

Swindon Borough Council

Cabinet

Wednesday, 14 March 2018

Committee Room 6, Civic Offices

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

Conservative Councillors

David Renard (Chair)

Russell Holland

Oliver Donachie

Toby Elliott

Fionuala Foley

Brian Ford

Mary Martin

Cathy Martyn

Garry Perkins

Keith Williams

Committee Officer: Steve Jones (Telephone 01793 463602)

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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 Corporate 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 - 12)

To receive the minutes of the meeting held on 7th February 2018.

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. Exempt Items - Exclusion of Press and Public.

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

Item No.	Paragraph No.
15	3

6. Moredon Recreation Ground - Multi Sports Hub Proposals CDCH, HPA (CM:MM) (Pages 13 - 22)

7. Queens Drive Regeneration CDCH (CM:CM) (Pages 23 - 38)

8. Budget Management Update CDRG (CM:RH) (Pages 39 - 44)

9. Swindon Local Transport Plan CDCH (CM:MM) (Pages 45 - 74)

10. School Admission Arrangements 2019-20 and Education Transport Policy 2019-20 HE (CM:FF) (Pages 75 - 112)

11. Membership of England's Economic Heartland Strategic Transport Forum (CE) (CM:DR) (Pages 113 - 116)

12. References from Other Council Bodies: Health and Wellbeing Board - Swindon Substance Misuse Strategy 2017 to 2022 DPH (CM:CM) (Pages 117 - 120)

13. Amendments to Residents' Parking Schemes CDCH, HHT (CM:OD) **CE; ET; OT** (Pages 121 - 124)

14. Swindon Borough Council (Southern Connector Road, New Eastern Villages) Compulsory Purchase Order 2018 CDRG (CM:TE) (Pages 125 - 134)

15. Capital Monitoring Quarter 3 2017-18 CDRG (CM:RH) (Pages 135 - 148)

Date of Despatch: 13 March 2018

Key:**Officers:**

CE	-	Chief Executive
CDCH	-	Corporate Director Communities and Housing
CDRG	-	Corporate Director Resources and Growth
HE	-	Head of Education
HHT	-	Head of Highways and Transport
DPH	-	Director of Public Health
HPA	-	Head of Property Assets

Wards

CE	-	Central
ET	-	Eastcott
OT	-	Old Town

Cabinet Members Responsible for the Service Area concerned:

DR	-	David Renard	Leader of the Council and Chair of Cabinet
RH	-	Russell Holland	Deputy Leader of the Council, Vice-Chair of Cabinet, Cabinet Member for Finance and Commercialisation
OD		Oliver Donachie	Cabinet Member for the Economy and Skills
TE	-	Toby Elliott	Cabinet Member for Strategic Planning and Sustainability
FF	-	Fionuala Foley	Cabinet Member for Children's Services and School Attainment
BF	-	Brian Ford	Cabinet Member for Adults' Health and Social Care
MM	-	Mary Martin	Cabinet Member for Communities and Place
CM		Cathy Martyn	Cabinet Member for Housing and Public Safety
GP	-	Garry Perkins	Cabinet Member for Regeneration
KW		Keith Williams	Cabinet Member for Corporate Services and Digitalisation

Diversity Impact Assessments

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

Diversity Impact Assessments produced in respect of items to be considered at this meeting can be inspected via the following link:

http://www.swindon.gov.uk/info/20029/people_and_communities/309/diversity_impact_assessments

Public Question Time - Swindon Borough Council remains committed to increasing its accountability to the public and to promoting active citizenship. 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from the public about the work of the Committee (except for confidential matters, and matters relating to planning and licensing applications). We will give priority to those who submit questions in writing at least two days before the meeting. Questions must be

relevant, clear, and concise. You may not use Public Question Time as an opportunity to make speeches or statements.

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://ww5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sch=doc&cat=13338&path=0>) or from the Committee Officer named above.

CABINET

WEDNESDAY, 7 FEBRUARY 2018

PRESENT:- Councillors David Renard (Chair), Oliver Donachie, Toby Elliott, Fionuala Foley, Brian Ford, Mary Martin, Cathy Martyn, Garry Perkins and Keith Williams.

An apology for absence was received from Councillor Russell Holland.

Councillor Emma Bushell attended the meeting in respect of Minute No. 75. Councillor Paul Dixon attended the meeting in respect of Minute No. 78. Councillor Jim Grant attended the meeting in respect of Minute No. 72. Councillor Jane Milner-Barry attended the meeting in respect of Minute No. 78. Councillor Bob Wright attended the meeting in respect of Minute Nos. 75, 77 and 78.

69. Declarations of Interest.

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

Councillor Oliver Donachie made a personal, non-prejudicial declaration of interest in respect of Cabinet's consideration of Agenda Item No. 5 ("Budget 2018/19 and Beyond") on the grounds that he was a Council-appointed director of PPS.

70. Minutes.

Resolved – That the minutes of the meeting held on 6th December 2017 be confirmed and signed as a correct record.

71. Public Question Time.

There were no public questions.

72. Budget 2018/19 and Beyond (Minute for confirmation)

Councillor Russell Holland, the Deputy Leader and Cabinet Member for Finance and Commercialisation, and the Corporate Director for Resources and Growth, submitted a joint report proposing a budget for 2018/19, setting out an indicative budget for 2019/20 and providing the financial context for 2020/21 onwards.

It was noted that, under the Council's Constitution, the Cabinet is required to recommend a budget to Council as part of its formal council tax setting responsibilities.

In the absence of Councillor Holland due to illness, Councillor David Renard, the Leader of the Council, introduced the report, briefly summarising the budget proposals for 2018/19 and indicative proposals for 2019/20, and placing these in the context of the Swindon Programme response to continuing financial challenges for local government and the increasing demand for services.

Following his introduction of the report, Councillor Renard, supported by Councillors Oliver Donachie, Fionuala Foley, Brian Ford and Garry Perkins and the Corporate

Director, Resources and Growth, responded to questions put by Councillor Jim Grant on the following matters:

- a) Pressures on the Adult Social Care budget and the rationale behind the recommendation to Council that the specific adult social care precept should be 2% in 2018/19.
- b) The projected overspend in respect of children's social care in the current financial year due to increased demand, and the feasibility of reintroducing Sure Start and Children's Centres.
- c) The effectiveness of the Council's schools improvement plan and the proposed addition of a School Improvement post to increase capacity of the School improvement team.
- d) The reduced level of income from housebuilding in 2018/19, referred to in Appendix 4 to the report, and recognition that this income would still be realised in future.
- e) The role and function of Forward Swindon Ltd and the possibility of that role and function being brought "in-house".

Resolved – (1) That the following be noted:

- a) The medium term financial context and impact on Swindon of the draft Local Government Finance settlement.
- b) The projected out-turn for 2017/18.
- c) That the Council does not foresee any need to replenish general reserves as part of the 2018/19 budget setting process.
- d) The consultation feedback, summarised in Appendix 3, in relation to the budget proposals.
- e) That the detailed Dedicated Schools budget for 2018/19 has been set within the provisional funding envelope of £176.765m.
- f) That, in line with the requirements of the Local Government Act 2003, the Director of Finance (Section 151 Officer) confirms the robustness of the estimates underlying the recommended Budget and having reviewed the financial risks being faced by the Council concludes that the proposed minimum level of general reserves (£6m) is adequate in the context of the earmarked reserves held, specific contingencies and the proposed budget risk contingency of £2.1m.

(2) That Council be recommended that, subject to any changes resulting from the Government's announcement of the final local government finance settlement for 2018/19:

- a) The 2018/19 Budget be set at £140.224m.
- b) The Council Tax be increased by 4.99%, comprising 2.99% for the basic amount of council tax and a specific adult social care precept of 2%.
- c) It be determined that the proposed increase in the basic amount of Council Tax for 2018/19 is not excessive in accordance with Schedule 5 of the Localism Act 2011 and therefore does not trigger the requirement for a referendum.

(3) That the 2017/18 virements, set out in Appendix 2 to the report, be agreed.

(4) That the council tax exemption scheme for Swindon care leavers under the age of 21, as set out in paragraph 3.12 of the report, be approved.

(5) That the Director of Finance, in consultation with the Cabinet Member for Finance and Commercialisation, be authorised to extend any Exemption or Council Tax Discount for Swindon Care Leavers between the age of 21 and 25, where good reason or hardship is shown.

(6) That the continuation of the scheme for disregarding refugees with permission to remain but no income from the Council Tax calculation of households be approved.

- (7) That the local business rate relief schemes, as set out in paragraphs 3.14 to 3.16 of the report, be approved.
- (8) That the medium term financial strategy, set out in Appendix 6 to the report, be endorsed.
- (9) That the specific reserves held in support of the 2018/19 Revenue Budget, set out in Appendix 5 to the report, and the approach to funding transitional commitments as set out in paragraphs 3.25 to 3.27 of the report, be agreed.
- (10) That the Director of Finance be authorised to balance any changes between the provisional local government finance settlement and the final numbers expected to be released in mid-February by adjusting the budget risk contingency.
- (11) That the Corporate Director, Resources and Growth, be authorised to appoint PPS, under the Teckal exemption in Regulation 12 Public Contract Regulations 2015, to carry out the relevant technical work, including planning applications, and grid connection applications, and to advise on transaction structure, marketing and consideration of bids for the proposed Mannington battery storage project on the basis set out in paragraphs 3.35 to 3.42 of the report and other such future schemes to be offered to the market for renewable energy strategy delivery, solar development, storage, heat and transport on Council owned land.

73. Capital Programme 2018-19 (Minute for confirmation)

Councillor Russell Holland, the Deputy Leader and Cabinet Member for Finance and Commercialisation, and the Corporate Director for Resources and Growth, submitted a joint report on new Capital Programme requirements for the 2018/19 Financial Year.

In the absence of Councillor Holland due to illness, Councillor David Renard, the Leader of the Council, introduced the report, which, as with the previous report, included proposals for 2018/19 and indicative proposals for 2019/20.

Resolved – That Council be recommended to approve:

- a) The distribution of the Devolved Formula Capital Grant once it has been received from Government, as detailed in paragraph 3.13 of the report.
- b) A budget of £2.582m for the schemes referred to in paragraphs 3.3 to 3.13 of the report and detailed in Appendix 1 to the report.
- c) A total budget of £4.429m for the 2018/19 local priority Highways and Transport schemes, referred to in paragraphs 3.14 to 3.187 of the report and detailed at Appendix 2 to the report.
- d) A total budget of £3.493m for 2018/19 for Corporate & Property schemes as referred to in paragraphs 3.19 to 3.20 of the report and detailed at Appendix 3 to the report.
- e) A total budget requirement of £1.427m for Children's & Older Peoples proposals as referred to in paragraph 3.21 to 3.22 of the report and detailed at Appendix 4 to the report.
- f) The use of CIL receipts as detailed in paragraph 3.23 of the report to support the existing capital programme of works at Junction 16.

74. Treasury Strategy Statement 2018/19 (Minute for confirmation)

Councillor Russell Holland, the Deputy Leader and Cabinet Member for Finance and Commercialisation, and the Corporate Director for Resources and Growth, submitted a joint report on the Treasury Management Strategy for 2018/19, including Prudential Indicators up to 2020/21, the Annual Investment Strategy, and the Minimum Revenue Provision Policy Statement.

Resolved – That Council be recommended to approve the Treasury Management Strategy, Minimum Revenue Provision Policy and Prudential Indicators, as set out in Appendix 1 to the report.

75. Housing Revenue Account (HRA) - Rents and Charges 2018/19 (Minute for confirmation)

Councillor Cathy Martyn, the Cabinet Member for Housing and Public Safety, and the Acting Corporate Director, Communities and Housing, submitted a joint report presenting to Cabinet the proposed rents, service charges, support charges for 2018/19 and proposed Housing Revenue Account (HRA) budget for 2018/19.

Councillor Martyn and the Acting Corporate Director, Communities and Housing responded to questions put by Councillors Emma Bushell, Oliver Donachie and Bob Wright on the following matters:

- a) The periods of occupancy permissible for users of the use of the Hay Lane and Chiseldon Traveller and Gypsy sites.
- b) The numbers of new social and affordable houses built by all providers in the current financial year.
- c) The Swindon Joint Strategic Needs assessment of the number of new affordable homes required each year to meet demand and the likelihood that this target will be met in the current year through the Council's Affordable Housing Development Programme and other affordable housing provision.
- d) The detail of any representations to be made by the Council to the Housing Minister regarding the removal of the HRA borrowing cap.
- e) The number of non-traditional (BISF) properties that might not be included in the intended home insulation programme due to the re-prioritisation of funding toward fire safety improvements in high rise blocks.
- f) The impact on some tenants of increased heating charges applicable for the David Murray John building.

Resolved – (1) That Council be recommended that:

- a) The proposed average rent for Housing Revenue Account (HRA) dwellings for 2018/19 of £79.63 per week (52 week basis), which is a decrease of 1.0%, be approved. This will be an average decrease of £0.80 per week (52 week basis). The range of decreases is shown in paragraph 3.9 of the report.
- b) The Acting Corporate Board Director, Communities and Housing, 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 £200k in 2018/19, as detailed at paragraph 3.25 of the report.
- c) The housing related support charges for 2018/19 and service charges for 2018/19, as outlined in Appendix 2 of the report, be approved.
- d) Leaseholder service charges are set for 2018/19 as shown in Appendix 3, to the report.
- e) Based on the proposals set out within this report, the Housing Revenue Account (HRA) proposed budget 2018/19, shown in Appendix 4 to the report, be approved and that the HRA Capital Budget and Funding be approved as shown in Appendix 5 to the report.
- f) The draft 3 year capital projects and planned maintenance programme be approved at an indicative funding level of £15.5m (2017/18 prices) for

2018/19 (Appendix 6 to the report refers).

- g) Rents charged on General Fund properties are reduced in line with Government guidance on Housing Revenue Account rents by 1% for 2018/19. Service charges for General Fund properties, as shown in Appendix 7 to the report, are approved.
- h) Rents charged for plots at the Hay Lane Traveller and Gypsy Site are increased by £2.57 per week (5.0%) to £53.83 per week (52 week basis) in line with Council policy of fees and charges, and the rents for workpens, as shown in Appendix 7 to the report, are approved.
- i) The charges for Private Sector Leased (PSL) accommodation for those accepted as homeless outlined in Appendix 7 to the report are approved.
- j) Any underspend or overspend on the 2017/18 Housing Revenue Account be managed through the general revenue reserves.

(2) That written responses be provided to Councillor Emma Bushell in respect of her questions regarding:

- a) The numbers of new social and affordable houses built by all providers in the current financial year.
- b) The Swindon Joint Strategic Needs assessment of the number of new affordable homes required each year to meet demand and the likelihood that this target will be met in the current year through the Council's Affordable Housing Development Programme and other affordable housing provision.
- c) The detail of any representations to be made by the Council to the Housing Minister regarding the removal of the HRA borrowing cap and the negotiation of the Housing debt settlement.

76. Pay Policy Statement 2018 / 2019 (Minute for confirmation)

Councillor Keith Williams, the Cabinet Member for Corporate Services and Digitalisation, and the Director of Human Resources & Organisational Development, submitted a joint report setting out the Council's Pay Policy Statement for 2018/2019.

It was noted that the Localism Act 2011 requires local authorities to agree and publish a Pay Policy Statement by 1st April each year.

Resolved – That the Council be recommended that the Council's proposed Pay Policy Statement for 2018/2019, as set out in Appendix 1 to the report, be approved.

(2) That, subject to (1) above, the Director of Human Resources & Organisational Development be authorised to update the salary information on 1st April 2018 prior to publication.

77. Creation of a Swindon Music Trust

Councillor Fionuala Foley, the Cabinet Member for Children's Services and School Attainment, and the Head of Education, submitted a joint report seeking Cabinet's approval to create an independent charity to run Swindon Music Service (SMS). It was noted that transferring this service from the council to an independent entity would provide protection to the council in terms of liability and would also secure the future of the Music Service.

Councillor Foley introduced the report, providing some background to the proposal and explaining how, in moving forward, it would help the Music Service in meeting

its future service ambitions by facilitating access to additional funding sources not currently available to the service as a part of the Council.

Following her introduction of the report, Councillor Foley responded to questions put by Councillor Bob Wright on the following matters:

- a) The effectiveness of the investment in the Platform in supporting youth service provision generally.
- b) The occupancy and long-term future for the building in the light of suggestions of under-occupancy of the building.
- c) The status of the Music Service, whether this would be a commissioned or “stand alone” service receiving income from its clients.

Resolved – (1) That it be agreed that the Swindon Music Service becomes an independent charity by September 2018 or as soon as is practicable thereafter.

(2) That the Director of Children’s Services and the Head of Education, in consultation with the Director of Law and Democratic Services and the Cabinet Member for Children Services and School Attainment, be authorised to take such steps as are required to create the charity.

(3) That, subject to (1) and (2) above, the Head of Property Assets, in consultation with the Director of Law and Democratic Services, the Cabinet Member for Economy and Skills and the Cabinet Member for Children’s Services and School Attainment, be authorised to negotiate an initial 2-year lease of The Platform to help the new charity establish itself. Swindon Borough Council (SBC) to review and define its property with a report to come back to Cabinet in the spring of 2020.

(4) That, subject to (1) and (2) above, Swindon Music Service to be authorised to carry over into the new financial year, a sum of money (no more than £15k) from its earned income towards the legal costs of establishing the new charity.

78. Air Quality Management Area Declaration

Councillor Cathy Martyn, the Cabinet Member for Housing and Public Safety, and the Director of Public Health submitted a joint report asking Cabinet to declare an Air Quality Management Area (AQMA) within the Borough of Swindon by way of an Air Quality Management Area Order. It was noted that, following a review and assessment of air quality within the Borough of Swindon, the Department for Environment, Food and Rural Affairs (DEFRA) objectives for Air Quality, with specific respect to Nitrogen Oxides (NOx), are not being achieved in the Kingshill area. It was further noted that, by virtue of Section 83, Environment Act 1995, the Council is obliged to declare an Air Quality Management Areas (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives. The report’s recommendations would initiate the process of responding to the issues that will result from the declaration of an AQMA.

Councillor Martyn responded to questions put by Councillors Paul Dixon, Oliver Donachie, Jane Milner-Barry and Bob Wright on the following matters:

- a) The need for a holistic approach to resolving the air quality problems in the area, the role of the proposed steering group and engagement with councillors and residents’ groups.
- b) The historic monitoring of air quality in this area and the timing of this intervention.
- c) The Council’s responsibilities to monitor particulate levels.
- d) The precise area covered by the draft order appended to the report.

- e) The apparent ineffectiveness of works undertaken previously to mitigate the air quality problems in this area, including the opening up of Redpost Drive in order to alleviate traffic on Kingshill.
- f) The availability of traffic volumes comparison data for the area.
- g) The margin of error recognised within the air quality monitoring information supporting the determination of a “likely breach”.

Resolved – (1) That the Director of Law and Democratic Services, in consultation with the Director of Public Health, be authorised to make the Air Quality Management Area Order, under the Environment Act 1995 Part IV Section 83(1), as set out in Appendix A to the report.

(2) That the Director of Public Health, in consultation with the Cabinet Member for Housing and Public Safety, be authorised to establish an Air Quality Steering Group and develop an Air Quality Action Plan in accordance with DEFRA’s 2016 Policy Guidance (PG16) – Local Air Quality Management.

(3) That written answers be provided to Councillors Jane Milner-Barry and Bob Wright in response to their questions regarding:

- a) The Council’s responsibilities to monitor the level of particulates in this area.
- b) The availability of traffic volumes comparison data for the area.

79. Swindon Borough Playing Pitch Strategy

Councillors Toby Elliott, the Cabinet Member for Strategic Planning and Sustainability, and Mary Martin, the Cabinet Member for Communities and Place, and the Acting Director for Communities and Housing, submitted a joint report seeking approval for the adoption of the Swindon Borough Playing Pitch Strategy (SPPS), as part of the evidence base to inform future planning policy (including the Local Plan Review), and to assist as a material consideration in the determination of planning applications where appropriate. Paragraph 73 of the National Planning Policy Framework (NPPF) requires the Council to base Local Plan policies on robust and up-to-date assessments of the needs and opportunities for open space and recreation and it was noted that the Local Plan Review is at an early stage and the SPPS will be used to inform it. It was also noted that the strategy will directly support the implementation of the adopted Local Plan policies ensuring that appropriate protection is given to existing playing pitches, and new and improved pitches and facilities can be secured through the planning process.

Councillors Elliott and Martin, with the Deputy Monitoring Officer, responded to questions put by Councillor Bob Wright regarding (i) the suggestion that a particular playing field site might be suitable for conversion for 3G pitches, (ii) the possible sacrifice of existing cricket facilities at the particular site to accommodate such 3G pitch provision, and (iii) the statutory planning application process and future playing field provision at the site.

Resolved – (1) That the Swindon Borough SPPS and Assessment Report, be approved and published in accordance with the arrangements set out in paragraph 3.22 of the report.

(2) That the SPPS Steering Group, comprising of Council Officers, representatives from the sport’s National Governing Bodies, Sport England and local league representatives for the grass sports, be authorised to oversee implementation of the Strategy.

(3) That the Head of Planning, Regulatory Services and Heritage and the Director of Law and Democratic Services be authorised to undertake further work to support implementation of the SPPS and make any minor changes, in consultation with the

Cabinet Member for Strategic Planning and Sustainability and the Cabinet Member for Communities and Place prior to publication.

(4) That the Head of Planning, Regulatory Services and Heritage be authorised to carry out any consultation that may be required for a future review of the SPPS and bring a report in respect of the review to Cabinet for consideration.

80. Special Educational Needs and Disability (SEND) Capital Investment Strategy

Councillor Fionuala Foley, the Cabinet Member for Children Service's and School Attainment, the Corporate Director Children's Services, and the Head of Education submitted a joint report setting out the strategy for the allocation of capital funding specifically for provision that serves children with Special Educational Needs and Disability in Swindon. It was noted that this report was necessary to approve the investment strategy following consultation in order to comply with the Department for Education requirements to access the first tranche of funding on the 1st April 2018.

Councillor Foley introduced the report, drawing Members' particular attention to the changes that had been made in response to issues raised in the consultation.

Resolved – (1) That the analysis of the consultation attached at Appendix 2 to the report, be noted.

(2) That the Special Educational Needs and Disability Capital Investment Strategy attached at Appendix 1 to the report, be approved.

(3) That the Head of Education, in consultation with the Cabinet Member for Children's Services and School Attainment, be authorised to implement the actions in the Capital Investment Strategy.

81. Superfast Broadband Extension Programme

Councillor Toby Elliott, the Cabinet Member for Strategic Planning and Sustainability, and the Corporate Director, Resources and Growth, submitted a joint report informing Cabinet about the work being undertaken to provide superfast broadband to rural parts of the Borough and to update Cabinet on securing ultrafast broadband to support the local economy.

It was noted that the report was a response to Council's resolution of 13th July 2017, set out in paragraph 3.3 of the report, and also provided an opportunity to report progress towards achieving part of the Council's Vision, Priorities, and pledges.

Resolved – (1) That the report and the progress being made towards achieving the Vision Pledge be noted.

(2) That the Corporate Director, Resources and Growth, in consultation with the Cabinet Member for Strategic Planning and Sustainability be authorised to:

- a) facilitate the deployment of the 20th base station to complete the coverage of the 4GLTE network
- b) issue a letter of variation to BDUK that will encompass the contract change concerning the reduction in the number of base stations to be used in North Swindon and the associated reduction in the value of the contract

(3) That the Cabinet Member for Strategic Planning and Sustainability be authorised to inform Council about the response to its resolution as soon as is practicable.

Moredon Recreation Ground – Multi Sports Hub Proposals

Cabinet

Date: 14th March 2018

Author: Cabinet Member for Communities and Place
Corporate Director Resources and Growth / Head of Property Assets

Wards: Rodbourne Cheney

Parishes Affected: Central Swindon North

1. Purpose and Reasons

- 1.1 This report seeks Cabinet approval to create a multi sports hub, ancillary retail, community related facilities, associated car parking and enabling residential development at the Moredon Recreation Ground, Swindon.
- 1.2 If Cabinet chooses to proceed, there is an opportunity for the Council to work with third parties to manage and maintain the multi sports hub, community related facilities and associated car parking as well as ring-fence any capital receipt from the disposal of the enabling residential land.
- 1.3 This proposal links to the Vision for Swindon Priority Three: to “ensure clean and safe streets and improve our public spaces and local culture.” Working with community groups and promoting high quality facilities for sports, leisure, and cultural activities across the town aids the health and welfare agenda. The sale of the enabling residential development land would offer opportunities to benefit the Swindon economy creating employment during construction and new homes for residents.

2. Recommendations

Cabinet is recommended to:

- 2.1 Authorise the Head of Planning, Regulatory Services and Heritage and the Head of Property Assets to provide resources, to assist in the design and development of the multi sports hub, ancillary retail, community related facilities, associated car parking and enabling residential development ('the Development') at the Moredon Recreation Ground Swindon.
- 2.2 Authorise the Head of Property Assets to apply for planning consents for the proposed multi sports hub, ancillary retail, community related facilities, associated car parking and enabling residential development ('the Development') at the Moredon Recreation Ground Swindon.
- 2.3 Authorise the Head of Property Assets in consultation with the Director of Law and Democratic Services and the Cabinet Member of Communities and Place to identify potential occupiers and operators and to agree the terms for leasehold land transfers of the whole or part of the proposed sporting hub to third parties in exchange for taking responsibility for future management and maintenance and

Further information on the subject of this report can be obtained from Kathy Sherratt, Direct Dial Telephone Number 07789651922, ksherratt@swindon.gov.uk.

Moredon Recreation Ground – Multi Sports Hub Proposals

Cabinet

Date: 14th March 2018

on such other terms and conditions that are considered appropriate in order to protect the Council's interests.

- 2.4 Authorise the Head of Property Assets to arrange for the enabling residential development land to be sold on the open market, conditional on the grant of full planning permission for development, on such detailed terms and conditions as are agreed with the Director of Law and Democratic Services in order to protect the Council's interests.
- 2.5 Authorise the Head of Property Assets in consultation with the Director of Finance to agree all necessary documentation to support grant-funding bids for the proposed sporting hub at the Moredon Recreation Ground Swindon on such terms and conditions as are necessary to protect the Council's interests.
- 2.6 Authorise the Director of Finance to ring-fence any capital receipt from the disposal of any enabling residential development land to fund the proposed sports hub with community related facilities and associated car parking at the Moredon Recreation Ground Swindon.
- 2.7 Approve a budget of up to £290K funded from section 106 Planning Agreement income to meet the costs of working up and submitting a planning application for delivery of the multi sports hub, ancillary retail, community related facilities, associated car parking and enabling residential development ('the Development') at the Moredon Recreation Ground Swindon.

3. Detail

- 3.1 Moredon Recreation Ground Swindon outlined in red on the plan attached as Appendix 1 ('the Grounds') is a Council owned asset providing 4 adult football pitches, 2 cricket wickets, croquet, a model car club as well as informal open space and recreation. A sports pavilion and changing rooms serves the facilities but is in need of major refurbishment or replacement. There is also a par 3 golf course on part of the site, the use of which was suspended in 2014, as it was no longer economically viable. The 3 par golf course was excluded from the leisure and golf facilities portfolio transferred to third parties as part of the Leisure and Culture Commissioning change programme in 2014 (Cabinet Minute 5(6), 2014/15 refers).
- 3.2 In accordance with the Cabinet Minute 5(5) 2014/15, the Council has sought options for other recreational uses for the Grounds with a focus on its long-term use and sustainability.
- 3.3 Officers have been working with a range of users to consider suitable activities and the utility and social potential of the Grounds. Initial discussions with key sports governing bodies, which include but is not limited to, Wiltshire and Swindon Sports Partnership, Swindon Sport Forum, Bicycle User Groups and the Croquet Club indicate strong support for the development of a multi sports hub at

Further information on the subject of this report can be obtained from Kathy Sherratt, Direct Dial Telephone Number 07789651922, ksherratt@swindon.gov.uk.

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the Grounds. Sport England, British Cycling and the Football Foundation have also indicated a willingness to offer grant funding to offset the cost of new changing rooms and a pavilion, a proposed cycling closed road circuit and a third generation ('3G') artificial grass pitch ('AGP'), subject to a formal application process.

- 3.4 The proposed sporting uses of the Grounds shown on the plan attached as Appendix 1 and the potential users include:
- 3.4.1 Cricket – retention of two artificial cricket wickets to facilitate existing and expanded use via the mid-week league and other grass roots forms of the game such as the 'Last Man Standing' league.
 - 3.4.2 Croquet - enabled expansion of the existing club from three lawns to six to cater for an expanding membership and allowing regional level competition.
 - 3.4.3 Cycling – construction of a cycling closed road circuit of between 1 - 1.5km with street lighting. This would be a sub-regional facility enable both competition and community use throughout the year. The proposed circuit would incorporate the existing on site haul road as a warm up area and could also be utilised for cycle proficiency training.
 - 3.4.4 Cyclo cross – centred on the former golf course area north of the river. While there would be a couple of permanent features this is largely event based demountable circuit so does not preclude the use of the land north of the river as informal public open space. Regional and European level events have already been successfully held here.
 - 3.4.5 BMX Pump Track, Cycle Speedway and Skatepark – community facility particularly aimed at younger riders
 - 3.4.6 Football – retain and enhance the quality of 4 natural turf pitches for competition use via the Swindon Saturday and Sunday leagues
 - 3.4.7 Football – construction of a Football Association approved full size 3G AGP primarily for training and community use
- 3.5 The proposed cricket and football uses are supported by the Swindon Borough Playing Pitch Strategy 2016-21 adopted at the 7 February 2018 Cabinet Meeting (agenda item 12).
- 3.6 The mixed use enabling development identified on the plan attached as Appendix 1 will comprise a proposed replacement changing room and pavilion and sports related ancillary retail along with additional car parking. In order to comply with Local Plan any ancillary sports related retail development of over 600m² would require a retail impact assessment.
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- 3.7 The proposal multi sports hub would offer an increase in the open space available for informal recreational use as the former golf course would no longer be fenced from public access. It would also become more accessible via an enhanced link with the off road footpath/cycle route to Shaw Forest Park and the Western Flyer being enabled via a separate Great Western Community Forest-led project. Linkages along the green corridor to the east would also be maintained.
- 3.8 Initial feasibility work has been undertaken to assess the likely cost of the Development and to test the willingness of stakeholders to provide grants and operate the facilities once completed. The identified costs and funding streams to undertake the Development are identified in 5.2 below. Soft market testing has already identified a willingness of third parties to take on the future management / ownership of various parts of the Grounds via leasehold interests for their individual sports and Officers would secure a commitment from third parties prior to the Development commencing.
- 3.9 Recent investigations and surveys on topography, utility supplies, archaeology and ecology/protected species indicate that the Development outlined on the plan attached as Appendix 1 is possible subject to planning permission for the same being secured.
- 3.10 Approximately 6.5 acres of enabling residential development land is proposed within the Grounds. The Local Plan allows for the loss of open space where the proposed development provides community benefit, which outweighs any loss when assessed against the Open Space Appraisal and Assessment. Any capital receipt from the sale of this residential development land on the open market would need to be ring-fenced for the funding of the improvements proposed to the Grounds.
- 3.11 To maximise the disposal value of the enabling residential development land and to ensure that a high quality development is achieved the Head of Planning, Regulatory Services and Heritage would prepare and consult upon a Planning Development Brief ('the Brief'). This enabling residential development land would then only be offered to the open market for sale if the Brief has been approved by the Council's Planning Committee. The Brief would be used to ensure that potential bidders have full information on the form, type and design expectations of development that is acceptable in planning terms and to secure the maximum capital receipt from an appropriate scheme.
- 3.12 It is anticipated that a planning application for the proposed multi sports hub, ancillary retail, community related facilities and associated car parking and the adoption of the Brief could be submitted during 2018. Agreements with third party operators and grant funding applications would be considered in tandem. It is unlikely that any final award of grant funding would be secured until planning consents have been obtained due to their legal constraints. If necessary, it is

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proposed that the Development would be phased to link with match funding timetables.

3.13 The next steps would be to:

3.13.1 Undertake further informal consultations with residents and other stakeholders on the detailed master plan attached as Appendix 1 and make any required amendments.

3.13.2 Prepare and submit the planning application for the multi sports hub and the Brief for the enabling residential development, having commissioned the necessary supporting studies to include: transport, drainage, flood risk, ecology, archaeology, and noise assessments; ground investigations and any other identified requirements.

3.13.3 Negotiate and complete all necessary legal documentation with future operators of the whole or parts of the multi-sports hub and submit any grant applications.

3.13.4 Market and agree the terms for the sale of the enabling residential land on the open market.

3.13.5 Market and agree the terms for the disposal of any ancillary sports related retail facilities on the open market.

3.13.6 Procure and construct the new sports hub in accordance with the Councils adopted procedures and the planning consent (if granted).

3.14 This proposal would involve the displacement of the existing model car club who are currently located on the Grounds, as the land upon which they operate from would be needed for the Development. Officers have met with the model car club and have offered them assistance in identifying a suitable alternative location, as far as they are able, although no guarantees can be offered that this can be secured.

Local Consultation

3.15 A draft master plan for the Development was shared at a public meeting held in Western Community Centre, Swindon on 20th March 2017 hosted by the Ward Members and the Opposition Spokesperson for Resources. At this meeting there were approximately 60 members of the public in attendance and there was an overwhelming agreement in the room of support for the Development. Concerns only being raised about the need to retain full permeability of the Grounds for residents; to provide adequate car parking; the need to prevent site damage to the Grounds from any cyclo-cross events and to protect the Grounds from access by motorcross bikes.

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- 3.16 The Parish Council has indicated its support for the Development at a meeting on 28th February 2017.
- 3.17 The Grounds are adjacent to the Nova Hreod Academy and the school has indicated that they may be interested in expanding their extracurricular activities to include the uses (particularly cycling) that would be offered within the Development.

4. Alternative Options

- 4.1 The Grounds could continue to support recreational use in its current form being maintained by the Central Swindon North Parish Council under the agreed maintenance deed. However under this option the opportunity for the Council to directly enable the improved facilities may be lost.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 Section 106 Planning Agreement income amounting to c£290K is available for leisure and recreation projects in this location and is proposed to be utilised to fund delivery of the Multi Sports Hub proposals including the planning application for the Development and the Brief.
- 5.2 It is anticipated that the Development may cost in the region of £3.65M of which c £750K would be sought from grant funding and c £3.25M of capital receipts from the sale of the enabling residential development land. Indicative Development costs have been secured from national governing body framework agreements; Sport England facility cost guidance and officers' experience of commissioning similar elements of the proposed build.
- 5.3 As the enabling residential development land can only be progressed if it is associated with the improvements to the proposed Grounds in accordance with the Local Plan then this capital receipt would not be available to spend on alternative projects if this proposal does not proceed.
- 5.4 Currently the costs of maintaining the StreetSmart activities at the Grounds is funded from revenue income received from Central Swindon North Parish Council and booking of the football pitches. The revenue cost of running and maintaining these new facilities once completed has been considered as part of the initial feasibility and is considered to be viable and sustainable. However the Development would not be progressed unless and until suitable third parties have committed to take over the management and maintenance of the Grounds in whole or parts in order to ensure there is no revenue implications to the Council.
- 5.5 Procurement of the Development would be undertaken in accordance with approved protocols.

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Legal and Human Rights Implications

- 5.6 All legal documentation will be issued will by the Director of Law and Democratic Services in consultation with the Head of Property Assets and the Head of Planning, Regulatory Services and Heritage in order to protect the Councils interests.
- 5.7 It is possible that the Council may be required to permit legal charges to be placed on the land ownership title in order to secure the necessary grant funding.
- 5.8 There are no known human rights implications and it is believed the recommendations are compatible with Convention rights

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

- 5.9 Council staff currently manage the StreetSmart activities at the Grounds under a service level agreement with the Central Swindon North Parish Council. Any implications to this will be considered as part of the project delivery and there is no immediate change proposed to the staffing arrangements. There is the potential for this project to increase sport and leisure patronage in the Borough by improving facilities to aid the Councils health and wellbeing agenda. Increased use and presence of organised activities at the Grounds could result in a reduction in crime and disorder in the immediate area.

Diversity Impact Assessment

- 5.10 A Diversity Impact Assessment (DIA) has been completed. No adverse or other significant issues were found. A copy of the DIA can be obtained from the report author.

Risk Management

- 5.11 There is a risk that the necessary planning consents and other match funding grants are not secured for the Development and/or that no suitable operators/occupiers are prepared to accept the responsibility for the completed Development. Soft market testing and engagement with grant funding bodies has been undertaken indicating full support for these proposals and in any event to mitigate against this risk the Development will not proceed until there is formal legal and binding commitment from suitable operators.
- 5.12 The identified s106 monies is available to spend on this proposal, however there is a risk that this may be lost if the Development does not proceed for any reason.
- 5.13 The market value of the enabling development has only been assessed in principle at this time and its delivery is still subject to the successful adoption of

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Moredon Recreation Ground – Multi Sports Hub Proposals

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the Brief; ground condition and other relevant surveys and assessments and the market conditions prevailing at the time of sale.

6. Consultees

- 6.1 The Director of Finance (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.
- 6.2 Rodbourne Cheney Ward Members
- 6.3 Central Swindon North Parish Council
- 6.4 Nova Hreod Academy School

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 Appendix 1 – Plan

9. Key Decision/Decision in Cabinet Work Programme

- 9.1 This is not a Key Decision

IMPORTANT: DO NOT ATTEMPT TO SCALE FROM DRAWINGS, USE PROVIDED MEASUREMENTS ONLY

Appendix I, The Grounds

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Queens Drive Regeneration

Cabinet

Date: 14th March 2018

Author: Cabinet Member for Housing and Public Safety
Head of Housing

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 This report sets out the detail of the Queens Drive regeneration project to provide a new build development 99 flats and 50 houses, for affordable housing and seeks Cabinet's approval to proceed.
- 1.2 The regeneration of Queens Drive is a large project that would require the demolition of outdated accommodation in order to make the site available for construction work.
- 1.3 The recommendations contribute to Pledge 7 of the Council's Vision: to build new affordable homes and Pledge 9 to develop brownfield sites as they become available.

2. Recommendations

Cabinet is recommended to:

- 2.1 Authorise the Head of Housing to proceed with:
 - 2.1.1 The demolition of properties alongside Queens Drive, at George Gay Gardens and the T-blocks to the south of Wolsely Avenue.
 - 2.1.2 The construction of new 99 flats and 50 houses on that site,
- 2.2 Authorise the Head of Housing in consultation with the Cabinet Member for Housing and Public Safety, to determine the tenure mix authorised in recommendation 2.1.2
- 2.3 Authorise the Head of Highways and Transport to progress the proposed stopping up of the public highways across the Queens Drive site to enable the scheme to proceed.

3. Detail

- 3.1 The Council has an active affordable council housing development programme in place, which has completed three developments, 48 homes at Sussex Place, 14 at Townsend House and three at Brookfield. In addition, five developments are currently under construction, Cranmore Avenue 14 homes, Royal British Legion 14 homes, Hawthorns 24 homes, Linden Avenue five homes, and Bembridge

Further information on the subject of this report can be obtained from Michael Ash, 01793 464377, mash@swindon.gov.uk.

Queens Drive Regeneration

Cabinet

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Close six homes. Further sites are planned for development, including 8 at Ventnor Close and 13 at Penhill United Reform Church.

- 3.2 As part of its Vision, the Council has pledged to build 266 affordable homes. With 65 delivered, 63 being constructed and 21 being planned, this Queens Drive scheme would contribute towards meeting this pledge.
- 3.3 Authority to proceed with plans for Queens Drive was given by Cabinet in December 2016 (Cabinet Minute 68, 2016/17 refers). The latest design is for 149 properties, with 99 flats and 50 houses. The site is shown in full in the map at Appendix One.
- 3.4 A consultation on the design was held in January 2018 for the neighbouring community. Concerns were raised about retention of existing trees, parking and congestion. Comments have been fed back to the architect for consideration in future plans. Overall, the community members spoken to were supportive of the regeneration scheme proposals. Ward Members have been kept fully informed of the proposals.
- 3.5 Costs for the new design have been estimated by both Willmott Dixon (under the SCAPE contract arrangements) and checked by our in house Design Team. These are based on a fixed price construction contract. The cost appraisal was checked by 2 SBC Quantity Surveyors, and the cost appraisal by in-house staff was broadly similar. Willmott Dixon have carried out surveys on the site to inform groundwork and utility costs.
- 3.6 The total estimated cost is £30.5m. £21m of this is construction cost, including a contingency for the contractor. The remainder is made up of decant costs, demolition cost and a HRA client contingency of £3.2m (15%), this is in addition to £750k of construction contingency. The costs include a provision of £2m to cover inflation (RPI 2.5%).
- 3.7 Tenure options are set out in Appendix 2 and these demonstrate the financial sensitivities over a 30 year business plan for each scenario. The final tenure mix will be dependent on actual build costs and the amount of grant available from Homes England.

Stopping Up of the Public Highways

- 3.8 The existing public road and path network through the area to be re-developed has evolved over time as the current properties and layout have been built. Although those routes generally serve the current requirements of the area they will not be relevant and cannot be preserved within the proposed scheme.
- 3.9 To enable the proposed redevelopment to happen the public highway rights over the existing roads and paths within the development area will need to be extinguished, or stopped up, under section 116 Highways Act 1980. It is

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Queens Drive Regeneration

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therefore proposed to apply to the Magistrates' Court for a stopping up order as the current highways will be unnecessary in the proposed scheme. The costs associated with that order, approximately £7,500, will be met from the project budget.

- 3.10 The new roads and paths through the development will be built to the necessary standards for them to become public highways. Once the development has been completed, either in stages or as a whole, the new roads and paths will become public highways maintained by the Council.

4. Alternative Options

- 4.1 Cabinet has already agreed to the principal of redeveloping this site, mindful that the existing accommodation is no longer fit for purpose. In advance of agreeing the replacement properties to be constructed on site, Housing officers have facilitated moves for the current tenants. The flats in the "T" blocks are currently let as temporary homeless accommodation to reduce the impact of homelessness costs on the General Fund.
- 4.2 Should it be decided to not go ahead with this project the current flats could be re-let to either the housing waiting list or continue to be used as temporary homeless accommodation. The Sheltered Housing site is currently in the process of being demolished and therefore a smaller scale solution would be required for this site. This has some reputational risk, since the Council has compensated tenants in accordance with its statutory obligations.
- 4.3 Alternatively, a different solution could be found in the foreseeable future, it is unlikely that any private developer would be interested in the commercial opportunity to develop housing on the site given the property values in the area compared to build costs.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The financial and procurement implications are covered in full in the business case at Appendix 2. This illustrates that only the No Conversion and Social rent options do not repay the debt within 30 years, and the number of conversions change based on the scenario chosen.
- 5.2 Appendix 2 also includes the impact of different grants being received and also the impact of costs either increasing or decreasing during the course of the construction. In each of these scenarios the number of conversions is changed to enable the project to achieve a balanced position at the end of 30 years.

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Queens Drive Regeneration

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Date: 14th March 2018

- 5.3 The project is estimated to cost £30.5 million, which will be funded from grant from Homes England, and borrowing within the Housing Revenue Account against future rent revenue.
- 5.4 The intention is for the project to be procured via the SCAPE Framework. Scape is the framework used at Sussex Place, and provides a framework for the Council to manage the project on the basis of time, quality, cost and community benefit.

Legal and Human Rights Implications

- 5.5 There are legal implications and human rights implications due to the Council requiring residents to vacate residential properties. Tenants are entitled to compensation for the loss of their homes, which has been included in the Council's costs for the project. There are 2 leaseholders, which if a sale price cannot be agreed would need to be compulsorily purchased. This work would be done by the Council's Legal Department and all relevant legislation will be complied with.
- 5.6 Once the design and construction phase of the project begins, the Construction and Design and Management Regulations 2017 will apply. The Design and Architecture Team will manage this.

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

- 5.7 There are no staff, health, rural, or crime and disorder implications. The replacement of outdated housing with modern, efficient homes means that the new homes are more sustainable.

Diversity and Impact Assessment

- 5.8 A Diversity Impact Assessment of the development programme has been carried out and no adverse impacts were identified.

Risk Management

- 5.9 An appropriate risk register would be compiled, maintained, and reviewed as part of the ongoing delivery of this project.

6. Consultees

- 6.1 The Director of Finance (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

Further information on the subject of this report can be obtained from Michael Ash, 01793 464377, mash@swindon.gov.uk.

Queens Drive Regeneration

Cabinet

Date: 14th March 2018

8. **Appendices**

8.1 Appendix 1 - Site Location Plan and Proposed Layout

8.2 Appendix 2 - Business Case for the development and supporting information

9. **Key Decision/Decision in Cabinet Work Programme**

9.1 This is not a Key Decision and is in the Cabinet Work Programme for March 2018.

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Proposed Site Plan

KEY

Site Boundary

PROPOSED DEVELOPMENT

55no.	1B2P Flat @ 48sqm
44no.	2B4P Flat @ sqm
12no.	2B4P House @ 69sqm
18no.	3B5P House @ 85sqm
2no.	3B5P House @ 90sqm Part M4 (3) compliant with through floor lift
18no.	4B7P House @ 125sqm
149no.	Total Units
72	Dwellings Per Hectare

HARD LANDSCAPING

New Adoptable Road
New Shared Surface Road
Proposed Footpath
Parking Space
1800mm Close Boarded Timber Fence
1800mm High Brick Wall

SOFT LANDSCAPING

1200mm Hedgerow as a defined informal boundary treatment
Proposed Planting
Proposed Trees



Artists Impression



If You Have Any Questions, Please Do Not Hesitate To Ask.

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Appendix Two: Business case for the development and supporting information

1. Overview

- 1.1 The table below provides an overview of the 30 year business plan that supports this business case. This shows the anticipated income streams and expenditure, it also includes the capital expenditure and borrowing requirements. A summary of the capital expenditure is also provided below.

Project Cash flow for Queens Drive New Build

	2017/18 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	2022/23 £000's	5 years to 2028 £000's	10 years to 2038 £000's	9 years to 2047 £000's	Totals £000's
Revenue										
Income										
Rent from Conversion of existing Properties		(104)	(214)	(329)	(337)	(346)	(1,863)	(4,493)	(5,111)	(12,798)
Rent from New Properties				(121)	(348)	(660)	(4,438)	(9,318)	(8,856)	(23,741)
		(104)	(214)	(451)	(685)	(1,006)	(6,301)	(13,812)	(13,967)	(36,539)
Revenue										
Expenditure										
Responsive repairs relating to new build				5	16	31	223	566	679	1,520
		(104)	(214)	(445)	(669)	(975)	(6,078)	(13,246)	(13,288)	(35,019)
Revenue										
Surplus										
Capital										
Income										
HCA estate renewal grant	(104)									(104)
HCA new build grant		(3,436)		(1,018)	(919)					(5,373)
New Borrowing	(1,413)		(4,874)	(15,306)	(4,102)					(25,695)
	(1,517)	(3,436)	(4,874)	(16,324)	(5,021)					(31,172)
Capital										
Expenditure										
Capital Financing costs	23	23	80	413	734	766	3,439	5,211	1,809	12,498
Capital Spend	1,472	825	5,821	14,467	4,429					27,014
	1,495	848	5,901	14,881	5,163	766	3,439	5,211	1,809	39,512
Net Capital										
Position	(22)	(2,588)	1,028	(1,443)	142	766	3,439	5,211	1,809	8,341
 In Year (Surplus)										
Deficit	(22)	(2,693)	813	(1,888)	(527)	(209)	(2,639)	(8,035)	(11,478)	
Loan Repayment		1,413				2,156	2,665	8,029	11,432	
Net cash position (Surplus)										
Deficit	(22)	(1,279)	813	(1,888)	(527)	165	(1)	(1)	(40)	

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Capital Cost Overview

Contractor's Preliminaries:	£3,106,006
Contractor's Overheads & Profit	£365,413
Dwellings / Main Structure	£14,018,679
Site Works:	£2,075,176
Drainage:	£1,151,897
External Services	£1,024,875
Design Fees:	£667,674
Project Management / Client Management	£1,655,931
Buy Back of Properties	£520,000
Loss of Home & Moving Costs	£557,600
Security	£18,200
Postal addresses	£1,490
Wayleaves / easements	£5,000
Project manager	£96,000
Contingency	£3,261,307
	£28,525,247
Inflation Provision	£1,992,753
Total Scheme Cost	£30,518,000

- 1.2 The current construction programme anticipates this being built as two separate development projects, which are the George Gay Gardens site and the "T" blocks site, the contract price from Willmott Dixon has been based on this assumption. However if it is possible to build this as one scheme it should be possible to secure a reduction on the overall project.
- 1.3 Borrowing costs are assumed to continue at the current HRA consolidated rate of 3.32%, based on current loan rates it is possible that a lower interest loan may be available to the HRA when it requires the funding associated with this scheme.
- 1.4 The business plan has been produced using the HRA 30 year business modelling software on the assumption that this is a stand-alone business proposal. The cost of borrowing has been included as part of the business plan and therefore is the first call on any income received.
- 1.5 Income for this scheme is derived in a number of ways, the main funding source is the rental of the new property that is being constructed. In addition to this there is also additional income from other HRA properties that will be converted from Social rent to Affordable rent, this yields approximately £40 per property per week that can be used to support the borrowing cost of this development. (as detailed above). The third source of funding is from the Homes England (formerly the Homes & Communities Agency) who provide grant funding, this is normally paid out 50% on start on site and 50% on completion. Initial discussions with Homes England have indicated that a grant of £50k per property may be possible, the business plans have been produced on the basis of £45k per property (SBC have received £35k per property for recent Homes England supported schemes).
- 1.6 Subject to approval at Cabinet, a Planning Application will be submitted in November 2018, with approval in February 2019. Start on site at George Gay Gardens is expected in May 2019, with completion in August 2020. The "T"

Further information on the subject of this report can be obtained from Michael Ash, 01793 464377, mash@swindon.gov.uk.

Blocks are complicated by having 2 leaseholders who may require compulsory purchase orders. Negotiations are ongoing, but allowing for a compulsory purchase, we expect to start on site in November 2020 with completion in June 2022.

Market Analysis

- 1.7 The proposed approach is for the affordable properties to be retained within the HRA. However, there may be benefits to considering alternative market channels.
- 1.8 Social Housing rents have reduced by 1% per annum for the past 2 years, and with 2 more 1% rent cuts to be delivered. It was announced in November 2017 that policy would revert to CPI +1% from April 2020.
- 1.9 Private rents in Swindon are currently increasing, the Net Present Value of the rental income stream is often higher than the sale price. At the moment sales would be problematic, because the current values do not meet construction costs. This was also the case initially at Sussex Place, but values uplifted significantly as a result of the regeneration, and there is no reason to believe this will not be repeated.
- 1.10 The current values being lower than build costs also mean that affordable home ownership is a challenge. This will be reviewed as the market inevitably changes. Soft market testing with shared ownership providers indicates that the Council could get as much as 98% open market value selling them as 50% shared ownership properties.
- 1.11 It is proposed to set rents at the Local Housing Allowance. This means that rents can be covered by housing benefits should tenants require this. This rate includes the service charge, management costs, maintenance costs and debt repayment.
- 1.12 In order to maintain affordability in the new homes we propose to include a number of “conversions” as set out in the table in 1.14. This means that the Council would increase the rent on the relevant number of vacant homes, so the rent is Affordable Rent at 80% of market rents rather than Social Rent at 60% of market rents. This was done for the previous Affordable Homes Development Programme 2015 – 2018 Bid. Experience has shown that although the rents are higher we have seen no change in bidding behaviour by prospective tenants. In a new build property the higher rent can be justified by the reduced utility costs from improved energy performance, however, a tenant in a converted Affordable Rent has higher rent and a higher energy expenditure. The Asset Management team will prioritise these properties for energy efficiency improvements in their programme.
- 1.13 There are primarily two options for the development of the site these are that a) the HRA builds all of the units for rent or b) the HRA builds some of the units for rent and the remainder for sale. Two different sales scenarios are presented in the table below to show the impact that these would have to the overall finances of the scheme.
 - 1.13.1 The base case - this represents the most likely cost and income for the scheme, this shows that given the costs outlined above the HRA would

Further information on the subject of this report can be obtained from Michael Ash, 01793 464377, mash@swindon.gov.uk.

need to convert 171 properties to affordable rent if the Homes England grant is £45k

1.13.2 No Conversions – this shows the impact if the decision is taken to not undertake any conversions, and require the development to rely on only the funding achieved from the site. Under this scenario the project would still have an outstanding loan of £21.79m after 30 years.

1.13.3 Social Rent – this shows the impact if it is decided to rely solely on social rental values, these are generally £40 per week lower than affordable rent. In this instance grant would not be received as affordable rent is a condition of the grant. The rental income is not sufficient to meet the annual interest charges by circa £270k. The results of using social rent would be that the outstanding loan at 30 years would be £30.459m, over the same period the project would also require £8.028m of support from the wider HRA to cover the shortfall in rental income.

1.13.4 Sales Scenario 1 – this shows the impact if a decision was made to sell 26 of the properties, this could produce sales income of £6.3m, however it would reduce the grant income receivable during the project, it would reduce the number of conversions to 138. The proposal is to sell these on a shared ownership basis

1.13.5 Sales Scenario 2 – this shows the impact of selling 26 properties on a shared ownership basis and 22 properties sold outright, this would yield sales income of £12.5m with 105 conversions but would not result in a net increase in HRA stock numbers.

	No HRA units	Rental basis	Grant per unit	No of Conversions	No of Sales	Peak Debt	Loan Repaid or debt at year 30	Project working balance at year 30	Scheme Cost
Base Case	149	100% LHA	£45,000	171	0	£24.821m	2046/47	£80,408	£30.518m
No Conversion	149	100% LHA	£45,000	0	0	£25.956m	£21.790m	£3,250	£30.518m
Social Rent	149	Social	£0	0	0	£30.459m	£30.459m	(£8,028,450)	£30.518m
Sales 1	123	100% LHA	£45,000	138	26	£22.688m	2040/41	£66,452	£30.518m
Sales 2	101	100% LHA	£45,000	105	48	£23.630m	2040/41	£25,800	£30.518m

1.14 In terms of tenure mix, the proposal for a large number of additional affordable rented homes in a single development needs to be considered in the context that Park South is a reasonably mixed tenure area because there are a high number of ex-Council properties that are in private ownership.

1.15 The calculations show that the option to build for social rent is not affordable or sustainable. Grant is only available for Affordable Rent so this could only be financed from within the HRA business plan. The debt outstanding at year 30 would still be £30.4 million, meaning that the original debt would still be unpaid.

Further information on the subject of this report can be obtained from Michael Ash, 01793 464377, mash@swindon.gov.uk.

- 1.16 The project cost of £30.5m is significant, particularly set against the £55.7m borrowing headroom currently available to the HRA. Should an option to sell some of the properties be taken the HRA would still need to cover the construction costs with borrowing up to the point of sale.
- 1.17 The option to sell or privately rent properties may be helpful to manage cost overruns or income shortfalls that arise during the construction. Enabling the Housing Company ("RentCo") to acquire one of the blocks for private rental would assist the tenure mix and reduce the risk to the HRA. This would require a separate appraisal and approval from the Company Board. This proposal sets out viable business case options for the HRA only.
- 1.18 The Council needs to apply for grant from Homes England to make this development viable. Homes England have already provided £104,000 Estates Renewal Grant for this project and are keen to support it with grant.
- 1.19 Government is keen to increase delivery of affordable housing, and national delivery on the Shared Ownership and Affordable Housing Programme has been limited, so the Council will be in a strong position to increase revenue from grant. The initial bid for grant will be at £50,000 per unit.

Assessment of Benefits

- 1.20 The project involves demolishing 50 outdated poor quality sheltered flats at George Gay Gardens, and 36 outdated flats at the "T" Blocks. These will be replaced by 149 new, energy efficient, attractive homes in a prime location for accessing local facilities and employment.
- 1.21 Queens Drive is a major gateway to the town centre, and this project will improve the appearance of Swindon to visitors.

Means of Delivery and Procurement

- 1.22 The project will be delivered by the Design Team acting in a Design & Build capacity, in partnership with HRA officers acting as the client. Construction and associated works will be procured in line with Council standing orders.
- 1.23 The preferred procurement route is to use the Scape Framework. This has a number of advantages, and worked successfully at Sussex Place. It also assists the Council in meeting grant funding requirements for Constructor Commitments, since the Scape Framework uses its scale to generate additional social value from the construction work.
- 1.24 Once the contract is in place, Housing and the Design and Architecture Team will work to establish key performance indicators to ensure that project delivers on all its obligations.
- 1.25 The budget also includes a provision for a dedicated HRA project officer to act as a liaison between the design team, tenants and the wider HRA management team.

Cost Benefit Analysis

- 1.26 Although the costs are significant, provided that the project is delivered within budget the cost is sustainable.

Further information on the subject of this report can be obtained from Michael Ash, 01793 464377, mash@swindon.gov.uk.

- 1.27 The project can be delivered within existing resources. The Design Team will be funded from the HRA for the work at 2.65% of the project cost. The Council General Fund will receive an income of approximately £700,000 for delivering the scheme. The Design Team are currently working on 5 other HRA development sites, which will be completed before this scheme commences, and they have not identified any capacity issues with delivering this scheme.

Key Assumptions and Dependencies

- 1.28 The current budget is based on a low risk approach, it assumes that the George Gay Gardens site and “T” Blocks site are developed as two separate phases of construction
- 1.29 The development business case has been prepared on the basis of this being a stand-alone scheme with all funding and income ring fenced to the scheme, there is no expectation of other HRA resources being used to facilitate this development.
- 1.30 The business plan has assumed the need for the scheme to break even over a 30 year period.
- 1.31 The cost includes decant costs, demolition cost and a HRA client contingency of £3.2m (15%), this is in addition to £750k of construction contingency.
- 1.32 The costs include a provision of £2m to cover inflation (RPI 2.5%) in addition to the contingencies noted above.
- 1.33 Borrowing costs are assumed to continue at the current HRA consolidated rate of 3.32%.
- 1.34 It is not anticipated that there will be any need for additional staff to support the tenancy management requirements associated with this scheme, the HRA tenancy management team has not historically changed in line with changes in stock numbers.
- 1.35 Capital repairs and renewals are not budgeted as part of this proposal as a budget is set for the HRA as a whole, and spend is prioritised based on stock condition surveys.
- 1.36 Income has been assumed on the following basis
- 1.36.1 Affordable rent which is set at the Local Housing Allowance rate (LHA) less any attributable service charges. The LHA represents the 30th percentile of rents in Swindon as at April 2016. The LHA is the maximum funding that Housing Benefit will provide and varies by property size. For a rent to be deemed to be affordable it must be no more than 80% of the market rate in the area, the LHA provides a good proxy for affordable rental values.
- 1.36.2 That the HRA will convert a number of existing property rents to their affordable equivalent, with the additional income supporting the borrowing requirements of this scheme. The new rents will only apply to tenants taking on a new tenancy and will not affect existing tenants.

Further information on the subject of this report can be obtained from Michael Ash, 01793 464377, mash@swindon.gov.uk.

1.36.3 That Homes England grant of £45k per unit built will be forthcoming. It is assumed that 50% of this funding will be received at start on site with the remainder on completion

1.36.4 Service charge income and costs have been excluded from the business plan as the Council is only allowed to charge the actual costs of providing the services, therefore the income and costs will be net nil.

1.37 Inflation has been assumed at RPI of 2.5% throughout the model, LHA rate has been assumed to increase at 1% pa, service charges have been assumed to increase at 2.5% pa, and this results in a net rental income increase of circa. 0.65% per annum. An allowance of 3% of rents has been made to cover void and bad debt costs, this is in line with the current HRA expectation of costs.

Risk and Sensitivity Analysis

1.38 The principal risk at the moment is securing the 2 remaining privately owned flats in the “T” Blocks.

1.39 As noted at 1.13 above the only options that do not result in the debt being repaid within 30 years are the No Conversion and Social rent options, the other choices will all repay within 30 years albeit with a requirement for different numbers of conversions.

1.40 The table below sets out a number of potential scenarios to demonstrate the impact of different levels of grant and the impact of changes in the build costs.

1.40.1 Scenario 1 - this shows that if only £30k of grant is obtained per unit then the number of conversions would need to increase to 216.

1.40.2 Scenario 2 - this shows that if a grant of £50k is obtained then the number of conversions would fall to 156.

1.40.3 Scenario 3 – this shows that if the contingency is not required then the number of conversions required will fall to 105

1.40.4 Scenario 4 – this shows the impact of an increase in build costs of 10% over the inflation already included in the model, in this scenario the number of conversions would increase to 226.

	No HRA units	Rental basis	Grant per unit	No of Conversions	Peak Debt	Loan Repaid	Project working balance at year 30	Scheme Cost
Base Case	149	100% LHA	£45,000	171	£24.821m	2046/47	£80,408	£30.518m
Scenario 1	149	100% LHA	£30,000	216	£26.438m	2046/47	£130,511	£30.518m
Scenario 2	149	100% LHA	£50,000	156	£24.282m	2046/47	£63,774	£30.518m
Scenario 3	149	100% LHA	£45,000	105	£21.567m	2046/47	£62,007	£27.014m
Scenario 4	149	100% LHA	£45,000	226	£27.549m	2046/47	£58,894	£33.450m

Further information on the subject of this report can be obtained from Michael Ash, 01793 464377, mash@swindon.gov.uk.

Resource Requirements and Costs

- 1.41 There are no further resources required. There is a project officer included in the cost, and it would be necessary to retain that post permanently if the project proceeds.

Timescales

- 1.42 Subject to approval at Cabinet, a Planning Application will be submitted in November 2018, with approval in February 2019. Start on site at George Gay Gardens is expected in May 2019, with completion in August 2020. The “T” Blocks are complicated by having 2 leaseholders who want to have compulsory purchase orders for tax purposes. Negotiations are ongoing, but allowing for a compulsory purchase, we expect to start on site in November 2020 with completion in June 2022. The units constructed will be released for rent in phase as construction proceeds.

Budget Management Update

Cabinet

Date: 14th March 2018

Author: Cabinet Member for Finance and Commercialisation
Corporate Director of Resources and Growth/Director of Finance

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 This report updates the position in relation to the 2017/18 forecast outturn.
- 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 Council's transformation programme.

2. Recommendations

Cabinet is recommended:

- 2.1 To note the in-year forecast outturn position for 2017/18.
- 2.2 To request that the Chief Executive communicate Cabinet's appreciation to all staff for the work that has been undertaken to reduce a projected deficit of £2.45m in September to just £48k.

3. Detail

Projected Outturn 2017/18

- 3.1 The forecast as at the end of January 2018 is an overspend of £48k, which is 98% reduction in the projected overspend since September 2017.
- 3.2 The budget and projected outturn by Department is set out in Table 1 below and a more detailed analysis is set out in Appendix 1.

Budget Management Update

Cabinet

Date: 14th March 2018

Table 1 – Projected Outturn 2017/18

Department	Budget 2017/18 £'000	Full-Year Projected Outturn £'000	Projected Variance £'000	Movement since last report £'000
Adult Services	82,162	81,942	(220)	(132)
Children Services	29,155	32,970	3,815	(149)
Communities and Housing	28,225	28,460	235	(136)
Economy	(3,174)	(3,219)	(45)	(19)
Resources	23,035	22,508	(527)	(7)
Corporate	(22,940)	(26,150)	(3,210)	0
Total General Fund	136,463	136,511	48	(443)

3.3 The projected outturn forecast has improved by £443k since the report to Cabinet in December 2017. The main changes being:

3.3.1 A reduction in the projected Adult placement costs as a result of the work being supported by Newton Europe.

3.3.2 A reduction in the projected overspend for Children's as a result of some placements being at a lower cost than previously anticipated and contributions to placements from Education.

3.3.3 Reduced staffing costs and a net improvement in income projections across Streetsmart and Highways services.

3.4 Based on the current forecast outturn and the continuation of work by budget managers across the council to manage the current position, it is expected that the 2017/18 outturn will be delivered on budget.

Housing Revenue Account (HRA)

3.5 The HRA forecast overspend for January is £356k, an improvement of £49k on the previous month. This overspend is primarily the result of a higher capital financing costs driven by increasing capital spend and higher property values. However, it has been partly mitigated by changes during the last month that include:

Further information on the subject of this report can be obtained from Mick Bowden, Direct Dial 07392 109917, mbowden@swindon.gov.uk

Budget Management Update

Cabinet

Date: 14th March 2018

- 3.5.1 Further savings on staff vacancies in Supervision and Management that have lessened the impact of void rental losses.
- 3.5.2 Staff vacancies and reductions in utility costs in the sheltered schemes that have released further savings.
- 3.5.3 The expected underspend in repairs has reduced due to additional costs associated with the grounds maintenance team in support of the wider repairs programme.

Dedicated Schools Grant

- 3.6 The forecast position for the Dedicated Schools Grant is an overspend of £127k. The projected outturn forecast has improved by £238k since the last report. The main changes are:
 - 3.6.1 Savings in the pupil growth budget following the final growth payments to schools and academies.
 - 3.6.2 A reduction in the projected placement costs for Post 16 pupils due to fewer places being taken up than planned.
 - 3.6.3 A reduction in demand for home tutors and salary savings in an alternative provision service.

4. Alternative Options

- 4.1 This report is for information only. It does not include any proposals requiring a decision and therefore there are no alternative options to be considered.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The projected overspend in the current financial year is £48k. Management action aimed at managing the overall position will continue and, based on the current position, confidence is high that the 2017-18 outturn will be delivered on budget. However should that not be the case, any residual overspend will be a call on the Council's reserves.

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.

Budget Management Update

Cabinet

Date: 14th March 2018

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

- 5.3 There are no such direct implications.

Diversity Impact Assessment

- 5.4 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

- 5.5 None other than those highlighted in the body of the report.

6. Consultees

- 6.1 The Director of Finance (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: Forecast Outturn by Directorate 2017/18

9. Key Decision/Decision in Cabinet Work Programme

- 9.1 This is not a Key Decision and is included in the Cabinet Work Programme for March 2018.

Fund	Tier 1 Pillar	Tier 2 Function	Budget 2017/18 £'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	Resources	Internal Audit	358	398	40	40	0	Minor variances	
		Finance	5,305	5,100	(205)	(205)	0		
		Human Resources and Organisational Development	1,700	1,725	25	25	0		
		Corporate	(22,940)	(26,150)	(3,210)	(3,210)	0		
		Digital Services and Corporate Programmes	5,203	5,159	(44)	(44)	0		
		Transformation	1,350	1,244	(106)	(106)	0		
		Law & Democratic Services	1,676	1,645	(31)	(24)	(7)		
		Performance, Organisation Improvement and Communications	1,155	1,052	(103)	(103)	0		
		Business Services & Support	6,288	6,185	(103)	(103)	0		
	Economy		95	(3,642)	(3,737)	(3,730)	(7)	Minor variances	
		Property & Assets	(4,083)	(3,968)	115	136	(21)		
		Growth & Regeneration	909	749	(160)	(162)	2		
	Children Services		(3,174)	(3,219)	(45)	(26)	(19)	No change.	
		Routes to Employment	275	318	43	43	0		
		Skills & Attainment	1,939	2,003	64	64	0		
		Children, Families and Community Health Services	26,941	30,649	3,708	3,857	(149)		
	Adult Services		29,155	32,970	3,815	3,964	(149)	Demand for services continues to be high however changes put in place through the Newton work are proving to be effective in managing demand and supporting hospital discharge. Additional winter pressure funding from NHS are providing additional capacity for staff and beds.	
		Adults	69,876	69,570	(306)	(200)	(106)		
		Public Health	12,286	12,372	86	112	(26)		
			82,162	81,942	(220)	(88)	(132)		
	Communities and Housing		Streetsmart, Libraries and Supported Employment	13,346	13,423	77	138	(61)	Waste and Recycling service reduced its projected level of staff costs by £11k following the Christmas period. The grounds and trees service identified additional income of £45k to be recovered in 2017/18 and there were improved forecasts from the car parking service following the Christmas period.
			Housing Services	222	222	0	0	0	
			Highways & Transport	11,959	11,889	(70)	77	(147)	
			Planning & Regulatory	906	1,132	226	154	72	
			Facilities Management	1,792	1,794	2	2	0	
			28,225	28,460	235	371	(136)		
General Fund Total			136,463	136,511	48	491	(443)		
Health	Health Adults	Health Adults	5,748	5,839	91	8	83	High demand for equipment and aids supporting hospital discharge.	
		Health Adults Funding	(5,748)	(5,756)	(8)	(8)	0		
	Health Childrens	Children's Health Delivery	1,793	1,677	(116)	(42)	(74)	Underspends will be returned to the CCG, therefore the outturn will be zero.	
		Children's Health Delivery	(1,793)	(1,677)	116	42	74		
		Children's Health Commissioning	3,462	3,095	(367)	(42)	(325)		
		Children's Health Commissioning	(3,462)	(3,095)	367	42	325		
Health Total			0	83	83	0	83		
Dedicated Schools Grant	DSG Commissioning	DSG Skills and Attainment	84,888	84,347	(540)	(302)	(238)	New savings following final pupil growth payments(£0.056m), a reduction in the contingency for Post 16 pupils with an undetermined destination (£0.118m). Further savings following a reduction in demand for home tutors and salary savings in the Tuition Service (£0.051m), plus minor variances net saving (£0.013m).	
	DSG Funding	DSG Skills and Attainment	(84,888)	(84,220)	668	668	0		
Dedicated Schools Grant Total			0	127	127	365	(238)		
Housing Revenue Account	Housing Revenue Account	Supervision & Management	(35,542)	(35,385)	157	214	(57)	Further saving on salaries, court costs and contract payments have increased the underspend by a further £57k Expenditure on carpets and flooring in sheltered schemes is to be funded from reserves Projected spend on temporary staff and equipment now higher due to delays in costs hitting the finance system.	
		Special Services	197	355	158	220	(62)		
		Repairs	10,125	9,614	(511)	(580)	69		
		HRA Capital Financing	25,220	25,773	553	553	0		
Housing Revenue Account Total			0	357	357	407	(50)		

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Swindon Local Transport Plan Implementation Plan 2018/19

Cabinet

Date: 14th March 2018

Author:	Cabinet Member for Communities and Place Head of Highways & Transport
Wards:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 The report seeks approval for the adoption of the Local Transport Plan Implementation Plan for 2018/19 and for the Local Transport Plan Capital Programme budget apportionment for 2018/19.
- 1.2 The Local Transport Plan (LTP) is the principal means of delivering the Council's transport programme. It is the statutory document that contains the transport policies and programmes of the local transport authority. It is listed in Article 4 of the Council Constitution as a key document in forming the policy framework for the Council and it is subject to an annual report to the Cabinet in order to ensure transparency in the apportionment of the funding and aid the delivery of the programme.
- 1.3 The Local Transport Plan is the transport delivery plan for the wider strategic objectives of the Council. It supports and is consistent with the Vision for Swindon and the Council's planning policies; in particular the Local Plan and Central Area Action Plan. The Local Transport Plan has a key role in implementing the Corporate Plan's priorities and objectives, particularly in relation to the Vision for Swindon priorities.

2. Recommendations

Cabinet is recommended to:

- 2.1 Approve the Local Transport Plan (LTP) Implementation Plan for 2018/19.
- 2.2 Approve the Local Transport Plan Capital Programme budget categories and total spend of £5,771k for 2018/19, as detailed in Tables 1 to 7 of the Implementation Plan attached as Appendix 3.
- 2.3 Authorise the Head of Highways and Transport, in consultation with the Cabinet Member for Communities and Place to:
 - 2.3.1 Prioritise schemes in accordance with Vision for Swindon priorities,

Further information on the subject of this report can be obtained from Philip Martlew, Direct Dial Telephone Number 01793 466369, pmartlew@swindon.gov.uk.

Swindon Local Transport Plan

Implementation Plan 2018/19

Cabinet

Date: 14th March 2018

- 2.3.2 Approve scheme progression in accordance with the updated Protocol (attached as Appendix 2 and originally approved by the Cabinet in July 2010),
- 2.3.3 Amend the Protocol to reflect changing job titles, organisational restructuring and improved input from and visibility to members
- 2.3.4 Vary allocations between different budget categories,
- 2.3.5 Approve variations in scheme costs,
- 2.3.6 Add/substitute schemes, provided expenditure is contained within the approved total budget,
- 2.3.7 Add additional schemes to the 2018/19 programme subject to receipt of the Pothole Action Fund allocation for 2018/19
- 2.4 Authorise the Head of Highways and Transport, in consultation with the Cabinet Member for Communities and Place, to develop and submit a bid / bids during 2018/19 for relevant funding opportunities that might be launched by Government, or other funding agencies, for transport schemes that will benefit Swindon and which are in accordance with Vision for Swindon priorities.
- 2.5 Authorise the Head of Highways and Transport, in consultation with the Director of Finance and the Cabinet Member for Communities and Place, to develop a protocol that will enable Ward Councillors to identify relevant schemes in their wards to which such monies can be allocated.

3. Detail

Transport Strategic Overview

- 3.1 The current Local Transport Plan (LTP3) was approved by Cabinet on 9th March 2011 and by Council on 14th April 2011 (Cabinet Minute 94, 2010/11 and Council Minute 134 2010/11 refer). It sets out an overarching strategy document (covering the period 2011 to 2026) supported by nine thematic Supplementary Documents and an Implementation Plan.
- 3.2 The Local Transport Plan - LTP3 - was prepared within the context of the Swindon Transport Strategy and under the supervision of the Local Development Plans Working Party. It is the delivery plan for the wider Transport Strategy and reflects the objectives of the Strategy. LTP3 also supports and is consistent with One Swindon and the Council's planning policies; in particular the Local Plan and Central Area Action Plan.

Further information on the subject of this report can be obtained from Philip Martlew, Direct Dial Telephone Number 01793 466369, pmartlew@swindon.gov.uk.

Swindon Local Transport Plan

Implementation Plan 2018/19

Cabinet

Date: 14th March 2018

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- 3.3 Seven key transport challenges have been identified which the Local Transport Plan must address. Seven transport outcomes have been identified that should be achieved in order to address the challenges. This has been translated into six transport policies, which form the core of LTP3. A copy of the full Local Transport Plan Strategy document and supplementary documents is available on the Council's website. A summary document setting out the headline policies is included as Appendix 1.
- 3.4 Transport patterns, demand and growth within Swindon have progressed significantly since 2011. Hence a review of the Council's transport strategy is required to tie in with these changes and also the forthcoming Local Plan Review. This will, in turn, lead to an update of the LTP. Some initial work around the review of the Town Centre movement Strategy is underway and it is expected that the strategy review will be completed during 2019. This will be the subject of separate reports to Cabinet as the review proceeds.
- 3.5 Funding for the development of a Town Centre Movement Strategy will be met from existing and related LEP funds. An amount of £200k has been provided within 2018/2019 to take forward the development of the Transport Strategy.
- 3.6 An Implementation Plan is produced for each year, with indicative information for the following two years (a rolling three year programme) and is subject to annual approval by Cabinet.

Programme Funding

- 3.7 At its meeting on 22nd February 2018, Council approved the Capital Programme budget for 2018/19 of £4,429k (Agenda item 6, 22/02/2018 refers). This includes details of the overall Local Transport Plan grant funding for 2018/19.
- 3.8 This is made up of the Local Transport Plan grant funding for 2018/19 of £4,100k with a further £329k previously assigned from S106 funding to specific schemes.
- 3.9 Throughout 2017/18 teams have also been reviewing the current S106 allocations to the authority against a range of current and historical schemes. £1,671k of S106 funding has been identified to be allocated against the 2018/19 programme
- 3.10 Allocation to both Integrated Schemes and S106 Schemes is detailed in Appendix 3 table 7. It is anticipated that detailed design, consultation and delivery of schemes would be progressed over the next 12 – 24 months. Some provision is made for flexibility in allocations pending demands on the capital programme in year and pending further information on asset condition surveys

Further information on the subject of this report can be obtained from Philip Martlew, Direct Dial Telephone Number 01793 466369, pmartlew@swindon.gov.uk.

Swindon Local Transport Plan

Implementation Plan 2018/19

Cabinet

Date: 14th March 2018

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- 3.11 On the 1st February 2018 the DfT also announced an additional allocation of £135k to Swindon as part of the Local Transport Capital Block Funding (Pothole Action Fund) for 2017/18. Guidelines govern its use and spend timescales, however these can be accommodated to allow this capital amount to be spent against either 2017/18 or 2018/19 maintenance works.

Asset condition and Performance Management Framework

- 3.12 Historical under investment in assets nationally has left a backlog in asset condition and a recognition that current national capital settlements fall short of the level of investment required to keep assets in a steady state condition.
- 3.13 The range of highway assets is significant and it is known that across Swindon's network demand for resurfacing of roads is high. It is also known that capital funding for safety based improvement schemes (e.g. traffic calming, speed management, accident prevention etc.) are a high priority across local communities and that casualty figures across the network and nationally are at best static rather than meeting published national objectives for reduction.
- 3.14 Hence there are a range of competing pressures on the highways capital programme, which are consistent with neighbouring authorities and those across the Southwest and Nationally.
- 3.15 The aim of the Performance Management Framework (PMF) is to link Swindon's Vision for 2030 through to how highway operations are planned and managed on the ground.
- 3.16 The PMF is a key document that identifies what information needs to be collected to measure performance against delivery of the vision and how frequently the information should be collected. The requirements for this data are one of the key inputs recorded in the Information Strategy.
- 3.17 The Performance Management Framework Summary is included in Appendix 4. The 15 Performance Measures and targets identified in this document will be reported in accordance with the protocol identified in the Highway Asset Management Communication Strategy.
- 3.18 The summary document includes risk-based indicators based on the deviation of current performance from the target that would be used to inform cross-asset prioritisation and hence inform investment decisions. The two indicators considered to reflect the most significant risk relate to the condition of the resilient network and the number of lamp columns that are beyond their design life.
- 3.19 As part of the structural testing and inspection programmes carried out in 2015 and 2016, an increased figure of £946k was allocated for street lighting

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replacement in 2017/18, comprising of a mix of capital approved in the LTP Implementation Plan in April 2017, in-year journals from other maintenance budgets and capital allocations carried forward from previous years.

- 3.20 Work is ongoing to refine asset condition and risk in this area. At present it is considered prudent to allocate a corresponding amount in 2018/19 (£946k) to the replacement of lighting columns. In line with delegated powers the Head of Highways and Transport, in consultation with the Cabinet Member for Communities and Place would review this figure in year and any reallocation against other highway capital demands as required. The Director of Finance would be included to ensure that financial, capital and S106 guidelines can be met.

LTP Implementation Plan

- 3.21 The changes detailed above would provide a total allocation of £5,771k. The proposed Highways and Transport programme has therefore been developed within this total funding to ensure no further borrowing is required which would require a subsequent increase in debt charges.
- 3.22 The draft Implementation Plan for the period 2018/19 is included as Appendix 3, which sets out the proposed breakdown of the overall Highways and Transport capital budget across the different expenditure categories. In the absence of any firm funding notification beyond 2018/19 only an indicative allocation is shown for 2019/20 and 2020/21.
- 3.23 Individual schemes within the expenditure categories are authorised by the Head of Highways and Transport in consultation with the Cabinet Member Communities and Place in accordance with the protocol first approved by Cabinet in July 2010 (Cabinet Minute 23, 2010/11 refers).
- 3.24 The Council is committed to the asset management principles set out in the new Code of Practice (CoP), Well Managed Highway Infrastructure as a means to deliver a more efficient and effective approach to the management of highway infrastructure assets through longer term planning and ensuring that standards are defined and achievable for available budgets. The individual asset allocations set out in Appendix 3 are influenced by a range of factors including a comprehensive review of asset data, consideration of lifecycle planning scenarios and customer feedback, in support of the Highway Asset Management Strategy approved by Cabinet in October 2015.
- 3.25 Members should note that the Council's capital grant settlement includes the maximum amount for authorities rated Level 3 through the DfT's Local Highways Maintenance Incentive Fund. The authority has improved its asset management approach, processes and documentation over the last 2 years, successfully

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moving from Level 1 (lowest rating) in 2016, to Level 2 in 2017 and on to Level 3 (highest rating) in 2018.

- 3.26 The latest version of the Protocol is included as Appendix 2. The Protocol will be further revised to reflect changing job titles, amendments arising from structural reorganisation and improved input from and visibility to members. Schemes will be selected from the pool of schemes in each category up to the value of the available budget. Network deterioration and reprioritisation of schemes may create some changes in year and to future indicative programmes. It remains key to the Council's funding that schemes continue to be selected on a needs led basis in line with HMEP guidance.
- 3.27 However, there is scope for Ward Member input into the initial identification of potential schemes to be improved and considerable feedback has been received through 2017/2018, which is reflected in the programme. Work continues with the Cabinet Member for Communities and Place and the Director of Finance to identify the further improvements in feedback against draft programmes and the best mechanism to share draft programmes, prior to approval by Cabinet. It is recommended that the Head of Highways and Transport, in consultation with the Cabinet Member and other relevant officers produce a protocol with precise details.

Highway Maintenance

- 3.28 Indicative settlements received from government are adjusted in Swindon to reflect a greater emphasis on maintaining network condition. Appendix 3 tables 2 and 3 indicate the changes. Whilst the reactive element of network maintenance (repairing small potholes) is funded through revenue, there is scope for capital funding to contribute to routine maintenance and minor patching repairs, which supplement reactive revenue maintenance.
- 3.29 The DfT's Pothole Action Fund remains in place until 2020/21 and it is anticipated that a similar allocation to that received in 2017/18 (£194k) would be provided to the Council when funding announcements are released at the start of the new financial year. Any amount would expect to be allocated in year through delegated authority to Head of Highways and Transport in consultation with the Lead Cabinet Member for Communities and Place.
- 3.30 The recent announcement of an additional £135k in year (2017/18) is not expected to affect the main allocation yet to be announced. The in-year amount is expected to be allocated to works already in the programme, allowing a corresponding capital amount to be rolled forward to 2018/19.

National Productivity Investment Fund

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- 3.31 Members may recall the allocation of The National Productivity Investment Fund (NPIF) as a new funding stream identified by Government in the Autumn 2016 Statement. In 2017/18 the NPIF grant was allocated on a formula basis as an additional capital amount for Swindon of £673k in 2017/18.
- 3.32 Beyond 2017/2018, Government had indicated that NPIF would be allocated through a competitive bid process open to all Local Highway Authorities in England. Swindon were successful in a bid to this fund and in October 2017 secured a £2,529k contribution towards investment in capacity improvements along the Meads Way corridor. As part of match funding, the bid allocated £1,596k from Capital and S106 funding to provide a total scheme budget of £4,125k. The major scheme is being progressed through design at present for delivery in 2019.

Growth Deal

- 3.33 In July 2014, the Government announced the successful Growth Deal negotiated with the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) amounting to an investment of £129.1 million. The successful schemes in Swindon relate to New Eastern Villages, Bus Priority Corridors, Wichelstowe third access and Sustainable Transport. There are additional schemes in the Wiltshire Council area. The previously prioritised Local Transport Board schemes for M4 junctions 15 and 16 have been rolled into the Growth Deal process. Growth Deal schemes are in addition to the LTP grant funded schemes detailed in this report and provide a complementary programme of major investment in improvements to the strategic and local transport network serving Swindon.
- 3.34 Whilst other reporting mechanisms exist for the Growth Deal funded schemes, a brief update on progress is given below:

Scheme	Progress Report
M4 Junction 16	The improvement scheme commenced in October 2016 and continues to be progressed well. The scheme is on target for completion as programmed in Spring 2018.
New Eastern Villages Transport Package	Design work is proceeding for the remaining elements of the package, including the White Hart Junction, Southern Connector Road and A420 junction improvements. Gable Cross junction improvements are expected to commence on site in 2019. NEV developers are progressing design of other elements of the transport package for which they are responsible as part of the

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	planning process.
Wichelstowe Western Access	Design work continues on this scheme including the present phase of agreements in principle regarding construction methods and approaches with Highways England technical staff. DfT have confirmed funding timescales which will not be extended beyond March 2021.
M4 Junction 15	Design work is being progressed on this scheme by Highways England. Impact on both the strategic and local road network needs to be carefully considered and funding arrangements are being discussed with DfT, the Commonhead developers, and funding from NEV developers. Construction is expected to commence in late 2018.
Road Improvements	Pre-construction arrangements on site have recently been underway at Regents Circus and Pipers Way and initial construction has now commenced on site. Pre-construction arrangements on site are underway at Mannington Roundabout. Some initial of-line works are being progressed currently, with the main scheme commencing following completion of works at Jnc16.
Sustainable Transport	2017/18 was the final year of a four-year programme of investment that has seen major improvements to cycle routes across the town, with the implementation. The Western and Southern Flyer routes have been successfully completed and the Eastern Flyer improvements are on-going.

Bus Station and Fleming Way

- 3.35 The enabling works for the Kimmerfields Development, have undergone a number of option appraisals throughout 2017/18. £3m funding is available through previously approved Local Growth Deal funding however a recent Housing Infrastructure Fund bid for £8.3m was unsuccessful. The full scheme proposals (circa £17m) are presently being reviewed to determine alternative options or funding mechanisms. The preparation of a Town Centre Movement Strategy is underway and being undertaken in parallel to the options appraisals in order to ensure integration between approaches.

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4. Alternative Options

- 4.1 The production of a Local Transport Plan is a statutory requirement for each local transport authority in England. Failing to produce and maintain a Local Transport Plan is not therefore an option. It is listed in Article 4 of the Council Constitution as a key document in forming the policy framework for the Council.
- 4.2 It is intended that LTP3 will be reviewed and refreshed during its life. There is therefore the option to review and refresh elements of the plan as appropriate.
- 4.3 An Implementation Plan associated with the statutory requirement for the Local Transport Plan is therefore also needed. Consistent with previous approaches an Implementation Plan will be prepared for 2018/19. This year's plan is presented to members earlier than in 2017 (April) in order to maximise delivery time within year (2018/19). Proposals for 2019/20 are expected to be brought further forward to allow improved lead in and delivery times.
- 4.4 Alternative options to individual schemes within the Implementation Plan can be considered at the initial Business Case preparation stage. In so doing, there is a necessity to co-ordinate works with other supportive funding streams and strategic plans. Whilst, through consultation, specific schemes may change or be replaced the fundamental principles of delivering the Local Transport Plan Strategy approved by the Cabinet will be maintained.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The funding for the current proposed programme is met from LTP grant funding, Pothole Action Plan grant funding and proposed draw down of S106 funds.
- 5.2 The financial implications arising from producing the Local Transport Plan are presently under consideration in order to link this work to wider growth and development pressures and the Local Plan review. In initial amount of £200k has been allocated for 2018/19.
- 5.3 The Local Transport Plan Strategy document sets out the policy background for establishing the transport spending priorities of the Council to 2026. The overall Highways and Transport budget is subject to separate annual approval by Cabinet as part of the Council's overall Capital programme.
- 5.4 The Implementation Plan sets out a pool of schemes. The Local Transport Plan does not necessarily commit the Council itself to funding proposals contained within it. This will largely be dependent on the outcome of the funding settlements

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from central government and the availability of developer contributions and other grants and awards.

- 5.5 Where the Implementation Plan refers to possible S106 funding for individual schemes this remains subject to the approvals process for the use of S106 funding.
- 5.6 Contracts for works and services in the programme are procured in accordance with Council Standing Orders.

Legal and Human Rights Implications

- 5.7 The content of this report will not have a direct implication on human rights issues and it is believed to be compatible with Convention Rights.
- 5.8 There are no direct legal issues arising from the report. The production and adoption of the Local Transport Plan is a statutory duty covered by the Local Transport Act (2000) as amended by Part 2 of the Local Transport Act (2008).

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

- 5.9 A Strategic Environmental Assessment, Habitats Regulation Assessment and Health Impact Assessment have been carried out in accordance with legislative requirements. Consultation has taken place with the appropriate LTP statutory consultees. A Rural Supplementary document was produced as part of LTP3.

Diversity Impact Assessment

- 5.10 A Diversity Impact Assessment (DIA) was completed for the overarching LTP Strategy in 2011. The DIA was reviewed and updated for 2015. This included a detailed analysis of the 2011 Census data. The conclusions were that:
- 5.10.1 Some equality groups have significantly lower levels of car ownership than the population generally and will therefore have different transport issues (e.g. more reliance on public transport, walking and cycling),
- 5.10.2 Caution should be used in applying “Swindon-wide” average figures for equality groups on a local basis, and
- 5.10.3 The concentration of certain groups into distinct parts of Swindon will mean that transport issues unique to those communities (e.g. non car ownership, reliance on public transport, concern over safety on-street at night) will be particularly emphasised in those areas

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5.11 As a result transport officers planning and designing services and schemes for local areas should consider the detailed demographic data for those areas to ensure that particular and unique issues for any equality groups strongly represented locally are identified at an early stage. Locality based decision making over scheme prioritisation may provide an opportunity to address particular equality group issues at a local level.

5.12 This DIA is available from the report author.

Risk Management

5.13 A risk register is maintained for the overall LTP programme.

6. Consultees

6.1 The Director of Finance (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: LTP3 Strategy Summary

8.2 Appendix 2: Protocol for approving capital funded schemes

8.3 Appendix 3: LTP3 Implementation Plan 2018/19 – 2020/2021

8.4 Appendix 4: Performance Management Framework (*The appendix is available online at the Council's website or on request from Committee and Member Services*).

9. Key Decision/Decision in Cabinet Work Programme

9.1 This is a Key Decision and is included in the Cabinet Work Programme for March 2018.

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Appendix 1

Swindon's third Local Transport Plan 2011-2026 Summary

Transport Mission for Swindon

The Mission for Swindon's third Local Transport Plan is to create:

"A safe, effective and fit for purpose transport network that supports Swindon's ambitions for town centre regeneration and economic growth whilst protecting and enhancing quality of life and the environment for the benefit of local residents, visitors and businesses".

It is intended that this vision will be delivered through the set of six transport policies detailed later in this document.

Challenges facing Swindon

Swindon's transport related problems and issues have been considered in the context of the national priorities for transport and wider local policies and goals, including the emerging "One Swindon" themes of the Sustainable Community Strategy. As a result, seven key transport challenges have been identified which the Local Transport Plan must address. A series of transport outcomes have been identified that will indicate that the challenges have been addressed. The challenges are:

- 1 – Optimising the operation of key strategic transport corridors and the local road network to allow the efficient and reliable movement of people and goods, which are vital for the economic prosperity of the area.
- 2 – Delivering transport measures and interventions that will accommodate housing and employment growth in an environmentally sustainable manner.
- 3 – Contributing towards carbon reduction targets by achieving a shift to a more sustainable transport network.
- 4 – Overcoming barriers and severance caused by key transport corridors and ensuring new developments are permeable for walking and cycling.
- 5 – Improving accessibility to/from the town centre, and ease of movement within it, to support regeneration of the town.
- 6 – Delivering transport solutions which are sympathetic to the local environment and do not adversely affect local quality of life.
- 7 – Reducing the negative health impacts of the transport system both in terms of road safety, and the wider health effects of transport.

Transport Outcomes

The Local Transport Plan has defined seven outcomes that should be achieved in order to have addressed the seven key transport challenges listed above.

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These outcomes define the policy framework for delivery. The table below details how the draft Local Transport Plan policies contribute to each of the outcomes.

1. Improved journey time reliability for all forms of transport
2. Improved road safety
3. Increased overall share of journeys for public transport, walking and cycling
4. Reduced need to travel and reduced dependence on the private car
5. Improved accessibility
6. Improved local environment and quality of life
7. Improved access to Swindon Town Centre

Transport policies

The six emerging transport policies that follow (Policies A-F) set out the policy framework through which the Local Transport Plan will seek to address the key transport challenges by achieving the desired transport outcomes.

For each policy there is an explanation of why that policy has been chosen, how such a policy can be achieved, and a description of the proposed measures by which it will be delivered.

Policy A – Optimise the capacity of the highway network and improve journey time reliability for all forms of transport.

Increasing levels of congestion affect both the efficient operation of the main road network and journey time reliability, impacting on economic productivity and discouraging investment in regeneration and economic growth.

The Local Transport Plan will work to better manage the existing highway network to ensure that existing capacity is optimised and used efficiently. This will entail using the latest traffic signal control technology and other traffic management techniques. It will involve the provision of up to date and accurate information to allow people to make informed decisions about their travel choices. It must also include measures to improve the attractiveness of alternatives to driving alone, particularly at peak periods.

Delivery options include–

- The modernisation, removal, or conversion to part time operation of traffic lights where this will improve the operation of the highway
- Changes to road layouts and lane markings where this will improve the operation of the highway.
- Improve pre- and in journey travel information using static and mobile media
- Improve co-ordination of road works and management of special events
- Improve network resilience through planning for incidents and extreme weather events

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- Priority measures for public transport services where they currently experience delays and unreliability on the network.

Policy B – Improve road safety

Road traffic collisions, as well as causing distress to those involved, also result in wider costs to society in terms of the cost of providing healthcare treatment to those injured, and loss of productivity. Accidents create tailbacks and delays that adversely affect journey time reliability.

The Local Transport Plan will seek to reduce incidences of speeding and unsafe road user behaviour through a range of education, engineering and enforcement measures. Particular attention will be given to improving road safety amongst vulnerable road users especially where this restricts their quality of life or travel choices.

Delivery options include–

- Speed management measures where excess speeds are identified as an issue.
- Traffic management measures where accident records indicate potential issues related to the highway infrastructure. Safer Routes to School schemes and School Safety Zones.
- Road Safety education and training.

Policy C – Achieve and sustain a high quality, resilient and well maintained highway network for all members of the community

Physical highway infrastructure deteriorates with age and use, and as a result requires regular maintenance to ensure it meets the needs of users and provides for the safe movement of people and goods. The economy of Swindon and quality of life of its residents depends on having a well maintained highway network that can cater for the movement of people and goods. The condition of the highway network is under pressure as a result of increasing numbers of extreme weather events and maintenance is of importance in order to increase the resilience of the network.

Highway maintenance investment will be targeted where it is needed most, and in a way that will ensure value for money whilst protecting and enhancing the condition of the network. Decisions will be based on the principles outlined in the Transport asset Management Plan.

Delivery options include –

- Annual maintenance programme on classified (major) roads
- Annual maintenance programme on unclassified (minor) roads
- Reactive maintenance across the network
- Annual renewal programme for street lighting
- Annual programme of maintenance of highway structures

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- Improvements to highway drainage at known flood risk locations.

Policy D – Integrate land use planning and transport to reduce the need to travel and mitigate the impact of new development on the transport network

The location, scale, density and design of new development and the mix of land uses have a significant influence on the demand for travel. Encouraging development in the town centre, on brown field sites close to existing shops and services, and supporting, where viable, higher density, mixed use developments helps reduce the need to travel and the length of journeys, and makes it easier for people to walk, cycle or use public transport. It also reduces the need to fund expensive highway infrastructure.

The emerging Core Strategy will encourage mixed use developments to be brought forward in locations that are accessible by a range of travel methods. There will be encouragement to locate new housing and employment development within close proximity, to help reduce the need to travel and encourage the use of public transport, cycling and walking. Good design of residential developments will ensure that key services and facilities are provided locally and that neighbourhoods are walkable with good cycle and public transport links to nearby centres. Residential and workplace travel planning will be used to effectively manage the journeys created by development.

Delivery options include–

- The emerging Core Strategy
- Emerging town centre regeneration plans
- Developer contributions to mitigate the impact of new development on existing transport networks
- Residential Travel Plans
- Workplace Travel Plans.

Policy E – Deliver a high quality public transport network that is accessible, easy to use and supported by appropriate priority measures

Improving the quality of public transport will widen travel choice giving a viable alternative to the private car for everyday journeys. For those without access to a car, buses and taxis are often the only realistic travel option for journeys to access goods and services. As Swindon town centre is regenerated more people will wish to access the area and it is essential that a good quality bus service is provided along the main corridors to the town centre. This will allow regeneration and growth to be accommodated while preventing deterioration of journey time reliability and the environmental impact of increased car use.

The Council will work closely with bus operators to support the commercial bus network. We will help plan and deliver service improvements and work towards a network of rapid transit corridors as economic growth progresses in future years. While focussed

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on the town centre the network will also cater for inter suburban journeys. The aim is to ensure that public transport provides a reliable and attractive alternative to the private car, with accurate and up to date information on how services are running. Measures will focus on improving the affordability, convenience and attractiveness of public transport.

Delivery options include–

- Development of proposals for a rapid transit network focussed on the town centre and an orbital bus route for implementation as economic growth continues
- New bus exchange for the town centre
- Network management measures to address congestion at locations where bus services are delayed
- Expanded traveller pre and in journey information provision.

Policy F – Encourage behavioural change in transport by promoting alternatives to driving alone, and develop supporting infrastructure where appropriate

Encouraging and making it easier for people to choose to walk, cycle or use public transport for everyday journeys offers a range of benefits for individuals and the transport network generally. By building increased physical activity, such as walking and cycling, into daily routines there are significant health benefits. An increased share of journeys undertaken by walking, cycling and public transport will reduce congestion and pollution on the road network, improving air quality and reducing accidents.

The Council will work closely with partners in the health sector (eg PCT), the bus operators, and the voluntary sector (eg Sustrans) to promote the full range of alternatives to driving alone. This work will also identify locations where additional supporting infrastructure is required.

Delivery options include–

- School Travel Plans
- Workplace Travel Plans
- Residential Travel Plans
- Personalised travel planning
- Car sharing schemes
- Improved cycle parking facilities
- Signing and way-finding for walking and cycling networks
- Promotional bus tickets
- Integrated travel information system through variety of media.

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Appendix 2: PROTOCOL FOR APPROVING CAPITAL FUNDED HIGHWAYS & TRANSPORT SCHEMES

- Report Local Transport Plan Implementation Plan to Cabinet.

-
- Once approval given:

Officers produce outline business case, Stage 0, identifying an outline programme of potential schemes and all associated capital costs. This aligns with the Implementation Plan categories.

Following approval of Stage 0, officers produce more detailed business cases (Stage 1) and present to Officer Project Board for challenge, to ensure scheme is in line with policy.

Project Board Executive along with Project Board Members makes a recommendation to Head of Highways & Transport to agree stage 1 outline business cases. Head of Highways & Transport in consultation with the Cabinet Member for Communities and Place, approves schemes to move forward. (Business Case Approval Stage 1)

-
- Officers develop business cases and projects, including consultation with local Ward Members.

When sufficiently prepared, business cases are presented to Officer Project Board, (Stage 2) to ensure scheme is still viable prior to scheme implementation. Taking into account the views of Ward Members and any other relevant observations.

Project Board Executive along with Project Board Members makes a recommendation to Head of Highways & Transport to agree stage 2 business cases. Head of Highways & Transport in consultation with the Cabinet Member for Communities and Place, approves schemes to move forward to implementation. (Business Case Approval Stage 2)

-
- Regular project updates are added to SharePoint and are shared with Head of Highways & Transport and Project Board. Head of Highways & Transport advises Cabinet Members on key decisions/issues and all Members are provided with 6 weekly high level RAG reports. Ward Members to be kept informed as scheme progresses. Use of Members Bulletin where appropriate

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- NB (a) - Any comment relevant to the progression of a scheme(s) discussed with the Cabinet Members shall be recorded.
- NB (b) – Routine maintenance schemes will be presented for approval of both stage 1 & 2. Consultation will be with affected Ward Councillors when works are programmed.

Development of capital programmes

In year, proposals for future capital programmes continue to be developed and improved. Councillor contact is logged regarding potential schemes and forms part of the consideration of schemes for future programmes.

Approval of the draft programme has been brought forward from June 2016 to April in 2017 and March in 2018. This provides earlier foresight of the programme to Councillors prior to commencement of the delivery period within the new financial year and allows additional time for consultation and engagement on schemes as necessary.

In addition the Council's asset management approach continues to be improved in line with the DfT's Local Highways Maintenance Incentive Fund rating. The authority has improved its asset management approach, processes and documentation over the last 2 years, successfully moving from Level 1 (lowest rating) in 2016, to Level 2 in 2017 and on to Level 3 (highest rating) in 2018.

Subject to resources, further improvements are being considered to more widely share a draft capital programme with Councillors in advance of preparing a draft implementation plan.

The timings, nature and format for this engagement and the development of the 2019/20 programme will be developed by the Head of Highways and Transport in consultation with the Cabinet Member for Communities and Place.

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Appendix 3 – LTP Implementation Plan

LTP3 Implementation Plan

2018/19

This document sets out the highways and transport capital programme for 2018/19, with an indicative programme for 2019/20 and 2020/21.

Spending decisions for transport schemes are based upon the priorities set out in the main LTP strategy document, which in turn are based upon the wider priorities of the Council and its partners. The LTP priorities have been agreed in order to address the key transport issues identified in Swindon and their impact will be measured against a number of indicators and targets set out in the LTP.

Funding for transport comes from a number of sources –

- LTP Highways Maintenance Block Needs Formula
- LTP Integrated Block Needs Formula
- Pothole Action Fund
- National Productivity Investment Fund
- S106 developer contributions
- Local Growth Fund
- Cooperative Intelligent Transport Systems Fund

On 7 February 2018 Cabinet approved its Capital budget for 2018/19 including the overall Highways and Transport capital budget.

The Government has confirmed Local Transport Plan grant funding for 2018/19 of £4,100,000, as set out in Table 1. On the 1st February 2018 the DfT also announced an additional allocation of £135k to Swindon as part of the Local Transport Capital Block Funding (Pothole Action Fund) for 2017/18. Guidelines govern its use and spend timescales, however it is anticipated that this amount would fund Backlog Routine Maintenance and would be spent in both 2017/18 and 2018/19.

There is also £1,671,034 of Section 106 funding that is being released to Highways and Transport for delivery of schemes to support the overall programme.

The proposed Highways and Transport programme has therefore been developed within this total envelope of funding to ensure no further borrowing is required which would require a subsequent increase in debt charges.

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Table 1 sets out the funding by budget heading of the overall budget. Funding allocations are split between various classes of maintenance schemes, with the remainder referred to as “integrated schemes” (i.e. all other schemes, including those related to passenger transport, walking and cycling, road safety and traffic management). The allocation to maintenance schemes reflects the priority given to maintaining highway infrastructure and avoiding a further increase in the backlog of maintenance of highways assets.

Table 1 – Capital funding received - by budget heading (£)

Budget Heading	Budget 18/19 (£)	Indicative 19/20 (£)	Indicative 20/21 (£)
LTP – maintenance grant (incl Incentive Fund)	2,722,000	2,722,000	2,722,000
Pothole Action Fund	TBC		
LTP – integrated grant	1,378,000	1,378,000	1,378,000
S106	1,671,034		
TOTAL	5,771,034	4,100,000	4,100,000

Table 2 sets out the overall allocation for 2018/19 by activity as agreed by Cabinet at its meeting on 7 February 2018. The additional Pothole Action Fund allocation for 2017/18 was announced too late for inclusion in the February 2018 Cabinet report.

Table 2 – Capital funding allocation by activity (£)

Activity	Budget 18/19 (£)	Indicative allocation 19/20 (£)	Indicative allocation 20/21 (£)
Highway maintenance	2,722,000	2,722,000	2,722,000
Integrated schemes	1,378,000	1,378,000	1,378,000
TOTAL	4,100,000	4,100,000	4,100,000

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Having reviewed the allocation in Table 2 it is proposed to further amend the allocation between Maintenance and Integrated schemes in 2018/19 as set out in Table 3. The split between maintenance and integrated schemes reflects the local priority given to maintaining highway infrastructure.

Table 3 – Proposed Capital allocation by activity (£)

Activity	Budget allocation 18/19 (£)	Indicative allocation 19/20 (£)	Indicative allocation 20/21 (£)
Highway maintenance	3,910,463	3,269,000	3,269,000
Car park maintenance	250,000	250,000	250,000
Integrated schemes and S106	1,610,571	581,000	581,000
TOTAL	5,771,034	4,100,000	4,100,000

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Maintenance schemes

Table 4 sets out the proposed split of maintenance schemes capital funding between the different categories.

Table 4 – Maintenance Schemes – allocation by category

Activity	Indicative allocation 18/19 (£)	Indicative allocation 19/20 (£)	Indicative allocation 20/21 (£)
Major Carriageway maintenance and surface dressing	£881,000	£782,000	£782,000
Rights of Way Improvement Plan	£75,000	£75,000	£75,000
Backlog Routine Maintenance	Awaiting 18/19 pothole action fund allocation	-	-
Structural Maintenance	£498,000	£597,000	£597,000
Pavement Condition Management	£305,463	£50,000	£50,000
Street Lighting	£946,000	£560,000	£560,000
Drainage	£75,000	£75,000	£75,000
Minor road maintenance	£674,000	£674,000	£674,000
Footway maintenance	£281,000	£281,000	£281,000
Traffic Signals	£150,000	£150,000	£150,000
Road Markings	£25,000	£25,000	£25,000
TOTAL	£3,910,463	£3,269,000	£3,269,000

Further information on the subject of this report can be obtained from Philip Martlew, Direct Dial Telephone Number 01793 466369, pmartlew@swindon.gov.uk.

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In addition, £135,000 of additional Pothole Action Fund 17/18 (notified by the Department for Transport on 1 February 2018) is available for Backlog Routine Maintenance in 2018/19.

Table 5 sets out the pool of maintenance schemes for 2018/19 to 2020/21. It is not possible to list the exact schemes that will be completed. Most are subject to a range of delivery risks and a pool of schemes allows the risks to the overall programme to be managed effectively. Schemes will therefore be delivered from this pool of schemes up to the value of the available budget in each category. Remaining schemes are likely to be carried forward to future years.

Table 5 – Maintenance Schemes – Pool of schemes 2018/19 – 2020/21

Scheme	Budget (£) 18/19	Costs (£) 19/20	Costs (£) 20/21
Major Carriageway maintenance and surface dressing			
A4259 Queens Drive - Drakes Way to Magic Roundabout Surface Treatment	£88,000	-	-
A4259 Marlborough Road - Coate Roundabout (2018/19 budget contribution)	£180,000	-	-
B4508 Watchfield Road – B4000 Junction to Borough Boundary Strengthening	£95,000	-	-
C402 Milford Street – Wellington Street to Fleming Way (potential contribution to Wellington Street project)	£45,000	-	-
C409 Station Road - Gloucester Street to Aylesbury Street (potential contribution to Wellington Street project)	£60,000	-	-
Surface Treatment Programme 2019/20 Pre-patching (A361 Lechlade Road & B4005 Hodson Road)	£63,000	-	-
Capitalised Major Patching Support	£150,000	-	-
Direct Costs, Design & Consultancy Fees & Other Costs 2018/19 (including Project Delivery & HCW contribution)	£200,000	-	-
A4259 Marlborough Road & Queens Drive – Structural Patching Various Locations	-	£125,000	-
B4143 Bridge End Road/Gipsy Lane - Elgin Drive to Railway Bridge (150m section)	-	£90,000	-
C405 Corporation Street – Station Road to Manchester Road	-	£68,000	-
A361 Lechlade Road – South of Inglesham Mill Bridge to north of C148 Junction Surface Treatment (1200m section)	-	£54,000	-
B4005 Hodson Road – Chiseldon to Toll House Surface Treatment (1800m section)	-	£72,000	-
Surface Treatment Programme 2020/21 Pre-patching (Sites to be confirmed)	-	£75,000	-
Capitalised Major Patching Support	-	£120,000	-
Direct Costs, Design & Consultancy Fees & Other Costs 2019/20 (including Project Delivery & HCW contribution))	-	£178,000	-
A313 Ocotal Way - St Josephs HFS to Drakes Way (& patching Transfer Bridges to Colbourne Street)	-	-	£95,000
A361 Highworth Road – Red Down Farm to south of Highworth Boundary Surface Treatment	-	-	£56,000

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A4289 Bath Road – Eastcott Road to Victoria Road (230m section)	-	-	£60,000
A4361 Devizes Road, Wroughton – Church Hill to Elcombe Surface Treatment	-	-	£40,000
B4006 Vicarage Road – St Marys Roundabout to Cheney Manor Road junction southbound (400m section)	-	-	£123,000
C29 Callas Hill Crossroads (250m length in total)	-	-	£60,000
Surface Treatment Programme 2020/21 Pre-patching (Sites to be confirmed)	-	-	£50,000
Capitalised Major Patching Support	-	-	£120,000
Direct Costs, Design & Consultancy Fees & Other Costs 2020/21 (including Project Delivery & HCW contribution)	-	-	£178,000
Total	£881,000	£782,000	£782,000
Minor road maintenance			
Aldborough Close	£5,000	-	-
Alnwick	£21,000	-	-
Cannon Street	£13,000	-	-
Charlton Close	£35,000	-	-
Dobbin Close	£14,000	-	-
Eccleston Close	£9,000	-	-
Garside Green	£9,000	-	-
Goldsborough Close	£26,000	-	-
Hannington Close (section)	£12,000	-	-
Harlech Close	£16,000	-	-
Hawkswood	£17,000	-	-
Hertford Close	£7,000	-	-
Icomb Close	£7,000	-	-
Islandsmead (all three sections)	£42,000	-	-
Kendal	£9,000	-	-
Montgomery Avenue	£17,000	-	-
Oak Tree Avenue	£16,000	-	-
Okus Grove	£15,000	-	-
Passmore Close	£14,000	-	-
Rhuddlan	£5,000	-	-
Upham Road – Two year investment (project design in 2017/18, funding rolled forward for construction in 2018/19)	£150,000	-	-
White Castle	£19,000	-	-
Pre-works patching for 2019/20 microasphalt	£56,000	-	-
Direct Costs, Design & Consultancy Fees & Other Costs 2018/19 (including Project Delivery & HCW contribution)	£140,000	-	-
Addison Crescent	-	£34,000	-
Belmont Crescent (sections)	-	£28,000	-
Berton Close, Blunsdon (section)	-	£21,000	-
Bessemer Road East	-	£22,000	-
Brington Road and Byfield Way	-	£13,000	-
Cowleaze Crescent, Wroughton	-	£45,000	-
Eastcott Road (section)	-	£25,000	-
Fairfax Close	-	£10,000	-
Faraday Road (sections)	-	£55,000	-
Farleigh Crescent	-	£24,000	-

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Hamilton Close	-	£6,000	-
Harris Road	-	£3,000	-
Hicks Close, Wroughton	-	£9,000	-
Huntley Close	-	£13,000	-
Kirkstall Close	-	£12,000	-
Pendennis Road & Fleetwood Court	-	£24,000	-
Pinnocks Place	-	£14,000	-
Raggett Street	-	£8,000	-
Shirley Close	-	£5,000	-
Somerdale Close	-	£8,000	-
Stapleton Close, Highworth	-	£42,000	-
Station Road, Highworth	-	£34,000	-
Watercreek Mews	-	£13,000	-
Wavell Road	-	£16,000	-
Pre-works patching for 2020/21 microasphalt	-	£50,000	-
Direct Costs, Design & Consultancy Fees & Other Costs 2019/20 (including Project Delivery & HCW contribution)	-	£140,000	-
Birdcombe Road	-	-	£21,000
Bourne Road	-	-	£37,000
Carisbrook Terrace, Chiseldon	-	-	£33,000
Casson Road	-	-	£10,000
Crawford Close	-	-	£52,000
Ecklington	-	-	£23,000
Elmswood Close	-	-	£22,000
Grove Orchard, Highworth	-	-	£19,000
GWH Access Roads	-	-	£90,000
Hampton Drive Estate	-	-	£25,000
Meadow Way	-	-	£14,000
Pipitdene	-	-	£16,000
Radstock Avenue	-	-	£13,000
Redruth Close	-	-	£6,000
Richmond Road	-	-	£35,000
Shaftesbury Avenue (section)	-	-	£58,000
Spenser Close	-	-	£10,000
Pre-works patching for 2021/22 microasphalt	-	-	£50,000
Direct Costs, Design & Consultancy Fees & Other Costs 2020/21 (including Project Delivery & HCW contribution)	-	-	£140,000
Total	£674,000	£674,000	£674,000
Footway maintenance			
Churchill Avenue, Holdcroft Close, Linley Road & Lonsdale Close, Blunsdon	£30,000	-	-
Ferndale Road (small section)	£6,000	-	-
Hawthorn Avenue	£43,000	-	-
Maitland Road	£15,000	-	-
Midhurst Avenue & Radstock Avenue	£30,000	-	-
Robinson Close, Smitanbrook & Cole Close	£22,000	-	-
Sutton Park, Blunsdon	£32,000	-	-
Whitbourne Avenue (sections)	£43,000	-	-
Direct Costs, Design & Consultancy Fees & Other Costs 2018/19 (including Project Delivery & HCW contribution)	£60,000	-	-
Artis Avenue, Wroughton	-	£13,000	-

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Cheraton Close, Crieff Close & Purbeck Close	-	£28,000	-
Corby Avenue (sections)	-	£84,000	-
Eastern Avenue		£45,000	-
Grange Close, Highworth	-	£5,000	-
Hazel Grove	-	£13,000	-
Keynsham Walk Footpaths	-	£5,000	-
Mannington Park	-	£28,000	-
Direct Costs, Design & Consultancy Fees & Other Costs 2019/20 (including Project Delivery & HCW contribution)	-	£60,000	-
Abington Way	-	-	£29,000
Coln Crescent	-	-	£32,000
Crombey Street (sections)	-	-	£42,000
Davenham Close	-	-	£22,000
Harrow Close	-	-	£6,000
Kipling Gardens & Lansbury Drive	-	-	£12,000
Stratton Road (sections)	-	-	£30,000
Tyneham Road	-	-	£16,000
Whitehill Way Cycletrack (section)	-	-	£32,000
Direct Costs, Design & Consultancy Fees & Other Costs 2020/21 (including Project Delivery & HCW contribution)	-	-	£60,000
Total	£281,000	£281,000	£281,000
Pavement Condition Management			
UKPMS and AMS Upgrade	£305,463	£50,000	£50,000
Total	£305,463	£50,000	£50,000
Rights of Way			
Route Improvements	£40,000	£40,000	£40,000
Footbridge maintenance and upgrades	£35,000	£35,000	£35,000
Total	£75,000	£75,000	£75,000
Structural maintenance			
Coleshill Bridge strengthening	£190,000		
Structures backlog maintenance	£115,000	£150,000	£150,000
Waterproofing & joint replacement schemes	£158,000	£230,000	£230,000
Steel bridge painting major maintenance schemes	£35,000	£217,000	£217,000
Total	£498,000	£597,000	£597,000
Drainage			
Minor improvements to be prioritised using a risk based approach from sites identified in the Local Flood Risk Management Strategy annual action plan.	£75,000	£75,000	£75,000
Total	£75,000	£75,000	£75,000
Street lighting			
Various locations to be prioritised using a risk based approach following the completion of the annual cyclic structural testing and inspection programme.	£946,000	£560,000	£560,000
Total	£946,000	£560,000	£560,000
Traffic Signals (upgrades)			
Cricklade Road / Penhill Drive - Junction	£75,000		
Park Place / Church Place – Junction	£75,000		
Drakes Octoal Way – Junction		£110,000	

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Drove Road / Magic Roundabout - Pelican		£20,000	
110 Cricklade Road / Headlands Grove - Pelican		£20,000	
Manchester Road / Corporation Street – Junction			£75,000
Whitworth Road (Moonrakers) – Pelican			£35,000
Queens Drive / Wolsely Av – Pelican			£40,000
Total	£150,000	£150,000	£150,000

Table 6 - Car park maintenance schemes 2018/19

Scheme	Budget 2018/19 (£)	Allocation 2019/20 (£)	Allocation 2020/21 (£)
Fleming Way external (phase 1)	£220,000		
MSCP maintenance demand study refresh	£30,000		
Spring Gardens external works		£250,000	
Fleming Way external (phase 2)			£150,000
Brunel North stairtower cladding replacement			£100,000
Total	250,000	250,000	250,000

Integrated schemes and S106

This section sets out the range of Integrated schemes (i.e. all those other than maintenance schemes) for 2018/19. In addition to the LTP programme there are schemes funded in whole or part by S106 developer contributions and Local Growth Fund relating to cycling, walking, public transport and traffic management.

For each category, schemes will be selected from the pool of schemes up to the value of the available budget.

In most cases it is not possible to list the exact schemes that will be completed as most are subject to a range of delivery risks and a pool of schemes allows the risks to the overall program to be managed effectively. Many involve consultation with the public, councillors and statutory bodies. Some require planning consent or are linked to other developments. Schemes that cannot be delivered in 2018/19 are likely to be carried forward to future years.

Table 7 sets out the Integrated schemes to be funded by LTP grant and S106 allocated in 2018/19. The allocation figures include staff costs for the planning, design, management and supervision of the programme of schemes. They do not just cover works costs.

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Swindon Local Transport Plan

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Table 7 – Integrated Schemes and S106

Scheme	Budget Allocation 18/19 (£)	Indicative allocation 19/20 (£)	Indicative allocation 20/21 (£)
Road Safety schemes Package (based upon priority sites identified in the annual casualty review)	581,000	581,000	581,000
Alexandra Park Highway Improvements	41,558		
Barnfield Road Pedestrian Facilities	23,586		
Croft School Access	170,880		
Ermin Street, Blunsdon Highway Improvements	101,352		
Lady Lane (south) Pedestrian Facilities	20,556		
Marlowe Avenue improvements	12,966		
Okus Road Traffic Management	21,123		
Old Town & Lawn Junction Improvements	51,148		
Regent Circus - Assistance for visually impaired	5,000		
Salzgitter Drive Area Highway Improvements	271,186		
Travel Plan Monitoring	5,505		
Welton Road Area Access Improvements	32,880		
Whitbourne Avenue Parking Improvements	6,313		
Traffic Regulation Orders	65,518		
Development of Transport Strategy	200,000		
TOTAL	1,610,571	581,000	581,000

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School Admission Arrangements 2019-20 and Education Transport Policy 2019-20

Cabinet

Date: 14th March 2018

Author:	Cabinet Member for Children's Services and School Attainment Head of Education
Wards:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 To seek Cabinet's agreement to put in place co-ordinated admission arrangements for the normal point of entry (Reception, Year 3, Year 7) and In-year admission arrangements for all Swindon Schools and Published Admission Numbers (PAN) for Community and Voluntary Controlled Schools in Swindon for September 2019.
- 1.2 Cabinet is also invited to agree the Education Transport Policy for 2019-20.
- 1.3 This report particularly links to the Council's updated study of long-term school place planning. It also relates the Vision priority 2: "Offer education opportunities that lead to the right skills and right jobs in the right places."

2. Recommendations

Cabinet is recommended to:

- 2.1 Approve the co-ordinated scheme of admission arrangements for the normal point of entry (Reception Year, Year 3 and Year 7) for all primary schools and secondary schools in Swindon from September 2019;
- 2.2 Approve the coordinated In Year admission arrangements for all primary schools and secondary schools in Swindon from September 2018 and September 2019;
- 2.3 Approve the admission numbers and arrangements for Community and Voluntary Controlled schools from September;
- 2.4 Note that, if approved by Cabinet, these proposals are determined, and will be implemented by the Head of Education for Admissions from September 2018 for all applicants.
- 2.5 Approve the Education Transport Policy 2019-20.

3. Detail

- 3.1 The admission arrangements and co-ordinated scheme are consulted upon annually. There have been no significant changes to the detail in the admission arrangements for point of entry or coordinated scheme for all schools within in

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School Admission Arrangements 2019-20 and Education Transport Policy 2019-20

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Swindon. However, there have been two main changes which have occurred which are:

- 3.1.1 The UTC (University Technical College) has opted out of the Local Authority's (LA) Coordinated Admission Arrangements. They first notified the LA that they would be doing this in September 2016 for the September 2017 allocation, and they wish to do so for all future admissions. This has meant that the LA no longer coordinates any of their applications and so parents have to apply directly to the college, and the college notify them of the result.
- 3.1.2 The LA quickly introduced a coordinated scheme for in year admissions for all Swindon Schools from September 2017. The scheme has been successful in managing the demand for school transfers, and therefore the In Year Admission Scheme is proposed for approval for the 2018/2019 and 2019/2020 academic years to build on this success. The detail of this is covered later in this report (see section 3.35).
- 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).
- 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 (including Free Schools)	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.

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School Admission Arrangements 2019-20 and Education Transport Policy 2019-20

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- 3.6 In addition to the responsibilities set out in paragraph 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 In Year Admissions Scheme (applicable to all schools if they choose to opt in)
 - 3.7.3 Admission Arrangements and oversubscription criteria (Community and Voluntary Controlled School), which also includes: Published Admissions Numbers; and School Catchment Areas.

Consultation

- 3.8 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 6 weeks, which must be completed by 31st January 2018. The consultation ran between the 6th December and 31st January 2018.
- 3.9 The School Admissions Code outlines the list of relevant bodies that must be consulted. These are outlined in section 6 below.
- 3.10 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.
- 3.11 Schools were also asked to advertise the consultation on their websites, publish information in their school newsletters, and by displaying posters.
- 3.12 Survey responses could be made in writing or by using an online survey tool. The survey tool allowed responses to all the arrangements. The LA received a total of 20 responses to the consultation.

Admissions Consultation responses:

- 3.13 In terms of the Admission Arrangements for Community and Voluntary Controlled Schools, 80% of respondents agreed with the proposals and the remaining 20% had no response. The main comments on these proposals are below along with the LA's responses:

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School Admission Arrangements 2019-20 and Education Transport Policy 2019-20

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Comment	LA response
Children of Staff – could this be included in the Oversubscription criteria for Community School as it is for Academy schools	The LA consulted upon this option in 2016 and the overwhelming response was not in agreement with this. However, the LA will review this given the growing number of Academies and could consult again on this option in the next consultation for 2020 admissions.
Maintained nurseries – could this be included in the oversubscription criteria for Community Schools	The LA's oversubscription criteria are established to apply for all community schools, therefore, it would be difficult and confusing for parents to have oversubscription criteria relating to individual community schools. It would also be very difficult for the Admissions Team to manage this.
Primary Offer date is too late for schools that need to know how many teachers they require.	This is a national offer date and therefore unfortunately this cannot be changed. The LA do communicate with all schools as soon as possible the number of children they are allocated, however, this is subject to change due to the number of late applications and changes of preferences received. The LA visit schools to discuss pupil forecasts.

3.14 In response to the Coordinated Scheme for 2019 for all schools, 70% of all respondents agreed with this, with 15% disagreed and 15% with no response.

3.15 For the proposed In Year Coordinated Schemes, 50% agreed with the proposal, 30% disagreed and 20% had no response. We received the following overall comments and the responses are included below:

Comment	LA response
Offer dates – some of these are in school holidays	The LA will review the proposed in year calendar of dates, however it may not be possible to change all of these
Schools would like copies of application	The new in year process is a fully

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School Admission Arrangements 2019-20 and Education Transport Policy 2019-20

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forms and more clarification on the information sent to schools regarding offers of placements.	electronic process and the LA no longer has the capacity to photocopy application forms to send to schools due to the volume received – this was slowing down the process previously. The LA can review the information sent to schools with the view to include more information.
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Education Transport Policy 2019/20

- 3.16 For the Education Transport Policy, 73% were in agreement, 20% had no response and only 7% disagreed. The Education Transport Policy is attached as **Appendix 5**.
- 3.17 At its meeting in July 2017 Cabinet considered changes to the Education Transport Policy, primarily in relation to post 16 transport (Cabinet Minute 21 2017/2018 refers). The Local Authority has a legal duty, following consultation, to publish by September of each year its transport policy which will apply 12 months later, but no further changes have been proposed following the previous review.
- 3.18 Free home to school transport is set out within the Education Act 1996, which was extended in and provides for free home to school transport to be offered to all pupils who meet the following criteria:
- 3.18.1 Are of statutory school age (5-16);
 - 3.18.2 Attend their designated appropriate area school (or another school at which the Local Authority has offered a place); and
 - 3.18.3 Live more than three miles from their catchment area school (or two miles if under eight years of age) or do not have a safe walking route when accompanied by an adult to their catchment area school.
- 3.19 In addition, the Education & Inspections Act 2006 widened statutory home to school transport for pupils from low-income families, in certain circumstances. Low-income families are defined as those who are entitled to free school meals or are in receipt of their maximum level of Working Tax Credit. These provisions are therefore, as follows:
- 3.19.1 Primary – to the nearest suitable school if more than two miles from home;

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School Admission Arrangements 2019-20 and Education Transport Policy 2019-20

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- 3.19.2 Secondary – to any of the three nearest suitable schools if between two and six miles from home (which, in practice, applies to all Swindon pupils who travel beyond two miles);
- 3.19.3 Primary/Secondary – to the nearest school preferred on the grounds of religion or belief (as defined by the Equality Act 2006) if between two and fifteen miles from home.
- 3.20 As mentioned above in paragraph 3.2, children must currently be attending the 'designated appropriate area school' and live over the 2 or 3 mile statutory distances, in order to qualify for assistance with transport.
- 3.21 The Education Transport Policy 2014 introduced "designated transport areas" which defined the designated transport area for a school
- 3.22 If a parent chooses to send their child to a school other than the designated appropriate area school, then (apart from the provisions of the Education & Inspections Act 2006) free school transport is not normally provided and the parent is responsible for any travel costs.
- 3.23 The Education Transport Policy applicable for the 2019/2020 academic year is attached as **Appendix 5** to the report
- 3.24 The Education Policy is an amalgamation of the separate transport policies which were in place in prior to 2012 and, therefore, includes Mainstream Home to School Transport, Post-16 and Special Educational Needs Transport Policies.

Co-ordinated Admissions Scheme for the Point of Entry

- 3.25 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.
- 3.26 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.
- 3.27 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.

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- 3.28 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. The proposed co-ordinated scheme and timescales for the 2018/19 academic year is attached at **Appendix 1**.

Admission Arrangements

- 3.29 All schools are required to set fair and transparent arrangements for assessing priority for admission.
- 3.30 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.
- 3.31 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.
- 3.32 The proposed admission arrangements for Community and Voluntary Controlled Schools are set out in **Appendix 2**. There was 1 response to the proposed admission numbers. A full analysis of the response is set out within **Appendix 3**.

In Year Coordinated Admissions

- 3.33 Following a number of complaints during the 2016/2017 academic year on delays in dealing with in year applications, the Local Authority consulted and implemented a scheme to co-ordinate applications for schools outside of the normal admissions round in July 2017.
- 3.34 The in-year co-ordinated scheme operates a shorter version of the co-ordinated scheme from paragraph 3.20 by opening and closing 12 admissions rounds during the course of the year.
- 3.35 The new scheme has been in operation for the start of the 2017/2018 academic year and has helped the school admissions team deal with the high demand for applications to change schools during the year and assisted schools with managing the induction of new pupils through a controlled process.
- 3.36 In the initial six admissions rounds during the 2017/18 academic year the school admissions team have managed to process 2500 requests to move into Swindon or to change school during the first part of the year.

Further information on the subject of this report can be obtained from Gareth Cheal, 01793 46 5802, gcheal@swindon.gov.uk.

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3.37 Therefore, the proposal is to set the in year co-ordinated admissions schemes for the 2018/2019 and 2019/2020 academic years. The schemes are set out in Appendix 4

3.38 The proposed In Year Coordinated Scheme is included as Appendix 4.

Published Admission Numbers (PAN)

3.39 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.

3.40 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.

3.41 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.

3.42 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.

3.43 The responses to the admissions numbers for community and voluntary controlled schools are shown in **Appendix 3**.

Catchment Areas

3.44 There have been no changes to the catchment area this time. The existing catchment areas were available on the Council's website for comments.

4. Alternative Options

4.1 The School Admissions Arrangements and Education Transport Policy must be determined annually for parents applying for school places in the following year. In relation to the arrangements proposed there are no alternatives proposed that differ from the arrangements for 2018/19.

Further information on the subject of this report can be obtained from Gareth Cheal, 01793 46 5802, gcheal@swindon.gov.uk.

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- 4.2 The main alternative option to the proposed arrangements is the in-year co-ordinated admissions scheme that is set out from paragraph 3.35.

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 2018-19 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.
- 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.

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.

Further information on the subject of this report can be obtained from Gareth Cheal, 01793 46 5802, gcheal@swindon.gov.uk.

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- 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 Director of Finance (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

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

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

6.2.2 Chairs of Governors of all maintained schools in Swindon

6.2.3 Secondary Admission Authorities within 8 km of the Borough Boundary

6.2.4 Primary Admission Authorities within 3.2 km of the Borough Boundary

6.2.5 Diocese of Bristol Board of Education

6.2.6 Catholic Diocese of Clifton

6.2.7 Wiltshire, Oxfordshire and Gloucestershire Local Authorities

6.2.8 Ward members

6.2.9 Parish Councils within Swindon Borough

6.2.10 Appeal Clerks

6.2.11 Relevant parents and local interest groups as set out in the School Admissions Code

6.2.12 School Admissions Forum.

7. Background Papers

- 7.1 None
-

Further information on the subject of this report can be obtained from Gareth Cheal, 01793 46 5802, gcheal@swindon.gov.uk.

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8. Appendices

- 8.1 Appendix 1 - Proposed Co-ordinated Scheme 2019-20
- 8.2 Appendix 2 – Proposed Admission Arrangements for all Community and Voluntary Controlled Schools 2019-20
- 8.3 Appendix 3 – Consultation responses (*This appendix is available online at the Council's website or on request from Committee and Member Services*).
- 8.4 Appendix 4 – Proposed In Year Coordination Scheme (*This appendix is available online at the Council's website or on request from Committee and Member Services*).
- 8.5 Appendix 5 – Proposed Education Transport Policy. (*This appendix is available online at the Council's website or on request from Committee and Member Services*).

9. Key Decision/Decision in Cabinet Work Programme

- 9.1 This is a Key Decision and is included in the Cabinet Work Programme for March 2018.

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**Swindon Borough Council
School Admissions Co-ordinated Schemes
Academic Year 2019-20**

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 2019

“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 2019-20

		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 2014 and 31 st August 2015	1 st September 2011 and 31 st August 2012	1 st September 2007 and 31 st August 2008	1 st September 2004 and 31 st August 2005
3.	Applications can be made from	1 st September 2018	1 st September 2018	1 st September 2018	1 st September 2017
4.	Maximum number of preferences	3	3	3	3
5.	Deadline for ontime applications	Tuesday 15 th January 2019	Tuesday 15 th January 2019	Wednesday 31 st October 2018	Wednesday 31 st October 2018
6.	Applications to be forwarded to other LA and Swindon admission authorities	Friday 15 th February 2019	Friday 15 th February 2019	Monday 3 rd December 2018	Monday 3 rd December 2018
7.	Ranked lists to be returned by Swindon admission authorities	Friday 15 th March 2019	Friday 15 th March 2019	Monday 14 th January 2019	Monday 14 th January 2019
8.	Deadline for proof and changes of address to be received	Friday 15 th March 2019	Friday 15 th March 2019	Monday 14 th January 2019	Monday 14 th January 2019
9.	Swindon LA to notify schools of offers made	Wednesday 3 rd April 2019	Wednesday 3 rd April 2019	Monday 14 th January 2019	Friday 15 th February 2019
10.	Offers made to Swindon residents	Tuesday 16 th April 2019	Tuesday 16 th April 2019	Friday 1 st March 2019	Friday 1 st March 2019
11.	Deadline for parents to accept place	Tuesday 30 th April 2019	Tuesday 30 th April 2019	Friday 15 th March 2019	Friday 15 th March 2019

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 2019.
- 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 2019.
- 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 from 1 September 2018 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 Swindon residents wishing to apply for a school place, either within or outside the Borough of Swindon.

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.

- 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 available. Please note that Catholic Schools in Swindon do not take part in this aspect of the scheme. The distance between the applicant's home and school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school with those living closest to school receiving higher priority.
- 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 and process in the first instance those applications received before the closing date.
- 4.2 Applications 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 does not apply as any placement is finalised by SENAT.
- 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.
- 4.11 Children who have been refused a place at all of their named preferences, will be offered a place at an alternative school (excluding Catholic Schools unless agreed with the school's governing body) with a place available
- 4.12 Swindon LA will then offer places to late applicants subject to the places available and oversubscription criteria.

- 4.13 Swindon schools will be informed by Swindon LA of the final results by the date indicated in Table 1 (Row 9).
- 4.14 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).
- 4.15 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.
- 4.16 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.
- 4.17 Parents must accept or refuse the place offered by the deadline indicated in Table 1 (Row 11)
- 4.18 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 LA has a coordinated In Year Admissions Scheme. All schools participate in this at the moment, although own admitting authority schools can opt out of this process.
- 5.3 This scheme ensures that all preferences are considered at the same time under equal preference and in process periods, which run every 30 days.
- 5.4 Please refer to the In Year Coordinated Admissions Scheme for more information.

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 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 2014 and 31st December 2014

Admission will be September 2019 or can be deferred until January 2020

1st January 2015 and 31st March 2015

Admission will be September 2019 or can be deferred until January or April 2020

1st April 2015 and 31st August 2015

Admission will be September 2019 or can be deferred until January or April 2020

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 2018-19. 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 2018-19.

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).

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 the absence of a parental agreement or either of the parents obtaining a Court order determining the issue, the LA will be required to decide which preference(s) to be recorded and this will be done by using the application made by the person who lives at the property where the child is resident at their home address (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.)

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 Community Primary School	Academy
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
Oliver Tomkins CE Infant School	Voluntary Aided
Oliver Tomkins CE Junior School	Voluntary Aided
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	Academy
Seven Fields Primary School	Academy
Shaw Ridge Primary School	Academy
Southfield Junior School	Academy

South Marston CE Primary School	Academy
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
The Croft Primary School	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
Lawn Manor Academy	Academy
Highworth Warneford School	Academy
Abbey Park 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
University Technical College	University Technical College

Schools due to open in September 2019

The Deanery CE Academy (Secondary) (Diocese of Bristol Academies Trust)
 Badbury Park Primary School (Primary) (Academy – Blue Kite Trust)

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Swindon Borough Council

Admission Arrangements
(Community and Voluntary Controlled Schools)
2019-20

Admission Arrangements 2019-20 (Community and Voluntary Controlled Schools)

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 2019-20 which applies to all schools within the Swindon LA area.

The closing dates for applications are

Primary, Infant and Junior – 15th January 2019 and offers are made on 16th April 2019
Secondary - 31st October 2018 and offers are made on 1st March 2019

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

For Community and Voluntary Controlled schools distance will be determined from the applicant's home address to the school on the following basis –

The distance between the applicant's home and school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school with those living closest to school receiving higher priority.

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 no longer applies.

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

A sibling is defined as a child attending the preferred school at the same time as he or she is due to be admitted, who is a;

- 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.

Where the sibling of the child making the application is under assessment for a Statement of Special Educational Needs or Education Health and Care Plan, then they will be counted as a sibling from the time that the school is named on the final plan.

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

In all cases where schools are oversubscribed, distance is as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school within each oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation.

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 2019 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 on-time applications have been considered. This applies to primary applications received after 15th January 2019 and secondary applications received after 31st October 2018.

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 the absence of a parental agreement or either of the parents obtaining a Court order determining the issue, the LA will be required to decide which preference(s) to be recorded and this will be done by using the application made by the person who lives at the property where the child is resident at their home address as defined below

(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 2019 intake this will be from the national offer date until 31st August 2020.

For all other year groups (Years 1 – 6 and 8-11) the waiting list will be discarded on 31st August 2019 and new applications will be invited from 1st September 2018.

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 2019 a timetable for hearing appeals will be published by 28th February 2019 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.
- 4.2 The LA has a coordinated In Year Admissions Scheme and all Community and Voluntary Controlled Schools are part of this scheme for September 2018-19 and September 2019-20.
- 4.3 Please refer to the In Year Coordinated Admissions Scheme for more information on this.

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 2019-20 academic year. The Published Admission number applies to the relevant year group for admission in September 2019-20.

School Name	Type of School	Published Admission Number 2018-19	Published Admission Number 2019-20
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
Grange Infant School	Community	90	90
Grange Junior School	Community	100	100
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
Wanborough Primary School	Community	30	30
Westrop Primary School	Community	45	45
Wroughton Infant School	Community	90	90
Wroughton Junior School	Community	90	90

Membership of England's Economic Heartland Strategic Transport Forum

Cabinet

Date: 14th March 2018

Author: Leader of the Council
Chief Executive
Wards: All
Parishes Affected: All

1. Purpose and Reasons

- 1.1 This report seeks authority from Cabinet to recommend to Council that the Leader of the Council be authorised to accept a formal invitation to join the England's Economic Heartland Strategic Transport Forum.
- 1.2 Although Council has already given permission to the Leader to attend meetings (Full Council, 22nd February 2018), authorisation is required from Council to join an outside body, Cabinet approval would be necessary to permit payment of the relevant subscription.
- 1.3 Joining this strategic alliance would contribute towards delivery of the Council's Vision priority to: "improve infrastructure and housing to support a low-carbon economy."

2. Recommendations

Cabinet is recommended to submit to Council:

- 2.1 That the Leader of the Council be authorised to accept an invitation to join formally the England's Economic Heartland Strategic Transport Forum.

Subject to Council's approval of recommendation 2.1:

- 2.2 Authorise the Director of Finance in consultation with the Cabinet Member for Finance and Commercialisation to identify budget for the subscription fee, which is expected to be £30,000 per annum. This will be invoiced in due course for the 2018/19 financial year period.

3. Detail

Background

- 3.1 The England's Economic Heartland (EEH) is a strategic alliance of the local authorities within in arc of the south Midlands extending from Oxfordshire in the west to Cambridgeshire in the east. The Strategic Transport Forum (STF) has been established as the focus for taking forward an overarching transport and connectivity strategy for the EEH sub-region. It consists of Highways Authorities

Further information on the subject of this report can be obtained from Philippa Venables, 07824 550469, pvenables@swindon.gov.uk.

Membership of England's Economic Heartland Strategic Transport Forum

Cabinet

Date: 14th March 2018

and Local Enterprise Partnerships across the area alongside national transport stakeholders.

3.2 Cabinet resolved (Cabinet Minute 70, 2015/16, 10th February 2016)

3.2.1 (1) That the action taken to date in furtherance of the Government's initiative to enable local authorities to explore opportunities for further devolution to groupings of local authorities, be noted and endorsed.

3.2.2 (2) That the Chief Executive Designate, in consultation with the Leader of the Council, be authorised to continue discussions with other Councils and the Government in relation to the devolution agenda and to develop proposals for submission to Cabinet and Council in due course.

3.3 Swindon Borough Council has been formally invited by the EEH Chair to join the Strategic Transport Forum and it is proposed that this invitation be accepted; the Leader has attended the Forum as an observer and there are benefits for Swindon associated with the development of what has become known as the Cambridge-Milton Keynes-Oxford corridor.

3.4 The Strategic Transport Forum comprises the following members:

3.4.1 Bedford Borough Council

3.4.2 Buckinghamshire County Council

3.4.3 Cambridgeshire County Council

3.4.4 Central Bedfordshire Council

3.4.5 Luton Borough Council

3.4.6 Milton Keynes Council

3.4.7 Northamptonshire County Council

3.4.8 Oxfordshire County Council

3.4.9 Peterborough City Council

3.4.10 Buckinghamshire Thames Valley Local Enterprise Partnership

3.4.11 Oxfordshire Growth Board

3.4.12 Oxfordshire Local Enterprise Partnership

3.4.13 South East Midlands Local Enterprise Partnership

3.4.14 Civil Engineering Contractors Association

Further information on the subject of this report can be obtained from Philippa Venables, 07824 550469, pvenables@swindon.gov.uk.

Membership of England's Economic Heartland Strategic Transport Forum

Cabinet

Date: 14th March 2018

- 3.4.15 Department for Transport
- 3.4.16 Highways England
- 3.4.17 Network Rail
- 3.5 The Strategic Transport Forum's work with the National Infrastructure Commission, Highways England, and Network Rail has secured investment for the East-West Rail and the Oxford to Cambridge Expressway schemes, which aim to improve transport connectivity across the region significantly.
- 3.6 The benefits for Swindon of joining the Strategic Transport Forum are focused on the ability to work with EEH partners to improve connectivity between Swindon and the South Midlands/East of England, specifically by providing opportunities to:
 - 3.6.1 Raise Swindon's transport issues and opportunities with national stakeholders at the sub-regional scale to influence infrastructure investment decisions,
 - 3.6.2 Influence the franchise specification for East-West Rail and to influence the case for the westward extension of East-West rail services towards Swindon and Bristol,
 - 3.6.3 Influence the Oxford to Cambridge Expressway corridor route selection, with the aim of ensuring that Swindon enjoys maximum benefits from improved connectivity to the East of England and to press the case for further investment in the A420 corridor, and
 - 3.6.4 Work collaboratively across the EEH sub-region on strategic transport issues that would potentially improve connectivity between Swindon and several key growth areas.
- 4. Alternative Options**
 - 4.1 Swindon could decline the invitation and continue to engage with the Forum as an external partner with significantly reduced influence.
- 5. Implications, Diversity Impact Assessment and Risk Management**
 - Financial and Procurement Implications
 - 5.1 As stated in paragraph 2.2 an annual subscription fee of c.£30,000 is payable.

Membership of England's Economic Heartland Strategic Transport Forum

Cabinet

Date: 14th March 2018

Legal and Human Rights Implications

- 5.2 Legal and Human rights considerations have been taken fully into account in compiling this report. It is considered that the proposals within this report are compatible with Convention Rights.

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

- 5.3 This report has no specific implications other than referred to in the report.

Diversity Impact Assessment

- 5.4 No Diversity Impact Assessment is required in relation to this report as the recommendations would not affect any particular service users.

Risk Management

- 5.5 Risk is assessed as an ongoing activity as part of the Corporate Scorecard and Risk Register process.

6. Consultees

- 6.1 The Director of Finance (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 None

9. Key Decision/Decision in Cabinet Work Programme

- 9.1 This is not a Key Decision

References from Other Council Bodies

Health and Wellbeing Board – Swindon Strategy to reduce substance misuse 2017 to 2022

Cabinet

Date: 14th March 2018

Author:	Cabinet Member for Housing and Public Safety, and Director of Public Health
Wards:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 To consider a matter referred to Cabinet from the meeting of the Health and Wellbeing Board held on 13th December 2017.
- 1.2 The vision for Swindon is to prevent the harms caused by drugs and alcohol to individuals, children, young people, families and communities, by encouraging healthy choices, promoting recovery and reducing crime. We will strive for a Swindon free from the harms caused by substance misuse

2. Recommendations

- 2.1 To agree the recommendation of the Health and Wellbeing Board at its meeting on 13th December 2017, as set out in paragraph 3.3 of this report.

3. Detail

Swindon Strategy to reduce substance misuse 2017 to 2022

- 3.1 At its meeting on 13th December 2017, the Health and Wellbeing Board considered a report of the Senior Public Health Manager, Swindon Borough Council, setting out the Swindon Strategy to reduce substance misuse 2017 to 2022 and work to align it to national drivers and priorities. Key priorities for Swindon included, (i) prevention and early intervention particularly with young people and their families, (ii) a reduction in health related harms and addressing inequalities, (iii) the promotion of sustained recovery for those dependent on substances, and (iv) a reduction of substance misuse related crime and anti-social behaviour. The Senior Public Health Manager also drew members' attention to key successes of the strategy outlined in the report.
- 3.2 The Board resolved:
 - (1) That the report be noted.
 - (2) That the development of a full Swindon Substance Misuse Strategy Action Plan be endorsed and an annual report on progress in meeting the Strategy's targets and outcomes be submitted to this Board.

Further information on the subject of this report can be obtained from Steve Jones, Direct Dial Telephone Number – 01793 463602, email - stevejones@swindon.gov.uk.

References from Other Council Bodies

Health and Wellbeing Board – Swindon Strategy to reduce substance misuse 2017 to 2022

Cabinet

Date: 14th March 2018

(3) That Swindon Borough Council's Cabinet and the Swindon Clinical Commissioning Group's Governing Body be recommended to adopt the Swindon Substance Misuse Strategy 2017-2022.

- 3.3 A copy of the report is attached at Appendix 1. A copy of the Strategy document is attached at Appendix 2.

4. Alternative Options

- 4.1 It is a matter for Cabinet as to whether the recommendation of the Health and Wellbeing Board is supported.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 This report has no financial or procurement implications. The financial and/or procurement implications of the report to the Health and Wellbeing Board are addressed in that report (attached at Appendix 1).

Legal and Human Rights Implications

- 5.2 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. The legal and human rights considerations of the report to the Health and Wellbeing Board are addressed in that report (attached at Appendix 1).

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

- 5.3 This report has no additional implications to be addressed. Any additional implications the report to the Health and Wellbeing Board are addressed in that report (attached at Appendix 1).

Diversity Impact Assessment

- 5.4 A Diversity Impact Assessment (DIA) has been undertaken for this strategy

Risk Management

- 5.5 There are no identified unmitigated risks.

Further information on the subject of this report can be obtained from Steve Jones, Direct Dial Telephone Number – 01793 463602, email - stevejones@swindon.gov.uk.

References from Other Council Bodies

Health and Wellbeing Board – Swindon Strategy to reduce substance misuse 2017 to 2022

Cabinet

Date: 14th March 2018

6. Consultees

- 6.1 The Director of Finance (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 – Report to the meeting of the Health and Wellbeing Board held on 13th December 2017 (*The appendix is available online at the Council's website or on request from Committee and Member Services*).
- 8.2 Appendix 2 – Swindon Substance Misuse Strategy 2017 to 2022 (*The appendix is available online at the Council's website or on request from Committee and Member Services*).

9. Key Decision/Decision in Cabinet Work Programme

- 9.1 This is not a Key Decision.

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Amendments to Residents' Parking Schemes

Cabinet

Date: 14th March 2018

Author: Cabinet Member for the Economy and Skills
Corporate Director for Communities and Housing/ Head of Highways and Transport

Wards: Central, Eastcott, and Old Town

Parishes Affected: Central Swindon South

1. Purpose and Reasons

- 1.1 This report seeks Cabinet authorisation to amend the Residents' parking scheme that includes the "Town Centre" and the "Old Town Centre" zones to provide a discounted season ticket option for residents to use the long stay car parks.
- 1.2 This report also responds to issues contained in a motion tabled at Council on 25th January 2018 but passed to Cabinet under Standing Order 9(1) because of its financial implications (Council Minute 73, 2017/18 refers).

2. Recommendations

Cabinet is recommended to:

- 2.1 Authorise the Head of Highways and Transport to:
- 2.1.1 Amend the Residents Parking Scheme that includes a 'Town Centre zone' & 'Old Town Centre Zone' to enable residents not included in the existing zones and living within this area to purchase a permit to park at any time in the town centre long stay car parks (£299 per year, £150 for 6 months), or park between 6.00pm and 9.00am only (£149 per year).
- 2.1.2 Undertake a review of this change after one year
- 2.2 Authorise the Cabinet Member for the Economy and Skills to report this outcome to the next appropriate meeting of Council.

3. Detail

Background

- 3.1 Legal orders in place currently only allow residents' permits to be used in Long Stay Car Parks.
- 3.2 The current Town Centre Resident Parking Scheme allows the resident to park at any time in a town centre long stay car park for £625 per year, or £312.50 for 6 months.

Further information on the subject of this report can be obtained from Dawn Woollard, 01793 463771, dwoollard@swindon.gov.uk.

Amendments to Residents' Parking Schemes

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- 3.3 At Council on 25th January 2018, the following motion, as amended, was deferred to Cabinet under Standing Order 9(1) (Council Minute 73, 2017/18 refers):

"This Council:

Notes:

It has a surplus of daytime car parking which should satisfy foreseeable Town Centre demand and that this demand is very low in the evening leaving large areas of unused parking.

The review of Town Centre Residents parking scheme undertaken in December 2017 and that surplus from on-street car parking income is ring-fenced by statute for car parking purposes only and cannot be an additional revenue stream to be spent by for the Council for other purposes."

Requests:

The Cabinet Member for the Economy and Skills bring a report to Cabinet considering proposals to:

1. Amend the Residents Parking Scheme that includes a 'Town Centre zone' & 'Old Town Centre Zone' to enable residents not included in the existing zones and living within this area to purchase a permit to park at any time in the town centre long stay car parks (£299 per year, £150 for 6 months), or park between 6.00pm and 9.00am only (£149 per year).
2. Undertake a review of this change after one year."

Proposed Changes

- 3.4 Having considered representations from ward councillors, and other stakeholders, it is believed that a more attractive charge would produce an increased revenue stream for the Council and provide an attraction to residents wishing to locate in the Town Centre. Since residents are not using the Council's car parks in these areas it is reasonable to conclude that vehicles are currently parking somewhere unknown for free or in a private facility.
- 3.5 It is proposed to reduce the cost of the 'Town Centre zone' & 'Old Town Centre Zone' from £625 per annum to £299 per annum, and reduce from £312.50 to £150 for 6 months.
- 3.6 In order to maximise income and reflect the concerns raised by Members at Council, Officers have reviewed the current evening Town Centre Residents' Parking scheme to see if more advantages for Swindon could be delivered by

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having an evening Residents, Parking scheme to sit alongside the existing 24 hours scheme.

- 3.7 Therefore, it is recommended that residents' evening parking between 6.00pm and 9.00am only be reduced to £149 per year.
- 3.8 In order to ensure that the change has a positive effect on the Council's car parking finances, officers also recommend that a full review be conducted after one year.

Additional Council resolution

- 3.9 On 22nd February 2018, Council approved the following resolution: "This Council:

Notes that a Council motion is to be considered by Cabinet regarding the reduction of charges for residential parking season tickets in Council Long-Stay Car Parks.

Requests that the Cabinet Member include within this item to Cabinet the feasibility of the Residents Parking Season Ticket charge being applied to other secure Council Car Parks, plus a fee for the Council's security services."

- 3.10 In order that sufficient Officer time be allocated to investigating the changes recommended by Councillors, the Cabinet Member has advised that he wishes to respond to this resolution in a subsequent Cabinet report.

4. Alternative Options

- 4.1 Retain the current pricing, which neither puts the needs' of residents first nor delivers best value for the council.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 Failure to sell nine permits would present a loss to the council.
- 5.2 There are no Procurement Implications.

Legal and Human Rights Implications

- 5.3 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.
- 5.4 The price amendment to the Town Centre Resident Permit would need 20 days statutory advertisement, before implementation.

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Amendments to Residents' Parking Schemes

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

5.5 None

Diversity Impact Assessment

5.6 A diversity impact assessment has not been completed as, on the basis of information considered within this report, it is not believed that there would be any adverse impacts on the protected equality characteristic group.

Risk Management

5.7 A Risk Assessment has been completed. No significant risks or issues were found. A copy of the Risk Assessment is available from Dawn Woollard.

6. Consultees

6.1 The Director of Finance (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 None

9. Key Decision/Decision in Cabinet Work Programme

9.1 This is a Key Decision and is included in the Cabinet Work Programme for February 2018.

Swindon Borough Council (Southern Connector Road, New Eastern Villages) Compulsory Purchase Order 2018

Cabinet

Date: 14th March 2018

Author:	Cabinet Member for Strategic Planning and Sustainability, Corporate Director, Resources and Growth
Wards:	Covingham and Dorcan, St Margaret and South Marston, and Ridgeway
Parishes Affected:	Stratton St Margaret, South Marston and Wanborough

1. Purpose and Reasons

- 1.1 Cabinet is requested to authorise a Compulsory Purchase Order (CPO) to be made in respect of areas of land required for the construction and delivery of the Southern Connector Road (SCR), New Eastern Villages (NEV).
- 1.2 Further to the Cabinet's decision on 16th June 2016 (details set out below) negotiations are ongoing with various land owners in the NEV and it is considered that it is now necessary to obtain Cabinet's authority for a CPO in the event that purchase by private treaty is unachievable. Without the acquisition of the relevant areas of land it will be impossible to deliver the SCR which is essential highway network infrastructure required to support the delivery of around 8000 houses, and associated employment and community facilities, to be built in the NEV.
- 1.3 The recommendation of this report supports the delivery of the Vision for Swindon, and in particular:
 - 1.3.1 Priority One: improve infrastructure and housing to support a growing, low carbon economy,
 - 1.3.2 Priority Two: offer education opportunities that lead to the right skills and right jobs in the right places, and
 - 1.3.3 Pledge Thirteen: improve highway linkages to the Eastern Villages particularly around White Hart Roundabout.

2. Recommendations

Cabinet is recommended to:

- 2.1 That, in the event that purchase by private treaty is not achievable, the Director of Law and Democratic Services be authorised, in consultation with the Corporate Director Resources and Growth, the Cabinet Member for Finance and the Cabinet Member for Strategic Planning and Sustainability, to take all steps necessary to secure the making and implementation of a Compulsory Purchase Order under Section 226(1)(a) of the Town and Country Planning Act 1990 (as amended) and/or any other enabling statutory provisions deemed appropriate by him, in order to acquire the areas of land shown shaded pink on the Order Map

Further information on the subject of this report can be obtained from Sam Howell Direct Dial Telephone Number (01793) 466500, showell@swindon.gov.uk.

Swindon Borough Council (Southern Connector Road, New Eastern Villages) Compulsory Purchase Order 2018

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attached to this Report as Appendix 1 and marked "Map referred to in the Swindon Borough Council (Southern Connector Road, New Eastern Villages) Compulsory Purchase Order 2018", ("the CPO Land"), including the publication and service of all statutory notices and the presentation of the Council's case at any public inquiry and courts (if necessary).

3. Detail

3.1 Further to a report before the Cabinet on 16th June 2016, Cabinet resolved as follows:

3.1.1 That the Head of Property Assets, in consultation with the Board Director, Service Delivery, the Director of Law and Democratic Services, the Cabinet Member for Strategic Planning and all relevant stakeholders, be authorised to: (a) identify and compile a list of specific areas of land within the area shown on the plan at Appendix 2 to the report, which are required for the purpose of the delivery of necessary infrastructure and in order to achieve the proper planning of the NEV area; and (b) subject to obtaining the necessary authority, depending on purchase price, to undertake negotiations with the owners of relevant interests in the said areas of land with a view to achieving purchase by private treaty.

3.1.2 That the Director of Law and Democratic Services, in consultation with the Cabinet Member for Strategic Planning and the Head of Property Assets, be authorised to complete such transactions, on such terms as he considers necessary to protect the Council's interests.

3.1.3 That, in the event that purchase by private treaty proves unachievable, a report (or reports) be brought to the Cabinet to seek authority for the Director of Law and Democratic Services to make any necessary Compulsory Purchase Order(s).

3.2 Pursuant to the Cabinet resolutions of 16th June 2016, officers, working with consultants, have carried out comprehensive assessments of the highway works required for the SCR scheme. A lot of work has also gone into identifying the route of the SCR and the areas of land required for this route. Meetings have been held with land owners whose land will be required for the scheme, with a view to agreeing purchase by agreement. Valuation of the CPO Land has also been undertaken by consultants working with the Council. Whilst it is likely that some land owners will enter into sale contracts with the Council, there are a number of land owners who are unlikely to, hence the need for the CPO.

3.3 The case for a CPO is well established in Planning terms. The Council has a suite of Planning policies which form the basis for the NEV development and the need for the SCR. The NEV development area is the largest strategic allocation in the adopted Swindon Local Plan 2026. It will comprise around 8,000 new

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homes, 40 hectares of employment, new secondary school, new primary schools and extension to South Marston primary school, and new retail, health and leisure facilities.

- 3.4 The transport strategy for the NEV is predicated on a number of strategic transport interventions including the Southern Connector Road, and funding has been secured through the Swindon and Wiltshire Local Enterprise Partnership's (SWLEP) Local Growth Deal to support the delivery of the NEV transport package, including the SCR.
- 3.5 It is necessary to enable infrastructure to come forward early in the development management process to achieve the timely delivery of a sustainable and properly planned new community. This includes providing key transport routes which will provide access to the whole development, thereby mitigating additional strain on existing highways, providing the potential to unlock difficult sites, ensuring residents have access to essential services and facilities including healthcare and education provision in the short term, and delivering benefits to Swindon as a whole.
- 3.6 The SCR will provide a new link road between the NEV and Commonhead roundabout, relieving demand on the existing highway infrastructure to the north. The SCR works are proposed to start in 2019 and will last approximately 18 months, hence the urgent need to acquire the necessary areas of land.
- 3.7 The adopted NEV Planning Obligations Supplementary Planning Document (October 2016) states that "where necessary, the Council will use its compulsory acquisition powers to acquire land that is required for the timely delivery of necessary infrastructure".
- 3.8 As Acquiring Authority, the Council is required to demonstrate that reasonable steps have been taken to acquire by agreement all of the land interests included in any CPO, and that there is a compelling case in the public interest to make the Order. Therefore, prior to using its CPO powers, the Council will continue to seek to purchase interests by agreement where it is possible to do so. This approach is in line with Government advice contained in the Compulsory Purchase Process and the Crichel Down Rules, October 2015.
- 3.9 Modelling of the transport demand generated by the NEV has informed the design of the road. The road will be a two-way single carriageway with pedestrian and cycle facilities. The footprint of the road increases through flood zone areas, where the road is required to be raised. The road avoids, where possible, known constraints such as archaeology, flood zones, the safeguarded canal route, and Thames Water infrastructure and complies with current road design standards.
- 3.10 Additionally, land for drainage infrastructure is also required. Alongside the road this will consist of swale-style drainage ditches. Off-line attenuation areas and

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connecting drainage will also be required at certain locations. Private access for landowners will be retained and access points have been included within the design where appropriate.

- 3.11 The SCR works will be funded from Local Growth Fund capital grant and section 106 contributions. The total cost of the scheme is estimated at £34.6m including land acquisition costs.

Planning Policy

- 3.12 Compulsory Purchase must be supported by sound planning policy. Policies NC3, RA3, SD3, IN1 of the adopted Local Plan and the adopted NEV Planning Obligations SPD (October 2016) set out the clear approach to securing comprehensive development at the NEV. The SPD supports the use of Compulsory Purchase powers in ensuring development is integrated and comprehensive.
- 3.13 As the Planning basis for the scheme is well established, the necessary Planning consent to undertake the works will be obtained in time for the submission of the Order to the Secretary of State for confirmation. It is anticipated this will be in the autumn of 2018.

4. Alternative Options

- 4.1 The Council will continue to pursue acquisition by private treaty as the first option. However, given the tight timescale for delivering the scheme (the Local Growth Fund allocation is for the period up to March 2021) and the pace at which development in the NEV is expected to come forward, the use of the Council's CPO powers as an alternative is urgently required.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 Cabinet approved a budget of £48.7m in February 2015 for New Eastern Villages infrastructure, funded from Local Growth Fund provisional award (Council minute 62 2014/15). £11.8m of this total relates to the Southern Connector Road and is sufficient to be able to fund the expected cost of the land and any other associated costs.

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The current full estimated total cost of the scheme is £34.6m, funded from LGF grant and S106 contributions. Approval for the full budget will be sought at a future Cabinet later in the year confirming the sources of funding and will set out the full financial implications and risks of the scheme. This will then enable the planning application for the SCR to be submitted.

Legal and Human Rights Implications

The Compulsory Purchase Order Powers and Process

- 5.2 It is proposed to make a Compulsory Purchase Order under Section 226 (1)(a) of the Town and Country Planning Act 1990 (as amended), and/or any other relevant statutory provisions that may be appropriate.
- 5.3 Section 226(1)(a) of the Town and Country Planning Act enables the compulsory acquisition of land where the Council thinks the acquisition will facilitate the carrying out of development, redevelopment or improvement on or in relation to the CPO land where the Council thinks the development, redevelopment, or improvement is likely to contribute to the achievement of the promotion or improvement of the economic, social or environmental well-being of its area.
- 5.4 The Compulsory Purchase Process and the Crichel Down Rules, October 2015 provides guidelines which acquiring authorities must follow on the use of compulsory purchase powers, which the Council would take full account of. In making a CPO, the Council would be doing so on the basis this facilitates the improvement of the economic, social and environmental wellbeing of its area. As set out in the main body of the report, the NEV is a significant strategic urban extension that provides economic, social and environmental benefits. If it is not delivered as a comprehensive and integrated scheme, specific development parcels would be compromised, and this would undermine delivery of the Adopted Local Plan.
- 5.5 The guidance states that a CPO should only be made where there is a compelling case in the public interest and that regard should be had in particular to the provisions of Article 1 of the First Protocol to the European Convention on Human Rights and Article 8 of the Convention. A balanced view has to be taken between the intentions of the Council and concerns of those whose interest in land it is proposed to acquire. There must be clear evidence that the public benefit will outweigh the private loss.
- 5.6 Article 1 of the First Protocol states as follows - Every natural or legal person is entitled to the peaceful enjoyment of his possessions. No-one shall be deprived of his possessions except in the public interest and subject to the conditions provided for by law and by the general principles of international law.

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- 5.7 In considering Article 1 of the First Protocol, the Courts have held that whilst individuals are entitled to the peaceful enjoyment of their property and possessions, the state can deprive and control the use of them where its actions are in accordance with law, necessary and legitimate, in the general interest and proportionate
- 5.8 Article 8 – (1) Everyone has the right to respect for his private and family life, his home and his correspondence. (2) There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.
- 5.9 These rights are qualified and do not preclude the Council from exercising its statutory powers that are deemed necessary in relation to the CPO land in accordance with the law and in public interest.
- 5.10 In reaching its decision, Cabinet needs to consider the extent to which the decision may affect the Human Rights of landowners of the CPO Land and to balance these against the overall community benefits of the NEV scheme. Cabinet will need to be satisfied that interference with the rights is justified in all the circumstances and that a fair balance would be struck in the present case between the protection of the rights of individuals and the public interest. Officers consider that this would be the case in this instance

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

- 5.11 Other Implications have been considered and taken into account in the preparation of this report. No other specific implications were identified.

Diversity Impact Assessment

- 5.12 A Diversity Impact Assessment (DIA) has not been undertaken at present. However, as this report involves a Compulsory Purchase Order, should it prove necessary, a DIA would be undertaken as part of the on-going project.

Risk Management

- 5.13 The vast majority of the acquisitions will be by private treaty and using CPO powers will be the last resort and only on land and buildings that are considered essential to acquire. However, with a large number of landowners involved, there is a risk that acquisition of all the required land by private treaty will not be possible, triggering the need for the CPO powers to be used.

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5.14 A specific risk to the Council if the CPO is not made is that the NEV is not deliverable as a comprehensive and integrated strategic urban extension due to the inability to acquire the land to construct the SCR. Without the SCR, the NEV allocation will only be able to be partially built out. Specific development parcels could be compromised, and this would undermine delivery of the Adopted Local Plan, as well as making housing delivery targets for the Council difficult to achieve.

5.15 Delays in the land acquisition process will also impact upon the delivery programme for the SCR, and this could have financial implications through the risk of losing the Local Growth Fund grant if construction of the SCR is not well advanced by March 2021. The ability to draw upon CPO powers if required is therefore important to ensuring that the delivery programme for the SCR is achieved.

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 Cabinet report of 16th June 2016

8. Appendices

8.1 Appendix 1 – Plan of the CPO Land

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 2018.

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