.) and DMJ
		Economy & Skills	743	746	3	(2)	5	
			(3,012)	(3,246)	(234)	(234)	0	Facilities Management savings
		Finance	1,187	832	(355)	(340)	(15)	Vacancy savings
		Revenues & Benefits	4,137	4,137	0	0	0	
	Commissioning	Corporate	1,737	1,687	(50)	(50)	0	Projected underspend the Corporate HR budget
		IT & HR	(4,796)	(4,801)	(5)	0	(5)	
		Communication & Insight	6,535	6,518	(17)	0	(17)	Minor variances
			319	319	0	0	0	
		Management	7,932	7,860	(72)	(50)	(22)	Higher than normal levels of attrition and success of reablement limited demand on normal social care placements during key winter period. One off cost recovery on historical CHC cases.
		Children & Adults	739	713	(26)	(18)	(8)	
		Economy / Attainment	63,113	60,648	(2,465)	(2,191)	(274)	Minor variances on Public Protection services. Public Health services supported by Public Health grant are ring-fenced and the underspend estimated at £311k will be transferred into Public Health reserve for investment in Public health services in later years.
		Public Health						
	Service Delivery	Children and Families	2,657	2,665	8	1	7	An increase in commitments reported for temporary staff support offset by minor variances across the service.
		Housing Services	9,807	9,791	(16)	(2)	(14)	
		Commercial Services	19,584	20,545	961	942	19	Increase in costs including fleet has been partially offset by a reduction in contract payment costs.
		Streetsmart	367	195	(172)	(177)	5	
		Leisure, Libraries, Culture & Traded Services	96,267	94,557	(1,710)	(1,445)	(265)	One-off costs of running the golf courses and leisure centres up to the transfer date of 1st November. £1m
		Highways & Transport	1,217	1,206	(11)	(12)	1	
		Planning & Regulatory	12,909	13,222	313	253	60	Increase in income has mitigated smaller increase in costs on staff and materials.
			(322)	688	1,010	1,011	(1)	
		Business Services & Support	8,714	8,384	(330)	(306)	(24)	Further staffing and income pressures within STEAM & Lydiard. Not yet reflected within these projections is a risk relating to back rent and service charge income from Chartridge of approx. £65k. This matter is currently with Legal.
		Delivery Assets	3,992	3,696	(296)	(387)	91	
			8,718	8,598	(120)	(120)	0	Further savings identified will be used to fund the iTrent project.
			2,054	2,511	457	453	4	
	General Fund Total		37,282	38,305	1,023	892	131	Various smaller movements in fleet and stores.
			142,668	141,554	(1,114)	(943)	(171)	

Fund	Tier 1 Pillar	Tier 2 Function	Budget 2014/15 £'000	Full-Year Projected Out-turn £'000	Projected Variance £'000	Projected Variance - last report £'000	Movement since last report £'000	Commentary on Reasons for Variance
Health	Health Commissioning Health Service Delivery	Health Children and Adults Health Children and Families Income from CCG	36,366 1,339 (37,705)	82 1,292 (1,292)	82 (47) 47	89 (11) 12	(7) (36) 36	Pressures within children placements. Swindon CCG hold responsibility for this budget and CCG commissioners are exploring ways to fund pressure. Additional staff savings declared. Reduction in CCG funding to match savings identified to date for services within Children and Families.
Health	Total		0	82	82	89	(7)	
Dedicated Schools Grant	DSG Commissioning	DSG Economy / Attainment Dedicated Schools Grant	154,096 (154,096)	153,868 (154,326)	(228) (230)	(212) (230)	(16) 0	Staffing savings and income from academies, additional SENRAP and notional SEN payments, overall saving on placements mainly due to social care not education placement, new post 16 placements Underspend on DSG will be transferred to reserves at year end
Dedicated Schools Grant Total			0	(458)	(458)	(442)	(16)	
Housing Revenue Account	Housing Revenue Account	Supervision & Management Special Services Repairs	(36,571) 118 10,704	(37,584) (68) 11,297	(1,013) (186) 593	(726) (29) 37	(287) (157) 556	Landlord Services reduction in void property costs, Reduction in fee costs and saving on Estate Management CCTV costs. In addition, planned spend on ICT equipment and Licences is expected to be lower than originally planned. This is predominantly due to reduced utility costs on Hostels, Multi Storeys and Sheltered accommodation Revised projection reflects the inclusion of previously disputed invoices originally excluded from December forecast.
Housing Revenue Account Total		HRA Capital Financing	25,749	25,529	(220)	(220)	0	
			0	(826)	(826)	(938)	112	
Grand Total			142,668	140,352	(2,316)	(2,234)	(82)	

Service Area Summary 2014/15	Budget 2014/15 £'000	Full-Year Projected Out-turn £'000	Projected Variance £'000	Projected Variance last report £'000	Movement since last report £'000
Culture, Leisure & Libraries	4,676	5,669	993	916	77
Education and Other Children Services	7,353	7,550	198	173	25
Environmental & Regulatory	17,071	17,209	138	88	50
Highways & Transport	1,237	1,157	(80)	(78)	(2)
Housing GF	3,431	3,355	(76)	(85)	9
Planning & Development	(3,077)	(3,626)	(549)	(604)	55
Public Health	9,639	9,656	17	31	(13)
Revenues & Benefits	1,445	1,395	(50)	(50)	(0)
Social Care - Adults	57,099	54,654	(2,445)	(2,177)	(268)
Social Care - Children	21,330	22,122	793	802	(10)
Corporate & Support:					
Central Services	12,297	12,246	(52)	42	(95)
Contingency Split out	507	507	0	0	0
Debt Management (Debt Charges & Investments)	9,660	9,660	0	0	0
Total General Fund	142,668	141,555	(1,114)	(942)	(171)
Total DSG	0	(458)	(458)	(442)	(16)
Total Health	0	82	82	89	(7)
Total HRA	0	(826)	(826)	(938)	112
Grand Total	142,668	140,352	(2,316)	(2,234)	(82)

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	Chief Executive £'000	Resources & Corporate £'000	Commissioning £'000	Delivery £'000	Contingency Fund £'000	Total General Fund £'000
Cabinet 04/02/15	983	7,425	96,270	37,483	507	142,668
<u>New Virements</u>						
Re-allocation of Services across functions due to the retirement of Head of Libraries, Leisure & Culture	204		(3)	(204)		0
Pay award adjustments				3		0
Cabinet 08/03/15	1,187	7,425	96,267	37,282	507	142,668

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Capital Programme Monitoring 3rd Quarter 2014/15

Cabinet

Date: 18 March 2015

Author: Cabinet Member for Finance
Board Director, Resources

Wards: All

Locality Affected: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 This report sets out the 2014/15 Capital Programme position as at the end of December 2014.
- 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 latest 2014/15 Capital Programme position.
- 2.2 Approve the changes to the Capital Programme detailed in paragraphs 3.4 to 3.8.
- 2.3 Advise Council to recommend that a loan facility of up to £15m be made available to support house building in Wichelstowe through the Joint Venture arrangement, as detailed at paragraphs 3.9 to 3.12, with the detailed terms to be agreed by the Director of Law and Democratic Services, in consultation with the Board Director Resources and the Lead Cabinet Members for Wichelstowe, that will best protect the Council's interests.

3. Detail

Capital Programme 2014/15

- 3.1 Table 1 below provides a summary of the forecast out-turn position compared with the approved total scheme budgets, as at the end of December 2014. The projected out-turn position represents the expected total spend for the scheme to completion over all remaining years.

Further information on the subject of this report can be obtained from Paul Smith on Direct Dial No.463976, or Email psmith2@swindon.gov.uk.

Capital Programme Monitoring 3rd Quarter 2014/15

Cabinet

Date: 18 March 2015

Table 1 – Budget Forecasts and Variances

	Remaining Budget 14/15	Forecast Spend to completion	14/15 Spend to Date	Forecast Variance
Group	£'000's	£'000's	£'000's	£'000's
Schools	35,296	34,949	12,003	(347)
Social Care	2,743	2,743	804	0
Community Works	8,112	8,112	1,544	0
Corporate Projects	24,589	23,784	13,410	(805)
Transport	17,152	16,915	3,726	(237)
S106 funded projects	19,472	19,472	1,133	0
GF Services	107,364	105,975	32,620	(1,389)
Housing Revenue Account (HRA)	31,651	31,651	6,403	0
Service Totals	139,015	137,626	39,023	(1,389)

3.2 Appendix 1 provides a full scheme by scheme breakdown of variances by project, but the key ones relate to:

3.2.1 Savings across several school projects that have been completed under budget:

- £45k relating to the scheme at Red Oaks Primary School.
- £501k relating to the scheme at St Francis Primary School.
- £30k relating to the scheme at Rodbourne Cheney Primary School.
- £41k relating to the scheme at The Ridgeway School.
- £15k relating to the redesign works at Haydonleigh Primary School.

3.2.2 Over spend across several school projects:

- £200k for additional external works due to re- measurement of ground works & external works at Even Swindon Primary School.
- £25k for additional works at The Chalet School. These works had to be completed over the Christmas period which incurred additional cost, and adverse weather and ground conditions also contributed to further cost increases
- £30k due to some additional roof works required at Commonweal School.
- £30k to install Fire Doors at Ridgeway School.

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Capital Programme Monitoring 3rd Quarter 2014/15

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3.2.3 Savings across several Corporate projects that are forecasting coming in under budget:

- Various net savings projected across a number of Wichelstowe capital contracts
- Disabled Facilities Grant which is demand led and not anticipated to be fully spent, and
- Savings of £227k relating to Davis Place Car Park, which is not proceeding.

3.3 Table 2 below shows how the current approved programme identified at Table 1 is being funded:

Table2: Capital Programme funding

	<u>Current Budget</u>	<u>Req uiri ng</u>	<u>Future Budge t</u>
Expenditure	£'000s	£'000s	£'000s
Budget	139,015	270	139,285
Contingency	3,279		3,279
Balance to be financed:	142,294	270	142,564
Capital Receipts	6,775		6,775
S106 Deposits	31,785		31,785
Grant Funding	50,917	270	51,187
Revenue Contributions	2,919		2,919
HRA balances	30,351		30,351
Borrowing Requirement – CFR increase	19,547		19,547
Total	142,294	270	142,564

Changes to the Programme

- 3.4 Cabinet are asked to approve an increase of £270k in the budget for drainage works from £782,570 to £1,052,570 relating to additional work at Wanborough. This if fully funded from Environment Agency grant.
- 3.5 Although grant funding is not ring fenced specifically for Education, there is an expectation from the Department of Education that it will be used to support this area. It is recommended that the reported underspend in Table 1 on Schools schemes (£347k) is retained once related schemes have finished to offset either future budget pressures on existing approved schemes or new Education schemes. Use of the underspend will be identified in future reports as it is utilised.

Further information on the subject of this report can be obtained from Paul Smith on Direct Dial No.463976, or Email psmith2@swindon.gov.uk.

Capital Programme Monitoring 3rd Quarter 2014/15

Cabinet

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- 3.6 Cabinet is also asked to note the merging of cost centres in the new financial year for the budgets relating to Private Sector Homes Renewal Assistance (PSRG) and Decent Homes Assistance (DHA) grants. Combining these budgets will enable better management of outcomes.

Thamesdown Transport

- 3.7 The Council has been discussing with its wholly owned company some potential, mutually beneficial arrangements that would provide additional liquidity to the company without placing further revenue pressures on the Council. This has been prompted by the company needing to adapt its commercial strategy in response to a combination of reducing public bus subsidies and a general slowdown in passenger growth related to the wider economic situation.
- 3.8 A preferred option has been reached whereby the Company will surrender its current ground lease with the Council and enter into a new arrangement to lease both the land and buildings at the depot site. The value of the lease will increase to reflect market value for the new arrangement, in return for which the Council will pay £2m for the Company's building. The value of the site has been independently assessed and it is considered that borrowing to fund the purchase of the site is appropriate because the increase in rental value will offset interest costs. Further, the site is in itself a strategic asset which would make it a secure investment. Cabinet is therefore recommended to approve the capital purchase through prudential borrowing, with no impact on the general fund revenue account.

Wichelstowe Joint Venture

- 3.9 The Wichelstowe Joint Venture will comprise 2 legal entities, the Joint Venture Company and the Development Company. The Joint Venture Company is responsible for the Masterplanning of the site and securing funding for the cost of the infrastructure works required. The Council will have no financial involvement at this level other than to provide its un-serviced land to the Joint Venture Company to be developed, at an agreed market rate.
- 3.10 The Development Company will be responsible for delivering the house building, including "on plot" infrastructure. This will be funded from a variety of sources, the mix of which will be decided at the time as part of approval of a business plan by the Joint Venture Project Board (Council Officers and representatives of the Private Sector Provider (PSP)) and the Members of the Joint Venture (including the Lead Council Member and the Chief Executive from the Council side). The business plan will include assessments of key elements such as viability, delivery timescales, planning and quality of proposals. Options for funding will include:

3.10.1 retained profits from earlier phases,

Further information on the subject of this report can be obtained from Paul Smith on Direct Dial No.463976, or Email psmith2@swindon.gov.uk.

Capital Programme Monitoring 3rd Quarter 2014/15

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Date: 18 March 2015

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- 3.10.2 Senior Debt provided from banks and other lenders (this could possibly include the Council itself, but this is not being proposed at this stage); and
- 3.10.3 The Joint Venture partners (the PSP and the Council) providing funding on a 50/50 basis.
- 3.11 The principle of the Council providing funding for housebuilding in Wichelstowe to the Development Company has been discussed and agreed by the cross-party Cabinet Member Advisory Group for Wichelstowe. In order to provide certainty to PSPs of the scale of the Council's ability and commitment to providing a particular level of funding, Cabinet is asked to recommend to Council that a loan funding facility of up to £15m be made available for this purpose until at least 31 March 2020. The funding would be provided based on a formal legal agreement to be agreed by with the Director of Law and Democratic Services as a capped facility with a set interest rate and rules stipulating timescales for withdrawing and repaying funds.
- 3.12 Members are asked to note that this arrangement will be financially advantageous to the Council, as the return received will be significantly higher than can be secured through any alternative investment route for cash surpluses. The lending rate will also exceed that at which the Council is able to borrow. While there is some degree of risk associated with funding development, the Council will only be providing funding if a business case has been approved and will be matching the level of funding provided by the PSP, for whom such development is their core business. The Council as a 50/50 partner will also have full visibility and input into the progress of the works to which the funding relates and therefore the risk is therefore felt to be small.

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 These have been reflected in the body of the report.

Legal and Human Rights Implications

- 5.2 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.

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

- 5.3 There are no such direct implications.

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Capital Programme Monitoring 3rd Quarter 2014/15

Cabinet

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Diversity Impact Assessment (DIA)

- 5.4 A Diversity Impact Assessment (DIA) has not been completed as no new schemes requiring DIAs are included in this report.

Risk Management

- 5.5 There are no direct risks arising from this report.

6. Consultees

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 Appendix 1 – Capital Monitoring scheme forecast detail.

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 2015.

Group	Scheme Name	14/15 Budget Remaining £	Projected Outturn for Report £	Projected Variance for Report £	Total 14/15 Spend
Schools	Aiming High Short Breaks	149,207	149,207	0	29,176
Schools	Catherine Wayte - infrastructure works 12/13	16,725	16,725	0	4,288
Schools	Chalet School ASC	69,670	99,670	30,000	105,394
Schools	Complex Needs 11-25 provision	50,000	50,000	0	0
Schools	Condition Works Identified within the Asset Map	1,213,497	1,213,497	0	513,164
Schools	Croft New 2FE School	0	0	0	46,717.68
Schools	Crowdy's refurbishment	1,750,000	1,750,000	0	16,287
Schools	Devolved Formula Capital	0	0	0	307,859
Schools	Disadvantaged 2-year old's Nursery at Tadpole	150,000	150,000	0	0
Schools	Early Years places - Tick Tock Nursery - Mobile	100,000	100,000	0	0
Schools	Early Years provision - Grow 2gether dis-advan	100,000	100,000	0	0
Schools	Even Swindon expansion	2,116,248	2,316,248	200,000	2,102,979
Schools	Expansion of the Chalet Special School	15,000	15,000	0	0
Schools	Haydonleigh School expansion	800,808	785,808	(15,000)	566,373
Schools	Headlands School	461,965	461,965	0	449
Schools	Infant Free School Meals	360,965	360,965	0	343,919
Schools	North Swindon Primary School 1FE - Orchid Va	2,999,040	2,999,040	0	2,702,842
Schools	North Swindon Primary School 2FE - New build	8,496,994	8,496,994	0	3,031,539
Schools	Orchid Vale - additional places 13/14	73,000	73,000	0	43,467.41
Schools	Physical Disabilities SRP Expansion at Comm	565,321	590,321	25,000	199,162
Schools	Plas Pencelli Lodge Extension	167,000	167,000	0	792
Schools	Post 16 provision at Crowdys Hill Special Scho	35,000	35,000	0	6,250
Schools	Primary and Early Years provision to serve Cor	3,203,500	3,203,500	0	0
Schools	Primary BESD	265,000	265,000	0	0
Schools	Primary Complex Needs SRP (Specialist Reso	636,500	636,500	0	0
Schools	Red Oaks Special Resource Provision	59,799	15,000	(44,799)	0
Schools	Ridgeway - urgent condition issues (subject to A	41,721	0	(41,721)	0
Schools	Ridgeway school ASC	1,159,952	1,189,952	30,000	1,150,282
Schools	Rodbourne Cheney - additional places 12/13 &	32,444	2,444	(30,000)	1,728
Schools	Ruskin Special Resource Provision - replaceme	70,000	70,000	0	69,289
Schools	Secondary School Places 1 - 6 FE by Sept 18	139,000	139,000	0	14,000
Schools	South Marston Primary School Expansion	3,203,500	3,203,500	0	5,000
Schools	St Francis School to become 2FE	550,955	50,000	(500,955)	31,775
Schools	Swindon Academy - DFE Loan Repayment	1,511,189	1,511,189	0	383,000
Schools	Tadpole Farm Primary School	153,000	153,000	0	0
Schools	Town Centre Primary School - Holy Cross 2FE	4,350,000	4,350,000	0	413,674
Schools	Town Centre Primary School Places	76,500	76,500	0	7,000
Schools	Wichelstowe Primary School - Middle Wichel	153,000	153,000	0	0
Schools	Schools	35,296,499	34,949,025	- 347,474	12,002,972
Social Care	ASC Equipment	318,000	318,000	0	322
Social Care	Assistive Technology	587,671	587,671	0	526,000
Social Care	Estate Rationalisation - CSS systems upgrade	420,545	420,545	0	82,678
Social Care	Extra care sheltered accommodation	152,891	152,891	0	0
Social Care	H&SC Joint Working Projects	681,596	681,596	0	96,591
Social Care	ICES reallocation	0	0	0	20,258.19
Social Care	Learning difficulties respite care reprovision (H	34,044	34,044	0	0
Social Care	On line care assessment tool	238,000	238,000	0	118,400
Social Care	SAP Equipment	74,171	74,171	0	0
Social Care	Wheelchairs & Other Equipment	236,200	236,200	0	0
Social Care	Social Care	2,743,117	2,743,118	0	803,733
Community Works	Asset Liability Management	128,381	128,381	0	15,925
Community Works	Clive Parade re-surfacing	172,309	172,309	0	139,152
Community Works	Crematorium Replace Cremators	1,175,849	1,175,849	0	755,135
Community Works	Cricklade Road Footway Reconstruction	202,541	202,541	0	0
Community Works	Dorcan Pool - new plant	37,005	37,005	0	0
Community Works	Dorcan sports centre - Netball funding	93,600	93,600	0	793
Community Works	East Wichel Community Centre	7,389	7,389	0	(3,506)
Community Works	Flood Defence Grant	141,343	141,343	0	17,296
Community Works	Hay lane Caravan Site	272,543	272,543	0	78,144
Community Works	Hodson Road embankment stabilisation	349,438	349,438	0	4,985
Community Works	Kingsdown Cemetery	11,133	11,133	0	0
Community Works	Kingsdown Crematorium - Replace Cremators	0	0	0	95,485.50
Community Works	Link Roof	0	0	0	8,488.54
Community Works	Lydiard Site traffic management	60,128	60,128	0	0
Community Works	Mechanics Institute	0	0	0	8,170.40
Community Works	Playground Refurb	630,038	630,038	0	11,698
Community Works	PRG Swindon Day Centre	0	0	0	0
Community Works	Private Sector Renewal Grants	284,867	284,867	0	69,351
Community Works	Reinvestment in Allotments	107,554	107,554	0	0
Community Works	Rodbourne Lagoon	3,126,504	3,126,504	0	123,789

Group	Scheme Name	14/15 Budget Remaining £	Projected Outturn for Report £	Projected Variance for Report £	Total 14/15 Spend
Community Works	S106 Haydon Brook Flood Alleviation	60,000	60,000	0	0
Community Works	S106 Redhouse Community Centre	843,481	843,481	0	125
Community Works	Safe & Warm	0	0	0	6,727.85
Community Works	Shaw Forest Park Restoration Works	0	0	0	1,276.97
Community Works	Street Smart IT	7,022	7,022	0	1,589
Community Works	Town Centre surplus street furniture removal	30,428	30,428	0	0
Community Works	UNION SQUARE HOUSING DEVELOPMENT	0	0	0	0
Community Works	Village Centres 13/14	356,362	356,362	0	224,769
Community Works	Westleaze Canal Emergency Works	14,172	14,172	0	621
	Community Works	8,112,087	8,112,087	0	1,543,673
Corporate Projects	Adapting Sanford House for 3rd Sector Advice	552,149	552,149	0	531,407
Corporate Projects	Asbestos Management	301,054	301,054	0	519
Corporate Projects	Aspen House Public Realm	500,000	500,000	0	0
Corporate Projects	Bowls Club	0	0	0	2,951.15
Corporate Projects	Capital Repairs and Maintenance	1,991,150	1,991,150	0	(70,303)
Corporate Projects	Compulsory Purchase 9 Deburgh Street	42,483	42,483	0	103
Corporate Projects	Contact point, Clarence House Refurbishment	1,403,222	1,403,222	0	346,294
Corporate Projects	Contribution to Superfast Broadband	240,000	240,000	0	85
Corporate Projects	Decent Homes Assistance	278,002	80,000	(198,002)	67,707
Corporate Projects	Disability Discrimination Act Related Works	117,659	117,659	0	18,384
Corporate Projects	Disabled Facilities Grant	975,373	690,700	(284,673)	508,230
Corporate Projects	Equity Share Properties	250,000	250,000	0	1,585
Corporate Projects	Estate Rationalisation Project - Buildings	0	0	0	569,724.88
Corporate Projects	Feasibility Studies	565,854	565,854	0	100,659
Corporate Projects	Growth Feasibility	1,000,000	1,000,000	0	0
Corporate Projects	Kimmerfields Compulsory purchase	1,663,000	1,663,000	0	50,418
Corporate Projects	Localities - buildings	64,890	64,890	0	0
Corporate Projects	Localities - IT element	188,642	188,642	0	0
Corporate Projects	Museum Artefacts Storage	300,000	300,000	0	6,027
Corporate Projects	New Growth Point Scheme Station Forecourt	0	0	0	6,914.65
Corporate Projects	Non Highways Structures (bridges within parks	230,000	230,000	0	18,605
Corporate Projects	NWOW IT	227,285	227,285	0	16,875
Corporate Projects	Oracle Upgrade	8,520	8,520	0	6,540
Corporate Projects	Pollution Control - Borough Farms	26,368	26,368	0	0
Corporate Projects	Private Sector Housing Renewal Assistance	0	0	0	0
Corporate Projects	Redevelopment of Dorcan House / Eldene Sho	500,000	500,000	0	122,997
Corporate Projects	'SCS Fleet' 7 Vehicles	645,227	645,227	0	640,969
Corporate Projects	Strategic Acquisition (Aspen)	813,284	813,284	0	575,803
Corporate Projects	Stronger Together	92,002	92,002	0	26,541
Corporate Projects	Swindon Health Centre	0	0	0	69,282.41
Corporate Projects	Town Gardens Footbridge	100,000	100,000	0	(7,660)
Corporate Projects	Universal Technical College	6,883,168	6,883,168	0	8,428,631
Corporate Projects	Waterside Depot - New Lift (DDA Requirement)	70,000	70,000	0	0
Corporate Projects	Waterside Depot - Proposed New Road Layout	800,000	800,000	0	0
Corporate Projects	Wellington Street	190,000	190,000	0	0
Corporate Projects	Wichelstowe - Contract 2,3,3A	0	0	0	11,192.00
Corporate Projects	Wichelstowe - Development Expenses/Mainten	0	0	0	198.19
Corporate Projects	Wichelstowe - District Centre associated works	1,434,933	1,532,046	97,113	972,715
Corporate Projects	Wichelstowe - East Wichel	377,744	334,057	(43,687)	0
Corporate Projects	Wichelstowe Infrastructure Expenditure	783,376	398,878	(384,498)	232,685
Corporate Projects	Wichelstowe J16 Improvements	945,000	953,600	8,600	153,940
Corporate Projects	Wichelstowe play area	28,600	28,600	0	0
	Corporate Projects	24,588,986	23,783,838	-805,147	13,409,622
Transport	Bus lane enforcement infrastructure	110,000	110,000	0	0
Transport	Car Park variable message signing - LTP	0	0	0	2,161.76
Transport	Car Parks - Major Maintenance of MSCP	511,558	511,558	(0)	279,269
Transport	Concrete Light Column replacement	426,013	426,013	0	158,805
Transport	Davis Place Car Park	283,828	46,744	(237,084)	19,591
Transport	Demolition of MSCP	900,000	900,000	0	52,936
Transport	DFT Emergency Winter Damage	0	0	0	5,000.00
Transport	Drainage Schemes	782,570	782,570	0	45,255
Transport	Gateway signage (incl car park directions)	400,000	400,000	0	7,450
Transport	Highways Asset Management Grant Elements	216,500	216,500	0	0
Transport	Local Sustainable Transport Fund - Access to S	470,000	470,000	0	136,316
Transport	LTP Bus Priority & Infrastructure 12/13	72,513	72,513	(0)	18,655
Transport	LTP Integrated - Traffic Management	479,000	479,000	0	0
Transport	LTP Maintenance	3,607,900	3,607,900	0	1,066,142
Transport	LTP Safety Schemes 12/13	1,090,486	1,090,486	(0)	12,300
Transport	LTP Sustainable Transport 12/13	161,213	161,213	0	4,697
Transport	NON LTP Bridge Maintenance	99,144	99,144	(0)	0

Group	Scheme Name	14/15 Budget Remaining £	Projected Outturn for Report £	Projected Variance for Report £	Total 14/15 Spend
Transport	NON LTP Maintenance	4,721,483	4,721,483	0	1,319,744
Transport	NON LTP Street Lighting	49,879	49,879	(0)	(15,892)
Transport	NON LTP Traffic Signals	304,960	304,960	(0)	17,478
Transport	Public Realm at Wyvern MSCP Site	48,817	48,817	0	0
Transport	School Safety Zone Signage	30,000	30,000	0	0
Transport	Strategic Highways Model update (£200k/£200k)	400,000	400,000	0	12,800
Transport	Transport	0	0	0	797.17
Transport	UNION SQUARE CAR PARK	1,155,797	1,155,797	0	0
Transport	Winter Damage Various Schemes	710,412	710,412	0	592,537
Transport	Wroughton Park and Ride bus entrance Traffic	120,000	120,000	0	0
	Transport	17,152,074	16,914,989	-237,084	3,726,043
S106	All Weather Grass Pitch at Stratton Leisure Ce	14,640	14,640	0	0
S106	Alley Gate Public Art	10,500	10,500	0	0
S106	Angel Ridge Public Open Space	413,431	413,431	0	236,520
S106	Boness Road - Wroughton	0	0	0	0
S106	Brimble Hill to Alexandra Park	106,029	106,029	0	640
S106	Bruce Street Bridges and Baileys Corner	5,353,691	5,353,691	0	445,967
S106	Bus Lane and Gate Enforcement in Swindon C	170,128	170,128	0	88,675
S106	Catalint UK Ltd Blagrove	21,735	21,735	0	4,800
S106	Cavendish Square - Public Open Space and P	310,832	310,832	0	134,921
S106	Christchurch Community Hall (contribution to)	313	313	0	0
S106	Comet Way Bus Stop Improvements	0	0	0	- 2,500.00
S106	Croft School Highways Works	500,000	500,000	0	0
S106	Diamond Jubilee Woodlands	115,454	115,454	0	0
S106	Drove Rd / Upham Rd Junction	13,844	13,844	0	0
S106	East Wichel Local Open Space	239,335	239,335	0	216,290
S106	East Wichel Major Open Space	391,422	391,422	0	897
S106	Eastrop Infants - Extension	50,000	50,000	0	50,000
S106	Enforcement of bus lanes at Mead	14,421	14,421	0	0
S106	Ermin Street Traffic Management	11,983	11,983	0	0
S106	Even Swindon School - Highway Works	14,421	14,421	0	0
S106	Great Eastern House Open space	16,361	16,361	0	0
S106	Great Western Community Forest	512,490	512,490	0	0
S106	Green Spine	10,000	10,000	0	3,514
S106	Havelock Square - Public Realm	822,906	822,906	0	5,911
S106	Hesketh Crescent play area improvements	158,946	158,946	0	5,562
S106	Highway works at Islington Street	48,435	48,435	0	406
S106	Highway works in the vicinity of Purton Road S	12,014	12,014	0	0
S106	Highway Works in the vicinity of Whalebridge P	200,000	200,000	0	0
S106	Jubilee Woods	0	0	0	1,960.81
S106	Lawn Park - Improvements to High St Entrance	55,020	55,020	0	0
S106	LSTF Work Package 4	50,214	50,214	0	0
S106	Mannington Recreation Ground - informal footp	57,717	57,717	0	57,554
S106	Mannington Roundabout Great Western Way f	20,511	20,511	0	1,894
S106	Mannington Subway Lighting	3,364	3,364	0	0
S106	Marshgate Link Improvements	25,454	25,454	0	0
S106	Mead Roundabout	982,749	982,749	0	946
S106	Moredon Rd Toucan Crossing	85,078	85,078	0	84,260
S106	Moulden Country Park - Provision of Car Park	9,900	9,900	0	0
S106	Mouldon Hill Country Park	234,644	234,644	0	1,152
S106	NDA - Management of Protected Species Rese	51,999	51,999	0	8,576
S106	Neighbourhood watch scheme signage	4,006	4,006	0	0
S106	New College 2001/02 Open Space and play ar	25,000	25,000	0	0
S106	North Star roundabout and Cocklebury Rounda	3,099,625	3,099,625	0	946
S106	Off Site Playground (Coleview) transfer to Stra	113,000	113,000	0	0
S106	Pre-adoption maintenance period for playgroun	67,414	67,414	0	0
S106	Queens Drive Amelioration	0	0	0	4,510.22
S106	Recreational Improvements at Dorcan College	12,265	12,265	0	0
S106	RTPI - Mannington Retail	11,260	11,260	0	0
S106	Shaw Road Traffic Regulation	10,551	10,551	0	3,780
S106	St Marks Recreation Ground	672,905	672,905	0	14,902
S106	St Michaels Ave Lighting	10,309	10,309	0	0
S106	Stanton & Stratton Woods	0	0	0	8,699.86
S106	Stratton & Stanton Woods Access Project	246,083	246,083	0	0
S106	Stratton Woods Public Art	75,421	75,421	0	6,994
S106	Subway at Great Western Way	10,500	10,500	0	8,697
S106	Swindon Railway Station Forecourt	0	0	0	- 238,105.09
S106	Swindon Urban tree planning programme	66,362	66,362	0	0
S106	Thamesdown Drive Extension	24,777	24,777	0	1,000
S106	Thamesdown Drive Speed Amelioration	109,500	109,500	0	5,654

Group	Scheme Name	14/15 Budget Remaining £	Projected Outturn for Report £	Projected Variance for Report £	Total 14/15 Spend
S106	Toothill Telford Way to Bodiam Subway Path U	43,916	43,916	0	(116,802)
S106	Town Centre Temporary Site uses	5,877	5,877	0	0
S106	Town Centre TV	14,849	14,849	0	20,702
S106	Transfer Bridges	3,186,630	3,186,630	0	19,952
S106	Tree and Landscape Improvements	40,000	40,000	0	0
S106	Union Sq Phase 1 Highways	0	0	0	3,608.55
S106	Westrop Primary School - Playground Extensio	40,000	40,000	0	40,000
S106	Whitehouse Road Cycling Scheme	3,846	3,846	0	0
S106	Whitworth Road safety scheme	130,000	130,000	0	0
S106	Wichelstowe Conservation Project	20,000	20,000	0	0
S106	Wichelstowe Off Site Landscape and Nature C	317,898	317,898	0	0
	S106	19,471,976	19,471,975	0	1,132,483
HRA	HRA - Aids & Adaptations (was contingency)	900,000	1,200,000	300,000	275,668
HRA	HRA - Bathrooms	740,000	740,000	0	147,753
HRA	HRA - Central heating	2,335,000	2,335,000	0	923,141
HRA	HRA - Contingent Major Repairs	1,075,000	775,000	(300,000)	52,328
HRA	HRA - Electricians	1,260,000	1,260,000	0	323,682
HRA	HRA - Environmental & Communal Areas	190,000	190,000	0	(72,398)
HRA	HRA - Exceptional Extensive	1,290,000	1,290,000	0	(97,160)
HRA	HRA - External/Entrance Doors	780,000	780,000	0	(261,823)
HRA	HRA - External Walls	90,000	90,000	0	(10,490)
HRA	HRA - Improvements	515,000	515,000	0	44,490
HRA	HRA - Kitchens	3,273,000	3,273,000	0	981,183
HRA	HRA - Planned Maintenance	3,956,278	3,956,278	0	1,911,616
HRA	HRA - Related assets	305,000	305,000	0	198,776
HRA	HRA - Roofs	1,585,000	1,585,000	0	216,666
HRA	HRA - Windows.	625,000	625,000	0	193,120
HRA	HRA - Regeneration and Acquisition Programm	1,283,719	1,283,719	0	273,555
HRA	HRA - Sussex Square	9,188,509	9,188,509	0	599,499
HRA	HRA - The Circle	800,795	800,795	0	475,694
HRA	HRA - Bourne Road - Bungalows	408,250	408,250	0	207,134
HRA	HRA - Upgrade St Ives Court	600,000	600,000	0	1,461
HRA	HRA - Conversion Baileys Farm Gardens	60,000	60,000	0	0
HRA	HRA - Scooter stores sheltered	390,000	390,000	0	875
HRA	HRA Vehicle Acquisitions				
HRA	Marlowe Ave Residential	0	0	0	18,017.92
	HRA	31,650,551	31,650,551	0	6,402,789

Housing Revenue Account Medium Term Financial Plan

Cabinet

Date: 18th March 2015

Author: Cabinet Member for Housing and Public Safety
Board Director, Service Delivery

Wards: All

Locality Affected: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 This report sets out the Housing Revenue Account Medium Term Financial Plan “MTFP” over the next 30 years as stated in paragraph 3.12 of the report approved on 4th February 2015 (Cabinet Minute 64, 2014/15 refers).
- 1.2 The Plan develops the priorities set out in the Council’s draft Housing Strategy (Cabinet Minute 31, 2014/15 refers), in particular improving the offer of affordable housing.
- 1.3 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 Endorse the Medium Term Financial Plan set out at Appendix 1.
- 2.2 Note that the plan will be updated annually to take into account changing policies and updated survey information.

3. Detail

Medium Term Financial Plan

- 3.1 This business plan is produced in order to set out the Council’s overall aims and objectives for the housing service, as a landlord for over 10,400 homes. Since April 2012 when “self-financing” was introduced. At this time, the Council’s HRA (Housing Revenue Account) took on a significant amount of debt, which needs to be financed from within the rent income generated itself.
- 3.2 There are some important changes to the business plan from that produced at the time of the Housing Transfer vote. This is due to material changes in future rent assumptions as a result of a change in Government guidance (applicable from 2015/16 and detailed in paragraphs 1.40 to 1.46 of Appendix 1) as well as a significant difference in the interest rate payable on the debt taken out at self-financing from that previously assumed. This was as a result of a combination of

Further information on the subject of this report can be obtained from Paul Smith on (01793) 463976, or Email psmith2@swindon.gov.uk.

Housing Revenue Account Medium Term Financial Plan

Cabinet

Date: 18th March 2015

- a Government discount offered on new loans taken out as a result of self-financing, and a general reduction in loan rates over the period between transfer and self-financing.
- 3.3 Despite the change in assumptions the conclusions are similar in that there is still a significant projected under investment in the council housing stock. The key focus for the Council is the medium term horizon and the next five years in particular. The Council's projections show a balanced revenue budget with revenue support to the capital programme of £153.4m (including Responsive and Cyclical Maintenance). This compares with an investment requirement of £219m over the same period (RAND £151.6m, backlog £20.7m, other costs identified of £6.8m, plus inflation), a total shortfall of £65.6m.
- 3.4 Externally, the Council faces changes in national housing policy as well as financial issues more widely as a result of the Coalition Government's policies to restore fiscal responsibility to the nation's public finances. Therefore, it is important that the Council has an up to date business plan that sets out its plans over the short, medium and longer term. The level of rent available directly affects the amount of funding available for investment and therefore the plan enables a view to be taken around the affordability of future investment decisions.
- 3.5 The investment requirements used to formulate the plan are largely based on the work undertaken by RAND in 2011/12 and therefore do not take into account a significant investment need over and above that identified at the time. A programme of intrusive structural surveys to our non-traditional housing stock is currently underway. In addition, a stock condition survey is planned to be carried out to update our investment need.
- 3.6 The key messages from the Medium Term Financial Plan are the need to invest in:
- 3.6.1 remodelling the sheltered housing stock,
 - 3.6.2 the non- traditionally built stock where viable to do so, and
 - 3.6.3 maintaining homes to the Decent Homes Standard.
- 3.7 The business plan will be developed fully over the next 12 months to incorporate the updated investment requirements as well as to reflect any financial impact from delivering the Housing Strategy and other changes. This iteration of the business plan shows a significant shortfall between available resources and the investment required over the next 10 years.
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Housing Revenue Account Medium Term Financial Plan

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4. Alternative Options

- 4.1 The Medium Term Financial Plan reflects the future financial position of the HRA based on current policies. It is therefore good business practice that an MTFP is produced to aid future decision making through identifying the financial impact of those decisions.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 These have been reflected in the business plan.

Legal and Human Rights Implications

- 5.2 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.

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

- 5.3 There are no such direct implications.

Diversity Impact Assessment (DIA)

- 5.4 There are no specific DIA impacts as a result of the plan itself. Any specific budgetary proposals generated as a result of the financial plan will be subject to individual DIAs.

6. Consultees

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 None.

8. Appendices

- 8.1 Appendix 1 - HRA Medium Term Financial Plan
8.2 Addendum 1 – 30 Year financial operating account

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 December 2015.

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Housing Revenue Account

Medium Term Financial Plan - Appendix 1

Introduction

- 1.1 This business plan is produced in order to set out the Council's overall aims and objectives for the housing service, as a landlord for over 10,400 homes. Since April 2012 when "self-financing" was introduced, the Council's HRA (Housing Revenue Account) took on a significant amount of debt which needs to be financed from within the rent income generated itself.
- 1.2 Externally, the Council faces changes in national housing policy as well as financial issues more widely as a result of the National budget deficit, and therefore it is important that the Council has an up to date business plan that sets out its plans over the short, medium and longer term.
- 1.3 This plan will be fully developed over the next 12 months and periodically updated to reflect the latest position with regard to local housing policy and the on-going impact on the financial position and projections of the HRA. In addition, a further review of the investment required for the whole HRA estate will be undertaken and will inform a future version of this MTFP.

Background

- 1.4 The HRA provides the income and expenditure associated with maintenance of the Council's housing stock of around 10,400 dwellings. The Council is required to set an annual HRA budget and set the level of tenants' rents and other charges.
- 1.5 Under the Government's new system of housing finance from April 2012, the Council is required to plan over the longer term and develop a 30 year HRA Business Plan to manage and maintain its housing assets. The 30 year HRA Business Plan and five-year MTFP are considered in this report.
- 1.6 The HRA is a 'ring fenced' landlord account, the main features of the HRA are:
 - 1.6.1 It is primarily a landlord account, recording expenditure and income arising from the provision of housing accommodation by local housing authorities;
 - 1.6.2 the main items of income are from tenants in the form of rents from Council dwellings, garage rents, shop rentals and where applicable service charges
 - 1.6.3 the main items of expenditure included in the account are management and maintenance costs, loan charges and depreciation costs.
- 1.7 The ensuing paragraphs provide details of the latest projections of the HRA and include:
 - A 30 Year HRA Business Plan

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Housing Revenue Account

Medium Term Financial Plan - Appendix 1

- A 5 Year MTFP; (essentially a “snapshot” of the 30 year plan)
- Capital Investment requirements
- details of the Governments policy guidance on rent levels from 2015/16
- the HRA position on loans and investments;
- HRA levels of reserves.
- Links to the Housing Strategy

Detail

30 Year HRA Business Plan

- 1.8 Since “self-financing” was introduced in 2012, the HRA has had much more financial freedom in that under the previous subsidy system, where any surplus from rents and other income over and above the costs of services was repaid to the Government as “subsidy”
- 1.9 Under self-financing, a payment of £138.6m was made to the Government in order to “buy out” of the system. This resulted in total HRA debt of £150.5m due to already having £11.8m of existing debt.
- 1.10 The self-financing payment figure was calculated by the Government based on a financial business plan over 30 years using a number of important assumptions, most notably around the level of future rent increases and “Right to Buy” receipts.
- 1.11 Government rent policy guidance, introduced nationally for local authorities in April 2002, has in previous years established the local authority average guideline rent increase by applying Retail Price Index (RPI) inflation at the previous September plus 0.5%, and a convergence factor of up to £2 per week. The £2 per week convergence factor cap reflected the policy objective of increasing Local Authority rents to similar levels to those charged by Registered Providers (Housing Associations). The allocation of debt to Swindon was therefore calculated as being affordable based on rent increases in line with the policy in place at the time which has now changed and is detailed later on in this paper.
- 1.12 Officers produce and regularly update a 30 year HRA business plan which is used to identify the impact of income and expenditure decisions, as well as to ensure that the capital programme is affordable, not just in the short term, but over the medium and long term. This business plan has been used to inform the 5 year HRA MTFP.

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Housing Revenue Account

Medium Term Financial Plan - Appendix 1

- 1.13 The following paragraphs detail the key assumptions that have been used in the HRA 30 year business plan calculations. These are:
- 1.13.1 Rent increases to follow national guidance from 2015/16 and rise in line with Consumer Price Index + 1%. The business plan has therefore assumed rent increases of 2.2% per annum in line with the 2015/16 increase which was based on September 2014 CPI plus 1%, in line with Government guidance.
 - 1.13.2 Debt of c£135.5m as at 31/3/2015 will continue to be repaid at a rate of £5m per annum
 - 1.13.3 Inflation increases for Housing Management and Repairs and Maintenance expenditure based on RPI of 3.4% for year 2, 4.0% for years 3 to 6 and 3.5% thereafter. Due to the level of uncertainty around these particular estimates, and their fluctuation over time, it is important that this business plan is updated regularly and incorporates the latest estimates at that time.
 - 1.13.4 Void property levels between 1% and 1.5% pa, with all voids moving directly to target rent levels as is the current policy.
 - 1.13.5 Bad debt provision ranging from 1.88% to 5%, with higher provisions in early years to reflect the uncertainty of moving towards full implementation of Universal Credits
 - 1.13.6 Annual Right to Buy sales assumed at 40 for years 1 to 4, 20 for years 5 to 11, and 10 per annum thereafter
 - 1.13.7 A minimum working level of HRA revenue reserves of £4m
 - 1.13.8 Capital Investment requirements based on the work carried out by RAND associates in 2011, with construction inflation assumed at 3.4% p.a for the whole term of the business case
 - 1.13.9 Capital Investment requirements over and above that identified by RAND of £42m in respect of allowances for replacement of key components as part of a refurbishment programme of non-traditional housing stock.
- 1.14 The outputs of the modelling process over the full 30 year period are shown in Appendix 2 which shows the revenue account projected over the next 30 years. In summary, the results show:
- A balanced revenue budget over the full 30 year period;
 - Housing debt paid off in full by year 2042/43
 - HRA reserves being maintained at least £4m to cover contingencies
-

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Housing Revenue Account

Medium Term Financial Plan - Appendix 1

- Capital programme shortfalls against investment requirements in the first 7 years of the Plan of £90m

1.15 The business plan model **does not include** at this stage:

- Investment requirements over and above that identified by RAND such as:
 - repairs and improvement to high-rise blocks of flats
 - remodelling and/or bringing sheltered schemes up to modern day standards (other than a notional £15m allowance)
 - regeneration of areas where it is not the most suitable option to repair non-traditional housing stock, improve the high-rise blocks of flats or modernise existing sheltered schemes
- Any inputs relating to new build as a result of the successful Affordable Homes bid, other than for Sussex Square, as detailed business cases are not sufficiently worked up at this stage
- Any capital spend relating to any other new build programme proposals
- Any use of borrowing headroom

5 Year Medium Term Financial Plan (“MTFP”)

1.16 The following table provides a 5 year financial summary of the MTFP and this provides forecasts for the five year Medium Term Financial Plan period 2015/16 to 2019/20 which have been taken directly from the 30 year Business Plan. During this period, a rental stream of some £265.5m will be available to the Council to meet its management, repairs, investment and debt costs.

1.17 The headline figures from the MTRP are shown in the table below:

	1	2	3	4	5	Total
	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's
Total Income	50,437	51,176	52,664	54,357	56,833	265,467
Total Expenditure	- 12,142	- 12,584	- 13,117	- 13,672	- 14,251	- 65,766
Debt Repayment	- 9,602	- 9,432	- 9,262	- 9,092	- 8,922	- 46,310
Responsive/Cyclical Maintenance	- 11,884	- 12,289	- 12,781	- 13,292	- 13,823	- 64,069
Balance for Investment	16,809	16,872	17,505	18,301	19,836	89,323

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Housing Revenue Account

Medium Term Financial Plan - Appendix 1

Capital Investment Need

- 1.18 The HRA Capital Programme contributes significantly to the Housing Strategy Objectives by improving the condition of the housing stock and providing better homes with modern facilities which are warmer and more energy efficient.
- 1.19 The condition of the Council's housing stock is maintained through its annual repairs and maintenance budget and improved and refurbished through its capital programme. The size of the capital programme depends on the balance between the need of the Council to improve its stock and the availability of funds to finance the improvements, mostly generated from tenant's rents.
- 1.20 Stock investment requirements form a central part of the HRA Business Plan and these have been derived from information from a stock condition survey undertaken in 2011 to identify the spending needs of the housing stock over a 30 year period.
- 1.21 Funding for capital investment can be provided by the following sources:
- Contributions from revenue budget surpluses
 - New Borrowing (up to the Government imposed "cap" of £172.6m)
 - Capital Receipts (mainly from Right to Buy sales)
 - Capital Grants, where available
- 1.22 RAND Associates were commissioned in 2011 to identify the HRA capital investment requirements for the HRA stock for the next 30 years to support our overall Asset management Strategy for future housing options and business planning.
- 1.23 The stock condition survey provided a "Total Cost Summary" of Investment need for catch up and future major works repairs to related assets, contingency major repairs, and exceptional extensive works to our non-traditional housing stock, cyclical and responsive repairs and improvement works.
- 1.24 This identified an annual capital investment requirement over 30 years of £686m (at 2011/12 prices), or £1,120m inflated at 3.4% per annum in line with other business plan assumptions. This equates to an average sum of over £37m per annum although the RAND survey phased the required spend over a number of different headings and years. The vast majority of funding for major works and delivery of the repairs service is through contributions from the revenue budget surpluses, but the investment need currently exceeds the available budget.
- 1.25 Michael Dyson has been commissioned to undertake an intrusive structural survey of our non-traditional housing stock to assess the extent of repairs in accordance with the Non-Traditional Homes Appraisal Scheme (NTHAS), which

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Housing Revenue Account

Medium Term Financial Plan - Appendix 1

is programmed to be complete by June 2015. The purpose of the survey is to investigate the extent of deterioration of the structural elements, identify remedial works and estimated costs to achieve a further life span of at least thirty years for each property type. Options will need to be considered if structural repairs, thermal improvements and replacement of key components are unviable or not considered to be cost effective.

- 1.26 The intrusive structural survey to a Truscon high-rise block has identified a minimum investment requirement of at least £500k to £750k for wind and weatherproof works, but with essential improvement works the indicative cost is estimated to be between £1.5m to £2m per block.
- 1.27 Capita have been commissioned to undertake an analysis of our housing stock in terms of investment need, rental income and void rates to identify any poorly performing assets (in terms of cost/benefit) for individual options appraisal.
- 1.28 Options to remodel or modernise sheltered schemes, update the investment for structural repairs and thermal improvements to non-traditional housing stock will need to be considered, as well as a review of improvements for properties and neighbourhoods to set a new local standard, which will change the investment needs. Therefore, to ensure that we have a robust investment plan, the following will need to be undertaken:
 - 1.28.1 Commission a new independent stock condition survey
 - 1.28.2 Update the business plan from the stock survey results
 - 1.28.3 Ensure that the Asset Register is kept up to date from stock surveys completed programmes of work
 - 1.28.4 Consider investment options for sheltered, high rise blocks and each non-traditional construction type
 - 1.28.5 Compile an Asset Management Strategy to ensure that programmes of work are planned to take into account refurbishment work to non-traditional housing and maintenance trends to maximise efficiency
- 1.29 The investment requirement includes the data from the RAND surveys plus further allowances for replacement of key components as part of a refurbishment programme of non-traditional housing stock.

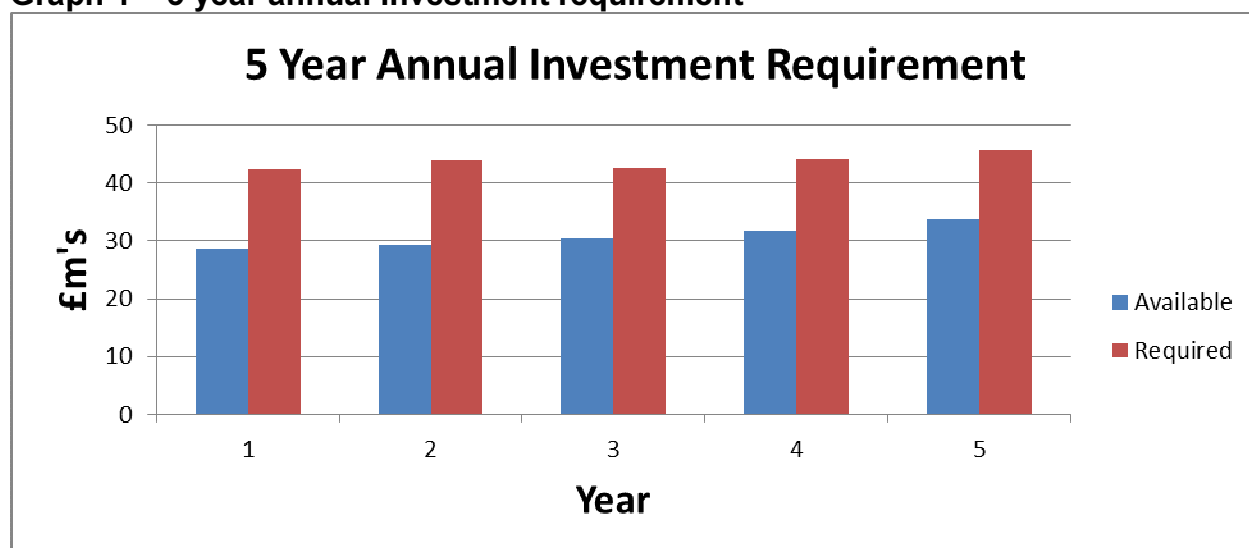
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First 5 Years

- 1.30 The key focus for the Council is the medium term horizon and the next five years in particular. The Council's projections show a balanced revenue budget with revenue support to the capital programme of £153.4m (including Responsive and Cyclical Maintenance). This compares with an investment requirement of £219m over the same period (RAND £151.6m, backlog £20.7m, other identified costs of £6.8m, plus inflation), a total shortfall of £65.6m.
- 1.31 Over the next 5 years, the majority of the investment requirement relates to:
- Catch-Up and Future Major Works – a single element approach to replacing components such as roofs, windows, doors, bathroom fittings, kitchens, heating and electrics
 - Contingent Major Repairs – fire safety, structural works and asbestos
 - Structural repairs and thermal improvements – not full refurbishment works
 - Response and Void property repairs
- 1.32 The headline outputs over the business plan period can be represented graphically and shows the investment required compared with the resources available, based on the assumptions previously outlined.

Graph 1 – 5 year annual investment requirement



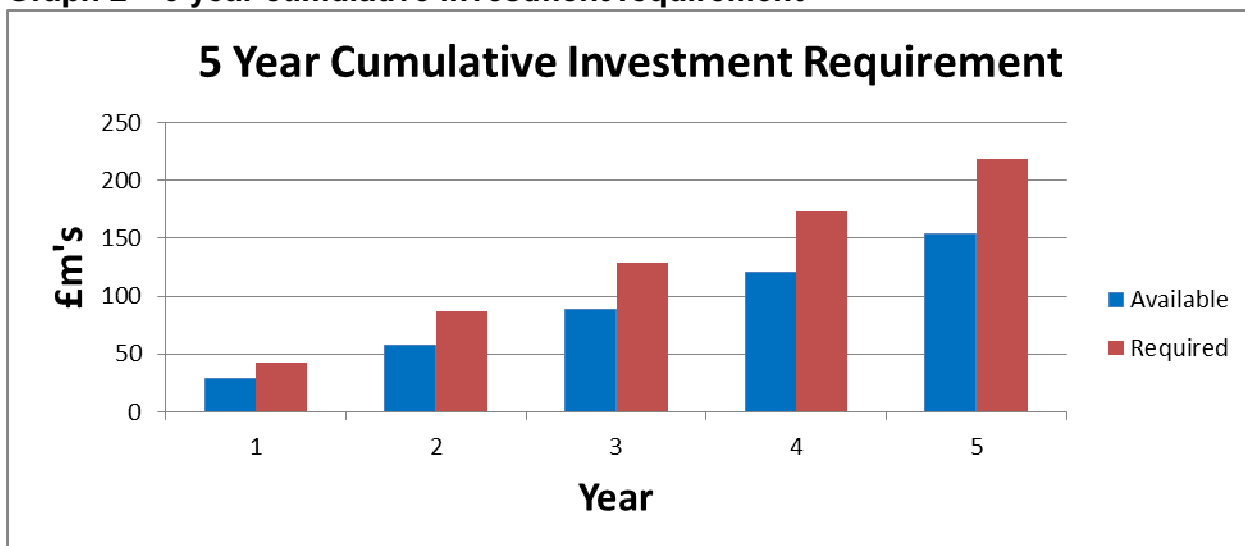
Further information on the subject of this report can be obtained from Paul Smith, Direct Dial Telephone Number 01793 463976, psmith2@swindon.gov.uk.

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- 1.33 The above graphic shows a shortfall in required resources in each of the 5 years. The following graphic shows the same information on a cumulative basis.

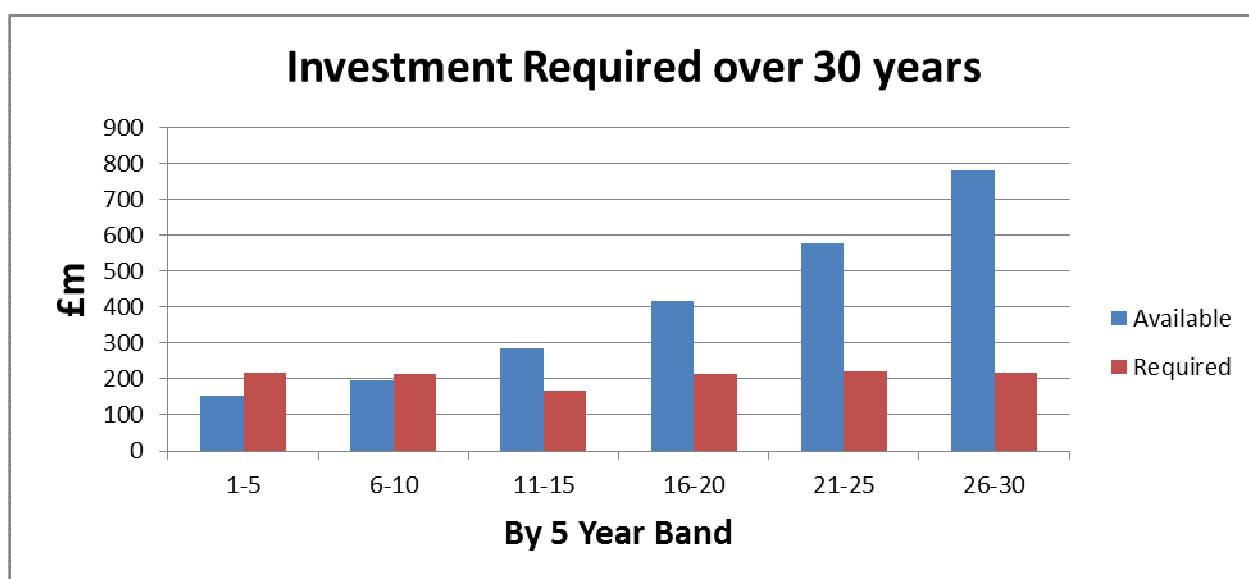
Graph 2 – 5 year cumulative investment requirement



30 Years

- 1.34 The following graphs show the full 30 year position, per 5 year band and cumulatively.

Graph 3 – 30 year investment requirement by 5 year period

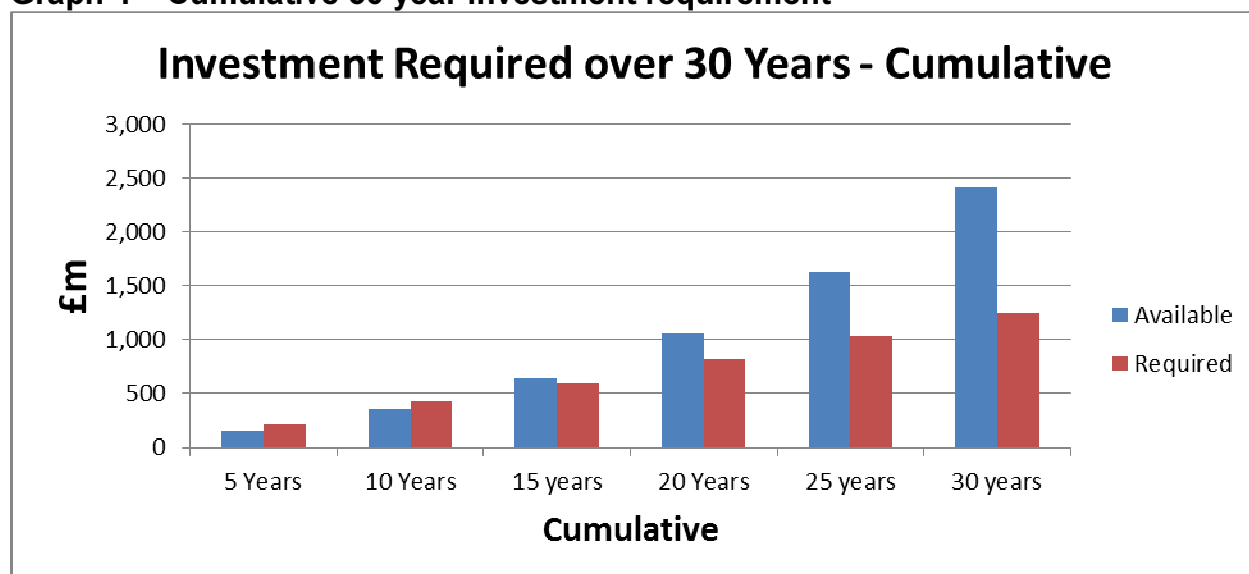


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Graph 4 – Cumulative 30 year investment requirement



- 1.35 These graphs show that there is insufficient resource within the business plan to fund the investment required over the first 10 years. The increase in resources beyond year 10 is due to an increase in the revenue funding available as rent income increases, debt is repaid and interest charges reduce. It is also due to an assumption that the single element approach to replace key components and structural repairs to our non-traditional housing stock are largely complete by the end of year 10 of the business plan.
- 1.36 This does not take into account the need to fully refurbish our non-traditional housing stock, repair and improve our high-rise blocks of flats, remodel or modernise our sheltered schemes or regenerate areas, where repairing the existing stock is not considered to be a viable or the most cost effective option. At present, investment is based on replacing individual components, when they are nearing the end of their useful life and only provides homes to the basic minimum Decent Homes Standard. Therefore, it is essential that we undertake a full refurbishment approach to our non-traditional housing stock along with the regeneration of areas to improve homes and neighbourhoods.
- 1.37 A different investment approach is required to refurbish non-traditional housing stock, improve high-rise blocks of flats, remodel or modernise sheltered schemes along with any regeneration plans improves homes to a much higher standard with more investment being required.
- 1.38 A stock condition survey is planned over the next 12 months which will ascertain the level of resource needed and investment required to deliver the above enhancements.

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- 1.39 Construction inflation has a significant impact on the resource required and the business plan models on assumption of 3.4% p.a. (in line with the assumptions used for rent consultation workings). The following table (taken from the February Faithful and Gould website) shows various views of construction inflation over the next few years, and therefore the 3.4% used in the business plan calculations are considered reasonable given that it is being used for a 30 year period rather than purely the next 4 years. Future updates of the MTFP will take into account future inflation estimates at the point of update.

Date	Index	Status	% change, year-on-year						
			BCIS	Faithful+Gould	EC Harris	Gleeds	G&T	Mace	Average
2015	262	Forecast	6.3	4.5	7.0	5.2	4.0	4.5	5.3
2016	273	Forecast	4.3	4.0	5.0	4.9	3.5	4.0	4.3
2017	288	Forecast	5.2	4.5	4.3	4.7	3.5	4.0	4.4
2018	304	Forecast	5.3	4.5	4.3	4.7	3.5		4.5

Social Housing Rents

- 1.40 The main source of income for the HRA is rental income from dwellings paid to the Council by tenants. Local authority rents are determined by a formula set by Government based on capital values and regional earnings and the policy of moving actual rents towards formula rents is known as “rent convergence”
- 1.41 Each year, the Government has set a guideline increase or decrease to actual rents based on the change in the Retail Price Index (“RPI”) + 0.5% + £2 with the intention that this would move or “converge” the actual rents paid towards the **“formula”** rent target. The Government’s self-financing determination assumed that local authorities followed this guideline.
- 1.42 The Government issued **new policy guidance in May 2014**, of which one of the stated aims is “to balance the need to ensure rents remain affordable with the need that landlords have the income they need to remain in good financial health and to invest, particularly in new affordable homes”.
- 1.43 The guidance states that for formula rents, from 2015-16 to 2024-25, the uplift for each year should be the Consumer Price Index (“CPI”) at September of the previous year + 1%.

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- 1.44 The guidance also says that, from April 2015, “we expect local authorities to increase rents by no more than CPI (at September of the previous year) + 1% in any year.
- 1.45 As formula rents should also increase by CPI +1% each year from 2015/16, some properties will not have reached formula rent by April 2015. Where this is the case, the Government expect authorities to adhere to the limit on rent changes of CPI + 1%, but to move the rent to formula rent when the property is re-let following vacancy. The Council currently operates this policy for moving rents to formula rent levels on re-let so is in line with Government guidance.
- 1.46 The Government’s policy also recognises that authorities should have some discretion over the rent set for individual properties, in order to take account of local factors and concerns, in consultation with tenants. As a result, the policy contains flexibility for authorities to set rents at up to 5% above formula rent (10% for supported housing and sheltered housing). Authorities are expected to use this flexibility in a balanced way and not set all rents at 5% (or 10%) above the formula rent.

Affordable Rents

- 1.47 Affordable rent allows local authorities to set rents at levels that are typically higher than social rents, the intention (as stated by Government) being that this flexibility allows the generation of additional capacity for investment in new affordable housing. Homes let on affordable rent terms should be made available at a rent level of up to 80% of gross market rents, inclusive of service charges where applicable. Local authorities should increase rents for properties let on affordable rent terms on the same basis as social rents which is no more than CPI + 1% per annum. Swindon has proposed that affordable rents are set based on the 30% of the Local Housing Allowance.
- 1.48 On each occasion that an affordable rent tenancy is issued for a property – whether it is let to a new tenant, or an existing tenant is re-issued , local authorities should re-set the rent based on a new valuation, to ensure it remains no more than 80% of the relevant market rent. The only exception to this is where the accommodation is re-let to the same tenant as a consequence of a probationary tenancy coming to an end. In this case an authority is not expected to re-set the rent. This expectation overrides the CPI + 1% limit on rent changes.
- 1.49 As a condition of the award of grant under the Governments Affordable Housing Programme, the Council must let a proportion of its new lets at affordable rent levels which will generate additional income to help finance the new build properties in addition to the grant award.
- 1.50 Properties will only be converted when they are vacant, and people are given the choice to bid on them in the normal way, and on the same tenancy terms as

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other housing. This would be done over the three years of the Affordable Housing Programme. The approach will be to convert 2 and 3 bed houses only, avoiding conversion of larger, and potentially much more expensive 4 and 5 bed properties. To mitigate the increased rent only properties that meet higher energy efficiency ratings (SAP ratings B and C) will be converted. A SAP rating is the standard for comparing the energy performance of different homes. Where necessary, empty properties will be upgraded to convert them to SAP rating B.

Other Rental Income

- 1.51 The HRA includes responsibility for managing and maintaining around 3,100 garages which generate annual income to the account of around £1m. 50% of these garages are rented to private individuals which generates £560k pa.
- 1.52 Also included in the HRA are certain commercial properties such as shops. Rents from such properties are subject to periodic rent reviews taking into account prevailing market rates. The total budgeted income for 2015/16 is £350k

Service Charges

- 1.53 In addition to their rent, tenants may also be required to pay service charges. Service charges usually relate to additional services provided to specific tenants. Different tenants may receive different types of service reflecting their housing circumstances. Local authorities have discretion to decide what services to charge for separately, and what services should be included within the rent. These charges are reviewed annually with the intention of recovering costs and are subject to consultation and Council approval.

HRA Expenditure

- 1.54 Housing Management costs can broadly be broken down into 3 distinct areas:
- Repairs and Maintenance: this relates to the day to day repairs and maintenance of the housing stock including responsive and void repairs;
 - Supervision and Management (General): these are the costs of policy and management of the housing stock, tenancy administration, rent collection and financing charges;
 - Supervision and Management (Special): these are the running costs of services that benefit specific groups of tenants including communal heating, lighting, lifts, caretaking, cleaning and ground maintenance

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Treasury Management and HRA Debt Position

- 1.55 Since HRA self- financing in April 2012, the HRA has been responsible for servicing the debt interest costs that arose out of the requirement to pay Government a sum of £138.6m.
- 1.56 A number of loans of varying maturities and interest rates were taken out from the Public Works Loans Board, and these are managed as part of the Councils wider debt portfolio through the Councils treasury management team.
- 1.57 As at 31st March 2014, HRA debt stood at £140.532m as against a Government imposed cap of £172.6m. The HRA therefore has the ability to borrow a further £32m to fund capital expenditure but is unable to borrow beyond this even if it can afford the loan repayments and interest.
- 1.58 The current policy is to repay debt at a rate of £5m per annum which would repay all HRA debt over the next 28 years. The current average interest rate on HRA debt is 3.32% and therefore annual debt repayment at this level saves £160,000 pa in financing costs per £5m repaid.
- 1.59 The Government has allowed Councils to increase their borrowing cap through a bid process and therefore Swindon's cap has the potential to increase in future years, although of course the HRA would need to finance the additional debt payments.

HRA Reserves

- 1.60 As at the 31st March 2014, the total level of balances stood at £18.123m. Of this, all but £4.705m of revenue balances and £1.199m of capital balances are un-allocated. The £1.199m of "Right to Buy" receipts can only be used to fund capital expenditure and must be in line with Government rules around match funding.

Revenue Balances	Allocated	Unallocated
	£m	£m
Unallocated		4.705
HRA Working Balance	4.000	
Ring-fenced for Service Charges	0.837	
Total	4.838	4.705
Capital Balances		
Capital Programme slippage	13.622	
Sussex Square	3.302	
Retained Right to Buy Receipts		1.199

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Total Balance	16.922	1.199
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Links to the Housing Strategy

- 1.61 The housing strategy details a number of Action Points and sets out the role that the strategy can play in helping the Council meet its strategic objectives. Specifically the Strategy covers 4 key themes:

- Affordability – improving the offer,
- Private rented housing – regulation and support,
- Promoting and maintaining independence, and
- Housing Growth – increasing the quality and diversity of housing.

The annual budget will therefore be developed with these themes and objectives in mind, alongside the investment needs of existing and future tenants. In practice, these objectives mean that over the next 5 years the HRA will:

- Deliver a Development Programme for new housing
- Invest in existing property
- Review sheltered housing with an emphasis on condition and suitability
- Look into the benefits of a Municipal Housing Company

These are covered in more detail below in the following paragraphs:

Deliver a Development Programme for new housing

- 1.62 Based on its successful bid to the Affordable Housing Programme 2015-18 Swindon Borough Council will establish a Council housing development programme and deliver 300 new homes by March 2020. Grant has been received to support the development of 104 properties by March 2018. The most significant development is at Sussex Square, which is a £10 million regeneration scheme. This development will also include development to increase independent living options for people with care needs.
- 1.63 A full report around these proposals was taken to Cabinet in February 2015.

Investment in existing property

- 1.64 A 3-year investment programme has been developed, which is mainly focused on replacing single components to ensure homes meet The Regulatory Framework for Social Housing in England from April 2012, which includes a consumer standard known as the Home Standard.

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- 1.65 We are able to maintain homes to the Decent Homes Standard, but we are likely to have potential future failures to non-traditional housing stock, if structural repairs and thermal insulation works are not carried out. Without extensive investment, homes are likely to suffer from water ingress and damp and condensation, which will lead to the deterioration of structural components, become unaffordable to heat and lead to claims for disrepair.
- 1.66 The RAND stock condition survey identified an overall investment need of £80m to our non-traditional housing stock, based on desktop exercise, by a specialist consultant. It identified an investment need of £65m for the first 10 years and a further £13m for years 11-15 and £2m in years 16-20, but this only relates to the structural repairs and thermal improvement works. However, it is essential to replace external and internal components, such as roof coverings, windows, doors, heating, electrics, kitchens and bathrooms etc. at the same time to provide an overall package of full refurbishment works. Therefore, the investment plan will need to ensure it includes replacing the key components when we improve our non-traditional housing stock.
- 1.67 When the next stock condition survey is carried out, future business plans will also need to ensure allowances for an overall package of full refurbishment or regeneration works to non-traditional housing stock.
- 1.68 Furthermore, there are new emerging works such as the installation of new carbon monoxide detectors, Thermostatic Mixing Valves (TMV's) for sheltered schemes to make homes safe and Internal Wall Insulation (IWI) and secondary double-glazing to properties in the railway village, which have not been identified as costs for investment need.

Review sheltered housing with an emphasis on suitability and sustainability

- 1.69 Swindon Borough Council will work to ensure that the housing stock in the Borough supports individuals to live independently for as long as possible. Therefore we will establish a housing model to develop innovative housing to support people with specific health needs, such as older people, or people with disabilities.
- 1.70 The Housing Strategy identifies the need to provide a diverse range of options for people with specific housing needs due to medical circumstances. This will assist the Council in the delivery of its Health and Wellbeing Strategy. To assist with this Swindon Borough Council will look to use the Council Housing development and acquisition programme and existing stock to offer improved housing solutions to those with specialist needs as well as reducing costs. These options will be considered in the assessment of those individuals with learning disabilities currently placed out of Borough.

Further information on the subject of this report can be obtained from Paul Smith, Direct Dial Telephone Number 01793 463976, psmith2@swindon.gov.uk.

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Look into the benefits of a Municipal Housing Company

- 1.71 It is unlikely that the Housing Revenue Account will have a direct role to play in any potential Municipal Housing Company. The Company would seek to draw funding from either General Fund borrowing or preferably institutional investors. The purpose of the Company would be to provide
- a more attractive private rental model for tenants who wish to rent privately over a medium to long term period (3 – 10 years)
 - tackle regeneration opportunities including those in the town centre
- 1.72 The financial implications of the actions detailed in the paragraphs above have not been included within the business plan projections included in this paper at this stage. Each of the proposals will need to be fully costed and its impact on the base business plan assessed in order to measure its deliverability and affordability. Whilst some of these proposals will generate additional income to the HRA, the timing of this income together with the capital investment requirement will have an effect on the cash flow and needs to be accommodated from within the overall budget, including any borrowing need up to the cap.
- 1.73 On the assumption that tenants rents will provide the core funding for investment on existing property, borrowing up to the Government cap will be assessed as a potential funding route for proposals, in hand with any additional income that may be generated. Should this be identified as a preferred option, any proposal will be brought to Cabinet for approval with full details around the proposal itself as well as alternative options.

Addendum 1: HRA MTFP 30 Year Operating Plan

Swindon Borough Council HRA Business Plan Operating Account														Addendum 1 - HRA MTFP													
Year	Year	Income					Expenditure					Net Operating (Expenditure) £,000	Repayment of loans £,000	RCO £,000	Surplus (Deficit) for the Year £,000	Reserves Bal B/Fwd £,000	Interest £,000	Reserves Bal C/Fwd £,000	>£4m	Resources for Capital Investment							
		Net/rent £,000	Other income £,000	Misc Income £,000	RTB Admin £,000	Total Income £,000	Managt. £,000	Responsive & Cyclical £,000	Revenue spend £,000	Other £,000	Total expenses £,000									Capital Charges £,000	Resources Available	Investment Required	Shortfall				
1	2015.16	47,475	1,238	1,665	59	50,437	(12,066)	(11,884)	(77)	(24,026)	(4,602)	21,809	(5,000)	(16,809)	0	4,000	20	4,020	20	28,713	42,499	13,786					
2	2016.17	48,235	1,161	1,721	59	51,176	(12,289)	(12,504)	(79)	(24,873)	(4,432)	21,872	(5,000)	(16,892)	(20)	4,020	40	4,040	40	29,221	44,032	14,812					
3	2017.18	49,623	1,192	1,790	59	52,664	(13,034)	(12,761)	(82)	(25,897)	(4,262)	22,505	(5,000)	(17,545)	(40)	4,040	60	4,060	60	30,386	42,722	12,336					
4	2018.19	51,212	1,225	1,862	59	54,357	(13,586)	(13,292)	(86)	(26,964)	(4,092)	23,301	(5,000)	(18,361)	(60)	4,060	81	4,081	81	31,734	44,174	12,441					
5	2019.20	53,603	1,266	1,936	29	56,833	(14,162)	(13,823)	(89)	(28,075)	(3,922)	24,836	(5,000)	(19,917)	(81)	4,081	81	4,081	81	33,821	45,676	11,855					
6	2020.21	54,683	1,308	2,014	29	58,033	(14,762)	(14,376)	(93)	(29,231)	(3,752)	25,049	(5,000)	(20,130)	(81)	4,081	81	4,081	81	34,587	47,457	12,870					
7	2021.22	57,624	1,346	2,084	29	61,083	(15,314)	(14,880)	(96)	(30,290)	(3,583)	27,211	(5,000)	(22,276)	(66)	4,081	81	4,096	96	37,252	49,071	11,819					
8	2022.23	59,355	1,385	2,157	29	62,926	(15,887)	(15,400)	(99)	(31,387)	(3,413)	28,127	(5,000)	(22,997)	130	4,096	83	4,310	310	38,707	37,450	0					
9	2023.24	62,148	1,426	2,233	29	65,835	(16,481)	(15,939)	(103)	(32,523)	(3,243)	30,069	(5,000)	(23,742)	1,327	4,310	99	5,736	1,736	41,418	38,723	0					
10	2024.25	65,220	1,468	2,311	29	69,027	(17,077)	(16,497)	(106)	(33,701)	(3,073)	32,253	(5,000)	(24,514)	2,739	5,736	142	8,617	4,617	45,628	40,040	0					
11	2025.26	66,874	1,512	2,392	29	69,806	(17,737)	(17,075)	(110)	(34,922)	(2,903)	31,981	(5,000)	(25,321)	1,660	8,617	189	10,466	6,466	48,862	33,566	0					
12	2026.27	67,840	1,557	2,475	14	71,886	(18,401)	(17,672)	(114)	(36,187)	(2,733)	32,966	(5,000)	(25,575)	2,391	10,466	233	13,090	9,090	52,337	34,708	0					
13	2027.28	69,891	1,604	2,562	14	74,071	(19,089)	(18,291)	(118)	(37,498)	(2,564)	34,009	(5,000)	(26,444)	2,565	13,990	287	15,942	11,942	56,677	32,361	0					
14	2028.29	71,996	1,652	2,652	14	76,314	(19,804)	(18,931)	(122)	(38,857)	(2,394)	35,063	(5,000)	(27,344)	2,719	15,942	346	19,007	15,007	61,282	33,462	0					
15	2029.30	74,156	1,703	2,744	14	78,617	(20,545)	(19,594)	(126)	(40,265)	(2,224)	36,128	(5,000)	(28,275)	2,853	19,007	409	22,269	18,269	66,138	34,599	0					
16	2030.31	77,842	1,755	2,840	14	82,452	(21,314)	(20,279)	(131)	(41,725)	(2,054)	38,673	(5,000)	(29,240)	4,433	22,269	490	27,191	23,191	72,710	35,574	0					
17	2031.32	78,650	1,809	2,940	14	83,413	(22,113)	(20,989)	(135)	(43,237)	(1,884)	38,292	(5,000)	(30,238)	3,054	27,191	574	30,820	26,820	78,046	36,783	0					
18	2032.33	80,988	1,865	3,043	14	85,910	(22,941)	(21,724)	(140)	(44,805)	(1,714)	39,391	(5,000)	(31,271)	3,120	30,820	648	34,587	30,587	83,582	46,198	0					
19	2033.34	83,389	1,924	3,149	14	88,477	(23,800)	(22,484)	(145)	(46,429)	(1,545)	40,503	(5,000)	(32,341)	3,162	34,587	723	38,473	34,473	89,297	47,768	0					
20	2034.35	85,857	1,984	3,260	14	91,115	(24,692)	(23,271)	(150)	(48,113)	(1,375)	41,627	(5,000)	(33,448)	3,179	38,473	801	42,453	38,453	95,172	49,392	0					
21	2035.36	90,093	2,047	3,374	14	95,527	(25,617)	(24,085)	(155)	(49,858)	(1,205)	44,464	(5,000)	(34,595)	4,870	42,453	898	48,221	44,221	102,901	49,549	0					
22	2036.37	90,997	2,112	3,492	14	96,615	(26,577)	(24,928)	(161)	(51,666)	(1,035)	43,914	(5,000)	(35,668)	3,246	48,221	997	52,463	48,463	109,060	51,233	0					
23	2037.38	93,675	2,179	3,614	14	99,482	(27,573)	(25,801)	(167)	(53,541)	(865)	45,076	(5,000)	(36,678)	3,398	52,463	1,083	56,945	52,945	115,424	38,407	0					
24	2038.39	96,426	2,249	3,740	14	102,430	(28,607)	(26,704)	(172)	(55,483)	(695)	46,251	(5,000)	(37,932)	3,320	56,945	1,172	61,437	57,437	122,072	39,713	0					
25	2039.40	99,254	2,322	3,871	14	105,462	(29,680)	(27,639)	(178)	(57,497)	(526)	47,440	(5,000)	(39,230)	3,210	61,437	1,261	65,908	61,908	128,776	41,063	0					
26	2040.41	102,162	2,397	4,007	14	108,580	(30,793)	(28,606)	(185)	(59,583)	(356)	48,641	(5,000)	(40,573)	3,069	65,908	1,349	70,325	66,325	135,504	42,439	0					
27	2041.42	107,174	2,476	4,147	14	113,811	(31,948)	(29,607)	(191)	(61,746)	(186)	51,879	(5,000)	(41,963)	4,916	70,325	1,456	76,697	72,697	144,267	43,903	0					
28	2042.43	108,225	2,557	4,292	14	115,089	(33,146)	(30,643)	(198)	(63,987)	(18)	52,173	(5,000)	(43,402)	7,149	76,697	1,605	85,452	81,452	155,497	43,903	0					
29	2043.44	111,366	2,641	4,442	14	118,483	(34,390)	(31,716)	(205)	(66,310)	0	52,173	0	(44,891)	7,282	85,452	1,782	94,515	90,515	167,122	43,903	0					
30	2044.45	114,635	2,728	4,598	14	121,976	(35,680)	(32,826)	(212)	(68,718)	0	53,258	0	(46,433)	6,825	94,515	1,959	103,299	99,299	178,558	43,903	0					

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Adoption of the Swindon Borough Local Plan 2026

Cabinet

Date: 18th March 2015

Author:	Cabinet Member for Strategic Planning and Sustainability and Transport Head of Planning, Regulatory Services, Heritage, and Libraries
Wards:	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 When adopted, the Swindon Borough Local Plan 2026 and its accompanying Policies Map (the 'Local Plan') will be the principal development plan document for the Borough, identifying how much, new development will take place in Swindon Borough, and when, where and how it should occur.
- 1.2 The hearing sessions of the Examination of the Local Plan closed on May 22nd 2014 and the Inspector has recently issued his Report (attached at Appendix 1 to this Report). The Inspector has concluded that the Plan is sound and legally compliant subject to the incorporation of his modifications. This is a significant achievement for the Council, as other Councils have had their Plans fail at examination. For the Local Plan to have full weight in the determination of planning applications in the Borough, it must be formally adopted by the Council.
- 1.3 The Local Plan will have a key role in implementing many of the Corporate Plan's priorities and will be fundamental in delivering key elements of the themes of "One Swindon", including supporting accelerated economic growth and providing a means of ensuring that new development responds to the needs of all of the Borough's communities, such as elderly people.

2. Recommendations

Cabinet is recommended to:

- 2.1 Advise Council to adopt the 'Swindon Borough Local Plan 2026' (set out in Appendices 2b and 4) and authorise the Head of Planning, Regulatory Services, Heritage and Libraries to make it publically available, together with the sustainability appraisal report (set out in Appendix 3) in accordance with the arrangements detailed at paragraph 3.15 of this report; and
- 2.2 Authorise the Head of Planning, Regulatory Services, Heritage and Libraries, in consultation with the Cabinet Member for Strategic Planning, Sustainability, and Transport, and the Director of Law and Democratic Services, to make minor non-material changes to the content of the Swindon Borough Local Plan 2026, in consultation prior to publication.

Further information on the subject of this report can be obtained from Phil Smith, Direct Dial 01793 466443, psmith@swindon.gov.uk

Adoption of the Swindon Borough Local Plan 2026

Cabinet

Date: 18th March 2015

3. Detail

- 3.1 The Local Plan includes a series of policies to ensure new development is of the right type, occurs in the right place, and meets high quality design and sustainable construction criteria. It contains policies that take account of flood risk, open space, and affordable housing provision, and ensures developers contribute to necessary infrastructure. It also protects green spaces, historic assets and important landscape features.
- 3.2 The existing Swindon Borough Local Plan was adopted in 2006. The provisions in the Localism Act 2011, the National Planning Policy Framework 2012 (NPPF) and more recent release of the Planning Practice Guidance (PPG, March 2014) make it important that an up-to-date Local Plan is in place as soon as possible, so that the Council has greater control over development.
- 3.3 With an up-to-date plan, the Council will have a clear strategy for the future growth within the Borough and will not be wholly reliant on the NPPF in determining planning applications. Furthermore, it supports the Community Infrastructure Levy (CIL) that will secure pooled developer contributions for infrastructure, and will assist the Council in bidding for future funding to deliver sustained economic growth.
- 3.4 The Local Plan, (called the Swindon Borough Core Strategy in earlier iterations), has progressed through a number of versions as it responded to changes in Government policy and economic circumstances. The Plan has progressed through a cross-party member local development plans working party and received cross-party support for pre-submission consultation. The final stages of the production of the Local Plan were as follows:
- Pre-Submission Public Consultation: 20th December 2012 until 21st Feb 2013;
 - Submission for Examination : 28th June 2013;
 - Examination Exploratory Meeting: 13th November 2013;
 - Examination Hearing Sessions: 29th April 2014 until 22nd May 2014.
- 3.5 In accordance with section 20(7C) of the Planning and Compulsory Purchase Act 2004, the Council requested that the Inspector make any modifications needed to make the Local Plan sound and/or legally compliant and thus capable of being adopted. The Inspector instructed the Council to undertake public consultation on a series of 'main modifications' which he felt were necessary for the Plan to be sound and legally compliant. This consultation was undertaken between 18th September 2014 to 30th October 2014, and responses received were sent to the Inspector for his consideration in early November 2014.
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Further information on the subject of this report can be obtained from Phil Smith, Direct Dial 01793 466443, psmith@swindon.gov.uk

Adoption of the Swindon Borough Local Plan 2026

Cabinet

Date: 18th March 2015

- 3.6 The Inspector has recently issued his Report of the Examination, in which he has found the Plan sound and legally compliant subject to certain modifications, which for the most part were suggested by the Council in response to the pre-submission consultation or in response to points raised by the Inspector before or during the hearing sessions of the Examination.
- 3.7 The Inspector's modifications do not alter the overall substance of the plan and its planning policies or undermine the conclusions of the Sustainability Appraisal and Habitats Regulations Assessment, both of which have been updated during the Examination and take into account the Council's proposed modifications to the Local Plan.
- 3.8 The most significant modifications made by the Inspector are:
- 3.8.1 A modification to Policy SD2 such that the strategy shall be reviewed by 2016 at the latest, to assess future levels of need for new homes and employment land over the period to 2031, so as to provide an appropriate basis for employment land and infrastructure provision.
 - 3.8.2 Revised inset diagrams to illustrate phasing and development, including significant infrastructure, at the strategic allocations.
 - 3.8.3 Revised wording to the High Quality Design Policy (DE1) with regards to design and safeguarding living conditions and clarify the protection of Heritage Assets in Policy (EN10).
 - 3.8.4 Clarification regarding the application of Supplementary Planning Documents (SPDs) to ensure conformity with the Local Plans regulations.
- 3.9 Within his report the Inspector acknowledges that the Council has proposed other (minor) modifications to the Local Plan, but he does not consider that they affect the soundness of the Plan. These minor modifications have been reviewed and incorporated into the Local Plan where necessary to improve accuracy, clarity and consistency of the document.

Duty to Co-operate

- 3.10 Within his report the Inspector acknowledges the substantive written evidence submitted to the Examination relating to the Council's duty to co-operate (DTC). This work included 24 Statements of Common Ground between the Council and other agencies, bodies, adjacent authorities, local representative groups, landowners and developers. The Council's comprehensive list of all the organisations, bodies and groups that had been involved in the DTC process with all the prescribed bodies by the Regulations including the joint working with the Swindon and Wiltshire Local Enterprise Partnership (LEP) and Link2Nature, the Wiltshire and Swindon Local Nature Partnership (LNP).
- 3.11 And finally in the covering letter of the Inspector's Report,
-

Further information on the subject of this report can be obtained from Phil Smith, Direct Dial 01793 466443, psmith@swindon.gov.uk

Adoption of the Swindon Borough Local Plan 2026

Cabinet

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“The Inspector wishes to thank all the staff at Swindon Borough Council who worked so diligently and positively throughout the Examination process, including the thoroughness of their replies to all his requests for additional information; the high quality of the facilities provided at the venue for the Hearings; and for the pleasant and constructive way in which they conducted themselves during the Hearings. The Inspector also wishes put on the public record his thanks to the Programme Officer, Ian Kemp, whose assistance and expertise were invaluable in achieving such a well-run Examination.”

- 3.12 Although the Inspector’s Report is not binding on the Council, in his briefing note to the hearing sessions of the Examination, the Inspector makes it clear the Council should amend the documents in the light of his recommendations and move swiftly to formal adoption.
- 3.13 A final draft of the Swindon Borough Local Plan and a copy of the Sustainability Appraisal Report can be found in the Members Room, and has been distributed to members electronically. A summary of the Local Plan (extract of the Policies) can be found at Appendix 2a of this report.

Next Steps

- 3.14 The inspector’s modifications and other minor modifications have now been incorporated into the Local Plan and thus, is ready for due consideration by Cabinet.
- 3.15 If Cabinet recommends the Local Plan to Full Council and approval is subsequently endorsed, the Local Plan will be distributed to statutory consultees, including Parish and Town Councils. All consultees who responded during the consultation will also be notified. An adoption statement will also be sent to the Secretary of State and all consultees who responded during the Examination. The document will be made available to view at the offices of Swindon Borough Council (Wat Tyler House) and at all libraries located within the Borough. The document will also be made available to view on the Council’s website. A statutory notice and press release will be made available to local media.

4. Alternative Options

- 4.1 The Council could continue to rely upon the saved policy framework contained within the Swindon Borough Local Plan 2011, and the National Planning Policy Framework, which does not appropriately reflect local issues. Rejection of the Inspector’s Report at this stage would result in a planning policy vacuum at a time when the Government has stated its intention (paragraph 14, National Planning Policy Framework) to ensure that there is a presumption in favour of sustainable development in the absence of up to date local planning policies, and which presumption would require the Council to grant planning permission in situations where it would not necessarily want to, or may allow Planning

Further information on the subject of this report can be obtained from Phil Smith, Direct Dial 01793 466443, psmith@swindon.gov.uk

Adoption of the Swindon Borough Local Plan 2026

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Inspector's on appeal to overturn decisions by the Council to refuse planning permission.

- 4.2 Additionally if the Local Plan is not adopted by April 2015 the Council would not be able to immediately adopt a Community Infrastructure Levy charging schedule, with the risk that that infrastructure funding from development may not be secured. The Local Plan also provides a means of supporting our aspirations for how the town should develop to 2026. Without a clear strategy the local authority will be at a disadvantage in bidding for infrastructure funding from Government.
- 4.3 If the Council does not adopt the Local Plan we would need to formally withdraw it and begin preparation of a new plan that would take a number of years to put in place. This would have severe repercussions for the housing land supply in Swindon Borough, paving the way for speculative rather than plan led development across the area.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The financial implications arising from publishing the Local Plan are to be met from existing Forward Planning budgets for 2014/2015.
- 5.2 The increased housing provision permitted under the Plan will enable the Council to benefit from the Government's New Homes Bonus regime by increasing receipts and by a contribution to the Council's Council Tax base. This has been factored into the Medium Term Financial Plan.
- 5.3 In addition, Adoption of the Local Plan, as referred to above, will enable the Council to become a CIL Charging Authority. The funding raised through CIL, will in part replace Section 106 funding from development that could no longer be secured from early April 2015 due to the Regulations governing CIL.
- 5.4 The Swindon Local Plan is a strategic planning policy document, and as such, it does not necessarily commit the Council itself to funding proposals contained within it. However, the Local Plan is a key document in securing Government funding for infrastructure and subsequent commitments on the Council for the expenditure of such funding.

Legal and Human Rights Implications

- 5.5 Once adopted the Swindon Borough Local Plan 2026 will form part of the statutory development plan for the Borough and be used as such for the purpose of determining planning applications in the Borough. Its preparation has involved ensuring compliance with procedural requirements including: duty to cooperate, Sustainability Appraisal and Habitats Regulations Assessment being undertaken at key stages during the preparation of the Plan, and consultation statements

Further information on the subject of this report can be obtained from Phil Smith, Direct Dial 01793 466443, psmith@swindon.gov.uk

Adoption of the Swindon Borough Local Plan 2026

Cabinet

Date: 18th March 2015

summarising how the Council has engaged with communities and other stakeholders during the process.

- 5.6 There are legal implications associated with the adoption of the document. These are limited to the potential for judicial challenge in accordance with legislation. Any such challenge would be limited in terms of scope and could only challenge whether a procedural step in the process of preparing the document has been missed or not complied with fully.
- 5.7 The content of this report will not have a direct implication on human rights issues, in so far as greater opportunities will be available to individuals to partake in the planning process.

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

- 5.8 The Council has a duty to ensure that the preparation of the Local Plan is in accordance with the sustainability principles of the National Planning Policy Framework.
- 5.9 The Local Plan has been subject to a Sustainability Appraisal incorporating Strategic Environmental Assessment and Health Impact Assessment to ensure that the impact of proposals can be minimised with the least negative impact possible on the Plan area.

Diversity Impact Assessment

- 5.10 The Local Plan has been subject to Diversity Impact Assessments (DIAs) throughout its production. All policies in the Local Plan have been assessed and any changes to policy will ensure future development promotes equality. A copy of the DIA can be obtained from the report author.

Risk Management

- 5.11 Delay to the Local Plan could undermine the Council's vision to create and realise Swindon's aspirations for development.
- 5.12 Furthermore, without an up-to-date Local Plan, the NPPF will continue to serve as a material consideration. This could mean that the Borough has no defence in accepting development that may be in the wrong place at the wrong time and without essential infrastructure. If the Local Plan is not adopted by April 2015 we would be at risk of not having a development plan in place on which to base our Community Infrastructure Levy.

Adoption of the Swindon Borough Local Plan 2026

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6. Consultees

- 6.1 The Board Director of Resources (Section 151 Officer), and the Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 Swindon Borough Core Strategy and Generic Development Control Policies Issues and Options, April 2007
- 7.2 Swindon Borough Core Strategy and Development Control Policies - Preferred Options, March 2008
- 7.3 Swindon Borough Core Strategy Proposed Submission, July 2009
- 7.4 Swindon Borough Core Strategy Revised Proposed Submission, March 2011
- 7.5 Swindon Borough Local Plan 2026 Pre-Submission, December 2012
- 7.6 Swindon Borough Local Plan 2026 Proposed Modifications, September 2014

8. Appendices (electronic copies are available on the Council's Website and hard copies of the documentation have been made available to the Political Groups and copies are also available in the Members' Room and Central Library)

- 8.1 Appendix 1 - Swindon Borough Local Plan 2026 - Inspector's Report
- 8.2 Appendix 2a - Swindon Borough Local Plan 2026 - Summary of planning policies
- 8.3 Appendix 2b - Swindon Borough Local Plan 2026 - full version for adoption
- 8.4 Appendix 3 - Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA), and Habitats Regulation Assessment (HRA).
- 8.5 Appendix 4 - Swindon Borough Local Plan 2026 – Policies Map (Urban / Borough and Village Insets) (final version to be displayed at Cabinet Meeting)

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

- 9.1 This is not a Key Decision as adoption of the Plan will be a matter for the Council and it is included in the Cabinet Work Programme and Forward Plan for March 2015.

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Community Infrastructure Levy

Cabinet

Date: 18th March 2015

Author: Cabinet Member for Strategic Planning, Sustainability and Transport; and Board Director, Service Delivery

Wards: All

Locality Affected: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 This report seeks Council support to adopt the Community Infrastructure Levy 'CIL' Charging Schedule and associated documents.
- 1.2 CIL income will help fund the delivery and maintenance of infrastructure in Swindon. This income will support the Council's Corporate Strategy and infrastructure improvements required by planned growth to 2026. It will support the delivery of the overarching objectives of the Swindon Borough Local Plan 2026 and of One Swindon.

2. Recommendations

Cabinet is recommended to ask Council to adopt:

- 2.1 The Swindon CIL Charging Schedule, as modified in accordance with the requirements of the Examiner's Report attached at Appendix 1 and that this be implemented from 6th April 2015; and
- 2.2 The Swindon CIL Regulation 123 Infrastructure List (attached at Appendix 2), the Swindon Local Payment Instalment Policy (attached at Appendix 3), and the CIL Surcharges Policy (attached at Appendix 4) and that these be published alongside the CIL Charging schedule;

Cabinet is recommended to:

- 2.3 Authorise the Head of Planning, Regulatory Services, Heritage and Libraries, in consultation with the Cabinet Member for Strategic Planning, Sustainability and Transport, and the Director of Law and Democratic Services, to make minor non-material changes to the content of the documents listed in paragraphs 2.1 and 2.2 above if required prior to publication;
- 2.4 Authorise the Head of Planning, Regulatory Services, Heritage and Libraries, in consultation with the relevant Cabinet Member and Board Director, and the Director of Law and Democratic Services, to
 - 2.4.1 Exercise the powers of the Council in relation to the Community Infrastructure Levy Charging Schedule and its accompanying documents: the Swindon CIL Regulation 123 Infrastructure List (attached at Appendix

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

Community Infrastructure Levy

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2), the Swindon Local Payment Instalment Policy (attached at Appendix 3), and the CIL Surcharges Policy (attached at Appendix 4), and

2.4.2 Implement Discretionary Relief for Exceptional Circumstances and for Social Housing and Charities, as set out under paragraph 3.12 of this report.

2.5 Authorise the Director of Law and Democratic Services to amend the Scheme of Delegation accordingly.

3. Detail

Background

3.1 The Council has been preparing a CIL for Swindon alongside the Local Plan. Cabinet has considered previous reports on CIL on 11th July 2012 and 6th February 2013. The Council is now in receipt of both the Local Plan Inspector's Report and the CIL Examiner's Report and is in a position to adopt the CIL Charging Schedule and accompanying documents.

3.2 CIL is a mandatory Charge on development to which it applies. An independent Examination of the Council's CIL Charging Schedule took place on 4th November 2014. The Inspector conducting the Examination has found the Council's overall approach to be sound, but has recommended some changes. Cabinet is required to address any necessary changes required by the Examiner's recommendations (attached at Appendix 5) and then adopt the Charging Schedule through Full Council.

3.3 Following enactment of the CIL Regulations in 2010 (as amended), from 6th April 2015 the ability of the Local Planning Authority to continue to use planning obligations under a standard charge/tariff approach to manage the cumulative impact of development has been curtailed. For this reason, it is necessary to adopt a CIL for Swindon to support infrastructure improvements required as a result of developments where s106 obligations can no longer be used.

The Examiner's Report

3.4 The Examiner's Report concludes that subject to a modification to reduce the 'New Communities' (strategic urban extensions) retail rate to £0 per square metre (from the originally proposed £100 per square metre as examined), the CIL is sound and capable of adoption. The effect of this modification would be to alter the Charging Schedule set out in the table of rates below.

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

Community Infrastructure Levy

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Date: 18th March 2015

3.5 The final Charging Schedule table of rates is as follows:

Development type*	Proposed CIL rate per sq. m.
Residential Zone 1: Swindon's New Communities	£0
Residential Zone 2: Rest of Borough (excluding Swindon's New Communities)	£55
Retail Zone 1: (<i>New Communities Added to Retail Zone 1 under Examiner Modification</i>) Town Centre & Swindon's New Communities	£0
Retail Zone 2: (<i>New Communities deleted from Zone 2 by Examiner Modification</i>) Rest of Borough (excluding Town Centre & Swindon's New Communities)	£100
All other uses	£0

*For an explanation of the Definitions of the development types see the final Charging Schedule at Appendix 4 of this report

- 3.6 Since the Examiner's report, some further non-material changes have been made to the supporting text to amend the guidance to the CIL charge calculation section and payment section in particular. In addition, the 'Supporting Documents' section has been brought up-to-date to include a list of all the Examination documents used to inform the CIL Examination. These additional changes are all non-material to the Charging Schedule of rates itself. The Final Version of the CIL Charging Schedule is attached as Appendix 1 to this report. If adopted, this document will comprise the Council's CIL Charging Schedule.
- 3.7 The Examiner's Report suggests that it may be appropriate to consider an early review of the Charging Schedule. Officers will propose a review to Members in the event that a material change in economic viability within the area is emerging, and/or the early review of the Local Plan triggers the need for such.

Accompanying CIL Documents

- 3.8 The CIL Charging Schedule is accompanied by a CIL Regulation 123 Infrastructure Funding List; the CIL Payment Instalment policy; and a CIL Surcharges policy.
- 3.9 The '*Regulation 123*' *Infrastructure Funding List* (Appendix 2) is the published list of the types of infrastructure to which CIL receipts raised by the Council as CIL

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

Community Infrastructure Levy

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Charging Authority could be applied. The list enables the Council to differentiate between infrastructure that can continue to be secured by means of s106 planning obligation, and that which may be funded wholly or partly through CIL receipts. The CIL Regulations make provisions for this list to be amended at any time subject to an appropriate consultation process.

- 3.10 The Council's *CIL Payment Instalment policy* (Appendix 3) allows deferred payment of contributions subject to the financial scale of the CIL liability being levied. The CIL Regulations require that deferred payment can only be put in place if the Council publishes an instalment policy. It is recommended that the CIL Instalment Policy is adopted for publication alongside the Charging Schedule.
- 3.11 Enforcement of the CIL is controlled by the CIL Regulations. One element of enforcement relates to surcharging and Late Payment Interest 'LPI'. *The CIL Surcharges Policy* (Appendix 5) extracts the key information relating to surcharges from in the CIL Regulations. The Council will apply the Surcharges Policy when appropriate.
- 3.12 The Regulations also make provision for Discretionary Relief for Exceptional Circumstances, and for Social Housing and Charities to be made available. Whilst it is not proposed to make Discretionary Relief available from the outset, it is possible that it may become in the Council's interest to make certain types of discretionary relief available in certain circumstances. For this reason delegated authority is sought for the Head of Planning, Regulatory Services, Heritage and Libraries to set the parameters under which discretionary relief may be made available in Swindon at any point in time, and to publish and withdraw such relief as the Council considers appropriate.
- 3.13 In order to manage the allocation of the Neighbourhood Proportion of CIL receipts, it will be necessary for the Council to establish the boundary for the Neighbourhood Areas for those areas of the Borough not located within a Parish.

4. Alternative Options

- 4.1 The Council could decide not to adopt a CIL Charging Schedule. However, this would result in the loss of an income stream for the Council from CIL, which would impact on funding the delivery of infrastructure to support the growth planned for in the Local Plan to 2026. In such a circumstance, this is likely to make the application and use of planning obligations far more complex, and would be unlikely to achieve the necessary contributions to deliver the required infrastructure.

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

Community Infrastructure Levy

Cabinet

Date: 18th March 2015

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 It is not possible to make a direct comparison between the income that may have arisen from the currently adopted Standard Charge approach under the Guidance Note to the emerging CIL framework for the same scheme because the current approach is based on the number of bedrooms in a dwelling and a negotiated value for that unit, whereas CIL is calculated on the amount of floorspace in a unit at a set rate.

Legal and Human Rights Implications

- 5.2 Legal and human rights implications have been fully taken into account in the preparation of this document. Officers do not believe the content of this report will give rise to human rights implications. The Council has extended its consultation process more widely than the statutory minimum requirements set out in the CIL Regulations to ensure maximum public involvement, both within the Council's administrative area, as well as neighbouring authorities.

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

- 5.3 The operation, monitoring and enforcement of CIL will be managed by Council officers in the relevant services areas that is likely to include Planning, Land Charges, Resources (Finance) and Law and Democratic Services, and Commissioning and Business Support.

Diversity Impact Assessment

- 5.4 The implications of CIL are included within the Diversity Impact Assessment undertaken for the Swindon Borough Local Plan 2026. The Local Plan has been subject to Diversity Impact Assessments (DIAs) throughout its production. A copy of the DIA is available from the report author.

Risk Management

- 5.5 It is important to ensure that charging is implemented at the earliest opportunity and by the 6th April 2015. The Council has incorporated the maximum time available between adoption and implementation that is achievable.
- 5.6 In acknowledgement of the limited timeframe between adoption of the Charging Schedule and implementation of charging, advance notification will be provided to all agents of the impact of transitional arrangements to CIL for all relevant planning applications validated since 1st January 2015. In addition agents of relevant planning applications that have received a Refusal Notice since 1st January 2015 have been notified of the CIL introduction date, should they wish to submit an appeal following refusal of planning permission for relevant

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

Community Infrastructure Levy

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development as for certain types of development the appeal period extends to 6 months from date of Refusal or expiry of the time extension period.

6. Consultees

- 6.1 The Board Director Resources (Section 151 Officer), and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.
- 6.2 In addition the Board Director for Commissioning has been consulted in respect of this report.

7. Background Papers

- 7.1 The CIL Examiner's Report
- 7.2 The CIL Examination Documents listed of the CIL Examination webpage accessible via www.swindon.gov.uk/cil

8. Appendices (electronic copies are available on the Council's Website¹ and hard copies of the documentation have been made available to the Political Groups and copies are also available in the Members' Room and Central Library)

- 8.1 **Appendix 1:** Swindon Community Infrastructure Levy Charging Schedule for Adoption April 2015 (separate document to main report)
- 8.2 **Appendix 2:** Swindon Community Infrastructure Levy Regulation 123 Infrastructure List (separate document to main report)
- 8.3 **Appendix 3:** Swindon Community Infrastructure Levy Payment Instalment Policy (separate document to main report)
- 8.4 **Appendix 4:** Community Infrastructure Levy Surcharge Policy (separate document to main report)
- 8.5 **Appendix 5:** Swindon Community Infrastructure Levy Draft Charging Schedule Examiner's Report (separate document to main report)

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

- 9.1 This is not a Key Decision as the Council is responsible for the adoption of CIL and it is included in the Cabinet Work Programme and Forward Plan for March 2015.

¹ uploaded electronically on the Council's Cabinet webpage
<http://sbcvpwmmgv01:9070/ieListDocuments.aspx?CId=285&MId=6483&Ver=4>

Community Infrastructure Levy

Cabinet

Date: 18th March 2015

Appendix 1

CIL Charging Schedule for Adoption

Community Infrastructure Levy Charging Schedule for Swindon

In accordance with Regulation 16 Community Infrastructure Levy
Regulations 2010 (as amended)

Date Charging Schedule Takes Effect: 6th April 2015
(Date Charging Schedule Approved: XXXX)

Community Infrastructure Levy

Cabinet

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Community Infrastructure Levy

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Date: 18th March 2015

Community Infrastructure Levy (CIL) Draft Charging Schedule dated 4th April 2013

The Charging Authority

This CIL Draft Charging Schedule has been published by Swindon Borough Council 'SBC' or 'The Council'. The Council is both the CIL Charging Authority 'CA' and Collecting Authority for its administrative area.

Statutory Compliance

This CIL Draft Charging Schedule has been issued, approved and published in accordance with Part 11 of the Planning Act 2008 (as amended by Part 6 of the Localism Act 2011) and the Community Infrastructure Levy Regulations 2010 (as amended), and in accordance with Meeting Minute XXXXX of Full Council Meeting on XXXXXXXXXXXX.

In setting CIL Rates SBC in accordance with Section 7A of the Localism Act 2011 has used appropriate available evidence to inform the preparation of this Draft Charging Schedule.

In addition, in accordance with Regulation 14 (1) of the Community Infrastructure Levy Regulations 2010 (as amended) SBC considers that it has aimed to strike an appropriate balance between

- The desirability of funding from CIL (in whole or part) the estimated total cost of infrastructure required to support development of Swindon taking into account other actual and expected sources of funding; and
- The potential effects (taken as a whole) of the imposition of CIL on the economic viability of development across the Borough of Swindon.

Justification for Introducing CIL

The initial justification for the introducing CIL was set out under the Council's Preliminary Draft Charging Schedule published for consultation on 30th July 2012. In December 2012 the Council's Infrastructure Delivery Plan (IDP) (December 2012) was updated and published to accompany consultation on the Swindon Borough Local Plan 2026 Pre-Submission Document (Dec 2012). The original justification has been superseded by the Swindon Borough Council Infrastructure Funding Gap Analysis (2013) that is informed by projects contained within the IDP 2012, and forms an evidence base to the CIL Draft Charging Schedule. As the adoption of the Swindon Borough Local Plan 2026 progressed, updated versions of both it and the IDP supported the CIL Charging Schedule adoption process.

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

Community Infrastructure Levy

Cabinet

Date: 18th March 2015

Scope of CIL

The following development types may be liable to pay CIL locally (subject to the adopted Charging Schedule):

- Development comprising 100m² or more of new build floorspace;
- Development of less than 100m² of new build floorspace that results in the creation of one or more dwellings;
- The conversion of a building that is no longer in lawful use.

Where planning permission is granted for development that involves the extension or demolition of a building in lawful use, the level of CIL payable will be calculated based on the net increase in floorspace only, provided that lawful use can be established at the time the CIL liability is to be calculated (this is not necessarily the date on which a decision notice is issued). Only in such circumstances would the existing floorspace be deducted from the total floorspace.

The type of floorspace chargeable and the rates set is directly informed by viability testing and adopted Charging Schedule rates.

Mandatory Exemptions and Relief from CIL

Part 6 of the CIL Regulations 2010 (as amended) makes provision for certain types of development to be exempt or eligible for relief from CIL, as set out below:

Development exempt from CIL

- Development of buildings and structures into which people do not normally go, or into which people go intermittently for the purposes of inspecting or maintaining fixed plant or machinery (e.g. electricity sub stations)
- Development of less than 100 sq.m of new build floorspace (gross internal area) including extensions, unless it results in the creation of one or more dwellings below this threshold
- The conversion of a building in lawful use*, or the creation of additional floorspace within the existing structure of a building in lawful use*
- A building for which planning permission was granted for a limited period

* The definition of lawful use is contained in Regulation 40(11) of the Community Infrastructure Levy Regulations 2010 (as amended).

Development entitled to claim Mandatory Relief from CIL

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

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- Development by Charitable Institutions where they are the owner/leaseholder¹ of the land and the development is to be occupied wholly or mainly for charitable purposes (subject to the restrictions set out in Regulation 43 of the Community Infrastructure Levy Regulations 2010 (as amended))
- Those parts of a development which are to be used as social housing, as defined by Regulation 49, 49A and 49C of the Community Infrastructure Levy Regulations 2010 (as amended)
- Development that falls within the definition of residential annexes or extensions, as set out in Regulation 42A of the Community Infrastructure Levy Regulations 2010 (as amended) if the correct procedure as set out in Regulation 42B is followed and no disqualifying event occurs in accordance with Regulation 42C.
- Development that falls within the definition of self-build housing as set out in Regulation 54A of the Community Infrastructure Levy Regulations 2010 (as amended) if the correct procedure as set out in Regulation 54B and 54C is followed and no disqualifying event occurs in accordance with Regulation 54D.

Discretionary Relief for Charities, Social Housing or Exceptional Circumstances

For information on whether Discretionary Relief for Charities, Social Housing, or Exceptional Circumstances is available in the Charging Authority's administrative area please see the Council's website (www.swindon.gov.uk/cil).

Any reference to the Scope of CIL, Mandatory Exemptions and Relief, or Discretionary Relief in the overview contained in this section was in accordance with legislative requirements in place up to and including changes imposed by Statutory Instrument 2014/385 (23rd February 2014). In all instances this information should be read in the context of the main CIL Regulations document. For any subsequent changes to regulatory requirements enforced after adoption of the Charging Schedule the reader should refer directly to the CIL Regulations and any additional supporting local information located on the Council's website (www.swindon.gov.uk/cil).

¹ In accordance with the definitions contained in Regulation 4

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CIL Rates

CIL will be levied in £s per sq.m on net additional increase in floor space for qualifying development in accordance with the provisions of the Community Infrastructure Levy Regulations 2010 (as amended).

The CIL rates charged by Swindon Borough Council are set out in the following table:

Development type	Proposed CIL rate per sq. m.
Residential Zone 1: Swindon's New Communities	£0
Residential Zone 2: Rest of Borough (excluding Swindon's New Communities)	£55
Retail Zone 1: Town Centre and Swindon's New Communities	£0
Retail Zone 2: Rest of Borough (excluding Town Centre and Swindon's New Communities)	£100
All other uses	£0

Residential: Is defined as any use falling within Class C3 of the Town & Country Planning Use Classes Order 1987 (as amended) including ancillary development e.g. garages.

Retail: Is defined as any retail use falling within Class A of the Town & Country Planning Use Classes Order 1987 (as amended) including sui-generis uses i.e. Shops selling and/or displaying motor vehicles, retail warehouse clubs, launderettes, taxi or vehicle hire businesses, amusement centres, petrol filling stations.

Swindon's New Communities: Are defined as the communities of Wichelstowe, Commonhead, Tadpole Farm, New Eastern Villages and Kingsdown as specified in the Local Plan

Zoning Maps: The Residential Zones 1 & 2 and Retail Zones 1 & 2 are shown on the Ordnance Survey Map extracts contained within this Charging Schedule.

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

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Calculation of the CIL Charge

CIL charges will be calculated in accordance with Regulation 40 of the Community Infrastructure Levy Regulations 2010 as amended by Regulation 7 of the Community Infrastructure Levy (Amendment) Regulations 2011 and Regulation 6 of the Community Infrastructure Levy (Amendment) Regulations 2012, as substituted by Regulation 6 of the Community Infrastructure Levy (Amendment) Regulations 2014 (or any subsequent amendments to these Regulations as may apply from time to time whilst this Charging Schedule is in effect).

All CIL Liability will be index linked to the Building Cost Information Service (BCIS) All-in Tender Price Index or any other Price Index in accordance with the CIL Regulations (Regulation 40)

Failure to comply with the CIL Regulations 2010 (as amended) in respect of payment may result in the total CIL charge becoming payable on commencement or with immediate effect and financial surcharges to be applied.

Payment of CIL and Payment by Instalment Policy

CIL liability becomes payable in full on commencement of development unless an Instalment Policy is adopted in a Charging Authority's area. Section 69B of the Community Infrastructure Levy (Amendment) Regulations 2011 sets out the procedure under which an Instalment policy can be adopted.

An instalment policy can only reflect payments by instalment over time calculated from the commencement of development. Information on whether a CIL Instalment Policy is operational within Swindon Borough can be found on the Council's website Community Infrastructure Levy pages (www.swindon.gov.uk/cil)

In the event an Instalment Policy is in effect, failure to comply with an adopted Instalment Policy or any of the requirements of the CIL Regulations 2010 (as amended) in respect of such, at any stage, will result in the total unpaid balance becoming payable immediately and the potential for surcharges to be applied.

Supporting Information and Evidence

This Draft Charging Schedule is informed by a comprehensive evidence base, the content of which is listed after the Charging Zone Maps at the back of this document.

Further Information

Further Community Infrastructure Levy related information is available on the Council's website www.swindon.gov.uk/cil by email from cil@swindon.gov.uk or by contacting the S106/CIL Project Management Team on 01793 466397/ 01793 466289 or Planning Business Support on 01793 466340.

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

Charging Schedule Maps

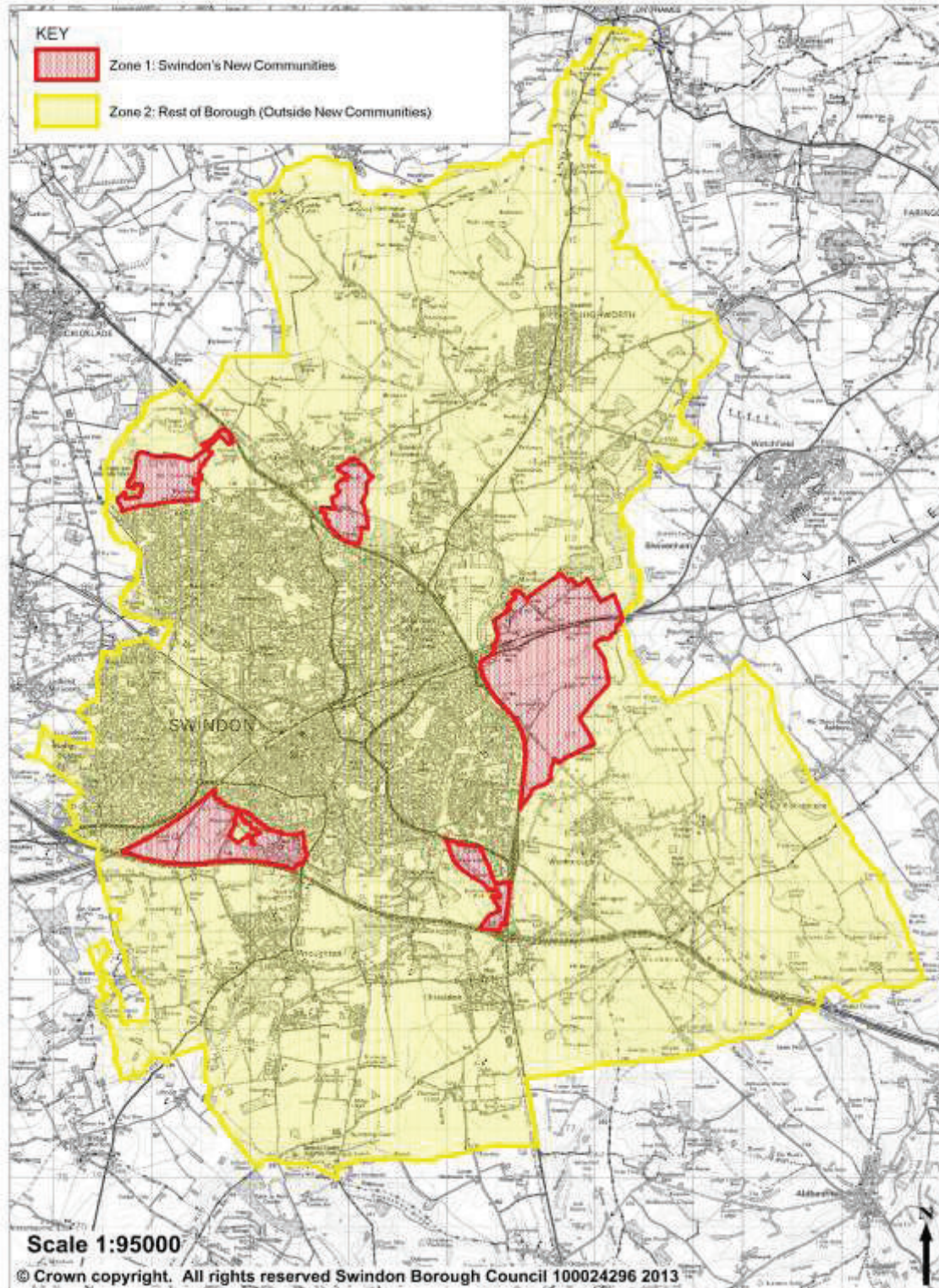
The Maps attached identify in detail the geographical boundary between Charging Zones within the relevant categories

Community Infrastructure Levy

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Date: 18th March 2015

Swindon Community Infrastructure Levy Charging Schedule: Residential Zoning



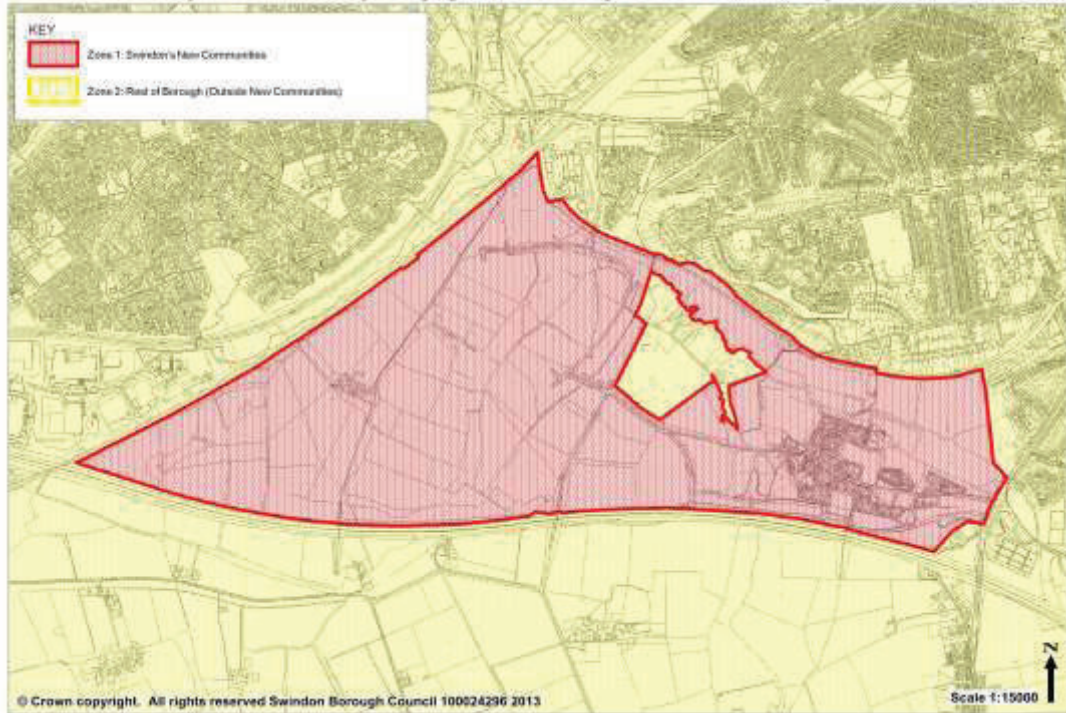
Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

Community Infrastructure Levy

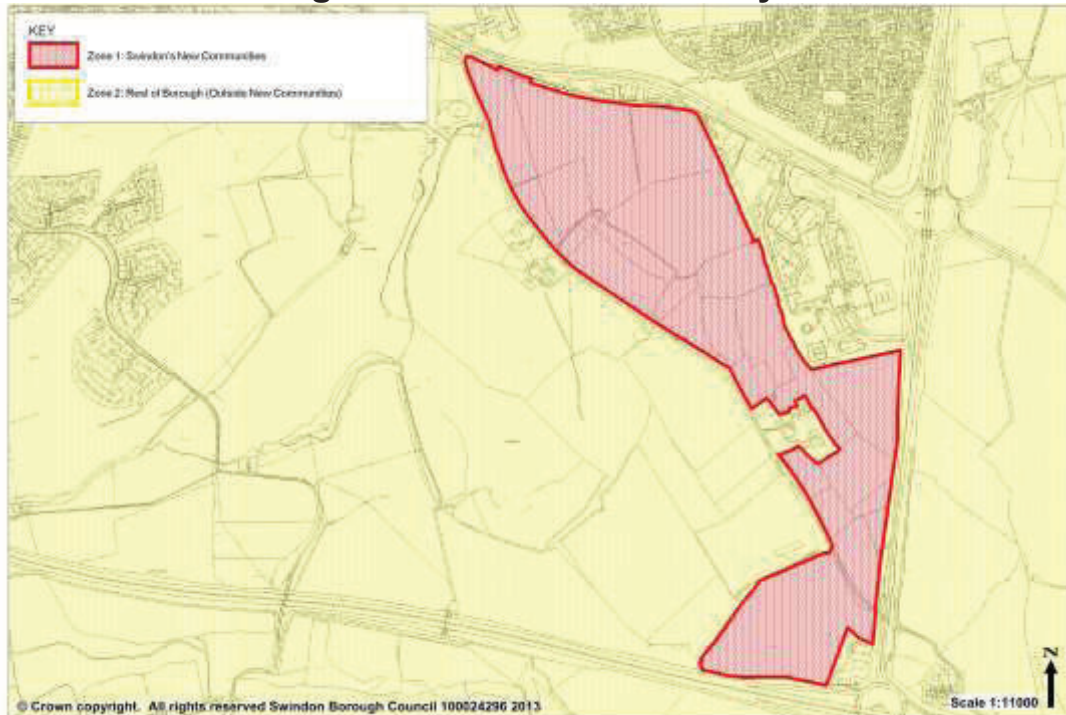
Cabinet

Date: 18th March 2015

Swindon Community Infrastructure Levy Charging Schedule Residential Zoning: Zone 1 New Community at Wichelstowe



Swindon Community Infrastructure Levy Charging Schedule Residential Zoning: Zone 1 New Community at Commonhead



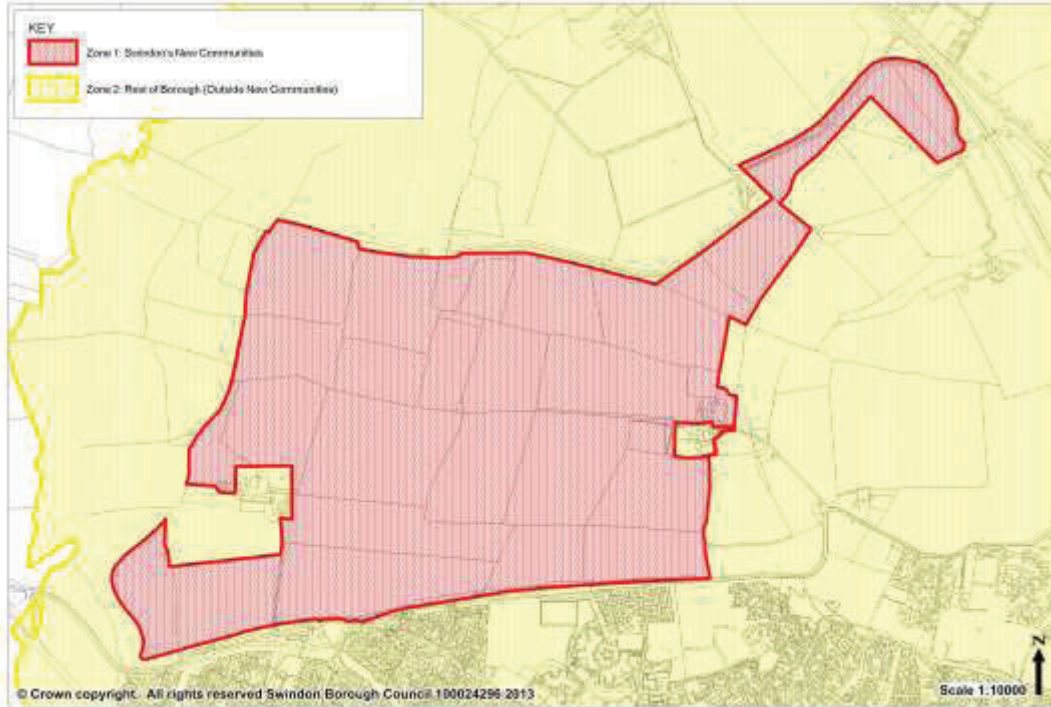
Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

Community Infrastructure Levy

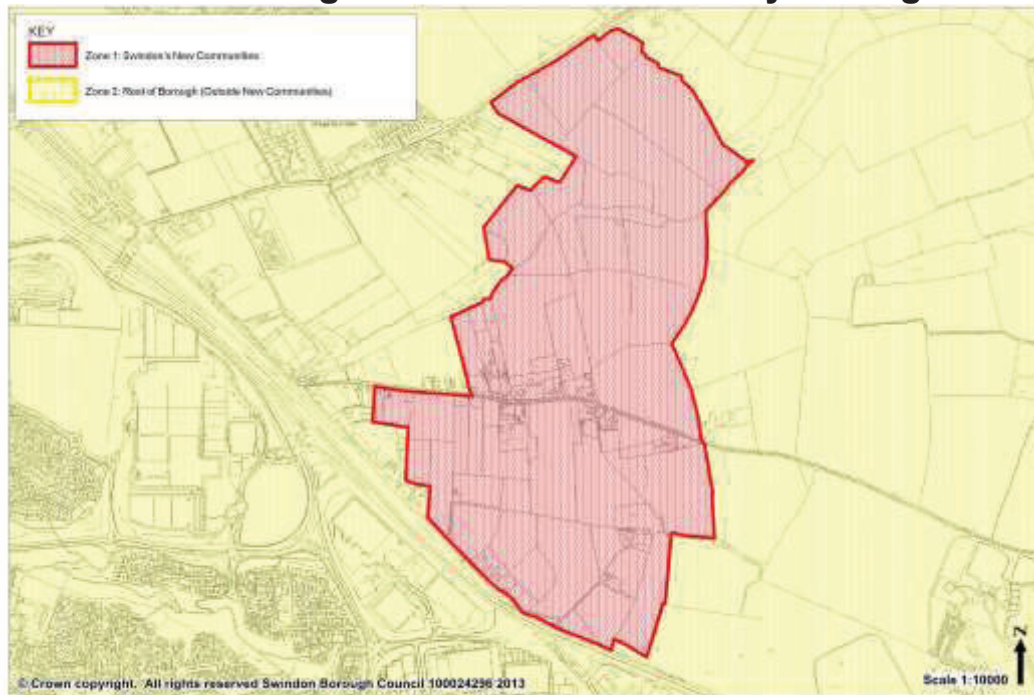
Cabinet

Date: 18th March 2015

Swindon Community Infrastructure Levy Charging Schedule Residential Zoning: Zone 1 New Community at Tadpole Farm



Swindon Community Infrastructure Levy Charging Schedule Residential Zoning: Zone 1 New Community at Kingsdown



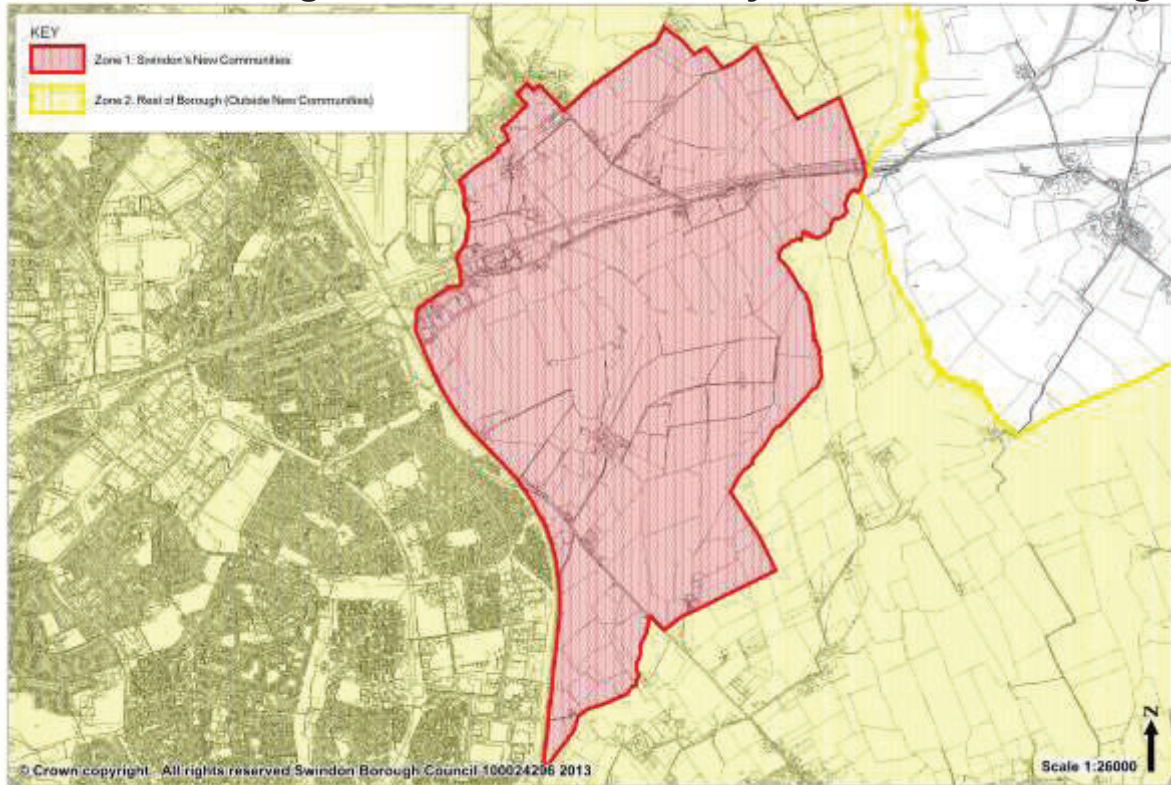
Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

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Date: 18th March 2015

Swindon Community Infrastructure Levy Charging Schedule Residential Zoning: Zone 1 New Community at New Eastern Villages



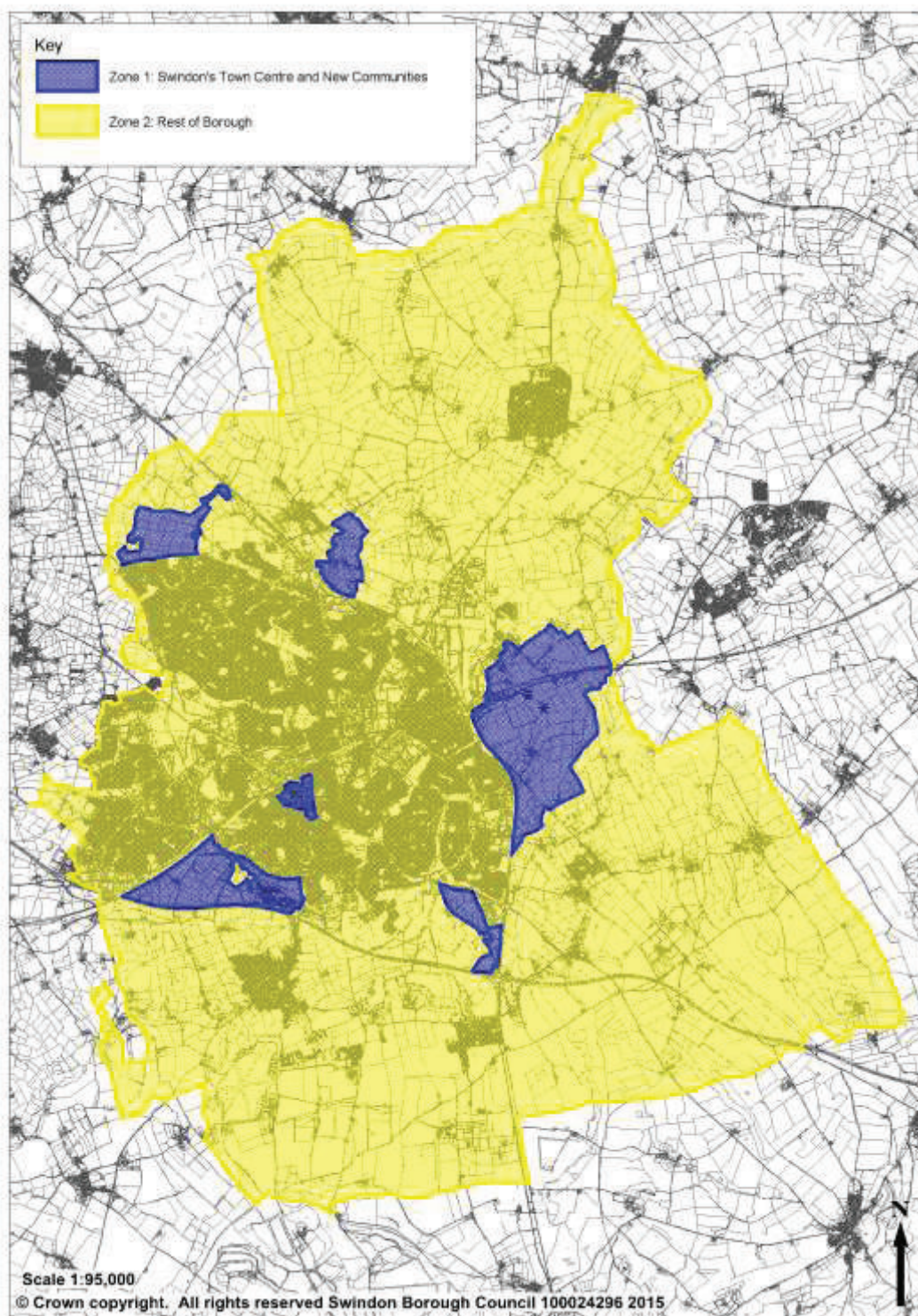
Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

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Swindon Community Infrastructure Levy Charging Schedule Retail Zoning



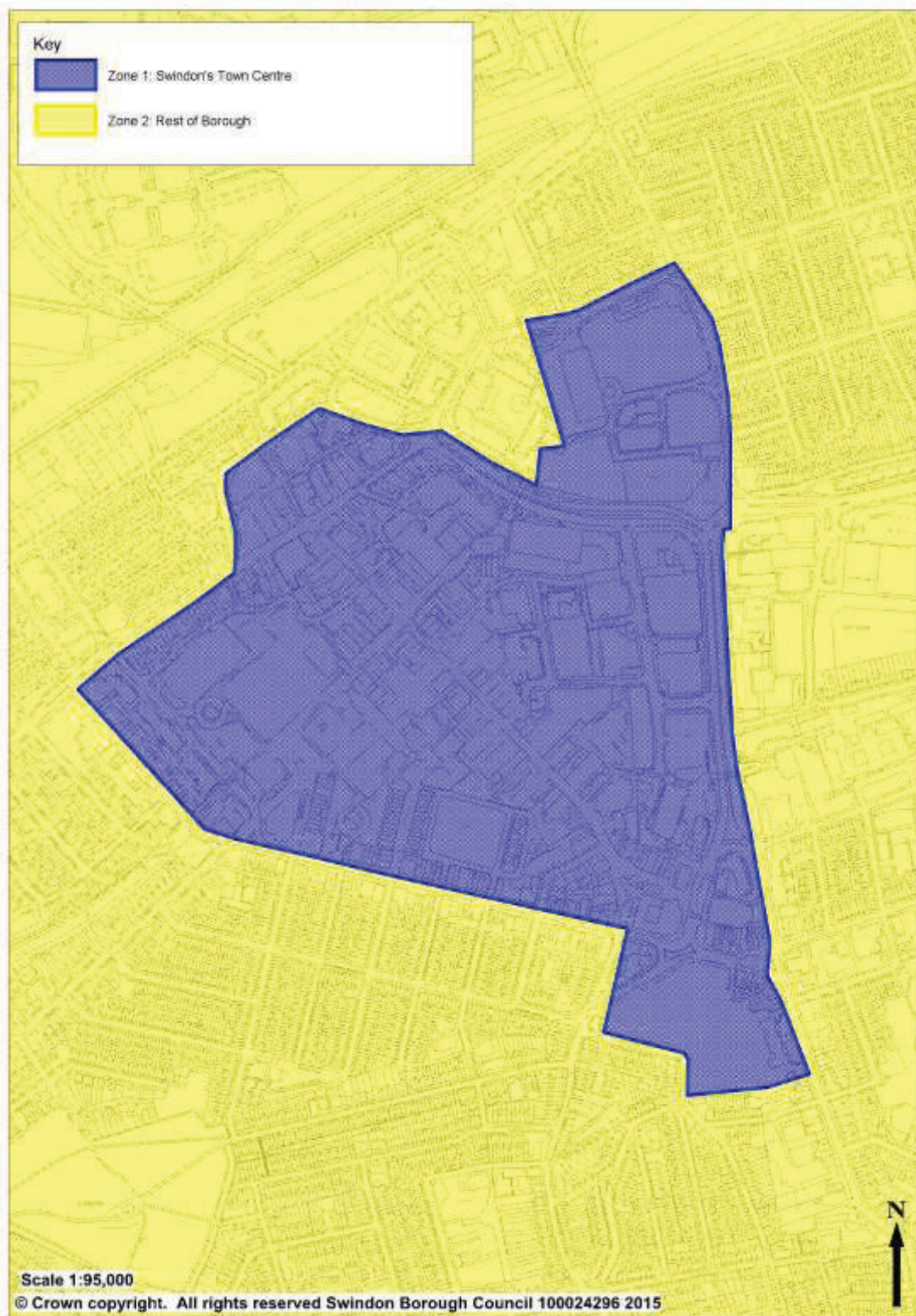
Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

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Date: 18th March 2015

Swindon Community Infrastructure Levy Charging Schedule Retail Zoning: Zone 1 Town Centre



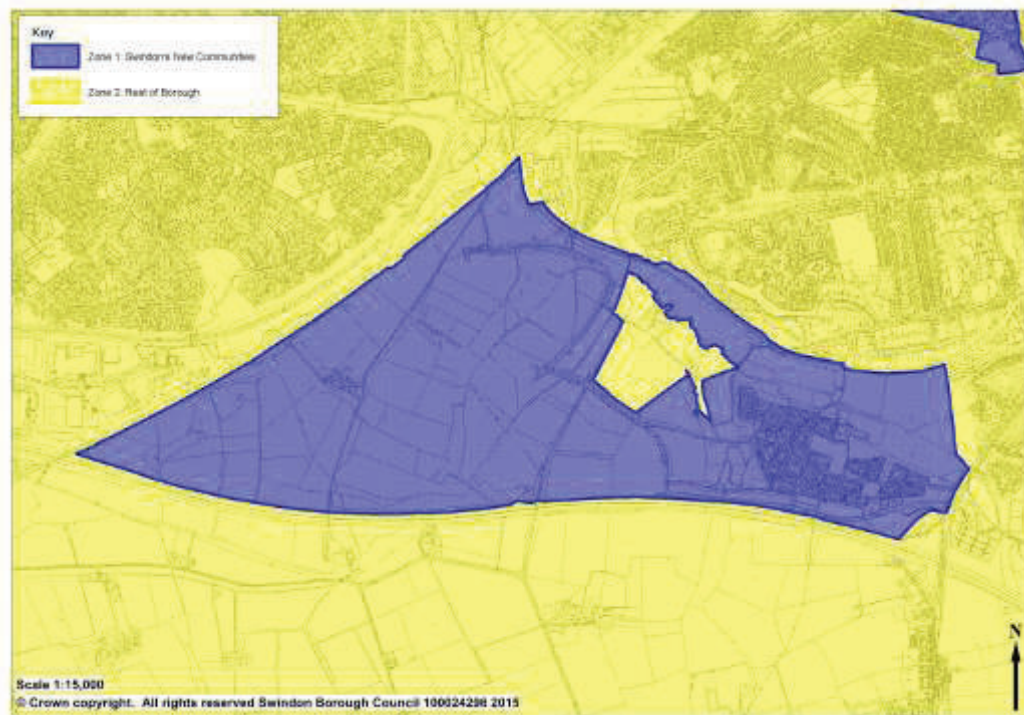
Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

Community Infrastructure Levy

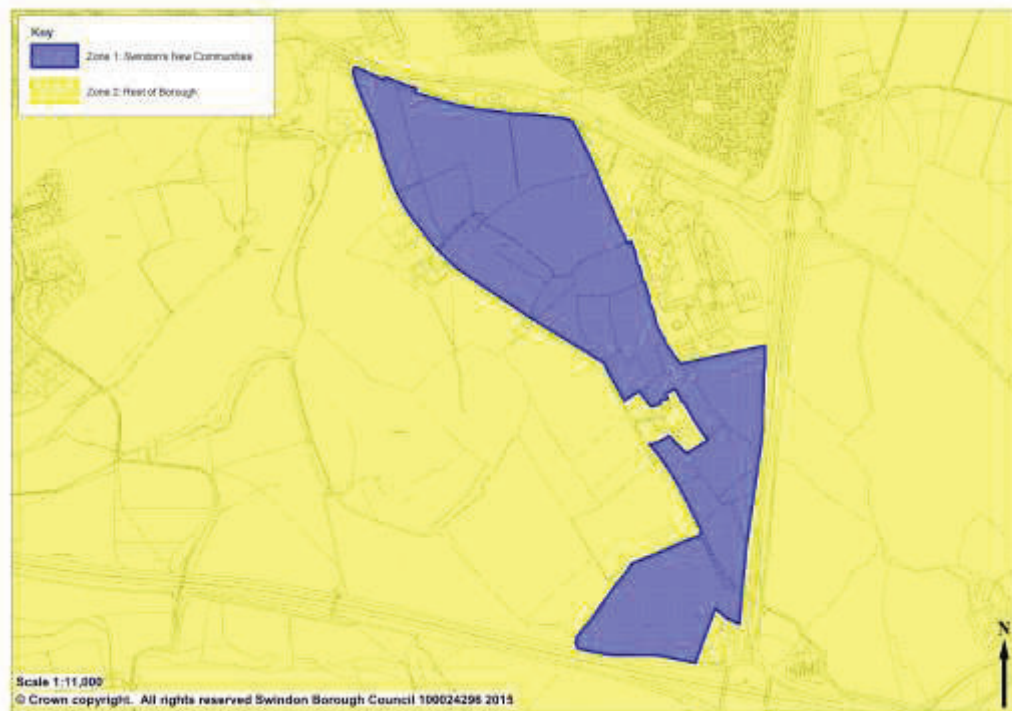
Cabinet

Date: 18th March 2015

Swindon Community Infrastructure Levy Charging Schedule Retail Zoning: Zone 1 New Community at Wichelstowe



Swindon Community Infrastructure Levy Charging Schedule Retail Zoning: Zone 1 New Community at Commonhead



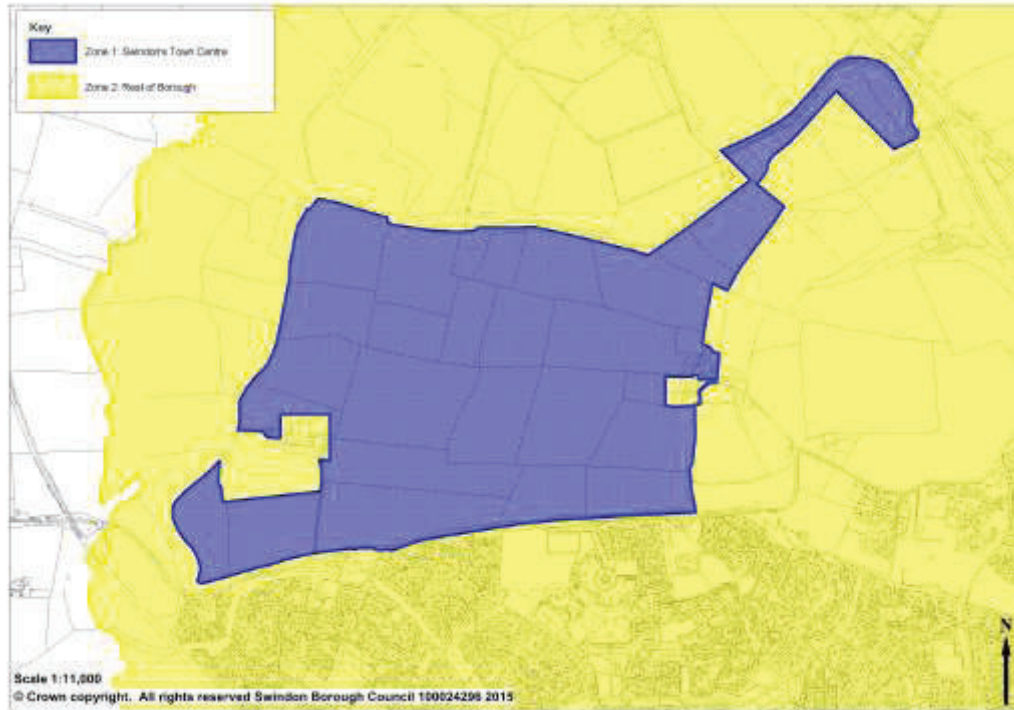
Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

Community Infrastructure Levy

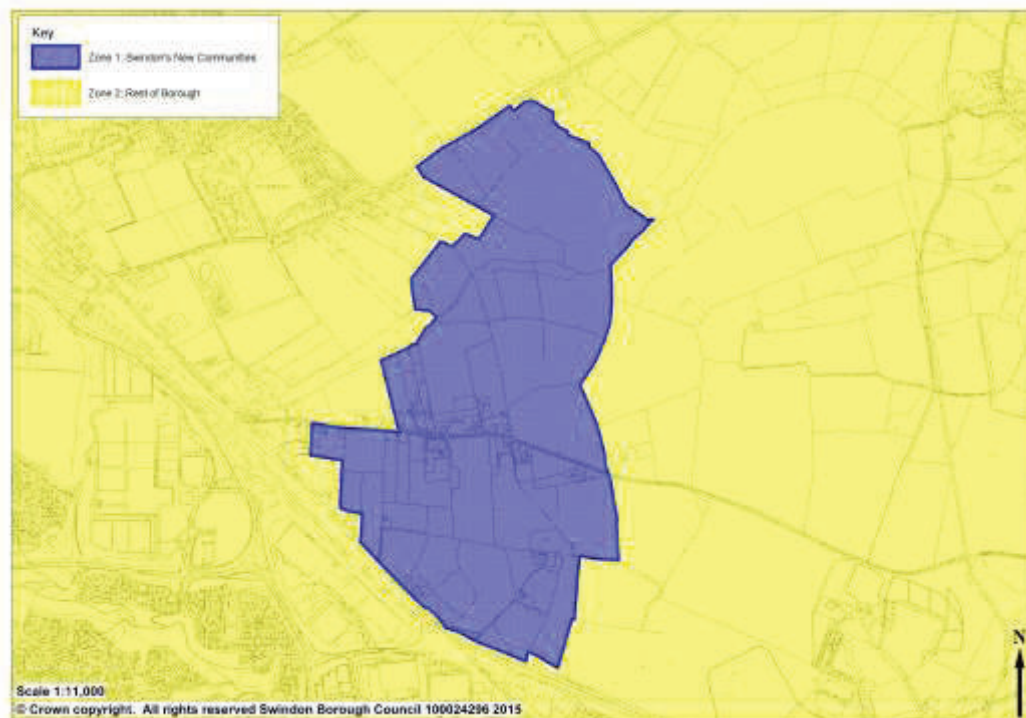
Cabinet

Date: 18th March 2015

Swindon Community Infrastructure Levy Charging Schedule Retail Zoning: Zone 1 New Community at Tadpole Farm



Swindon Community Infrastructure Levy Charging Schedule Retail Zoning: Zone 1 New Community at Kingsdown



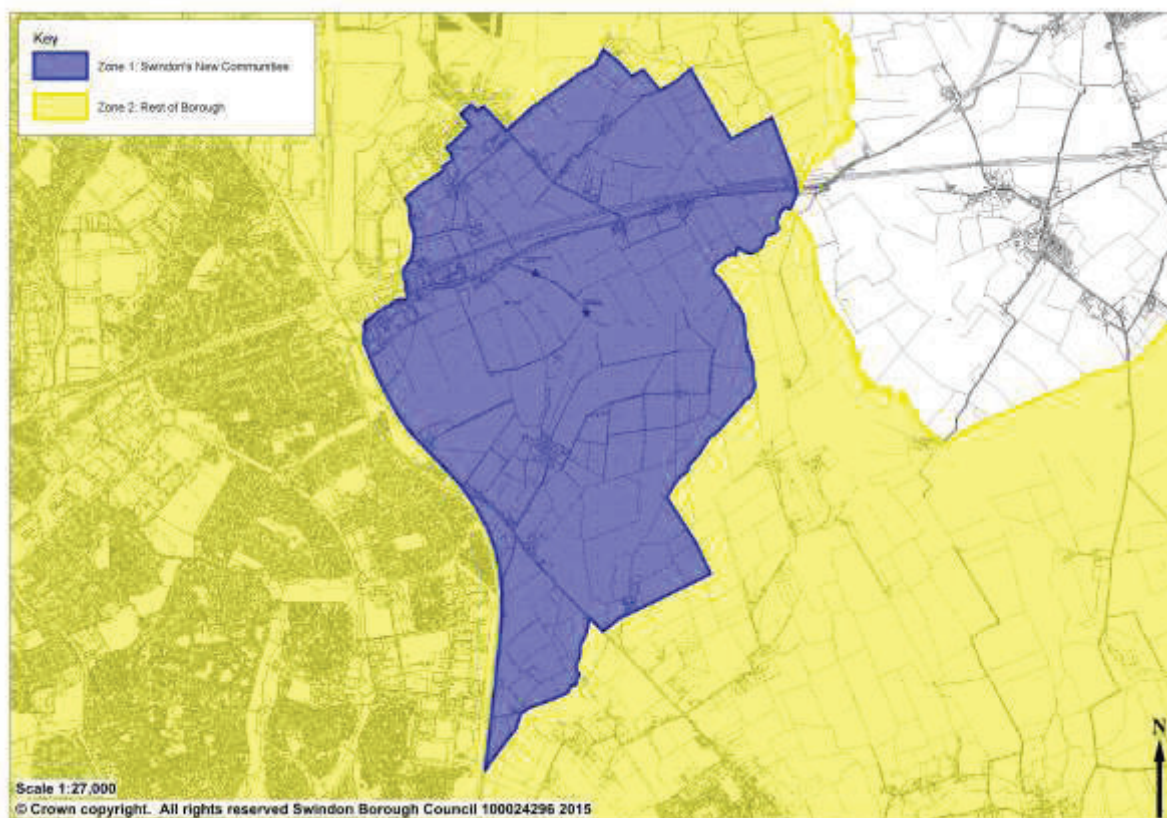
Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

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Swindon Community Infrastructure Levy Charging Schedule Retail Zoning: Zone 1 New Community at New Eastern Villages



Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

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Evidence to support the Charging Schedule

This Charging Schedule and its Examination was informed by the following documents:

Hearing Documents:

- Examiners Extra Question Letter
- Examiner Additional Questions
- SBC Examiner's Additional Questions Response
- GVA District Centre Testing Letter
- Hallam Land Management Letter

- Hearing Statement Issue 1
- Hearing Statement Issue 2
- Hearing Statement Issue 3

- Written Statement English Heritage
- Hearing Statement Wroughton Parish Council
- Hearing Statement WYG
- Hearing Statement DLA by Rock Associates

National Law, Planning Policy and Guidance

- ED 1-01 - CIL Regulations 2010
- ED 1-02 - CIL Amendment Regulations 2011
- ED 1-03 - CIL Amendment Regulations 2012
- ED 1-04 - CIL Amendment Regulations 2013
- ED 1-05 - CIL - An Overview May 2011
- ED 1-06 - CIL Guidance Charge Setting and Charging Schedule Procedures 2010
- ED 1-07 - CIL Guidance Dec 2012
- ED 1-08 - CIL Guidance Apr 2013
- ED 1-09 - Planning Act 2008 - Chapter 29 - Part 11
- ED 1-10 - Localism Act Chapter 20 - Part 6 - Chapter 2
- ED 1-11 - CIL Amendment Regulations 2014
- ED 1-12 - CIL Guidance June 2014

CIL Submission Documents

- ED 2-01a - Draft Charging Schedule (submission copy 10 July 2013)
- ED 2-01b - Draft Charging Schedule (consultation copy 4 April 2013)

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

Community Infrastructure Levy

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Date: 18th March 2015

-
- ED 2-01c - Draft Charging Schedule (Examination copy 16 October 2014)
 - SBC Letter 16 October 2014 - DCS and Reg. 123 List updates
 - ED 2-02 - Local Plan Pre-Submission Document Dec 2012
 - ED 2-03 - IDP Pre-Submission Draft Dec 2012
 - ED 2-04 - Regulation 19(b) Statement (July 2013)
 - ED 2-05 - Swindon Borough Council Clarification Statement July 2013
 - ED 2-06 - GVA Clarification Statement (5th July 2013)
 - ED 2-07 - CIL Statement of Consultation Addendum (July 2013)
 - ED 2-08 - Draft Regulation 123 List (March 2013)
 - ED 2-08a - Draft Regulation 123 List (October 2104 - track changed)
 - ED 2-09 - Draft Instalment Policy
 - ED 2-10 - CIL Statement of Consultation
 - ED 2-11 - SBC DCS Representations Overview (July 2013)
 - ED 2-12 - DCS Representations (1-23)
 - ED 2-13 - Swindon CIL Development Viability Study June 2012 GVA
 - ED 2-14 - CIL Charging Zones Schedule Potential for Additional Charging Zones June 2012 GVA
 - ED 2-15 - PDCS Schedule 2012
 - ED 2-16 - PDCS Public Consultation Document July 2012
 - ED 2-17 - PDCS Representations Schedule
 - ED 2-18 - PDCS Representations Overview March 2013
 - ED 2-19 - PDCS Representations (01-37)
 - ED 2-20 - Residential Development SBC S106 Package Review and Policy Requirements Feb 2013
 - ED 2-21 - Additional Residential Testing and Analysis April 2013 GVA
 - ED 2-22 - Additional Retail Testing and Analysis March 2013 GVA
 - ED 2-23 - Swindon Borough Council Local Retail Market Review and Policy Overview March 2013
 - ED 2-24 - Swindon Infrastructure Funding Gap Analysis March 2013
 - ED 2-25 - SBC Cabinet Report extract 11th July 2012
 - ED 2-26 - SBC Cabinet Minutes 11 July 2012
 - ED 2-27 - SBC Cabinet Report extract 6th Feb 2013
 - ED 2-28 - SBC Cabinet Minutes 6th Feb 2013
 - ED 2-29a - SBC Reg 22 letter to PINS 18th April 2013
 - ED 2-29b - PINs Reg 22 Response 18th April 2013
 - ED 2-30 - DCS Statement of Representations Procedure
 - ED 2-31 - Examination Public Notice

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

Community Infrastructure Levy

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Supporting Documents

- ED 3-01 - Swindon Borough Local Plan Submission Document (June 2013)
- ED3-01a Swindon Borough Local Plan Post Submission Document Incorporating Proposed Modifications (September 2014)
- ED3-01b Schedule of Proposed Modifications Consultation Document Schedule A (Inspector Modifications)
- ED3-01c Schedule of Proposed Modifications Consultation Document Schedule B (Minor Modifications)
- ED3-01d Swindon Borough Local Plan 2026 Proposed Modifications Appendix 1 Inset Maps
- ED3-01e Swindon Borough Local Plan 2026 Proposed Modifications Appendix 2 Map Modifications
- ED 3-02 - Infrastructure Delivery Plan Submission Document (June 2013)
- ED3-02a – Infrastructure Delivery Plan (March 2014) (CD4.7)
- ED 3-03 - Local Plan Core Documents Library
- ED 3-03a – Local Plan Core Documents Library August 2014
- ED 3-04 - Swindon Central Area Action Plan Feb 2009
- ED 3-05 - Development Control Developer Contributions Guidance Note 2010 update
- ED 3-06 - Planning Swindon Together - A Masterplan for Swindon (March 2013)
- ED 3-07a - Cabinet Extract 10 September 2014 Agenda Item 9 (with Appendix 1 and 2)
- ED 3-07b - Housing Strategy 2015-2026 (Appendix 3)
- ED 3-07c - Cabinet Extract 10 September 2014 Printed Minutes
- ED 3-08 - Housing Standards Review Technical Consultation
- CD 8.36 Swindon Water Cycle Study January 2014
- CD 8.42 Thames Water Resources Management Plan 2015-2040
- CD 11.17 Cost of Building Code for Sustainable Homes (September 2013)
- CD 25.67 SBC Response to MF7
- Local Plan Examination Statement by SBC Theme 1
- Local Plan Examination Statement of Common Ground SBC and Thames Water

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

Community Infrastructure Levy

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Appendix 2

Community Infrastructure Levy Regulation 123 Infrastructure List

**In accordance with
Planning Act 2008 as amended by the Localism Act 2011
and
Community Infrastructure Levy Regulations 2010 (as amended)**

Set out below is the list of types of infrastructure and/or specific infrastructure projects to which CIL receipts raised by Swindon Borough Council as the Charging Authority could be applied:

- Early Years provision (excluding the initial provision required for the New Communities*)
- Primary school provision (excluding the initial provision required for the New Communities*)
- Secondary school provision (excluding the initial provision required for the New Communities*)
- Post-16 participation in learning
- Specialist educational provision (for pupils whose needs cannot be met by mainstream early years, primary, secondary, post-16 provision alone)

*The initial provision relates only to the permanent education provision first constructed on site

- Intelligent Transport Systems for the existing network including Automated Traffic Counters; Vehicle Activated Speed signs; Variable Message Signs; Traffic management data integration between existing systems and enhanced dissemination through additional outlets; Improving the operational efficiency of traffic signals junctions; Installation of new traffic signals at junctions and for controlled crossings for pedestrians and cyclists (all elements excluding site-specific requirements)
- Web based journey planning in support of travel planning for all modes, to include continued development and maintenance.

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

Community Infrastructure Levy

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Date: 18th March 2015

-
- Upgrades and improvements to the existing cycle track network as set out with the Cycle Strategy.
 - Improvement/enhancement of the existing local drainage network including management and maintenance (excluding site specific flood risk management)
 - Upgrade of Swindon Transport Planning and Highways IT systems used by the Council for the purpose of transport modelling
 - Existing Strategic Parks and Gardens, Town Parks and strategic Green corridors, Parkways and watercourses (enhancement and management) and new Eastern Villages Landmark Park
 - Existing leisure centres/sports complexes/sports halls (enhancement and management)
 - Upgrade and management of existing strategic outdoor sports and recreation provision and creation of new provision and associated facilities (excluding the implementation and establishment of specific on-site requirements in Swindon's New Communities)
 - Delivery of the objectives of the Community Forest Plan (excluding the implementation and establishment of specific on-site requirements in Swindon's New Communities)
 - Museums storage and display (and relevant associated object conservation)
 - Deliver the objectives of the Library Strategy (excluding for the New Communities of Wichelstowe and Eastern Villages)
 - Delivery of the objectives of the Swindon Heritage Strategy (with the exception of any site specific heritage or archaeology requirements)
 - A Theatre
 - Air quality monitoring and management (excluding specific on-site requirements required for Swindon's New Communities of Kingsdown and Eastern Villages during development)
 - Cemetery/Burial Grounds (provision, improvement and maintenance)
 - Waste Management
 - Fire Stations and associated facilities and requirements and all matters associated with the delivery of fire station services

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

Community Infrastructure Levy

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Date: 18th March 2015

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- Public Realm improvements within the Central Area Action Plan area and also to include the area covered by The Old Town Hall & Corn Exchange Planning Brief
 - Public Realm improvements to the Strategic Transport Corridors
 - Public Art Projects (excluding provision for the New Communities)
 - Delivery of the CCTV Strategy
 - Community Safety Projects to reduce crime and the fear of crime in accordance with the Community Safety Partnership Business Plan.

NOTE:

Swindon's New Communities are identified as Commonhead, Wichelstowe, Tadpole Farm, Kingsdown and New Eastern Villages as set out in the adopted Swindon Borough Local Plan 2026

This Regulation 123 List takes effect on: 6th April 2015

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Community Infrastructure Levy

Cabinet

Date: 18th March 2015

Appendix 3

CIL Payment Instalment Policy

Swindon Borough Council Community Infrastructure Levy (CIL) Instalment Policy

Takes effect on 6th April 2015

Swindon Borough Council as Charging Authority for its area will permit the payment of CIL liability by instalment in accordance with its published Instalment Policy as set out in the following table. This Instalment Policy is published in accordance with Regulation 69B of the Community Infrastructure Levy Regulations 2010 (as amended by the Community Infrastructure Levy (Amendment) Regulations 2011) 'The CIL Regulations'.

Level of CIL Payable	Number of Instalments	Potential Instalment Policy
Under £20,000	1	No instalments - full amount payable within 60 days of commencement
£20,000 or greater but less than £75,000	1	No instalments - full amount payable within 180 days of commencement
£75,000 or greater but less than £250,000	2	25% within 120 days of commencement, and 75% within 210 days of commencement
£250,000 or greater but less than £500,000	3	25% within 120 days of commencement, 35% within 360 days of commencement, and 40% within 540 days of commencement
£500,000 or more	4	10% within 120 days of commencement, 30% within 360 days of commencement, 40% within 720 days of commencement, and 20% within 900 days of commencement

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

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Date: 18th March 2015

CIL Instalment Policy Advice

The requirements set out in Regulation 70 of the CIL Regulations must be complied with if the persons liable for paying CIL wish to do so by instalment, in accordance with this published Instalment Policy.

This Instalment Policy only applies where:

1. A person has assumed liability to pay CIL in respect of a specific chargeable development and the Council as collecting authority has received a CIL Assumption of Liability form prior to commencement of the chargeable development (Regulation 70(1) (a)); and
2. The Council as collecting authority has received a CIL Commencement Notice prior to commencement of the chargeable development (Regulation 70(1) (b)); and
3. The Council as collecting authority does not challenge the date of commencement specified or has not determined a deemed commencement date for the development (Regulation 70 (1) (c)).

If the above requirements are not met, the CIL liability is payable in full at the end of the period of 60 days beginning with the intended commencement date of the chargeable development.

Where the above requirements have been met, instalment payments must be made in accordance with this Instalment Policy. Where an instalment payment is not received in full on or before the day on which it is due, the unpaid balance of the CIL liability becomes payable in full immediately (Regulation 70(8)(a)).

To summarise, in order to be eligible to pay a CIL liability by instalment, all the relevant forms must be submitted to the Council prior to the commencement of the chargeable development, and all payments thereafter must be made in accordance with the Demand Notice informed by this CIL Instalment Policy and Regulatory requirements.

In the event of any breach, Surcharges may be applied to outstanding payments. For more information please view the Surcharges Policy.

Community Infrastructure Levy

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Date: 18th March 2015

Appendix 4

Surcharges Policy

Swindon Borough Council Community Infrastructure Levy (CIL) Surcharges and Interest Policy

Takes effect on 6th April 2015

The following surcharges and interest are in accordance with Part 9, Chapter 1 of the CIL Regulations 2010 (as amended) as at the date the policy takes effect.

The Council will apply the Surcharges Policy where appropriate

Surcharge Matter	Circumstance under which Surcharge can be applied and cost £
Failure to Assume Liability to pay CIL (Regulation 80)	Where nobody has assumed liability to pay CIL and development has commenced, Swindon Borough Council may impose a £50 surcharge on each person liable to pay CIL.
Apportionment of CIL Liability (Regulation 81)	When Swindon Borough Council is required to apportion liability between each material interest in the relevant land it may impose a surcharge of £500 in respect of each of those interests.
Failure to submit a Notice of Chargeable Development 'NCD' (Regulation 82)	If development has commenced and a Notice of Chargeable Development has not been submitted, Swindon Borough Council may impose a surcharge equal to 20% of the chargeable amount payable in respect of the development or £2,500, whichever is the lower amount.
Failure to submit a Commencement Notice (Regulation 83)	If development has commenced and a Commencement Notice has not been submitted, Swindon Borough Council may impose a surcharge equal to 20% of the chargeable amount payable in respect of the development or £2,500, whichever is the lower amount.

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

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Surcharge Matter	Circumstance under which Surcharge can be applied and cost £
Disqualifying Events (Regulation 84)	If a person fails to notify Swindon Borough Council of a disqualifying event before the end of the period of 14 days with the day being the date on which the disqualifying event occurs, the Council may impose a surcharge of equal to 20% of the chargeable amount payable in respect of the chargeable development to which the disqualifying event relates, or £2,500, whichever is the lower amount.
Late payment (Regulation 85)	<p>When the CIL liability is not received in full after the end of the period of 30 days beginning with the day on which the payment is due, Swindon Borough Council may impose a surcharge equal to 5% of the amount payable or £200, whichever is the greater amount.</p> <p>If any part of A is not received after the end of the period of 6 months beginning with the day on which the payment is due, Swindon Borough Council may impose a surcharge equal to 5% of the unpaid amount or £200, whichever is the greater amount.</p> <p>If any part of A is not received after the end of the period of 12 months beginning with the day on which the payment is due, Swindon Borough Council may impose a surcharge equal to 5% of the unpaid amount or £200, whichever is the greater amount.</p>
Failure to comply with a CIL Information Notice (Regulation 86)	When a person fails to comply with an information notice before the end of the period of 14 days beginning with day on which notice is served, Swindon Borough Council may impose a surcharge equal to 20% of the CIL liability or £1,000, whichever is the lower amount.
Late Payment Interest (Regulation 87)	When the CIL liability is not received (in whole or in part) on the day payment is due, late payment interest will become payable on the unpaid amount. Late payment interest is calculated for the period starting on the day after the day payment was due and ending on the day the unpaid amount is received at an annual rate of 2.5 percentage points above the Bank of England base rate.

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

Community Infrastructure Levy

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Date: 18th March 2015

Appendix 5

CIL Examiner's Report



Report to Swindon Borough Council

by Mike Fox

an Examiner appointed by the Council

Date: 5 February 2015

PLANNING ACT 2008 (AS AMENDED)

SECTION 212(2)

REPORT ON THE EXAMINATION OF THE DRAFT SWINDON COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE

Further information on the subject of this report can be obtained from Sarah Screen,
01793 466397, sscreen@swindon.gov.uk.

Community Infrastructure Levy

Cabinet

Date: 18th March 2015

Charging Schedule submitted for Examination on 10 July 2013

Examination Hearings held on 4 November 2014

File Ref: PINS/U3935/429/7

Non-Technical Summary

This report concludes that the Swindon Borough Council Community Infrastructure Levy (CIL) Charging Schedule provides an appropriate basis for the collection of the levy in the area, subject to the modification set out below. The Council has sufficient evidence to support the schedule and can show that the levy is set at a level that will not put the overall development of the area at risk.

One modification is needed to meet the statutory requirements. This can be summarised as follows:

- Reduce the Retail CIL charge in the New Communities from £100 psm (per square metre) to £0 psm

In addition, the Council's Examination Copy containing supporting text amendments relating to clarifying the scope of the CIL and mandatory exemptions and relief from CIL, is endorsed.

The specified modification recommended in this report is based on matters discussed during the public Hearing sessions and subsequent written representations at my request, and does not significantly alter the basis of the Council's overall approach or the appropriate balance achieved.

Introduction

1. This report contains my assessment of the Swindon Borough Council Community Infrastructure Levy (CIL) Charging Schedule in terms of Section 212 of the Planning Act 2008. It considers whether the schedule is compliant

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

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in legal terms and whether it is economically viable as well as reasonable, realistic and consistent with national guidance in the PPG¹.

2. To comply with the relevant legislation the local charging authority has to submit what it considers to be a charging schedule which sets an appropriate balance between helping to fund necessary new infrastructure and the potential effects on the economic viability of development across the Borough. The basis for the Examination, on which Hearings sessions were held on 4 November 2014, is the submitted schedule of 10 July 2013, which is effectively the same as the document published for public consultation on 4 April 2013, the principal additions being further clarification on the scope of the CIL, and exemptions and relief from CIL. The scale of CIL charges and the definition of the CIL charging zones, however, remain the same.
3. The Council proposes two rates for residential development: zone 1, which includes the proposed New Communities at Wichelstowe, Commonhead, Tadpole Farm, Kingsdown and the New Eastern Villages (NEV), has a zero charge psm; and zone 2, which comprises the rest of the Borough, has a charge of £55 psm. The Council also proposes two rates for retail development: zone 1, which covers the town centre, has a zero charge psm; and zone 2, which covers the rest of the Borough, has a charge of £100 psm. In addition to those charges listed above, all the other uses are proposed to be charged at £0 psm.

Is the charging schedule supported by background documents containing appropriate available evidence?

Infrastructure planning evidence

Overview

4. The Swindon Borough Local Plan (LP)² which is about to be adopted, has been examined slightly ahead of the charging schedule. The Examination Hearings were held between 29 April and 22 May 2014, and the consultation period for the main modifications expired on 30 October 2014. The LP sets out the main elements of growth that will need to be supported by further infrastructure in the Borough to 2026.
5. The LP makes provision for about 22,000 dwellings and around 119.5 hectares (ha) of employment land in Swindon, between 2011 and 2026. The majority of the Borough's new homes (16,299 or about 74%) and employment land (72 ha or about 61%) are located within the five urban extensions, or proposed New Communities, of which one, the New Eastern Villages (NEV), including

¹ DCLG: Planning Practice Guidance (PPG); first issued in March 2014 and updated from time to time (Section 25 deals with CIL).

² Swindon Borough Local Plan 2026 – Submission Document; June 2013.

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Rowborough and South Marston Village Expansion, accounts for about 8,000 new homes, or 36% of the LP total and 40 ha of employment land, or 33.5% of the LP total.

6. Strategic Objective 2 of the LP is to meet the infrastructure needs for and arising from the growth of Swindon (including health and community needs) in a timely and coordinated manner and to ensure they are adequately funded. This important LP objective is supported by the Swindon Infrastructure Delivery Plan (IDP) of December 2012, which has been updated in June 2013, and further updated in March 2014³. The IDP outlines the needs of the local community and the infrastructure requirements which the LP addresses in its policies and land allocations. The IDP is divided into 'critical' schemes and projects and those which are classified as 'necessary'. The largest elements in the 'critical' list are education, transport, flood risk and waste water treatment (this latter element has an anticipated zero funding shortfall).

The funding gap

7. The Council's 2012 IDP identified a funding gap over the plan period of around £345 million for community and infrastructure requirements, which has been refined and reduced through securing new funding opportunities, to around £209.44 million in the latest (March 2014) IDP. The anticipated CIL income to address these requirements, after taking out a 15% deduction for local neighbourhood funding, would be about £9.6 million, or about 4.6% of the funding gap. However, even more recent data, provided by the Council in response to my request at the Hearing⁴, shows that the funding gap has been further reduced to around £105 million as a consequence of successful Local Growth Fund (LGF) assumed allocation for transport projects. The CIL could therefore be in the region of 9% of the Council's funding gap.
8. The relatively small size of the CIL contribution has to be seen in the context of the Council's strategy to continue funding its major expansion areas through Section (S) 106 contributions. Swindon's S 106 receipts have averaged £7.38 million per annum (pa) over the previous five years, and are projected to continue over the next five years at around £4.64 million pa. The CIL would therefore be providing less than the current S 106 regime, even at the reduced rate over the next 5 years. Another important consideration is the use of LGF funding administered by the Local Enterprise Partnership (LEP) for Swindon and Wiltshire. The Council has been successful in securing £95 million for projects such as the Express Bus Links (Rapid Transit), and I note the Council's evidence at the Hearing which stated that there is a commitment from the main political parties to continue with LEP funding through the Local Growth

³ Swindon Infrastructure Delivery Plan (IDP); March 2014 [Examination Document ED3-2a].

⁴ Swindon Borough Council: Post-Examination Statement – Response to Examiner's Additional Questions; 28 November 2014.

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Fund after the General Election.

9. Although the CIL would make only a modest contribution towards Swindon's estimated funding gap, at least in the next few years, the relevant figures clearly demonstrate the need to introduce the CIL.

Regulation 123 List

10. The CIL is focused on the list of infrastructure requirements included within the current Regulation 123 list of spending priorities⁵, which reflect the development priorities of the LP as set out in the IDP. Many of these schemes are already firm commitments by the Council or other relevant agencies or bodies, and the list is considered to be reasonable and realistic. However, the contents of the CIL spending will need to be reconsidered on an annual basis bearing in mind the dynamics of the development scene in Swindon, based on continuous monitoring and public involvement and consultation
11. It is not the role of this Examination to question the Council's specific spending proposals, either geographically or by topic/project/proposal, beyond confirming in general terms that the listed projects would clearly assist in the delivery of the LP as a whole. In my view, the Regulation 123 List would achieve this, and there is no undue inconsistency between the LP, the Council's current Regulation 123 List and/or the CIL rates proposed.

Economic viability evidence

CIL Viability Study (VS)

12. The Council commissioned a CIL Viability Study (VS), dated June 2012⁶, which has been updated in March 2013⁷. The VS uses a residual valuation approach, using reasonable standard assumptions across a range of 19 hypothetical development typologies, which the Council considered broadly represented the scale, nature and characteristics of current and future development envisaged to come forward across the Borough over the plan period. Eight of these typologies covered residential schemes, ranging from a small, 3 dwelling scheme through medium sized developments to a large scheme of 2,000 dwellings. A further 11 non-residential typologies included office, retail and industrial uses, a hotel, care home and leisure centre, with additional testing covering health, education and community uses. These typologies cover the main range of uses that are proposed in the LP.

⁵ Community Infrastructure Levy (CIL) Regulation 123 Infrastructure List (Final Draft) [Examination Document ED 2-08a].

⁶ GVA: CIL Development Viability Study for Swindon Borough Council; June 2012 [Examination Document ED 2-13].

⁷ GVA: CIL Development Viability Study: Additional Residential Testing & Analysis for Swindon Borough Council; 2 April 2013 [Examination Document ED 2-21].

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13. These typologies were complemented by a number of model assumptions, which the Council considered aligned with the actual figures expected in the majority of developments. These assumptions relate closely to other well-used models, including the Three Dragons Toolkit and the Economic Appraisal Toolkit developed for the Housing Corporation and now used by the Homes and Communities Agency (HCA). The VS also drew upon Land Registry data for two years (2011 and 2012) showing details of all residential transactions over the last two years and information from local agents, developers and other stakeholders. The VS also assessed the commercial market, and drew upon data from sources such as EGi, Focus and PROMIS, in addition to information from stakeholders and in-house Agency teams.
14. Several additional assumptions were fed into the VS and in particular the sensitivity analyses tables. These included: build costs; enabling costs; Code for Sustainable Homes (CSH) (at level 4 for affordable housing and CSH3 for private market housing); affordable housing (AH), over a range of 20%-40% of total housing and including varying tenure ratios (over a range of 60:40 social rent: intermediate; and 70:30 affordable rent: intermediate); fees, contingencies; and reasonable profit levels (20% for market housing and 6% for affordable housing, where the risk is significantly less). Although this is not an exhaustive list of parameters, it is sufficiently thorough to provide a robust economic viability basis for the Swindon CIL, and none of the VS assumptions were seriously questioned at the Examination Hearing.
15. Although the scenarios in the VS cannot address all possible eventualities surrounding new development projects in Swindon, overall, I am satisfied that the methodology of the VS is in line with the guidance in the *Harman Report*⁸.
16. It is also material that the CIL evidence was produced in the context of a significant downturn in the national and local housing and commercial markets, coupled with a sustained economic recession. There has also been a background of public sector capital and revenue funding cuts. This is especially relevant for Swindon which has a programme of significant proposed urban extensions which require major infrastructure provision.

New Communities infrastructure funding

17. A key consideration is whether Swindon's proposed urban extensions or 'New Communities' should be seen as bespoke cases which continue to rely on the existing S 106 funding route, which has been effective in the past – and

⁸ Viability Testing Local Plans (known as the *Harman Report*); June 2012.

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present - in ensuring an ambitious rate of new housing delivery together with employment, infrastructure and other supporting development. Linked to this consideration are two critical questions, the answers to which determine whether charging a £0 psm CIL rate for the New Communities is appropriate. The first of these questions relates to a key requirement in the PPG: *"Differences in rates need to be justified by reference to the economic viability of development"*⁹.

18. The Council's viability evidence¹⁰ demonstrates that, in addition to the substantial scale of anticipated site-specific S 106 packages and all other policy requirements under the Local Plan, a CIL cannot be afforded on top, as this would render sites unviable against the residential element. In the residential sensitivity testing analysis, hypothetical examples were tested, of schemes of 1,000 and 2,000 units. I agree with the Council that the parameters of the sensitivity analyses are broadly representative of schemes likely to be developed within the New Communities.
19. These analyses, in the form of tables, show that in general, the residential land values generated by these appraisals do not show sufficient margins compared to the baseline land values to provide a CIL rate on top of the (site specific) S 106 obligations and other assumed costs. The sensitivity analyses show that even in the highest adopted sales values area, there is only marginal viability, and the Council rightly makes the point that separating these high-value schemes from the rest of the area in the New Communities would be impracticable, and also that PPG guidance cautions against undue complexity in its differential rates¹¹. Whilst I would not rule out multiple charging zones in all circumstances, I am not persuaded by any of the evidence before me in relation to the Swindon CIL that this approach would be appropriate here.
20. The second critical question is whether the limitations of the S 106 regime after April 2015, when the use of pooled contributions will be restricted to a maximum of 5 obligations for a specific project, would limit the current system to a point where it was no longer fit for purpose.
21. The Council defended its emphasis on S 106 funding within the New Communities on a number of grounds. Firstly, there appears to be broad support from the development community for this approach (although not from some parish councils and others), as it is considered to be tried and tested with a good track record. Secondly, there is an easily understood audit trail between the funding secured by the S 106 Agreement and the physical

⁹ PPG, paragraph 25-021-20140612 – Can differential rates be set?

¹⁰ *CIL Development Viability Study: Additional Residential Testing & Analysis*; 2 April 2013 [Examination Document ED 2.21] - see in particular the results on pages 9-12 and Conclusions on page 13.

¹¹ PPG, paragraph 21-021-20140612 – Can differential rates be set?

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implementation of infrastructure, which is clearly related to specific needs. Thirdly, there is no likelihood of funds for essential infrastructure getting 'lost' within the overall CIL pot. Fourthly, the S 106 regime requires the necessary funds for a much needed project, such as a secondary school, which will be key to the marketability of new housing schemes, to be made available quickly and up front, to enable rapid implementation. In short, the Council and many developers claim that the S 106 method provides more certainty and is more appropriate to Swindon's special circumstances than the CIL approach.

22. Regarding the second consideration, relating to the limitations of the Section 106 regime after April 2015, the Council explained that its policy of seeking the signing one Section 106 obligation with the major landowners in the New Communities as its preferred option, could capture in a single sweep the contributions to various types of infrastructure, thus reducing the risk of the S 106 pooling restriction being breached. The ability to use Grampian style conditions to encompass infrastructure could also occasionally be used. These considerations were discussed at the Hearing, and there was support for the Council's view from the developers on several elements of this approach.
23. On the balance of the evidence before me, I accept the Council's arguments that continued use of S 106 funding for the New Communities is appropriate, whilst the post-April 2015 regime need not limit the implementation of key infrastructure projects to an unacceptable level.

Conclusion

24. The draft Charging Schedule is supported by detailed evidence of community infrastructure needs, including the Council's Regulation 123 List, whilst the Council's continued use of S 106 funding in the New Communities is an appropriate way forward, and is justified by the viability evidence and would be implementable post April 2015. On this basis, the evidence which has been used to inform the Charging Schedule is robust, proportionate and appropriate.

Is the charging rate informed by and consistent with the evidence?

CIL rates for residential development

The Basis for the Residential Charge

25. Unlike the situation in many other charging areas, Swindon's housing provision over the plan period is primarily focused on five new urban extensions, or New Communities, which are programmed to deliver the lion's share of housing, employment and supporting community facilities and infrastructure for the Borough over the LP period. Three of these already benefit from outline planning permission. The proposed CIL rate for zone 2 applies to the remaining 5,701 new dwellings which are expected to come forward over the plan period within the rest of the Borough. This relatively low proportion

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(about 26%) of Swindon's housing total to come from these remaining areas explains the low level of estimated CIL receipts when compared against the approved CILs of similar sized authorities.

26. The VS, whilst not exhaustive, considered a sufficient range of locations, sizes and types of residential developments across that part of the Borough which is proposed to be covered by the CIL for residential development. Moreover, the evidence was complemented by examples of housing developments within one of the New Communities at Wichelstowe, where a significant number of dwellings has already been built. In the proposed CIL residential zone 2, i.e. everywhere outside the New Communities, the VS sets out the percentage of CIL liability in relation to the gross development value (GDV), based on an analysis of three sales value categories and with further sensitivity testing around affordable housing percentages (where the size of scheme is appropriate).

Affordable Housing

27. The VS shows that in CIL residential zone 2, the proposed CIL rate of £55 psm can satisfactorily accommodate the delivery of 30% affordable housing (AH), giving a range of between 2.1% - 2.6% of GDV in high value sales areas to 2.8% to 4.3% of gross development value (GDV) in low value sales areas¹². This range of percentages of GDV provides sufficient capacity for all the Council's policy requirements in relation to infrastructure provision and AH delivery at 30% to be implemented in all the value areas across the Borough, in accordance with LP policy HA2. The data provided by the Land Registry and the BCIS¹³ show that the increases in sales prices are generally keeping up with the increases in build costs, so that their impacts on viability are broadly neutralised. In accordance with the guidance in the *Harman Report*, the CIL is based on the use of current costs and values¹⁴.
28. The VS evidence therefore shows that the proposed residential CIL, incorporating a 30% AH rate, would be a lesser financial burden than the existing S106 approach to securing developer contributions, as set out in the Council's adopted Developer Contributions Guidance Note (2010). The Council has been successful in achieving almost 30% AH over the period from 2008, and the evidence before me demonstrates that this rate of AH provision is unlikely to be compromised by the proposed CIL rate.
29. Within the New Communities, the evidence also shows that the continued use of S 106 Agreements to achieve a 30% AH target would be maintained, and I therefore consider that the Council's approach is justified.

¹² Document ED2-21, Table 15, page 14, and Table 22, page 15].

¹³ The Building Cost Information Service (BCIS) is a leading provider of cost and price information in the UK construction industry. It is part of the Royal Institute of Chartered Surveyors.

¹⁴ *Harman Report*, page 26, 6th paragraph.

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Whether Residential CIL should be increased in zone 1 to cover education requirements

30. Several concerns were raised over the proposed CIL residential rate in zone 1 in relation to education provision, which I summarise below: Firstly, there was concern whether the proposed CIL rate would be sufficient to cover education costs, which are likely to be considerable. In a worked example, it was argued that an additional rate of £25 psm levied on a strategic site of 8,000 houses would bring in a potential amount of £22.5 million, which would be sufficient to pay for a new secondary school.
31. Secondly, the point was made that developments outside the NEV may benefit from secondary school provision within the NEV. For this reason it would be unfair to expect the schools to be 100% funded by NEV developers. Therefore a CIL contribution would be more appropriate as it would enable developers outside the NEV to contribute to these schools. The Council, however, pointed out at the Hearing that the NEV alone generated the need for a full 8 form entry secondary school.
32. The third concern was the doubt that was expressed as to how likely the key stakeholders were to sign a single S 106 obligation to capture in a single sweep the contributions to all the strategic infrastructure needed for a major development, such as in the NEV. It was pointed out that no overall agreement had been brokered yet, with the April 2015 deadline fast approaching. Fourthly, the use of Grampian conditions to secure longer term/off-site funding was criticised. Finally, concern was expressed from another representor that mixing CIL with S 106 was unfair and could result in double counting.
33. The Council pointed out, in response to point (1), *whether the CIL rate would be sufficient to cover education costs*, that the worked example was inaccurate, as no allowance had been made for AH or the neighbourhood proportion, and that there was little detail regarding other elements in the equation. The Council also stated that whereas the CIL receipts go into general funds, the S 106 education contributions are focused on exactly that. This gives a strong measure of certainty, which is a critical consideration where large sites are struggling to get off the ground, with the need for a high proportion of front-loaded financial input. Certainty of delivery is especially important for schools, which generally have to be committed at an early phase in the development; any element of uncertainty around school provision is likely to have significantly adverse consequences on the marketability, and hence viability, of major residential developments.
34. Although some developers appear to accept that £25 psm CIL was to be in lieu of a reduction in S 106 contributions, this alternative approach was not supported by any viability evidence. The evidence before me points to the NEV

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generating the need for the full 8 form entry secondary school alone.

35. In response to point (2), *it would be inappropriate for developments outside the New Communities to be expected to contribute towards any new secondary schools within the New Communities*, the Council agreed that resources would have to be found for new/expanded/improved schools outside the New Communities. It is clear, however, that Swindon has a good track record for attracting education expenditure; the Borough has been successful, for example in securing funding from the Targeted Basic Needs Programme, which has resulted in two new primary schools due to open in September 2014¹⁵.
36. The Council is also supporting a bid for an eight form entry free school on a site in the north of Swindon, and a second free school development on a site in central/south Swindon, both of which are also included in the IDP¹⁶. The Council stated that the right mechanisms were in place for new educational provision, and I consider that the evidence points to this conclusion.
37. In response to point (3), *doubt was expressed as to how likely the key stakeholders were to sign a single S 106 obligation to capture in a single sweep the contributions to all the strategic infrastructure needed for a major development*, the Council explained that it was making progress to secure stakeholder agreement in the NEV for securing the delivery of the strategic infrastructure, and the note of a recent meeting (28 October 2014) with the NEV landowners and other interested parties appeared to confirm this.
38. The note of that meeting and the comments made by the Council at the Hearing sessions indicated that despite some disagreements among the key players, there is commitment to work together to progress the S 106 Agreement in the near future¹⁷. From the evidence I have seen and heard I agree with the Council's comments.
39. The Council pointed out, in response to point (4) *criticism of the use of Grampian conditions to secure longer term/off-site infrastructure funding*, that the use of Grampian conditions to require landowners to enter into planning obligations is provided for in the PPG¹⁸, as long as there are prospects of the action in question being performed within the time limit imposed by the permission. The Council explained that it was working on securing a series of 'framework' or model agreements and the intention was not to flatly apply Grampian conditions in all circumstances. This strikes me as a balanced and

¹⁵ IDP, paragraph 5.26, pages 19-20 [Examination Document ED3-2AQa].

¹⁶ IDP, page 37 and at bottom of table, page 45 [Examination Document ED3-2AQ]. £8.3 million of the estimated £21.5 million costs has been secured, which has reduced the shortfall to £12.8 million.

¹⁷ Swindon BC Post-Examination Statement – Response to Examiner's Additional Questions – Appendix 3A; 28 November 2014.

¹⁸ National Planning Practice Guidance (PPG), paragraph ID 21a-009-20140308 – When can conditions be used relating to land not in control of the applicant?; updated 06 March 2014.

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reasonable approach, although it will need to be reviewed, possibly as a matter of urgency, should the parameters change.

40. In relation to point (5) *mixing CIL with S 106 was unfair and could result in double counting*, I agree that it is necessary and fair that double counting should be avoided. The Council has stated that it is committed to preventing this from happening, and it will be for its monitoring regime to ensure that unfairness does not occur.

Older persons' housing

41. The Council acknowledged that there will be an increase in the over 65 years' age population in the Borough, which will increase demand for older persons' accommodation and services. I note that the Council has a significant over-supply of sheltered housing, with 2,500 units available against a current requirement for 1,400 units. Most old peoples' housing falls under Use Class C3 (Dwelling houses), which is therefore caught by the requirements of the CIL within Residential Zone 2.
42. It will be for applicants who consider that their proposed developments for age-specific occupation schemes contain floor spaces that would fall under Use Class C2 (Residential Institutions) or C2a (Secure Residential Institutions) both of which are zero rated for CIL purposes, to persuade the Council that they fall into one of these use classes. The Council's evidence revealed that a recent C3 older persons' housing scheme achieved permission with a S 106 package that equated to £81 psm, i.e. significantly higher than the proposed CIL rate for £55 psm for Residential Zone 2.
43. From the evidence before me, I am satisfied that setting a zero CIL rate for Use Classes C2 and C2a is justified on viability grounds, whilst the inclusion within Use Class C3 for the majority of older persons' housing is also appropriate.

Geographical CIL charging zones

44. The CIL establishes two charging zones for Swindon for residential development. Residential Zone 1 covers the five New Communities, where the existing S 106 regime is to be continued. On this basis, the CIL levy in these areas is set at £0 psm. I have already commented on the reasons why I consider the viability evidence supports this approach and why I consider that such a regime would be fit for purpose post April 2015.
45. The remainder of the Borough is included within Residential Zone 2, where the CIL charge is set at £55 psm. The potential for the establishment of a set of distinct geographical areas within the remainder of the Borough, i.e. for subdivisions to Residential Zone 2, for the Swindon CIL, each with separate residential charge, was debated at the Hearing.

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46. At a superficial level, the 'heat maps'¹⁹ in the Council's evidence show geographical patterns of the spread of house sales by high, medium and low value transactions. However, on closer inspection, it became apparent that the boundaries between these three value clusters were not clearly definable in Swindon, and did not run along enumeration district boundaries or clear physical boundaries, such as main roads or railways. Any such demarcation would therefore run the risk of being both convoluted and as such would be contrary to the advice in the CIL Guidance to avoid undue complexity²⁰.

Conclusion

47. I therefore conclude that the residential CIL rates of £0 psm within the New Communities and £55 psm elsewhere within the Borough are justified by the available evidence and strike the appropriate balance between helping to fund necessary new infrastructure and the effect on the economic viability of residential development across the Borough. I am not persuaded on the evidence before me that the imposition of an additional £25 psm CIL for education purposes in certain areas would be practicable, achievable or effective; rather, I consider that the continuation of the S 106 system within the New Communities for all developments will continue to be straightforward, justified and effective. I also consider that the relatively simple geographic zoning across the Borough is appropriate and in accordance with the CIL Guidance.

CIL rates for Retail Development

Retail scenarios

48. The updated retail VS²¹ assessed a number of retail scenarios. Town centre retailing in Swindon is in some difficulty, and has been for a number of years. The town's principal shopping area – the Brunel Centre – went into receivership in December 2011. In common with many town centres, Swindon has seen a reduction in letting activity and rental values as vacancy rates have risen since 2008. Much of the recent demand for retail comparison goods has and is likely to continue to be met by edge-of-centre retailing, such as the Swindon Designer Outlet (which is to be refurbished and extended), and out-of-town/edge-of-town stores which are relatively plentiful in the Borough.

Town centre retailing

¹⁹ CIL Development Viability Study Additional Residential Testing & Analysis, by GVA for Swindon BC; 2 April 2013 – see maps (known as heat maps) of Land Registry Sales pages 17-19 [Examination Document ED 2-21].

²⁰ DCLG: Community Infrastructure Levy Guidance; February 2014 – see paragraph 2:2:2:6 Can differential rates be set?

²¹ GVA: CIL Development Viability Study (VS): Additional Retail Testing for Swindon Borough Council; 22 March 2013 [Examination Document ED 2-22].

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49. Current town centre retail projects, such as Regent Circus and Kimmerfields, are planned to be mixed use developments which typically require an anchor store. This brownfield redevelopment would involve significant costs and a heavy financial burden on scheme viability. For all these reasons, the retail CIL rate has been set at £0 psm within the town centre, the boundary of which is defined in the Draft CIL Schedule. In contrast to the comparison sector, the food retailing sector has been relatively buoyant over recent years, and has withstood the recession.

Retailing outside the town centre

50. The scenarios set out in the retail VS update demonstrate that, outside the town centre, there is adequate scope to deliver CIL at £100 psm as sought by the Council; this would fall generally in the range of 3-5% of the costs, including land for a range of convenience retail, from 1,000 to 5,000 sq m (gross), and for 6,000 sq m (gross) for comparison goods retail. It is also considered that the application of a zero rate CIL to these sites would lead to an inappropriate and unreasonable "cross subsidy" effect on suburban sites in relation to the town centre, which would be unsustainable and contrary to the aims of the LP. It would also result in a potentially significant reduction in likely CIL income.
51. The Council, however, has applied a standard retail CIL rate to all sites outside the town centre, including sites within the New Communities, which are to continue with the existing S 106 regime. This would mean a significant additional level of receipts required from retail developments in these areas, which in some cases are expected to act as anchor stores to larger, mixed use developments. The retail VS update warns that in these situations: *"to impose a high CIL charge would in effect lessen the financial support they could provide to other uses within a scheme as a whole"*²².
52. Moreover, the evidence shows that the Council based its retail CIL rate for convenience retail in areas such as the New Communities at a hypothetical level, with no allowance made for the role of such stores as anchors to district centres. These stores are seen in the LP as being of a high quality with strong connectivity to the adjacent residential areas with high quality public realm and complementary community uses. My view is that this is a very important consideration which attracts significant weight.
53. I consider that the deletion of the £100 psm retail CIL within the New Communities is justified for several reasons: Firstly, the hypothetical evidence in the VS and retail VS update seems to bear little resemblance to the likely retail development within these areas, which would function as anchors and be integrated with other district/local centres uses. The proposed redevelopment

²² Retail VS update, paragraph 5.6, page 11. [Examination Document ED 2-22].

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of the existing superstore on Oxford Road into the anchor store to the District Centre to serve the NEV is a case in point; in addition to its anchor role for the District Centre, it would also incur the added costs of demolition of the existing, smaller superstore, on the site.

54. Secondly, such schemes would still be expected to make S 106 contributions towards a range of infrastructure schemes. In the case of the District Centre for the NEV, a retail scheme could be expected to contribute to schemes such as the Express Bus Link, White Hart Junction improvements, Gablecross Junction, Green Bridge and green infrastructure, and it is estimated that these contributions, added to the 'anchor' implications considered above, could profoundly affect the viability, not only of the store, but of the District Centre, which in turn would be potentially harmful to the success of the New Communities as a whole and especially the NEV.
55. Furthermore, a separate CIL rate for retail development would add unjustified complication to the CIL geographic zoning, contrary to the advice of the CIL Guidance. Also, the additional CIL receipts from the inclusion of the £100 psm rated within Retail Zone 2 would be a relatively minor contribution towards the overall CIL total for Swindon.
56. Finally, at the Hearing, I requested the parties to carry out further testing of the proposed retail centre within the NEV, and as a result several scenarios were tested. The consultants acting on behalf of the Council submitted a response²³ which tested the following three scenarios:
- Scenario 1: Demolition of existing store and redevelopment to provide a new Sainsbury store of c. 11,278 sq m;
 - Scenario 2: Demolition of existing store and redevelopment to provide a new Sainsbury store of c. 11,278 sq m plus a District Centre; and
 - Scenario 3: a) District Centre with discount food retailer c. 1,500 sq m (not on Sainsbury site); or
b) District Centre with discount food retailer c. 3,252 sq m (not on Sainsbury site)
57. The results of this testing showed that any extension or reconfiguration of the main store that is linked to the provision of a District Centre, i.e. in accordance with the LP, cannot afford a retail charge, whilst the development of a new District Centre on other land cannot afford a CIL charge either. These findings point strongly to need to avoid a retail CIL charge in the New Communities. There is no strong rebuttal from the Council to this additional evidence in its

²³ GVA: Swindon CIL Viability Eastern Villages – Examiner's Questions; 28 November 2014.

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response to the Examiner's questions on this issue²⁴.

Conclusion

58. I therefore conclude on the retail issue that the local CIL retail rate for the New Communities, based on the available evidence and reasonable assumptions, should be modified by a reduction from £100 psm to £0 psm in order to provide a more realistic and appropriate balance between helping to fund new infrastructure and the effect on the economic viability of retail development across the Borough **[EM1]**. The town centre retail CIL should also remain at £0 psm for the town centre, whilst the remaining part of the Borough outside the New Communities should be levied at £100 psm, as in the Draft Charging Schedule.

CIL rates for other development

59. The Council has commissioned the testing of a range of other uses, including various employment uses (office, industrial and warehousing); hotels; leisure; health; education; and community facilities. Whilst the evidence shows that there are early signs of recovery in the employment and leisure sectors²⁵, the information also shows that this recovery is not yet sufficient to justify applying a rate above £0 psm.

Employment land

60. Private sector evidence, which ties in with the conclusions of *Forward Swindon Limited*, the Council's arm's length development company, shows that the employment land sector remains fragile. The latest BCIS data shows that average build costs for offices, factories, warehouses and shops are up by about 18.6% from the first quarter of 2012 to the fourth quarter of 2014, which indicates that this increase is likely to neutralise any increase in yield for the foreseeable future, and evidence from *Forward Swindon* shows that the local picture broadly reflects the national scene.
61. Although Swindon experiences high levels of employment, I note from professional opinions expressed at the Hearing that it is also true that land values are significantly lower than at competing locations along the M4 corridor. The imposition of a CIL charge on employment uses would probably take away that advantage, at least during the current economic conditions, and the viability evidence justifies the £0 psm rate proposed.

Hotels

²⁴ Swindon BC Post-Examination Statement – Response to examiner's Additional Questions – see Response to Question 4 and in particular paragraph 4.5 (i.e. the second paragraph 4.5 on page 12); 28 November 2014.

²⁵ Swindon BC Statement for Issue 1 – Appendix 3.

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62. The hotel sector is even more problematical than the employment land sector. Since the submission of the Draft Charging Schedule, two hotels have closed in the town centre and one planning permission for a town centre hotel expired in October 2013 with no realistic proposals submitted. Furthermore, planning permission for a hotel at the Outlet Trading Centre has been resubmitted to include the removal of the hotel element from the mixed scheme, primarily on the grounds of viability. Any fragile recovery could easily be thwarted by the imposition of CIL.

Leisure development

63. LP policy SC1 supports the delivery of a new regional leisure facility at North Star, just to the north of the railway station. Although there is currently a developer interest, the Council still awaits the submission of a planning application. The VS²⁶ demonstrated that leisure uses have little potential for a CIL charge.

Water supply and waste water treatment

64. In response to questioning on water supply and waste water treatment, the evidence, including the Swindon Water Cycle Study and the Statement of Common Ground between Swindon Borough Council and Thames Water Utilities Ltd (April 2014)²⁷ shows that, subject to a couple of modifications to the LP, the increased demand for water supply and waste water treatment will be delivered in time to service planned new development. S 106 planning obligations will not be used to fund these improvements, and they will not be affected by a CIL charge.

Conclusion

65. I therefore conclude on the other uses outside residential and retail that the CIL based on the available evidence and reasonable assumptions should be £0 psm, as set out in the Draft Charging Schedule.

Does the evidence demonstrate that the proposed charge rate would not put the overall development of the area at serious risk?

66. The Council's decision to continue with the S 106 regime within the New Communities and to set modest CIL rates for development elsewhere is based on reasonable assumptions about development values and likely costs. The evidence suggests that residential development will remain viable across most of the remaining area if the charge is applied. Only if development sales values are at the lowest end of the predicted spectrum would development in

²⁶ VS, page 35 [Examination Document ED 2-13].

²⁷ Statement of Common Ground between Swindon Borough Council and Thames water Utilities Ltd; April 2014 – see in particular Paragraphs 6-9.

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some parts of the Borough be at risk.

67. The imposition of a retail CIL of £100 psm within the New Communities would put at risk the overall development of the District Centres and possibly other development. However, with the continuation of the S 106 regime it is likely that the District Centres would be viable and that the overall development in the New Communities would also remain viable if the CIL charge of £0 psm is applied.

Other matters

68. The Council submitted an Examination Copy of the Draft Charging Schedule²⁸ which contains a number of text amendments. These primarily relate to clarification on the scope of the CIL, and Mandatory Exemptions and relief from CIL. I endorse all these text changes. Matters relating to instalment rates and exemptions are completely within the Council's discretion.

Conclusion

69. In setting the CIL charging rate the Council has had regard to detailed evidence on infrastructure planning and the economic viability evidence of the development market in Swindon. The Council has tried to be realistic in terms of achieving a reasonable level of income to address an acknowledged gap in infrastructure funding, while ensuring that a range of development remains viable across the Borough. The Examination of the LP is almost complete. However, one of the main provisions of the LP is for an early review, and it may be an appropriate time to consider any revision to the CIL schedule of charges after it has been in place for 12 months.

LEGAL REQUIREMENTS	
National Policy/Guidance	The Charging Schedule complies with national policy/guidance.
2008 Planning Act and 2010 Regulations (as amended)	The Charging Schedule complies with the Act and the Regulations, including in respect of the statutory processes and public consultation, consistency with the Local Plan that I have examined and Infrastructure Delivery Plan and is supported by an adequate financial appraisal.

²⁸ Community Infrastructure Levy: Draft Charging Schedule for Swindon – Examination Copy dated October 2014 (containing supporting text amendments) [Examination Document ED2 – 01c].

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

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70. I conclude that, subject to the modification set out in Appendix A, the Swindon Borough Council Community Infrastructure Levy Charging Schedule satisfies the requirements of Section 212 of the 2008 Act and meets the criteria for viability in the 2010 Regulations (as amended). I therefore recommend that the Charging Schedule, as amended, be approved.

Mike Fox

EXAMINER

This report is accompanied by:

Appendix A (below) – Modification that the Examiner specifies so that the Charging Schedule may be approved.

Appendix A – Modification that the Examiner specifies so that the Charging Schedule may be approved

Examiner Mod. No.	Rate/Figure/Column	Modification
EM1	Retail	Reduce from £100 psm to £0 psm within the New Communities

Further information on the subject of this report can be obtained from Sarah Screen, 01793 466397, sscreen@swindon.gov.uk.

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School Admission Arrangements 2016-17

Cabinet

Date: 18th March 2015

Author:	Cabinet Member for Children's Services Board Director – Commissioning (DCS/DASS)
Wards:	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 To agree and put in place co-ordinated admission arrangements for the normal point of entry (Reception, Year 3, Year 7 and Year 10 (UTC)) and In-year admission arrangements for all Swindon Schools and Published Admission Numbers (PAN) for Community and Voluntary Controlled Schools in Swindon for September 2016.
- 1.2 This report particularly links to the Council's School Organisation Plan and the updated study of long-term school place planning. It also relates to One Swindon priority: "We can all benefit from a growing economy and a better Town Centre."

2. Recommendations

Cabinet is recommended to:

- 2.1 Approve the co-ordinated scheme of admission arrangements for the normal point of entry (Reception Year, Year 3 and Year 7 and Year 10 (University Technical College)) and In Year admissions for all primary schools and secondary schools in Swindon from September 2016;
- 2.2 Approve the admission numbers and arrangements for Community and Voluntary Controlled schools from September 2016;
- 2.3 Note that, if approved by Cabinet, these proposals are determined by 15th April 2015 and will be implemented by the Board Director, Commissioning (DCS/DASS) for admission from September 2016 for all applicants.

3. Detail

- 3.1 The admission arrangements and co-ordinated scheme are consulted upon annually, the changes which have been made to the policies since last determined are
 - the inclusion of children with Education, Health and Care Plans (EHCP) alongside those with a statement of special educational needs
 - the expansion of the Isambard catchment area to include the Tadpole Garden Village area.

Further information on the subject of this report can be obtained from Paddy Bradley, Direct Dial 01793 465744, pbradley@swindon.gov.uk.

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- 3.2 The school admission arrangements are used for the purpose of allocating school places at the point of entry for children at age 4 (Reception), 7 (Infant to Junior) and 11 (Secondary) and 14 (University Technical College (UTC)).
- 3.3 There are a number of different elements relating to arranging an overall admissions process, especially with the rapidly changing education landscape and greater autonomy granted to schools. It is the responsibility of all admission authorities to ensure that admission arrangements are compliant with this Code.
- 3.4 The following table outlines where the responsibility lays for the different admissions processes.

Type of School	Admission Authority
Academies	Academy Trust
Community Schools	Local Authority
Foundation Schools	Governing Body
Voluntary Aided Schools	Governing Body
Voluntary Controlled Schools	Local Authority

- 3.5 An admission authority is responsible for determining their admission policy, published admission number, oversubscription criteria including the determination of catchment areas. Individual admission authorities within Swindon are required to consult the Local Authority on their admission policy. However, the Local Authority is not responsible for the contents of their arrangements; this is the responsibility of the Academy Trust or Governing body as indicated in the above table.
- 3.6 In addition to 3.4, the Local Authority is required to formulate a co-ordinated scheme to manage the application process for all schools within the Local Authority area.
- 3.7 This report outlines those policies written and consulted on by the Local Authority with regard to the allocation of school places. The document contains the following sections:
- 3.7.1 Co-ordinated admissions scheme (applicable to all schools);
- 3.7.2 Admission Arrangements and oversubscription criteria (Community and Voluntary Controlled School), this also includes:
- Published Admissions Numbers;
 - School Catchment Areas.
- 3.8 The co-ordinated admission arrangements for all Swindon Schools were last reviewed in March 2014 for entry to schools in September 2015.

Further information on the subject of this report can be obtained from Paddy Bradley, Direct Dial 01793 465744, pbradley@swindon.gov.uk.

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- 3.9 This report is also being considered by Children's Trust Board and any comments from its meeting will be reported to the meeting. The arrangements must be determined by the 15th April 2015 and published on the Local Authority's website by the 1st May in the determination year.

Consultation

- 3.10 The School Admissions Code places a duty on the Local Authority and all admission authorities to consult upon its admission arrangements above for a minimum of 8 weeks, which must be completed by 1st March 2014. The consultation ran between the 1st December 2014 and 27th January 2015.
- 3.11 In February 2014, the Cabinet adopted a Consultation Policy to restate clearly the Council's commitment to effective and efficient public consultation and set the expectation that this commitment will be consistently applied, particularly in relation to the Council's key decisions (Cabinet Minute 89, 2013/14 refers)
- 3.12 The Policy shows how consultations meet the Council's legal requirements and adhere to a local standard of ten principles that will help ensure that consultation is undertaken effectively, in a timely manner, at an appropriate stage in the decision making process and that results are used to inform policy development and service delivery.
- 3.13 The School Admissions Code outlines the list of relevant bodies that must be consulted. These are outlined in section 6 below.
- 3.14 The Local Authority publicised the consultation on its website and through all local schools, nurseries and pre-schools. The consultation was also sent directly to Governing Bodies, neighbouring Local Authorities, pre-schools, children centres, nurseries, and the Diocesan Boards of Education. The Local Authority notified all ward councillor and parish councillors and Locality Teams.
- 3.15 Survey responses could be made in writing or by using an online survey tool. The survey tool allowed responses to both the admission arrangements and transport policy. There were 7 responses to the proposed admission arrangements of which 100% were in agreement; 85.7% (6 out of 7) were in agreement with the proposed co-ordinated scheme, with one no response.
- 3.16 There were 33 responses to the proposed admission numbers of which 31 were in agreement. Full analysis of the responses are within **Appendix 4**. The consultation specifically asked about whether there was agreement with the extension of the Isambard Community School Catchment area. There were 6 responses of which 100% were in agreement
- 3.17 Overall the level of responses is low, but applications in the admissions round are very high. Historically this identifies that the notification processes used for when

Further information on the subject of this report can be obtained from Paddy Bradley, Direct Dial 01793 465744, pbradley@swindon.gov.uk.

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parents apply are very successful, but parents and stakeholders do not engage in the planning of the system, unless there is a significant change proposed.

Co-ordinated Admissions Scheme

- 3.18 The Local Authority is legally required to consult on the co-ordinated admission arrangements that all the schools and admissions authorities in their area must comply with.
- 3.19 The Education Act 2002 introduced the statutory requirement for every Local Authority to draw up a scheme for co-ordinating admission arrangements to cover every maintained school in its area. The regulations also require Local Authorities to co-ordinate arrangements across Local Authority boundaries. Therefore, the scheme sets out the admissions timetable and the responsibility to exchange information between schools and Local Authorities to ensure Swindon makes one fair offer to all residents of the Borough.
- 3.20 The purpose of the co-ordinated scheme is to ensure that every parent of a child living in Swindon who has applied for a school place receives the offer of one school place on the same day.
- 3.21 This applies to admission for the point of entry for Reception, Year 3 and Year 7 for all categories of schools including Community, Voluntary Controlled, Voluntary Aided, Foundation and Academies. It also includes entry into Year 10 for the University Technical College (UTC). The proposed co-ordinated scheme and timescales for the 2016/2017 academic year is attached at **Appendix 1**.

Admission Arrangements

- 3.22 All schools are required to set fair and transparent arrangements for assessing priority for admission.
- 3.23 The key part of the admission arrangements is to set criteria used to determine admission where more parents have expressed a preference for a particular school than it has places available in a particular year. The published oversubscription criteria must be applied to decide which preferences should be met.
- 3.24 The oversubscription criteria must be set out clearly and unambiguously, making clear not only what the criteria are but also the way and order in which they will be applied.
- 3.25 During the consultation period, the Department for Education (DfE) released a new edition of the School Admissions Code, which had been in consultation since Summer 2014. The co-ordinated scheme and admission arrangements were written and consulted on taking this into consideration. The arrangements have been updated to reflect the legal requirements of the Code. This relates to the changes in definition of Looked After Children and the inclusion of references

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to Education Health and Care Plans, it also clarifies further how to deal with applications for children outside of their chronological year group.

- 3.26 The proposed admission arrangements for Community and Voluntary Controlled Schools are set out in **Appendix 2**.

Published Admission Numbers (PAN)

- 3.27 All schools must have an admission number for each age group. The admission number is the upper limit of pupils that will be offered places in the particular year. Admission numbers should be set with regard to the capacity assessment for the school.
- 3.28 Once an admission number has been set, the Admission Authority must respect that number. Pupils should not be admitted above the published admission number unless exceptional circumstances apply.
- 3.29 As above Governing bodies of Academies and Voluntary Aided Schools are responsible for setting their own PAN and the Local Authority is a stakeholder in their consultation. This section relates to the PANs set by the Local Authority in consultation with schools as the Admission Authority for Community and Voluntary Controlled Schools.
- 3.30 The proposed published admission numbers have been included as part of **Appendix 2**. Under the School Admissions Code 2014, the Local Authority, as the Admitting Authority for Community and Voluntary Controlled schools, is not required to consult on the admissions number as part of the consultation on admission arrangements if they are requesting the school to increase or keep the same PAN. However, they must consult the Governing Body of the school. Consultation would be required where it is intended to reduce the published admission number.
- 3.31 The responses to the admissions numbers for community and voluntary controlled schools are shown in **Appendix 4**.

Catchment Areas

- 3.32 A catchment area is a geographical zone served by a school. The address which determines a child's catchment area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s). Most schools have a catchment area but some addresses fall within a shared area by two or more schools.
- 3.33 Catchment areas are part of the oversubscription criteria for Community and Voluntary Controlled (if applicable) Schools, thereby giving priority to local children whose parents have expressed a preference for the school. A catchment area does not guarantee a place at the school, and it does not prevent parents expressing a preference for a school if they do not live within the area. The

Further information on the subject of this report can be obtained from Paddy Bradley, Direct Dial 01793 465744, pbradley@swindon.gov.uk.

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catchment areas can be viewed in the Members Room at the Civic offices, or on the consultation area of the Swindon Borough Council website.

- 3.34 The consultation included a proposed change to the Isambard catchment area. The proposed change as displayed in **Appendix 3** widens extends the catchment area to incorporate the development of the new homes at Tadpole Garden Village.
- 3.35 The area to be included within the Isambard catchment area, has historically fallen within the catchment area for Highworth Warneford Secondary School. However, geographically it is closer to Isambard Community School. Highworth Warneford School as its own admission authority would be responsible for any changes to its catchment area and it has not consulted on any amendment to its catchment area. Therefore this additional area will fall within the catchment areas of Isambard, and Highworth Warneford schools.
- 3.36 The extended catchment area does not apply to Nova Hreod as this school is now an academy and would be responsible for any changes to their catchment area.
- 3.37 The change to the catchment area mirrors the Isambard designated transport area created for the Education Transport policies from 2014 forward.

4. Alternative Options

- 4.1 Should the admission arrangements and co-ordinated scheme for 2016-17 not be determined by 15th April 2015 the Secretary of State will impose a scheme.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The admission budget is funded through the Dedicated Schools Grant (DSG) for 2016-17 and therefore no corporate funding is required to support this service. However, changes to the admissions policy may have direct impact on the number of pupils in each school, which will affect the level of funding which they receive from the DSG. There are also implications more generally for the DSG of creating additional school places in terms of both set up funding and on-going revenue funding.

Legal and Human Rights Implications

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

Further information on the subject of this report can be obtained from Paddy Bradley, Direct Dial 01793 465744, pbradley@swindon.gov.uk.

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- 5.3 Under Section 89b of the School Standards and Framework Act 1998 and associated regulations, and the Education Bill 2011 the Council, in its role as a Local Authority, has to determine the co-ordinated scheme and other admission arrangements that are to apply in their area for September 2015-16 and notify the Secretary of State by 15 April 2015. Failure to do so will lead to a scheme being imposed.

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 can be obtained from the report author.
- 5.6 The admission arrangements in the report are used for the purposes of prioritising individual applications for admission to school based on family arrangements and the distance they reside from a school. The admission criteria set out in the report are 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 admission arrangements set out in the report do not discriminate against disability, ethnicity, religion, sexual orientation, marital/civil partnership status or pregnancy/maternity

Risk Management

- 5.8 The co-ordinated admissions scheme, including in year admissions, has strengthened the measures in place for safeguarding children as the Admissions Team are aware of every child in Swindon and are aware of transfers coming into or out of the Borough. This will continue if the proposals for in year admissions made by the Admissions working party are agreed.

6. Consultees

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

In relation to the consultation carried out with Admission Authorities, etc. the following were consulted:

- Head Teachers of all maintained schools in Swindon application procedures;

Further information on the subject of this report can be obtained from Paddy Bradley, Direct Dial 01793 465744, pbradley@swindon.gov.uk.

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- Chairs of Governors of all maintained schools in Swindon
- Secondary Admission Authorities within 8 km of the Borough Boundary
- Primary Admission Authorities within 3.2 km of the Borough Boundary
- Diocese of Bristol Board of Education
- Catholic Diocese of Clifton
- Wiltshire, Oxfordshire and Gloucestershire Local Authorities
- Ward members
- Parish Councils within Swindon Borough
- Appeal Clerks
- Relevant parents and local interest groups as set out in the School Admissions Code
- School Admissions Forum.

7. Background Papers

- 7.1 The School Admissions Codes 2012 and 2014
- 7.2 The School Admissions Appeals Code 2012

8. Appendices

- 8.1 Appendix 1 - Proposed Co-ordinated Scheme 2016-17
- 8.2 Appendix 2 – Proposed Admission Arrangements for all Community and Voluntary Controlled Schools 2016-17
- 8.3 Appendix 3 – Existing and changed catchment area for Isambard Community School
- 8.4 Appendix 4 – Consultation responses

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 / Forward Plan for March 2015.

Further information on the subject of this report can be obtained from Paddy Bradley, Direct Dial 01793 465744, pbradley@swindon.gov.uk.

**Swindon Borough Council
School Admissions Co-ordinated Schemes
Academic Year 2016-17**

Proposed

1. Introduction

In accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 Swindon Borough Council must formulate a scheme which outlines how it intends to manage admissions to all maintained schools¹ in its area and all admission authorities¹ must participate in this scheme. This scheme will apply where an applicant is resident within the Swindon Local Authority area.

Interpretation and Glossary

In this scheme –

“the LA” means Swindon Borough Council acting in their capacity as a Local (Education) Authority;

“the LA area” means the Borough of Swindon;

“Primary education” has the same meaning as in section 2(2) of the Education Act 1996;

“Primary school” has the same meaning as in section 5(2) of the Education Act 1996;

“Secondary education” has the same meaning as in section 2(2) of the Education Act 1996;

“Secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means – a Community, Voluntary Aided, Voluntary Controlled, Trust School, Foundation School, Academy, University Technical College, Studio School or Free School

“admission authority” in relation to a Community or Voluntary controlled school means the LA and, in relation to an Academy, Foundation, Voluntary Aided or Free school means the governing body of that school;

“the specified year” means the school year beginning in September 2016

“admission arrangements” means the determined arrangements which govern the procedures and decision making for the purposes of admitting pupils to a school.

¹ References to schools in this scheme includes, community, voluntary controlled, voluntary aided, foundation or trust schools, academies, free schools and University Technical Colleges. All schools with the exception of community and voluntary controlled schools are their own admission authority.

2. Key Information for phased entry 2016-17

		Primary and Infant	Junior	Secondary	UTC
1.	Relevant Year Group	Reception (Yr 0)	Year 3	Year 7	Year 10
2.	For children born between	1 st September 2011 and 31 st August 2012	1 st September 2008 and 31 st August 2009	1 st September 2004 and 31 st August 2015	1 st September 2001 and 31 st August 2002
3.	Applications can be made from	Tuesday 1 September 2015	Tuesday 1 September 2015	Tuesday 1 September 2015	Tuesday 1 September 2015
4.	Maximum number of preferences	3	3	3	3
5.	Deadline for ontime applications	Friday 15 th January 2016	Friday 15 th January 2016	Saturday 31 st October 2015	Saturday 31 st October 2015
6.	Applications to be forwarded to other LA and Swindon admission authorities	Friday 19 th February 2016	Friday 19 th February 2016	Friday 4 th December 2015	Friday 4 th December 2015
7.	Ranked lists to be returned by Swindon admission authorities	Friday 18 th March 2016	Friday 18 th March 2016	Friday 15 th January 2016	Friday 15 th January 2016
8.	Deadline for proof and changes of address to be received	Friday 18 th March 2016	Friday 18 th March 2016	Friday 15 th January 2016	Friday 15 th January 2016
9.	Swindon LA to notify schools of offers made	Monday 4 th April 2016	Monday 4 th April 2016	Tuesday 17 th February 2016	Tuesday 17 th February 2016
10.	Offers made to Swindon residents	Monday 18 th April 2016	Monday 18 th April 2016	Tuesday 1 st March 2016	Tuesday 1 st March 2016
11.	Deadline for parents to accept place	Tuesday 3 rd May 2016	Tuesday 3 rd May 2016	Tuesday 15 th March 2016	Tuesday 15 th March 2016

Table 1

- 2.1. The primary and secondary co-ordinated scheme will apply to all admission authorities within the LA area in relation to children wishing to join the normal year of entry during the primary/infant phase, junior or secondary phase in Swindon for September 2016 also for those wishing to apply to join the University Technical College.
- 2.2. Table 1 indicates the following information for each phase
 - 2.2.1. Relevant Year Group
 - 2.2.2. The relevant dates of birth for the normal point of entry
 - 2.2.3. The maximum number of preferences which can be made
 - 2.2.4. The date from when applications can be made
 - 2.2.5. The deadline for on-time applications
 - 2.2.6. The date when the LA will forward applications to other LAs and Swindon Admission Authorities
 - 2.2.7. The date by which Swindon Admission Authorities are required to return the ranked list of applications
 - 2.2.8. The deadline for changes of address
 - 2.2.9. The date when the LA will forward details of those offered a place to Swindon schools
 - 2.2.10. The date that parents will be notified in writing of the offer made
 - 2.2.11. The deadline for parents to accept the school place.
- 2.3. In Swindon, children can start school at the earliest from the September following their fourth birthday. Full time provision will be made available in all reception classes for all relevant children from September 2016.
- 2.4. Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age² or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made;
- 2.5. Parents can also request that their child takes up the place offered part time until the child reaches compulsory school age.

3. Making an application

- 3.1. Parents will be able to make an online application or apply using a hard copy application form. Online applications will be made directly to Swindon Borough Council as the LA. If an online application has been submitted, a written application is not necessary. The online facility will be available at least from 1 September 2015 up until the closing date indicated in **Table 1**.
- 3.2. There will be a standard form for written applications known as Swindon Local Authority (LA) Common Application Form used for the admission of pupils into the relevant year group.
- 3.3. Swindon Local Authority (LA) Common Application Form will be available for parents wishing to apply to schools maintained by Swindon LA and for Swindon residents wishing to apply for

² Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

schools outside the Borough. The Common Application Form will also be used for those applying to VA, Foundation, Academy and Free schools.

- 3.4. Unless an online application has been made, the Swindon LA's Common Application Form must be used as a means of expressing one or more preferences by a parent wishing to apply for a school place for their child either within or outside the Borough of Swindon. The child must live in Swindon.
- 3.5. Parents will be asked to express no more than 3 preferences in ranked order for schools both within and outside the Swindon Borough with the opportunity to express reasons for their particular preferences.
- 3.6. Parents are required to submit one application only per child. Where the LA receive more than one application for the same child before the closing date (whether that is by means of hardcopy or online applications), the LA will only consider the latest submitted application and the other application will be discarded. If two late applications are received (after the closing date), the latest application by date will be the application considered.
- 3.7. Each preference will be considered equally. This means that Swindon LA will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference the LA will make an offer at the highest ranked preference school with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Swindon, the LA will allocate a place at the next nearest school with a place, as measured as a straight line from the centre of the roof of the school to the centre of the roof of the child's home address
- 3.8. The governing body of a Foundation, Voluntary Aided School, Academy or Free School can ask parents who have expressed a preference for their school on the Common Application Form, to provide additional information on a supplementary form only if the additional information is required in order to apply their oversubscription criteria to the application. Where a supplementary form is required it is the responsibility of the parent to complete the form and return to the school concerned.
- 3.9. Where a school receives a supplementary form it may not be regarded as a valid application unless the parent has also completed a Common Application Form which expressed a preference for that school. The Common Application Form or an online application must have been returned to the LA.
- 3.10. Swindon LA must receive the application by the deadline date indicated in Table 1 (Row 5)

4. Application Process

- 4.1 The LA will consider in the first instance those applications received before the closing date.
- 4.2 Application received after the closing will be considered as late. Applications can be submitted after this date but they will be considered as late for the purposes of the co-ordinated scheme. This means they will be considered after all on time applications. The LA will endeavour to deal with late applications before the offer date, but it may not be possible to do this in every circumstance.
- 4.3 Swindon LA will have forwarded applications for schools in other LA's to the maintaining LA's and forwarded applications to other admission authorities with any supporting evidence the parent submitted by the date indicated in Table 1 (Row 6).
- 4.4 Foundation, Voluntary Aided Schools and Academies will apply their admissions criteria and send Swindon LA a list indicating the order in which all applicants have priority according to oversubscription criteria by the date indicated in Table 1 (Row 7).
- 4.5 Academies may choose to delegate the consideration of applications to the LA.
- 4.6 Swindon LA requires all evidence of changes in circumstances (e.g. proof of move / address) by the date indicated in Table 1 (Row 8).
- 4.7 Pupils with a statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) will be admitted to the school named on their statement or plan. Applications of children with a statement or EHCP are considered by the Special Educational Needs Assessment Team (SENAT Team). Once a statement or plan reaches the formal proposed stage, this scheme ceases to apply.
- 4.8 The LA will apply the agreed scheme and all applications for Community and VC schools will be considered using the oversubscription criteria for Community Schools and those lists provided by Swindon authorities and other LA schools. The LA will offer the highest rank available as indicated on the parent's application. Swindon will then compare the lists for all schools in the area. Where a child qualifies for one of the available places at more than one school, Swindon will provisionally allocate a place at the school ranked highest by the parent in their application. The lists will be adjusted for any other school for which a preference was expressed, moving another child who was previously not eligible for a place up the list to the provisional place that has been vacated.
- 4.9 Swindon LA will inform other LA's of offers made to their residents
- 4.10 If a child resident in Swindon remains unplaced Swindon LA will consider how to place them in schools within the area. Swindon LA will then offer places at the nearest available school (measured in a straight line) with places when children remain unplaced.

The next nearest school with a place will relate to any maintained mainstream school, whether it be Community, Voluntary Aided, Voluntary Controlled, Foundation, Academy or Free School
- 4.11 Swindon LA will then offer places to late applicants according to the places available and oversubscription criteria.

- 4.12 Swindon schools will be informed by Swindon LA of the final results by the date indicated in Table 1 (Row 9).
- 4.13 Offers will be made to parents by Swindon LA, on the national offer day (or the next working day where the national date is on a weekend). This date is indicated in Table 1 (Row 10).
- 4.14 Those parents who have applied using the online system and have requested an email notification will be notified on the offer day. All offer letters will be sent on the offer day by second class post.
- 4.15 Those children refused places at higher preferences for Community or Voluntary Controlled schools will be placed on a waiting list and informed of their right of appeal.
- 4.16 Parents must accept or refuse the place offered by the deadline indicated in Table 1 (Row 11)
- 4.17 Appeals against the refusal of a place at a preferred school will be heard within 40 school days of the closing date for appeals to be lodged. A timetable for appeals will be published on the Swindon Borough Council website by 28th February of the relevant year of admission.

5. In-year admissions

- 5.1 If parents/carers decide to transfer their children during the academic year after the normal admissions round, this is referred to as an In Year Transfer. Parents/carers who wish to transfer their child/ren in year to a Swindon school they must complete an In Year Transfer Form and send this direct to the Local Authority's Admissions Team.
- 5.2 The form will be available from the Local Authority on request, from the Council's website or from the school. Parents / carers can apply for up to 3 schools and these can be any type of school in Swindon; Community, Academy or Voluntary Controlled and Voluntary Aided. If a preference is for a school which is its own admitting authority, the LA will pass the application to the school concerned for their governing body to consider. This is because schools which are Academy, Voluntary Aided and Foundation are their own admitting authority and therefore the Governing Body of those schools must consider the application.
- 5.3 Academies can delegate responsibility to Swindon LA to consider applications on their behalf
- 5.4 Only Swindon Schools must be named on these forms. If a parent living in Swindon wishes to apply for a school outside of Swindon and in another Authority, then they must make contact with that Authority directly to apply.
- 5.5 All forms must be submitted to the Admissions Team to log the application. The Admissions Team will forward all applications for Academy and Voluntary Aided and Free schools to the Governing Body of the School to consider in line with their admission arrangements. The LA will endeavour to do this within two working days if possible and if there are no queries with the application. The Governing Body will determine the outcome of the application and will notify the parent directly of the result in the form of an offer / refusal letter and of their right to appeal. The School must also notify the LA of the outcome of the application and send the LA a copy of the offer / refusal letter.
- 5.6 Some admission authorities also require a Supplementary Information Form (SIF) if they need to collect any further information from parents to enable them to apply the school's admissions policy. This must be collected from the school. This is obtainable from and returnable to the school directly.
- 5.7 The Local Authority's Admissions Team will consider applications for Community and VC schools in line with the oversubscription criteria and published admission number (PAN) for the school. The Admissions Team will determine the outcome of the application in accordance to its admission arrangements and will notify the parent directly in the form of an offer / refusal letter. All places must be offered in order of the date the application form is received. If two forms are received on the same day the oversubscription criteria for the relevant academic year will be applied. Once offered a place at a school, the parent must inform the LA and school if they will be accepting the place offered by returning the reply slip on the letter to the LA.
- 5.8 If the child is refused a place at a Community or VC school they would be placed on a waiting list for the Community and VC school and this list would be maintained by the LA. The list is held in order of the oversubscription criteria and therefore may change.

- 5.9 All schools must inform the LA of the number of places they have in each year group on a regular basis. For Community and VC schools this must be received every week in order for the LA to offer places quickly.
- 5.10 Schools must inform the LA as soon as a child starts at their school by completing a School Starter Form. Schools must inform the LA if a child has left the school, for any reason, via a School Leaver Form.
- 5.11 Children will be expected to remain on roll at the current school (if it is a Swindon school) and attending there, whilst their transfer to another school is in progress, unless they are new to the Country or area.
- 5.12 If a child has not been able to find a school place, and is out of school for more than 2 months then the child must be referred to the Fair Access Panel and a placement at a school considered under this protocol.
- 5.13 Swindon Borough Council operates a Fair Access Protocol which is outside the remit of the co-ordinated scheme. All schools are aware of, and support the Swindon Borough Council Fair Access Protocol arrangements including the operation of the Secondary Fair Access Panel.

6. Sampling of Admission Applications to detect suspected fraud

- 6.1. The LA reserves the right to undertake sampling of applications as and when it determines necessary. All parents should be aware of this and therefore ensure that the information they submit on their application form is correct. By signing the application form, or submitting the form online, the parent is confirming that the information they have provided is truthful and correct.
- 6.2. If the LA undertakes sampling of applications, it will write to parents to ask that they submit proof of their address. Evidence of proof of address will be checked and parent will need to submit at least 2 of the following:
- Council Tax bill
 - Child Benefit letter
 - Child Tax Credit
 - Official Rental Agreement
 - Solicitor's letter (not older than one month).
 - Drivers Licence
 - Utility Bill
- 6.3 The LA may check the information given on the application form or the evidence submitted with other parties such as Council Tax or Electoral roll
- 6.4 If evidence is not submitted, or the evidence is not sufficient, then the LA will either not consider the application as an on time application, which may have implications for the child being allocated their preferred school, or it may withdraw the offer of a school place, whichever is appropriate depending on the time the sampling is done. If a parent applies for a school place falsely (using false information), they will lose all the preferences stated on the application form and the whole application will become invalid. The application would then be treated as a late application. (A fresh application would need to be made which would be treated as a late application and if a place is refused at the preferred schools, the parents would have right of an appeal against the refusal.)
- 6.5 If the LA finds that fraud has been committed and the child has already started at the school, there may also be consequences for any other sibling of that child who may not be able to start at the preferred school.
- 6.6 If the LA withdraws a place for a child on the suspicion of fraud, the place will be reallocated.
- 6.7 If parents or schools suspect someone has applied fraudulently they should contact the Council on the whistle blowing contact number of 01793 464603.

7. Definitions

Deferred admissions

Parents can request that the date that their child is admitted to school is deferred later in the academic year or until the term in which the child reaches compulsory school age. However, please note that the place must be taken up in the same academic year that it was originally offered and admission cannot be delayed beyond the statutory school start date. Notification of the intention to defer should be given directly to the school concerned as soon as possible once a place has been offered.

1st September 2011 and 31st December 2012

Admission will be September 2016 or can be deferred until January 2017

1st January 2012 and 31st March 2012

Admission will be September 2016 or can be deferred until January or April 2017

1st April 2012 and 31st August 2012

Admission will be September 2016 or can be deferred until January or April 2017

Delayed admissions

Parents can request that the date that their child is admitted to school is deferred later in the academic year or until the term in which the child reaches compulsory school age. However, please note that the place must be taken up in the same academic year that it was originally offered and admission cannot be delayed beyond the statutory school start date. Notification of the intention to defer should be given directly to the school concerned as soon as possible once a place has been offered.

Applications outside the Normal Age of Admission

Parents of gifted or talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside of their normal age group. Admission Authorities must make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group of the school.

Evidence will be required in these circumstances from a Senior Medical Consultant, Educational Psychologist and/or other relevant professionals. Swindon LA will carefully consider applications for children outside the normal age group, but for all year groups the decision will be made between the parents and the primary school based on the individual circumstances of each case.

In the instance that the child has not started school (or is not statutory school age), or it is before the child needs to apply for a school place, the LA may have discretion to decide whether the child would need to be put back an academic year on the circumstances outlined above. Evidence may be required in these circumstances from a Senior Medical Consultant and/or Educational Psychologist. This discretion would only be used in exceptional circumstances where it would have to be proved that it was in the child's interest to be put back an academic year. This may have already been picked up by the Special Educational Needs Assessment Team (SENAT) through the Early Years Panel.

Summer born children

A parent of a child born between 1st April and 31st August defined as “summer born” may request for the child to be admitted to a year group later than that of their natural cohort. The admission authority will take into consideration the individual circumstances of the case to determine whether the request can be granted. This may include but not be limited to include whether they were born prematurely, whether delayed social, emotional or physical development is adversely affecting their readiness for school, the possible impact of attending a year group which is not their natural cohort.

Evidence will be required to be able to assess the individual case from a Senior Medical Consultant, Educational Psychologist and/or other relevant professionals.

Where the request is granted, a place will not be allocated prior to the normal admissions round for the year of entry and the parent will be required to reapply during the admissions round in order to ensure that they are fairly considered against the admission criteria for the schools they wish to apply for.

Where a parent of a summer born child wishes to admit their child into a year group lower than that of their natural cohort, they should contact the Local Authority and schools concerned as soon as possible.

Relevant Age Group

The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.

Statement of Special Educational Needs (SEN)

A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child.

Education, Health and Care Plan

An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

Proof of Address

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

- A copy of your Council Tax Bill
- A solicitor's letter stating contracts have been exchanged and specifying a completion date
- A copy of the Child Tax Credit or Working Tax Credit award letter
- A signed and dated tenancy agreement plus proof of residency (e.g. copy of recent utility bill)

If parents fail to provide proof of a new address then, the LA will use the old address for admission purposes. If parents indicate they will be moving house, even if they provide the relevant proof of that address, they must move into that property by at least the end of the first term. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living in that address, the applications will be investigated and the place allocated may be withdrawn

Application Forms

Common Application Form

For the normal admissions round, a Common Application Form (CAF) must be completed by all parents applying for Admission for 2016-17. All parents who list their preferred schools on the LA's CAF are regarded to as having made a valid application.

In-year admission form

For in-year application forms the Swindon In-year application form must be completed by all parents applying for Admission applying to transfer during the 2016-17.

Supplementary forms

An additional supplementary form may be required by an Academy, Foundation or Voluntary Aided school who require additional information in order to consider the application, this is available from the school. This may be for in-year and normal admissions round.

Children from Overseas

Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have a right of abode in the country are entitled to apply for a place at a maintained school. The passport or visa should be made available for inspection before an offer of a school place can be made. Asylum Seekers should make available evidence of their right of abode as provided by the National Asylum Support Service.

During the normal admissions round applications on behalf of children currently living outside the UK will be considered, but until the children are resident in the country of their home address will be considered as being their place of residence outside the UK. Exceptions to this would be instances where the children are of parents returning from foreign postings such as UK service personnel and other crown servants as indicated above (including diplomats) who have been posted abroad on a fixed term contract and who are returning to live within the UK. Proof of future residency will be required if the application is made to an oversubscribed school.

For in-year applications, with the exception of UK service personnel as indicated above, applications for in-year places will only be accepted once the child is permanently resident within the country.

Duplicate Applications

The LA requires parents to submit one application only per child. Where the LA receive more than one application for the same child before the closing date (whether that is two hard copy applications, one online and one hard copy, or two online applications), the LA will only consider the latest submitted application and the other application will be discarded. If two late applications are received (after the closing date), the latest application by date will be the application considered.

Late applications

The closing date for applications is defined in Table 1. Applications can be submitted after this date but they will be considered as late for the purposes of the coordinated scheme. This means they will be considered after all the on time applications. The LA will endeavour to deal with late applications before the offer date, but it may not be possible to do this in every circumstance.

Preferences

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Swindon LA will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference the LA will make an offer at the highest ranked preference school with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Swindon, the LA will allocate a place at the next nearest school with a place, as measured as a straight line from the centre of the roof of the school to the centre of the roof of the child's home address.

The next nearest school with a place will relate to any maintained mainstream school, whether it be Community, Voluntary Aided, Voluntary Controlled, Foundation, Academy or Free School.

Change of preference

A parent may change their mind about the preferences they have made after the closing date indicated in Table 1, if they have a genuine reason for doing so, which may be that they are moving house. The Admissions Team would need any request to change a preference in writing from the parent. Any change in preference received after the deadline for ontime applications, regardless of the circumstance, will be considered as a late application.

Any evidence that is needed to accompany the change in preference would be required to be with the Admissions Team by the deadline for address changes in Table 1 (Row 8).

8. Swindon Schools

Primary, Infant and Junior Schools

School Name	Type of School
Abbey Meads Community Primary School	Community
Beechcroft Infant School	Community
Bishopstone CE Primary School	Voluntary Controlled
Bridlewood Primary School	Community
Brook Field Primary School	Community
Catherine Wayte Primary School	Community
Chiseldon Primary School	Community
Colebrook Infant Academy	Academy
Colebrook Junior School	Community
Covingham Park Primary School	Community
Drove Primary School	Academy
East Wichel Community Primary School	Community
Eastrop Infant Academy	Academy
Eldene Primary School	Community
Even Swindon Primary School	Community
Ferndale Primary School	Community
Goddard Park Primary School Academy Trust	Academy
Gorse Hill School	Academy
Grange Infant School	Community
Grange Junior School	Community
Greenmeadow Primary School	Community
Haydon Wick Primary School	Academy
Haydonleigh Primary School	Community
Hazelwood Academy	Academy
Holy Cross Catholic Primary School	Academy
Holy Family Catholic Primary School	Academy
Holy Rood Catholic Primary School	Academy
King William Street CE Primary School	Academy
Lainesmead Primary School	Community
Lawn Primary School	Community
Lethbridge Primary School	Academy
Liden Primary School	Community
Millbrook Primary School	Academy
Moredon Primary School	Academy
Mountford Manor Primary School	Academy
Nythe Primary School	Community
Oakhurst Primary School	Community
Oaktree Primary School	Community
Orchid Vale Primary School	Community
Peatmoor Primary School	Academy
Red Oaks Primary School	Community
Robert Le Kyng Primary School	Community
Rodbourne Cheney Primary School	Academy
Ruskin Junior School	Community
Oliver Tomkins CE Infant School	Voluntary Aided
Oliver Tomkins CE Junior School	Voluntary Aided
Seven Fields Primary School	Academy
Shaw Ridge Primary School	Academy
South Marston CE Primary School	Voluntary Controlled

St Catherine's Catholic School	Academy
St Francis CE Primary School	Voluntary Aided
St Leonards' Primary Academy	Academy
St Mary's Catholic Primary School	Academy
Swindon Academy	Academy
Tadpole Farm Church of England Primary Academy	Academy
Tregoze Primary School	Academy
Wanborough Primary School	Community
Westlea Primary School	Academy
Westrop Primary School	Community
Wroughton Infant School	Community
Wroughton Junior School	Community

Secondary Schools

School Name	Type of School
Churchfields Academy	Academy
Highworth Warneford School	Academy
Isambard Community School	Community
Kingsdown School	Academy
Lydiard Park Academy	Academy
Nova Hreod Academy	Academy
St Joseph's Catholic College	Academy
Swindon Academy	Academy
The Commonweal School	Academy
The Dorcan Academy	Academy
The Ridgeway School	Academy
<i>University Technical College</i>	University Technical College

At the current time, the LA are aware of 2 applications for Free Schools in the Swindon LA area proposed to open in September 2016. Status – awaiting decision from Department of Education

Swindon Borough Council

**Admission Arrangements
(Community and Voluntary Controlled Schools)
2016-17**

Proposed

**Primary, Infant and Junior
(Community and Voluntary Controlled Schools)
Admission Arrangements 2016-17**

1. Introduction

This policy applies solely to applications for places at Community and Voluntary Controlled (VC) schools in Swindon. Foundation, Voluntary Aided (VA) and Academy Schools are their own admission authorities and therefore the Governing Bodies of the schools are responsible for determining their own admission arrangements and policies.

This document should be read in conjunction with the Co-ordinated Scheme for 2016-17 which applies to all schools within the Swindon LA area.

The closing dates for applications are

Primary, Infant and Junior – 15th January 2016 and offers are made on 18th April 2016
Secondary - 31st October 2015 and offers are made on 1st March 2016

Applications must be made for children transferring from nursery to infant or primary school and for children transferring from infant to junior school.

2. Oversubscription Criteria

If there are more applications than there are places at the school, then the oversubscription criteria are applied.

The over-subscription criteria for all Swindon Community and Voluntary Controlled Schools are as follows:

A child who has a statement of special educational needs or Education, Health and Care Plan (EHCP) is required to be admitted to the school named on the child's statement.

A	A looked after child or previously looked after child. <i>Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)</i>
B	Any child who has a sibling attending the preferred school at the same time as he or she is due to be admitted;
C	Any child living within the school's catchment area;
D	Any child not living in the school's catchment area.

Decider

In all cases where schools are oversubscribed, distance measured as a straight-line from the centre point of the rooftop of the home address to the centre point of the rooftop of the school will be used to prioritise applications within individual oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation.

Children with statements of special educational needs or Education, Health and Care Plan

Pupils with a statement of special educational needs or Education, Health and Care Plan at the time of allocation are required to be admitted to the school named on their statement or plan. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Special Educational Needs Assessment Team (SENAT) at which point this policy ceases to apply.

Looked After Child

Looked After Child

A 'Looked After Child' is a child who is:

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.

This also applies to a 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. If children have ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided and the LA reserve the right to ask the parent to provide this.

A 'previously looked after child' is a child who:

- (a) ceased to be looked after because they were adopted (under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).
- (b) became subject to a child arrangements order (defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014) or
- (c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian (or special guardians)).

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Catchment area

A catchment area is a geographical zone served by a school. The address that determines a child's catchment area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s). Most schools have a catchment area but some addresses fall within areas shared by

two or more schools. Children living outside the Borough boundary are treated as if the children live within Swindon but outside the catchment area for the school(s) in question. Maps of each catchment area are held by the LA and can be viewed on request or on the council's website.

Distance

For Community and Voluntary Controlled Schools, distance will be measured in a straight line from the centre point of the rooftop of the child's home address to the centre point of the rooftop of the school, using the LA's computerised system, with those living closest to the school receiving higher priority.

3. Other definitions

Address

Home address

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. The LA will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the LA will consider the home address to be with the parent with primary day to day care and control of the child.

In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. If the Child Benefit letter is not available, a copy of the most recent bank statement where the Child Benefit is credited may be taken as residency, or the address stated on the NHS Medical Card of the child. Any other evidence provided by parents will also be considered by the Admissions Manager in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement but where they do not, the LA will determine the home address.

Application Form

An application for a place at a primary or secondary school for September 2016 must be made using the Local Authority's common application form or the Council's online admission system.

Children of UK Service Personnel

Applications for children of service personnel with a confirmed posting to the area will be considered in advance of the family arriving in the area provided the application is accompanied by an official letter from the commanding officer that declares a relocation date and a Unit postal address or quartering area address. Until a fixed address is provided, the LA will accept the Unit Postal Address or Quartering address as the Home Address for allocation purposes. All applications must be included in the normal admissions round if possible. The LA will not refuse a service child a place because the family does not currently live in the area, and will not reserve blocks of places for these children.

An in-year application will be considered in the normal way and if a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012. In circumstances where placing a child at a school that is deemed a reasonable alternative would mean admitting above the PAN, the LA will take into account the organisational structure of the school to determine whether it is the best interests of the child and children already attending the school.

A reasonable alternative is defined as a school which is within the statutory maximum walking distance of 2 miles for a child who is under 8 years old and 3 miles for a child who is over 8 years old.

Late applications

Applications received after the closing date will be considered as late applications. This means that they will be considered after all ontime applications have been considered. This applies to primary applications received after 15th January 2016 and secondary applications received after 31st October 2015.

Multiple births

The LA will endeavour to place siblings born at the same time (e.g. twins, triplets etc.) at the same school, if necessary the school will admit over its PAN to accommodate such children. In the case of Infant Class Sizes (Reception, Year 1 and Year 2) class sizes must not contain more than 30 pupils with a single school teacher, however, additional children may only be admitted in limited exceptional circumstances, and in accordance with the School Admissions Code, twins and children from multiple births are classed as 'excepted pupils' to this legislation. Therefore, if one child of a multiple birth is offered the last available space at the school (according to the PAN), then offers will be made to all the children of that particular multiple birth. Those children would remain an exception to infant class size for the entire time they are in an infant class or until the class numbers fall back to the current infant class size limit.

Parent/carer

This is defined as a person with parental responsibility (PR) or legal residency of the child. This could include a person who is not a parent but who has a Court Order giving parental responsibility to them.

Shared responsibility

Where two adults have shared responsibility for a child they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two applications from the adult with whom the child is living are received, the LA will ask parents to agree on the school applied for, or if that is not possible the LA will ask the parent to seek a Specific Issues Order through the Courts to gain the authority to make an application. (In reaching a decision on the address to use as the 'home address', evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the Admissions Manager in reaching a decision on the home address for admissions purposes.)

Applications outside the Normal Age of Admission

Parents of gifted or talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside of their normal age group. Admission Authorities must make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group of the school.

Evidence will be required in these circumstances from a Senior Medical Consultant, Educational Psychologist and/or other relevant professionals. Swindon LA will carefully consider applications for children outside the normal age group, but for all year groups the decision will be made between the parents and the primary school based on the individual circumstances of each case.

In the instance that the child has not started school (or is not statutory school age), or it is before the child needs to apply for a school place, the LA may have discretion to decide whether the child would need to be put back an academic year on the circumstances outlined above. Evidence may be required in these circumstances from a Senior Medical Consultant and/or Educational Psychologist. This discretion would only be used in exceptional circumstances where it would have to be proved that it was in the child's interest to be put back an academic year. This may have already been picked up by the Special Educational Needs Assessment Team (SENAT) through the Early Years Panel.

Summer born children

A parent of a child born between 1st April and 31st August defined as "summer born" may request for the child to be admitted to a year group later than that of their natural cohort. The admission authority will take into consideration the individual circumstances of the case to determine whether the request can be granted. This may include but not be limited to include whether they were born prematurely, whether delayed social, emotional or physical development is adversely affecting their readiness for school, the possible impact of attending a year group which is not their natural cohort.

Evidence will be required to be able to assess the individual case from a Senior Medical Consultant, Educational Psychologist and/or other relevant professionals.

Where the request is granted, a place will not be allocated prior to the normal admissions round for the year of entry and the parent will be required to reapply during the admissions round in order to ensure that they are fairly considered against the admission criteria for the schools they wish to apply for.

Where a parent of a summer born child wishes to admit their child into a year group lower than that of their natural cohort, they should contact the Local Authority and schools concerned as soon as possible.

Published Admissions Number

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached.

Waiting lists

Waiting lists will be maintained for all Community and Voluntary Controlled schools from the initial point of entry until the end of that academic year. For the September 2016 intake this will be from the national offer date until 31st August 2017. For all other year groups (Years 1 – 6 and 8-11) the waiting list will be discarded on 31st August 2016 and new applications will be invited from 1st September 2016.

Placement will be determined by applying the oversubscription criteria published in the Admissions Guide. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications received.

Waiting lists for Foundation, Voluntary Aided Schools and Academies are outlined in the individual schools own admission arrangements.

Placing a child's name on a waiting list does not affect the parents' right of appeal against an unsuccessful application.

Parents may only apply and appeal once per school per academic year. The LA may consider a fresh application if there is a significant and material change in circumstances of the parent, child or school since the original application was made. An example of this may be that the family have moved house.

Appeals procedure

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the LA as to the school at which education is to be provided for their child. Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused.

For appeals for September 2016 a timetable for hearing appeals will be published by 28th February 2016 and be available on the relevant schools or Local Authority website. Appellants should contact the Admissions Team to obtain an appeal form, which should be returned to Appeals Clerk at Civic Offices, Euclid Street, Swindon, SN1 2JH.

4. In-year admissions

- 4.1 If parents/carers decide to transfer their children during the academic year after the normal admissions round, this is referred to as an In Year Transfer. Parents/carers who wish to transfer their child/ren in year to a Swindon school they must complete an In Year Transfer Form and send this direct to the Local Authority's Admissions Team.
- 4.2 Applications will only be considered for children who are resident within the United Kingdom, with the exception of children of UK service personnel with a confirmed posting to the area.
- 4.3 The Local Authority's Admissions Team will consider applications for Community and VC schools in line with the oversubscription criteria and PAN for the school. The Admissions Team will determine the outcome of the application in accordance to its admission arrangements and will notify the parent directly in the form of an offer / refusal letter. All places must be offered in order of the date the application form is received. If two forms are received on the same day the oversubscription criteria for the relevant academic year will be applied. Once offered a place at a school, the parent must inform the LA and school if they will be accepting the place offered by returning the reply slip on the letter to the LA.
- 4.4 If the child is refused a place at a Community or VC school they would be placed on a waiting list for the Community and VC school and this list would be maintained by the LA. The list is held in order of the oversubscription criteria and therefore may change.
- 4.5 Once a child has been offered a place at a school, the parent and the school must arrange the start date of the child. The parent must accept / refuse the offer of a school place within 10 school days. It is expected the child would take up the place within 28 school days.
- 4.6 If a child has not been able to find a school place, and is out of school for more than 2 months then the child must be referred to the Fair Access Panel and a placement at a school considered under this protocol.

5. Published Admission Numbers

The following list of schools are community and voluntary controlled which the Local Authority is the admission authority. The Local Authority are consulting upon the admission number for the 2016-17 academic year. The Published Admission number applies to the relevant year group for admission in September 2016.

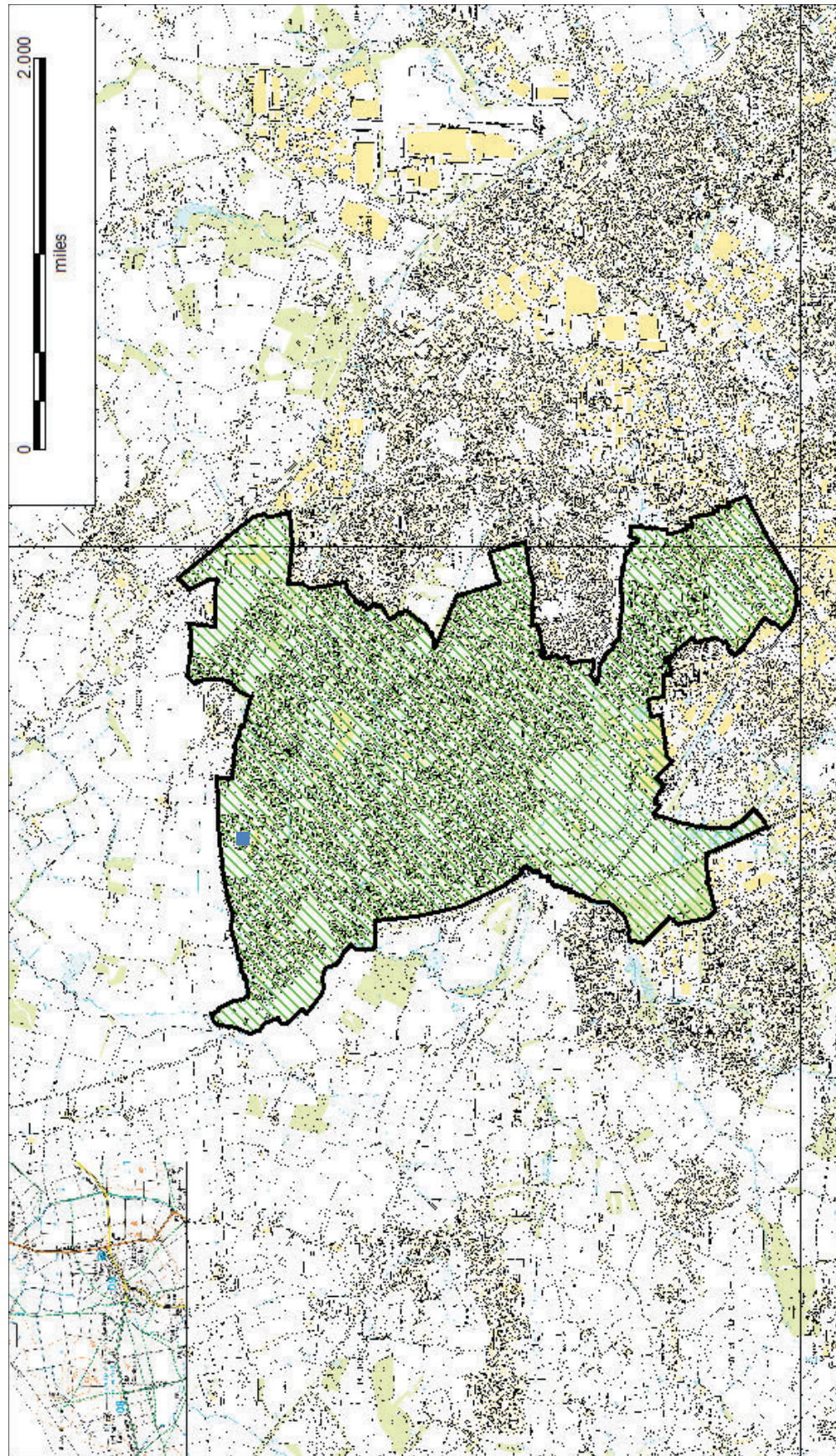
School Name	Type of School	Published Admission Number 2015-16	Proposed Admission Number 2016-17* following consultation
Abbey Meads Community Primary School	Community	60	60
Beechcroft Infant School	Community	90	90
Bishopstone CE Primary School	Voluntary Controlled	8	8
Bridlewood Primary School	Community	30	30
Brook Field Primary School	Community	60	60
Catherine Wayte Primary School	Community	60	60
Chiseldon Primary School	Community	30	30
Colebrook Junior School	Community	50	50
Covingham Park Primary School	Community	60	60
East Wichel Community Primary School	Community	60	60
Eldene Primary School	Community	60	60
Even Swindon Primary School	Community	90	90
Ferndale Primary School	Community	60	60
Grange Infant School	Community	90	90
Grange Junior School	Community	100	90
Greenmeadow Primary School	Community	40	40
Haydonleigh Primary School	Community	90	90
Lainesmead Primary School	Community	60	60
Lawn Primary School	Community	60	60
Liden Primary School	Community	50	60
Nythe Primary School	Community	30	30
Oakhurst Primary School	Community	60	60
Oaktree Primary School	Community	55	55
Orchid Vale Primary School	Community	60	60
Red Oaks Primary School	Community	60	60
Robert Le Kyng Primary School	Community	60	60
Ruskin Junior School	Community	90	100
South Marston CE Primary School	Voluntary Controlled	15	15
Wanborough Primary School	Community	30	30
Westrop Primary School	Community	30	45
Wroughton Infant School	Community	90	90
Wroughton Junior School	Community	90	90

School Name	Type of School	Published Admission Number 2015-16	Proposed Admission Number 2016-17
Isambard Community School	Community	240	240

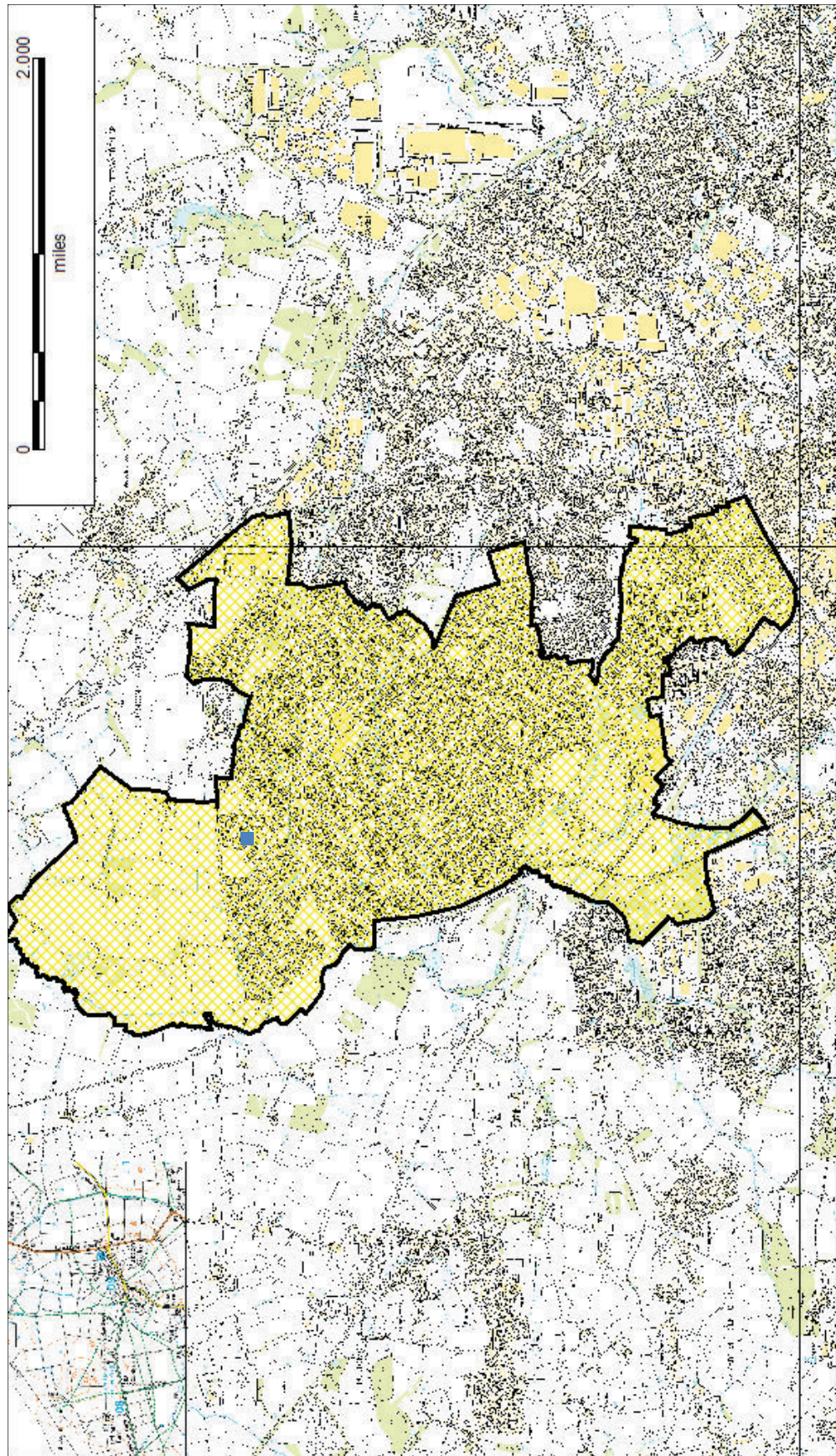
Proposed

Appendix 3

Existing catchment area – Isambard Community School



Proposed catchment area – Isambard Community School



Appendix 4 - Responses to Consultation

Total Responses	7
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Q1 – Do you agree with the proposed admission arrangements?			
	Yes	7	100%
	No	0	0%
	No response	0	0%

Q2 – Do you agree with the proposed co-ordinated scheme?			
	Yes	6	85.7%
	No	0	0%
	No response	1	14.3%

Q3 – Do you agree with the proposed admission change to the Isambard catchment area?			
	Yes	6	85.7%
	No	0	0%
	No response	1	14.3%

Q4 - Respondent Details			
Represent primary, Infant or Junior School within Swindon		4	57.1%
Represent a secondary school within Swindon		1	14.3%
Other – parish council		1	14.3%
No response		1	14.3%

Q5 - Do you consider yourself to have a disability?			
Yes		6	85.7%
No		0	0%
No response		1	14.3%

Q6 - Respondent Details			
White British		5	71.4%
White Other		1	14.3%
No response		1	14.3%

Published Admission Number response

The Local Authority have consulted on the published admission number for Community and Voluntary Controlled Schools. Academies and Voluntary Aided Schools within the authority are responsible for determining their own admission number.

Name of School	Admission Number 2015-16	Proposed Admission Number 2016-17	Comments from School	Comments from Commissioning
<i>PRIMARY, INFANT and JUNIOR</i>				
Abbey Meads Primary School	60	60	Agree	Agree 60
Beechcroft Infant School	90	90	Agree	Agree 90
Bishopstone CE Primary School	8	7	Disagree – Request 8	Agree 8
Bridlewood Primary School	30	30	Agree	Agree 30
Brook Field Primary School	60	60	Agree	Agree 60
Catherine Wayte Primary School	60	60	Agree	Agree 60
Chiseldon Primary School	30	30	Agree	Agree 30
Colebrook Junior School	50	50	Agree	Agree 50
Covingham Park Primary School	60	60	Agree	Agree 60
East Wichel Primary School	60	60	Agree	Agree 60
Eldene Primary School	60	60	Agree	Agree 60
Even Swindon Primary School	90	90	Agree	Agree 90
Ferndale Primary School	60	60	Agree	Agree 60
Grange Infant School	90	90	Agree	Agree 90
Grange Junior School	100	100	No response	Agree 100
Greenmeadow Primary School	40	40	No response	Agree 40

Haydonleigh Primary School	90	90	Agree	Agree 90
Lainesmead Primary School	60	60	Agree	Agree 60
Lawn Primary School	60	60	Agree	Agree 60
Liden Primary School	50	60	Agree	Agree 60
Nythe Primary School	30	30	Agree	Agree 30
Oakhurst Primary School	60	60	Agree	Agree 60
Oaktree Primary School	55	55	Agree	Agree 55
Orchid Vale Primary School	60	60	Agree	Agree 60
Red Oaks Primary School	60	60	Agree	Agree 60
Robert Le Kyng Primary School	60	60	Agree	Agree 60
Ruskin Junior School	90	100	Disagree – request 90	Agree 90
South Marston CE Primary School	15	15	Agree	Agree 15
Wanborough Primary School	30	30	Agree	Agree 30
Westrop Primary School	30	45	Agree	Agree 45
Wroughton Infant School	90	90	Agree	Agree 90
Wroughton Junior School	90	90	Agree	Agree 90

Name of School		Proposed Admission Number 2016-17	Comments from School	Comments from Commissioning
<i>SECONDARY</i>				
Isambard Community School	90	240	No response	Agree 240

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Strategic Transport Infrastructure and Transport Strategy

Cabinet

Date: 18th March 2015

Author:	Cabinet Member for Strategic Planning, Sustainability and Transport, the Chief Executive, and the Board Director, Service Delivery
Wards:	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 This report is in response to the Government announcement of significant capital funding from the Local Growth Fund with a value of circa £100 million, for major transport infrastructure in Swindon between 2015/16 and 2020/21 through the Swindon and Wiltshire Local Enterprise Partnership (SWLEP).
- 1.2 The additional infrastructure funding is vital to delivering Swindon's ambitions for regeneration and growth over the coming years. This will require suitable infrastructure planning to ensure that the growth is delivered in a sustainable way and that the movement of residents, workers and visitors around the Borough is as efficient and effective as possible.
- 1.3 In order to secure this provisional funding and ensure timely delivery of this infrastructure it is necessary to establish a suitable means of delivering the programme of works through an effective operating structure and resource plan.
- 1.4 This report also recommends the establishment of a new Strategic Transport function to lead on the delivery of the existing programme of Local Growth Fund funded major transport schemes and to develop an updated Borough-wide travel, transport and highways strategy to inform future programmes. This Transport Strategy will act as a key enabler to deliver the Economic Strategy previously approved by the Cabinet in December 2012 (Cabinet Minute 71, 2012/13 refers) and subsequently by the Council (Council Minute 93, 2012/13 refers).
- 1.5 The proposals in this report will contribute to several of the Council's corporate objectives, namely: Work with residents to create well cared for neighbourhoods; Right skills, right jobs, in the right places; the Economic Strategy and Make best use of Swindon's resources inside and outside the Council.

2. Recommendations

The Cabinet is recommended to:

- 2.1 Approve the creation of a Strategic Transport function, led by a senior manager and supported by a team of dedicated officers, reporting to the Head of

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Economy, Skills and Property Development, to support delivery of an existing programme of strategic schemes and develop a Transport Strategy to inform new investment and future bidding activity.

- 2.2 Authorise the Head of Economy, Skills and Property Development to make the necessary arrangements to put the new team in place.
- 2.3 Approve that up to £270k of funding be made available from the Infrastructure and Regeneration Reserve to resource the team for a 3 year period, noting that opportunities will be sought for match funding through the Local Growth Fund.
- 2.4 Approve the extension of the contract with CH2MHill for up to a maximum of a further 12 months from June 2015, and that a procurement strategy for the period beyond the extension will be brought back to Cabinet in June 2015.
- 2.5 Authorise the Board Director, Service Delivery, in consultation with the Cabinet Member for Strategic Planning, Sustainability and Transport, to enter into and conclude negotiations with CH2MHill, the current provider of Highways and Transport Consultancy services to the Council, for the extension of the existing contract for these services for a period of up to twelve months beyond the current contract expiry date of June 2015, in accordance with Standing Order 21 of the Council's Standing Orders relating to Contracts, and that the Director of Law and Democratic Services be authorised to enter into any relevant agreement or documentation on such terms and conditions as he considers necessary to protect the Council's interests.

3. Detail

Background

- 3.1 Swindon is in line to receive significant capital funding from central government through to 2020/21 to provide major transport infrastructure to support local regeneration and growth. In July 2014 the Government announced the successful Growth Deal negotiated with the South West Local Enterprise Partnership (SWLEP) amounting to an investment of £129.1 million. £3.75 million was confirmed for 2015/16 for Swindon with indicative allocations through to 2020/21 of £91.12million. The successful schemes in Swindon and the annual allocations are shown in Appendix 1. These are schemes related to New Eastern Villages, Rapid Transit, Wichelstowe Access and Sustainable Transport. There are additional schemes in the Wiltshire Council area. M4 junctions 15 and 16, previously prioritised through the SWLEP Local Transport Body, have been rolled into the Growth Deal process.
- 3.2 In addition, a further allocation through Growth Deal 2 of £3 million for the Town Centre Bus Exchange adds another project to the programme.

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- 3.3 Swindon Borough Council will act as the scheme delivery partner for the SWLEP in this area. This may involve working and negotiating with third parties to be the delivery agency. For schemes in the years beyond 2015/16 a full business case must be prepared for submission to the Government by the SWLEP. There is therefore a significant amount of work to be done by the Council to secure the indicative funding as well as to design, procure and deliver these schemes. All these schemes are of a magnitude beyond those delivered by the Council in recent years and have significant resource requirements.

Establishing a Strategic Transport Team

- 3.4 On 4th February 2015 in the Capital Programme 2015/16 to 2017/18 report, (Cabinet Minute 62, 2014/15 refers), Cabinet recommended to the Council that the range of strategic Highways projects funded through the Growth Deal secured by the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) as referred to above, be included within the Council's Capital Programme.
- 3.5 In order to be in a strong position to deliver the existing programme of strategic works and thereafter progress a new Transport Strategy to inform future investment decisions and a new programme of strategic works (those not outlined in the Local Transport Plan. Appendix 2 builds on this, detailing other opportunities currently under consideration to enable smooth transit around the town, such as key corridors into the town centre e.g. Thamesdown Drive, Cricklade Road at Moonrakers roundabout etc.), it is proposed that a new and dedicated function is required to resource the work.
- 3.6 The team would be led by a Transport Manager in a 3 year, fixed term post from 2015, supported by an additional 6 officers dedicated to the timely delivery of existing specific schemes, these being New Eastern Villages, Wichelstowe (western access and Junction 16), Rapid Transit and Junction 15. These 6 posts will also be fixed term appointments, to allow for flexibility in the team to respond to the changing activity required and the second stage work to develop a borough wide Transport Strategy for at least the period 2016 to 2031, ideally to 2050.
- 3.7 The funding for the new Transport Manager requires an allocation of one-off resources totalling £270K over a three year period, reflecting the need to attract the appropriate skills and capabilities. The one-off funding to employ the other 6 skilled technical officers, who also demonstrate project management skills, is to be allocated from a combination of the schemes themselves and SWLEP resources including two posts, which are already being recruited to, funded by a Department of Communities and Local Government (DCLG) capacity grant to facilitate the delivery of Eastern Villages.

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- 3.8 The Council's current Transport Strategy was adopted in 2009. An updated strategy will be required to support the further implementation of the Economic Strategy and identify the major infrastructure projects required to enable residents, workers or visitors to move effectively and efficiently around the Borough as a whole.
- 3.9 If the recommendation to create a Strategic Transport team is accepted, the outputs of the team would include the following:
 - 3.9.1 Delivery of existing strategic transport projects, funded by the Local Growth Fund, on time and within budget;
 - 3.9.2 Achievement of the economic benefits associated with the projects;
 - 3.9.3 An approved updated Transport Strategy for the Borough, based on best practice with regard to all modes of travel;
 - 3.9.4 Agreed data and research, which would be used to keep the strategy updated;
 - 3.9.5 A methodology which allows for prioritisation of major transport infrastructure and creation of a future years major scheme programme; and
 - 3.9.6 A series of business cases to bid for future funding for transport infrastructure and inform decisions about Community Infrastructure Levy expenditure.
- 3.10 The team would be responsible for:
 - 3.10.1 Planning and ensuring the effective implementation of existing strategic transport projects funded by the local growth fund;
 - 3.10.2 Shaping the strategy/masterplan and taking it through the political process;
 - 3.10.3 Turning the strategy into a delivery plan;
 - 3.10.4 Performance managing (at a strategic level) the delivery plan; and
 - 3.10.5 Undertaking project(s) evaluation and review.

Additional Technical Support

- 3.11 Within Highways and Transport the professional services contract with consultants' CH2MHill is used to provide significant additional technical resources across the service area. The current contract ends in summer 2015

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and a review is underway to consider whether the current level of support that it provides presents the most cost effective method of service delivery. We will be testing whether carrying out more functions with an in-house team could be more cost effective and offer better value for money given the extent of the future works programme.

- 3.12 The expectation is that the re-tender of the contract may see an uplift in rates in reflection of the higher levels of infrastructure work currently available across the country. It is possible that capability could be enhanced within the department so that the professional services contract is only used where particular expertise is required, including in traffic modelling, inputting to, or producing Department for Transport compliant Business Cases and specialist tasks such as geotechnical engineering design rather than assisting with overall capacity or routine functions like design services.
- 3.13 It is therefore proposed to develop a procurement strategy that will seek to establish the appropriate level of internal resource required and the scope of additional technical support best provided by an external consultant. This strategy will take into consideration the scale of the national infrastructure programme and the call on resources across the transport discipline as well as our local requirements. This procurement strategy would be brought back to Cabinet in June 2015.
- 3.14 Currently, given the pace, scale and complexity of technical studies required for Local Growth Fund project delivery from 2015/16 and beyond it is considered that a continuation of the CH2MHill contract for a year, up to June 2016, allows for continuity of technical support and completion of a number of workstreams currently in progress and necessary to convert a provisional funding allocation for Eastern Villages into a firm commitment. Such an extension is able to be made under Standing Order 21 of the Council's Standing Orders relating to Contracts to better secure best value which it is considered this would achieve.

4. Alternative Options

- 4.1 Cabinet could choose not to approve the creation of a properly resourced Strategic Transport team at this time. This would severely restrict the Council's ability to meet the central government deadlines for the development of detailed business cases and may result in a withdrawal of the allocated funds to the Council.
- 4.2 Cabinet could choose to proceed without an up to date Transport Strategy in place. This could lead to uncoordinated and localised development of the Borough travel plans which do not improve or even impede residents, workers or visitors ability to move effectively and efficiently around the Borough as a whole.

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- 4.3 This approach is also less likely to maximise the Council's ability to secure additional central government funding or could result in schemes being funded which may help local issues to be resolved, but which do not adequately contribute to the overall improvements of movement around the Borough.
- 4.4 Cabinet could choose to out-source the strategic transport work to a third party. Given the scale of growth planned over the next 15 years, it would be sensible to develop an in house function which has the necessary skills and capacity to drive forward the Council's plans maintaining continuity and consistency of approach and vision.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 In February 2014, the Council created a Local Infrastructure Fund from an allocation of New Homes Bonus. Investment in the fund was to be primarily targeted at one-off capital projects that improve or enhance the built environment.
- 5.2 The recommendations in this report seek one off funding from Council reserves held for Infrastructure and Regeneration Reserve for a maximum of three years to fund a full time Strategic Transport Manager, who will lead the Strategic Transport team and develop in consultation with Members, residents, businesses and the SWLEP, an updated Transport Strategy for the borough covering the period 2015 to 2031.
- 5.3 The above cost of this post is estimated at circa £270K over the 3 years. Given the level of transport and highways infrastructure plans currently in development across England, demand is high for this calibre of resource and therefore market salary rates are anticipated to be high, to attract the right skills, experience and capability. In addition, 6 additional posts over 3 years are recommended to complete the team, of which two posts to support Eastern Villages have been secured through DCLG capacity grant. The remainder will be funded from the grant secured through the SWLEP for strategic infrastructure schemes.
- 5.4 The cost of carrying out works using the CH2M Hill contract in 2015/16 is anticipated to be circa £1.5 million.

Legal and Human Rights Implications

- 5.5 Legal and Human Rights implications have been taken fully into account in the preparation of this report and it is believed that the recommendations are compatible with convention rights.

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- 5.6 These proposals complement and augment the Council's position within the existing governance arrangements of the SWLEP, which were approved by Cabinet in September 2014, (Cabinet Minute 32, 2014/15 refers).

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

- 5.7 It is not anticipated that the recommendations in this report will adversely impact existing teams or roles, however, should Cabinet agree the recommendations, full engagement on the proposals will be undertaken with existing teams to ensure that lines of communication between the new function and existing teams are established and roles, responsibilities and accountabilities between the teams are clear. Unison has been briefed on the contents of this report.
- 5.8 A well-defined and agreed Transport Strategy will ensure that travel flows around the borough are safe, efficient, support and enable the sustainable economic development of the Borough.
- 5.9 In developing the strategy, a key focus will be to ensure that the strategy enables travel network users to have real alternate options which supports/develops/contributes to their health and well-being and encourages use of alternate forms of travel, because it is safe or more attractive (time, cost) to do so.

Diversity Impact Assessment

- 5.10 A Diversity Impact Assessment has not been completed for this report. This is because it simply transfers management responsibility for the activity to Economy, Skills and Property Development from Highways and Transport. However, the work undertaken by the Strategic Transport Team will be subject to future DIA's as the Transport Strategy and other strategic business cases are developed.
- 5.11 Existing Highways and Transport proposals are already covered under the umbrella of a DIA covering the Local Transport Plan; this is available from the Service Manager, Transport Planning.

Risk Management

- 5.12 The risk of 'doing nothing' would have a major impact on the future travel flows around the Borough, which in turn is likely to impact the ambition for economic growth, if the Borough is perceived as difficult to navigate on a day to day basis.
- 5.13 The risk of continuing to develop plans within different teams, with a significant level of work out-sourced, does not easily enable a consistent and co-ordinated

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approach to developing the travel network or economic development within the Borough.

- 5.14 The opportunity to design in and promote alternate ways of travel which not only improve travel flows around the borough, but also contribute to improving the health and well-being of our residents may not be maximised without a strategic commissioning led approach.

6. Consultees

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 Appendix 1 – Local Growth Fund Allocations in £m's
- 8.2 Appendix 2 – Swindon's major transport projects – current and developing programme

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Appendix 1 – Local Growth Fund (LGF) Allocations in £m's

Scheme name	Confirmed 2015/16	Provisional 2016/17 – 2020/21	LGF total
	£m's		
Eastern Villages	2.5	46.2	48.7
Sustainable Transport	1.25	2.5	3.75
Rapid Transit		9.9	9.9
Wichelstowe Western Access		22.9	22.9
M4 Junction 15		3.7	3.7
M4 Junction 16		5.92	5.92
Swindon Bus Exchange		3.0	3.0
Total	3.75	94.12	97.87

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Appendix 2 Swindon's Major Transport Projects - Current and Developing Programme#

- the delivery dates shown will vary following co-ordination planning of the works and as detailed implementation programmes develop

Scheme name	Current stage completed	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	Funding source
Local Transport Board Schemes								
M4 Junction 15	1-3	4	5	6	6			Local Transport Board
M4 Junction 16	1-4	5	6	6				Local Transport Board
Great Western Way Schemes								
Bruce Street Bridges	under construction	6						S106
Newcombe Drive	under construction	6						Pinchpoint Funding (DfT)
Transfer Bridges	1-5	6						S106
Meads		1-5	6					S106
North Star/Cockleberry		1-5	6					S106
New Eastern Villages Schemes								
White Hart Junction	1/2	3-4	5	6	6			Local Growth Fund
A420 corridor improvements	1/2	3-5	6					Local Growth Fund
Green Bridge	1/2			3-5	6	6		Local Growth Fund
Southern Connector Road	1/2			3-4	5	6	6	Local Growth Fund
Rapid Transit route	1/2	3-5	3-5	3-5	6			Local Growth Fund
West of A419 mitigation	1/2	6	6			6	6	Local Growth Fund
Park and Ride site	1/2							Developer
Town Centre								
Bridge over railway	1/2	1/2						n/a
Regrade Fleming Way	1/2	1/2						n/a
Bus Exchange	1/2	1/2						n/a
Demolition of closed car parks	6	6	6					SBC
Wichelstowe Schemes								
Access to M4 J16	1/2			3-4	6	6	6	Local Growth Fund

Rapid Transit route	1/2	3-5	6						LGF/S106
Park and Ride site	1/2								n/a
Developments North and West									
Tadpole Farm Rapid Transit	1/2	3-5	3-5	6					LGF/S106
Capacity and Efficiency Schemes									
Intelligent Transport Systems	1/3	1/3							Prioritisation by June 2015
Sustainable Transport Package	1-4	5/6	5/6	6					Local Growth Fund
Cricklade Road corridor		1							Prioritisation by June 2015
Queens Drive corridor		1							Prioritisation by June 2015
Western Corridor		1							Prioritisation by June 2015
North Western Corridor		1							Prioritisation by June 2015
Thamesdown Drive to Barnfield RR	1/2								Awaiting prioritisation

Project Planning Stages

1. Identify aims and objectives
2. Feasibility
3. Option identification and selection
4. Single option development
5. Detailed design
6. Construct and commission

Capacity Building, Community Action and Volunteering

Cabinet

Date: 18th March 2015

Author:	Cabinet Member for Communities and Volunteering Head of Localities, Community Involvement and Volunteering
Wards:	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 This report sets out a more focused and targeted approach to encouraging and supporting community action and changes the way Delivery and Localities teams work in support of Cabinet, Ward Members and communities.
- 1.2 The Council's commitment to working alongside residents and communities is a core part of its Stronger Together vision that underpins its Corporate Strategy, One Swindon, and the Council's Strategic Objectives.

2. Recommendations

Cabinet is recommended to:

- 2.1 Approve the Community Capacity Building Action Plan 2015/2016 as set out in Appendix 1;
- 2.2 Authorise the Head of Localities, Community Involvement and Volunteering, in consultation with relevant Board Directors, to implement the Action Plan;
- 2.3 Endorse the proposed review, and subsequent implementation, by the Head of Localities, Community Involvement and Volunteering of the structure of the Localities Team as set out in paragraphs 3.6 to 3.11;
- 2.4 Authorise the Board Director for Delivery, the Head of Streetsmart, Head of Infrastructure Assets, and Head of Localities, Community Involvement and Volunteering to recruit two additional full time equivalent staff as set out in paragraphs 3.12 to 3.14 of this report.

3. Detail

Why do we need a plan for mobilising community action?

- 3.1 Harnessing the resources and talents of communities has never been more important. The scale of the demographic and financial challenges facing local government is well established, and it is clear the Council cannot continue to provide services to the level it has in the past. We must increasingly look to

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and support individuals and communities to own and resolve the challenges they face and look to themselves and others for the support they need.

- 3.2 Whilst some communities are well resourced, and have the confidence, skills and know-how to self-organise, this is not the case in all communities in the Borough. Significant steps have been taken to support community action since the implementation of the Stronger Together model in 2012 and the challenge now is to target our work with communities to where it generates the greatest benefit, for residents, communities and for the Council.

The proposed action plan

- 3.3 The appendix to this report sets out in an action plan the proposed priorities for capacity building, supporting community action and devolved decision making in 2015/16.
- 3.4 The main focus of the action plan will be targeted community action programmes that aim to improve residents' independence and quality of life and thereby reduce, lessen and delay demand and cost of public services
- 3.5 These programmes are commissioned by the Council and/or its partners, and the impact of this work will be measured through specified outputs and outcomes for each programme. Taken as a whole, these contribute to the £4.2m savings target for Adult Health and Social Care in 2015/16, and help mitigate the £800k annual demand pressure in services to older people.

Resourcing the action plan

- 3.6 To enable the effective delivery of the action plan, there are a number of changes proposed to the allocation of resources that support this work.
- 3.7 Cabinet is invited to note that an underpinning principle of these proposals is that the Localities team resources be targeted through defined programmes that seek to tackle some of the root causes of demand, undertaken in those parts of the Borough where demand on public services is highest.
- 3.8 The working assumption is that Localities team resources will be distributed on an 80/20 basis between defined community programmes and broader Locality support, subject to approval of the additional administrative and technical resources set out in paragraphs 3.13 and 3.14 of this report which relate to the operation of the Highways and Streetsmart aspects of the Locality Fund.
- 3.9 This moves the Localities team resourcing model away from providing one Locality Lead to each of the seven Localities. Subject to consultation as part of the reorganisation that will follow this report, it is proposed that Locality Leads be re-designated as Community Programme Leads and that there be four of those roles, plus a Volunteering Lead going forward, reflecting the key

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priorities in section 1 and 2 of the 2015/16 action plan. The Lead roles will continue to support the seven Localities, albeit on a shared basis, and the final allocation of Leads to Localities, and changes to the wider structure of the team, will be developed as part of the reorganisation work at the next stage. This will enable a more efficient and effective team structure to support the delivery of the proposed action plan appended to this report.

- 3.10 The final staffing model will be developed by the Head of Localities, Community Involvement and Volunteering in consultation with the Cabinet Member for Communities and Volunteering, with Locality Chairs, affected staff and trade unions, following Cabinet approval of this report.
- 3.11 It is anticipated that consultation and appropriate staff appointment arrangements will take place through March and April 2015 and the revised staffing arrangements taking effect as soon as possible from the start of the 2015/16 municipal year.
- 3.12 As well as the above changes to the Localities Team resources, it is also proposed that support for devolved decision-making and locally-based delivery be strengthened by realigning other resources within existing budgets.
- 3.13 Firstly, 1 fte post will be recruited to work with Ward members, Highways, Streetsmart and Locality officers in relation to locality fund projects and how those can best tie-in within scheduled works and maintenance, and community contributions where appropriate. The output of this work will be a report that then goes to public meetings of Locality Panels for discussion and decision making, in accordance with the current legislative framework and the Council's established Locality Fund governance. This post will also support the tracking of projects approved under the Locality Fund, keeping Ward Members informed of progress or advising where the delivery timetable changes. Localities resources will set the dates of the public meetings as part of the annual calendar, and this post will help to support those meetings. It is proposed that this post work as part of the team that supports the member hotline, to ensure that connections are made across the work programmes
- 3.14 Secondly, 1 fte project manager role will be recruited in Highways dedicated to the delivery of Locality Fund projects. This is a technical role, concerned with the design and delivery of the local schemes approved under the Locality Fund.

4. Alternative Options

- 4.1 The actions described in this report are recommended as the most appropriate way of developing and growing the Council's work with residents, making the most of resources across the organisation to take that work

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forward. This has been benchmarked across the sector through research undertaken in late 2014.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The proposals outlined in this report fall within approved Council budgets, enabling savings required in the Revenue Budget.

Legal and Human Rights Implications

- 5.2 Legal and human rights implications were taken into account in preparing this report. It is considered that the report and its implications are consistent with Convention Rights.

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

Diversity Impact Assessment

- 5.3 A Diversity Impact Assessment has not been completed for this report; DIA's will be undertaken as part of the programmes in the action plan as these develop.

Risk Management

- 5.4 There are no specific risks in the content of this report. Risks analyses will be undertaken as part of the programmes identified in the action plan as these develop.

6. Consultees

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 Capacity Building Action Plan 2015/16

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 2015

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Action Plan for Community Capacity Building 2015/16

Community Capacity Building Action Plan 1

Area of Focus	Actions	Outcomes	Measures
To deliver community programmes that support residents to develop their health and resilience	<p>Through commissioned programmes, work with members, residents, council teams and partners to tackle priority issues in local areas. In 2015/16, priority programmes are:</p> <ul style="list-style-type: none"> • Scaling up Circles of Support that works with neighbourhood volunteers to tackle loneliness and isolation • Developing Community Health and Wellbeing, in particular <ul style="list-style-type: none"> • introduce in 2015/16 a Community Navigator linked to every GP surgery in the Borough, who will provide direct support to people with long-term health and social care needs and enable them to access community and voluntary support • To engage 20,000 households in making positive lifestyle choices to support the Borough's travel choices work • Align Sports Participation and Health Improvement projects to support the health of Swindon's residents • Increasing the impact of community contributions in the Town Centre, to complement the integrated services teams • Leading the community engagement and involvement aspects of the planned review of community buildings. 	<p>Communities make strong contributions and increasingly take a lead in addressing local issues</p> <p>Residents report improvements in personal and neighbourhood wellbeing</p> <p>Council teams increasingly understand, develop and use the buildings in communities in tackling these issues</p>	<p>Evaluation of the projects shows they were successful in:</p> <ul style="list-style-type: none"> • Reducing demand • achieving financial savings and avoiding costs • Developing community contributions in providing better outcomes for residents • Developed sustainable models and learning for future projects – community involvement continues and develops a projects mature

Community Capacity Building Action Plan 2

Area of Focus	Actions	Outcomes	Measures
Encourage, focus, and celebrate volunteering	<ul style="list-style-type: none"> Use our status as a “City of Service” to develop the culture of service in the Borough, in partnership with VAS, Volunteer Centre and involve Swindon that: <ul style="list-style-type: none"> Develops our neighbourhood volunteering model, that offers locally relevant and time efficient options for people to participate at local level in contributing to Council priorities Supports volunteers to progress and develop Proactively match strengths with opportunities Develop business and management skills of voluntary and community organisations Maximise potential of employee volunteering 	<p>Development of volunteering management practices that effectively recruit, match and develop neighbourhood volunteers, supported by effective technology</p> <p>A thriving voluntary and community sector is making a strong contribution to the Council’s priorities</p> <p>Development of a culture of service in the Borough, that is tackling the big issues that blight people’s lives and create cost and demand on public services</p>	<p>Evaluation evidence of the impact of volunteers demonstrates a positive impact on Council priorities</p> <p>The impact of reductions in services is mitigated through community contributions to outcomes</p> <p>Feedback from voluntary and community organisations is that they are more confident in their business and management practice</p>

Community Capacity Building Action Plan 3

Area of Focus	Actions	Outcomes	Measures
Strengthen and extend organisational support for in devolved decision making and local delivery	<p>“Mainstream” local delivery, devolved decision making and member support as part of delivery service planning and customer services</p> <ul style="list-style-type: none"> • Implement regular service planning and review meetings with ward members in each Locality in 2015/16 • Align planned works and resident contributions at local level • Continue to develop responsiveness of member hotline as means to resolve local issues as part of the Council’s customer services approach 	<p>Delivery is locally relevant informed by member and resident insight</p> <p>Members and residents receive timely issue resolution and communications</p> <p>Increased resident contributions, aligned to planned works</p> <p>Devolved decisions have greater impact</p>	<p>Member and resident feedback reports satisfaction with issue resolution</p> <p>Members report that they are better informed and able to influence planned works, and can make better decisions about discretionary projects through the Locality fund</p> <p>Residents feedback that they have found input and support of officers and members has helped them become more involved</p> <p>Projects funded by community grants are successful in developing and sustaining community capacity</p>