

West Wiltshire District Council

Publications Scheme

December 2002



where people matter

This information is available on request in large print, braille or on tape.
If English is not your first language we can also arrange for it to be produced
in another language.

If you need this information in another format or language, please contact:

Corporate Communications, West Wiltshire District Council,

Bradley Road, Trowbridge, BA14 0RD.

Tel. 01225 770364 Fax. 01225 774750

communications@westwiltshire.gov.uk

www.westwiltshire.gov.uk

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Introduction

The Freedom of Information Act 2000 requires all public authorities to produce a publication scheme setting out:

- The information that they publish or intend to publish
- How that information can be obtained
- Whether the information is available free of charge or whether a charge will be made

When developing this scheme, we have considered areas of interest locally, the type of information frequently asked for, and the need for openness and transparency when the Council makes its decisions. We will also continue to publish documents that relate to specific events and activities in the normal way.

This publication scheme does not refer to any other public body - the information it contains relates only to West Wiltshire District Council.

Using the scheme

We have chosen 12 'classes' that describe the information we publish. These are listed below, together with a short explanation on the type of information covered by each class. At the back of this document is a table with full explanations of each class, and an index.

No.	Class Description	Description of contents	No.	Class Description	Description of contents
1.	Benefits	Information about council tax benefit, housing benefit and other social security benefits.	7.	Environment	Information about the Council's functions and policies which affect the surroundings within which people live.
2.	Buildings and land	Information about the Council's functions which affect land or buildings, and details of the Council's own land.	8.	Health	Information about the Council's work on improving the health of residents in the district.
3.	Business	Information about Council services which affect or are of interest to the business community.	9.	Housing and homelessness	Information about Council services which affect homes and houses.
4.	Community	Information about local groups and organisations, and Council services that affect them.	10.	Leisure, recreation and tourism	Information about leisure activities available in and out of the district, and how the Council promotes them.
5.	Council and democracy	Information about the Council's structure, performance, staff, members, elections and about other authorities in the district.	11.	Media and communications	Information made available by the Council about itself.
6.	Emergencies	Information about the Council's plans for handling civil emergencies.	12.	Transport and travel	Information about how the Council's plans and actions affect all aspects and modes of travel within the district.

How to get a copy of the scheme

The publication scheme will be accessible on our website (www.westwiltshire.gov.uk) or can be viewed at the Council offices, Bradley Road, Trowbridge, BA14 0RD. Copies will also be made available to the County Library Service and to the town and parish councils within the district.

The publication scheme and the documents to which it refers are available on request in large print, braille or on tape. If English is not your first language we can also arrange for it to be produced in another language. If you need this information in another format or language, please contact the Legal Services Manager, Gareth Owens, on 01225 770310 or e-mail gowens@westwiltshire.gov.uk

How to obtain information included within the scheme

Information within the publication scheme can be inspected at the Council's offices during normal working hours (Monday - Thursday 8.30am to 5.30pm, Friday 8.30am to 5pm).

Within the scheme, each piece of information includes the name of the officer you need to contact to arrange a viewing or to have details forwarded to you. Where relevant, it will also list if information is available on the Council's website.

If you are unable to visit the Council's offices and do not have access to the Internet, please contact the Legal Services Manager, Gareth Owens, either by telephone on 01225 770310 or by writing to the Council offices. Every effort will be made to help you get the information you require.

The Council's charging policy

There will be no charge for inspecting documents or viewing information on the Council's website. However, if information has to be specially photocopied, a charge may be levied, according to the current price structure.

Your rights

This scheme does not affect the rights you have to inspect certain documents such as planning applications.

A great deal of information we hold is personal, and therefore private to individuals. The Freedom of Information Act 2000 does not make such information available to the public, and all of the classes within this scheme exclude the publication of personal information.

The relevant legislation for personal information is the Data Protection Act, and your right of access to see what information the Council as a whole holds about you is available through any Council officer or the Legal Services Manager.

Maintaining and amending the publication scheme

The Legal Services Manager is responsible for maintaining and reviewing the publication scheme. He will be pleased to receive any suggestions about what information should be included in future editions.

We intend to review this initial version during the first 12 months. It is anticipated that the publication scheme will then be reviewed, renewed and submitted to the Information Commissioner every three years.

The relevant information under each class will automatically be published and updated as required.

Complaints

The Council has a set procedure for anyone wishing to make a complaint about data protection issues, the Freedom of Information publication scheme and other services in general.

However, the opportunity to complain to the Council does not limit the right to complain to the Information Commissioner. The address is:

**Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF**

West Wiltshire District Council Publications Scheme

Subject	What you may see	What you may not see	Who to contact	Format	Charge
1. Benefits - Information about council tax benefit, housing benefit and other social security benefits					
Council tax and housing benefit	Documents giving advice about how to apply for housing benefit, council tax benefit and other income-related benefits; frequently asked questions; discretionary payments; reporting benefit fraud; and guidance to landlords		Benefits Manager	Hard copy	No
			Benefits reception	Website	
2. Buildings and Land - Information about the Council's functions which affect land or buildings and details of the Council's own land					
Building Regulations	Statutory registers containing building regulations notices and certificates. Policies and procedures for dealing with dangerous buildings	Documents made available to the public in accordance with regulations made under section 74 of the Freedom of Information Act 2000. Typically, a document or other information may be withheld because the regulations provide for different procedures and exemptions and it is in the public interest that the document or information should only be made available in accordance with the regulations.	Building Control Manager	Hard copy	No
Contaminated land	The statutory register of contaminated land and notices served to require such contamination to be remedied		Principal Environmental Officer (Protection)	Website Hard copy	Yes

Subject	What you may see	What you may not see	Who to contact	Format	Charge
Council land and buildings	Information about land owned by the Council; the sale and acquisition of land by the Council; the maintenance of Council buildings	Documents or parts of documents that contain exempt information. These will show where this information has been withheld and why. Typically, information may be withheld if its disclosure would contravene the Data Protection Act 1998 or if its disclosure would prejudice the commercial interests of another person.	Technical Services Manager	Website Hard copy	Yes
Listed buildings and conservation	Documents giving general advice on buying and owning listed buildings and buildings in conservation areas; statutory registers relating to the protection and maintenance of listed buildings; documents containing details of and advice on how to apply for grants to maintain listed buildings and buildings in conservation areas.	Documents made available to the public in accordance with regulations made under section 74 of the Freedom of Information Act 2000. Typically, a document or other information may be withheld because the regulations provide for different procedures and exemptions and it is in the public interest that the document or information should only be made available in accordance with the regulations.	Heritage and Conservation Officer Planning reception	Hard copy	No
Local land charges	Local land charges register and guidance notes		Land Charges section	Hard copy	Yes
Party walls	The Council's policy and procedure on how to select surveyors under the Party Walls Act 1996		Building Control Manager	Website Hard copy	No

Subject	What you may see	What you may not see	Who to contact	Format	Charge
Planning and development	Documents forming or containing the current and historic structure plan and local plans; supplementary planning guidance; the weekly list of planning applications; tree preservation orders; advertisement consents; and the enforcement of planning control	Documents made available to the public in accordance with regulations made under section 74 of the Freedom of Information Act 2000. Typically, a document or other information may be withheld because the regulations provide for different procedures and exemptions and it is in the public interest that the document or information should only be made available in accordance with the regulations.	Planning reception Development Control Manager	Hard copy	Yes
Street naming	The Council's policies and procedures for naming and renaming streets		Technical Services Manager	Website Hard copy	Yes
Vision for Trowbridge	The Council's master-planning policy for the redevelopment of Trowbridge		Head of Strategy	Hard copy	Yes

Subject	What you may see	What you may not see	Who to contact	Format	Charge
3. Business - Information about Council services which affect or are of interest to the business community					
Business rates	Documents containing advice and guidance on how to pay business rates and how to apply for relief		Benefits Manager	Hard copy	No
Commercial property database	The non-statutory register of industrial and commercial property vacancies (including land owned by the Council)		Economic Development Manager	Website www.wiltshirebusiness.co.uk Hard copy	No
Economic development	Documents containing the Council's strategy for and information about other agencies and organisations promoting regeneration and growth within West Wiltshire; the Five Towns Initiative; the action plan for the West Wiltshire Economic Partnership; facts and figures about the local economy	Documents or parts of documents that contain exempt information. These will show where this information has been withheld and why. Typically, information may be withheld if its disclosure would contravene the Data Protection Act 1998 or if its disclosure would prejudice the commercial interests of another person.	Economic Development Manager West Wiltshire Economic Partnership Manager Great Western Enterprise Ltd	Hard copy Websites: www.westwilts towns.org www.wwep.org.uk	No
Health and safety	The Council's policies and procedures for monitoring compliance with health and safety legislation, as well as investigating and enforcing against breaches of such legislation		Principal Environmental Officer (Health and Safety)	Hard copy	Yes

Subject	What you may see	What you may not see	Who to contact	Format	Charge
Licensing and permits	Documents forming or containing the statutory registers relating to planning applications, tree preservation orders, advertisement consents, building regulation notices and certificates; public entertainment licences; taxis and hackney carriages; by-laws and regulations made by the Council etc; the Council's policies and procedures for monitoring compliance with the above legislation and also investigating and enforcing against breaches of the same		Principal Environmental Officer (Food Safety)	Hard copy	Yes
				Website	
			Principal Environmental Officer (Health and Safety)		
			Building Control Manager		
			Development Control Manager		
Local land charges	Local land charges register and guidance notes		Land Charges section	Hard copy	Yes
Planning and development	Documents forming or containing the current and historic structure plan and local plans; supplementary planning guidance; the weekly list of planning applications; tree preservation orders; advertisement consents; and the enforcement of planning control	Documents made available to the public in accordance with regulations made under section 74 of the Freedom of Information Act 2000. Typically, a document or other information may be withheld because the regulations provide for different procedures and exemptions and it is in the public interest that the document or information should only be made available in accordance with the regulations.	Planning reception Development Control Manager Planning Policy Manager	Hard copy	Yes

Subject	What you may see	What you may not see	Who to contact	Format	Charge
Trade waste	The Council's policy and charging rates for the collection of waste from commercial and business premises		Services Manager	Hard copy	No

4. Community - Information about local groups and organisations and Council services that affect them

Clubs, societies and organisations	Summaries of information about clubs, societies, community groups, and residents' associations		Member Support & Community Manager	Hard copy	Yes
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Community facilities	Details of the Council's work with partner organisations to deliver local community facilities	Documents or parts of documents that contain exempt information. The documents will show where this information has been withheld and why. Typically, information may be withheld if its disclosure would contravene the Data Protection Act 1998 or if its disclosure would prejudice the commercial interests of another person	Leisure Officer	Hard copy	Yes
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Community Policies	Plans and strategies relating to the community such as the Crime and Disorder Reduction Strategy or the Community Strategy; general information about the role and functions of the Wiltshire Strategic Partnership; dates, agendas and minutes for community meetings	Documents intended for future publication.	Member Support & Community Manager	Hard copy	Yes
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Grants	Advice and information about grants from the Council		Member Support & Community Manager	Hard copy	Yes
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Subject	What you may see	What you may not see	Who to contact	Format	Charge
5. Council and Democracy - Information about the Council's structure, performance, staff, members, elections and about other councils in the district					
Contracts	The contracts governing the provision of goods and services to the Council or for delivering services on behalf of the Council to the public	Documents or parts of documents that contain exempt information. These will show where this information has been withheld and why. Typically, information may be withheld if its disclosure would contravene the Data Protection Act 1998 or if it is commercially sensitive	Legal Services Manager	Hard copy	Yes
Councillors	The following information is available about each district councillor - contact details, the areas represented, meetings attended and amount of allowances claimed, registered interests		Trainee Member Support Officer	Website Hard copy	Yes
Elections	The electoral register and notices of alteration of this; documents created during the administration of town/parish council elections held during the last 6 months; candidates' expense returns; election results since 1979; details of officers of political parties entitled to appoint	Documents or parts of documents that contain exempt information. The documents will show where this information has been withheld and why. Typically, information may be withheld if its disclosure would contravene the Data Protection Act 1998.	Elections Officer	Hard copy	Yes
Europe	The contact details for the MEPs representing West Wiltshire		Trainee Member Support Officer	Hard copy	Yes

Subject	What you may see	What you may not see	Who to contact	Format	Charge
Facts and figures	Documents showing the Council's capital and revenue budgets; council tax bands and amounts; annual accounts for the past 2 years		Finance Manager	Hard copy	Yes
Information	The Council's policies and procedures for handling information about itself and its services; data protection policies and procedures; freedom of information policies and procedures		Legal Services Manager	Hard copy	Yes
Meetings	The dates, agendas and publicly available minutes of Council, Cabinet and committee meetings; the work plans for the Cabinet, Overview Committees and Standards Committee for the past 6 years		Trainee Member Support Officer	Website Hard copy	Yes
Members of Parliament	The contact details for the MPs representing West Wiltshire		Trainee Member Support Officer	Hard copy	Yes
Performance	Best Value Performance Plan; performance indicators and statistics; Best Value inspection reports; methodology and reports following Best Value reviews; Best Value improvement plans for reviewed services; District Audit reports and inspections; details of the Council's preparations for Comprehensive Performance Assessment		Best Value Officer	Website Hard copy	Yes

Subject	What you may see	What you may not see	Who to contact	Format	Charge
Plans and strategies	The various plans and strategies which the Council must publish by law, such as the Best Value Performance Plan, the Community Strategy and the Crime and Disorder Reduction Strategy		Head of Strategy	Website Hard copy	Yes
Staff	The Council's current staffing schemes, policies and procedures; staff vacancies; standard terms and conditions of employment of Council staff; contract for administering Council payroll and pension; corporate training plans; job descriptions and person specifications; register of gifts and hospitality, register of officer's interests	Documents or parts of documents that contain exempt information. The documents will show where this information has been withheld and why. Typically, information may be withheld if its disclosure would contravene the Data Protection Act 1998 or if it is commercially sensitive	Personnel Manager	Website Hard copy	Yes
Town and parish councils	Contact details for the clerk to each town and parish council; the registered interests of each town and parish councillor		Trainee Member Support Officer	Hard copy	Yes
Your Council	The Council's Constitution, giving details of the Council's structure and internal rules and procedures; the Community Strategy; reports of the Local Government Ombudsman into allegations that the Council has acted improperly; Customer Charter, and complaints procedure		Member Support Manager	Hard copy	Yes

Subject	What you may see	What you may not see	Who to contact	Format	Charge
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6. Emergencies - Information about the Council's plans for handling civil emergencies

Emergency planning contract guide	A document giving details of the purchasing of supplies during civil emergencies	Documents or parts of documents that contain exempt information. These will show where this information has been withheld and why. Typically, information may be withheld if its disclosure would contravene the Data Protection Act 1998.	Head of Commercial Services	Hard copy	Yes
Emergency planning guides	Documents showing the Council's policies and procedures for handling civil emergencies	Documents or parts of documents that contain exempt information. These will show where this information has been withheld and why. Typically, information may be withheld if its disclosure would contravene the Data Protection Act 1998.	Head of Commercial Services	Hard copy	Yes

Subject	What you may see	What you may not see	Who to contact	Format	Charge
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7. Environment - Information about the Council's functions and policies which affect the surroundings within which people live

Abandoned vehicles	The Council's policy and procedures for dealing with abandoned vehicles		Services Manager	Website Hard copy	Yes
Air pollution and air quality	The Council's policies and procedures for monitoring and improving air quality, authorising businesses under pollution control legislation, investigating and enforcing against breaches of pollution control		Principal Environmental Officer (Protection)	Website Hard copy	Yes
Animals	The Council's policies and procedures relating to animal health, dangerous animals, dog fouling, dog control, the investigating and enforcing against breaches of animal legislation		Principal Environmental Officer (Health and Safety)	Website Hard copy	Yes
Bonfires	Advice and guidance on lighting bonfires and how to complain about nuisance caused by bonfires		Principal Environmental Officer (Protection)	Website Hard copy	No
Contaminated land	The statutory register of contaminated land and notices served to require such contamination to be remedied		Principal Environmental Officer (Protection)	Website Hard copy	Yes
Flooding, drains and drainage	General information about land drainage, land known to be prone to flooding, the Council's policies on issuing sandbags		Technical Services Manager	Website Hard copy	No

Subject	What you may see	What you may not see	Who to contact	Format	Charge
Grants	The Council's policies, procedures and application forms for the Affordable Warmth scheme and the Home Energy Conservation scheme		Sustainability & Energy Efficiency Co-ordinator	Website Hard copy	Yes
Litter	The Council's policy and procedures for dealing with litter and street cleaning		Services Manager	Website Hard copy	No
Noise	Advice and information on the Council's powers in relation to noise, the Council's policies and procedures for investigating and enforcing against complaints about noise		Principal Environmental Officer (Protection)	Website Hard copy	No
Pest control	Advice and information on the Council's powers and fees for treating pests such as rats, mice and wasps		Principal Environmental Officer (Health and Safety)	Website Hard copy	Yes
Planning and conservation	Documents forming or containing the current and historic structure plan and local plans; supplementary planning guidance; the weekly list of planning applications; tree preservation orders; advertisement consents; and the enforcement of planning control	Documents made available to the public in accordance with regulations made under section 74 of the Freedom of Information Act 2000. Typically, a document or other information may be withheld because the regulations provide for different procedures and exemptions and it is in the public interest that the document or information should only be made available in accordance with the regulations.	Planning Policy & Conservation Manager	Hard copy	Yes

Subject	What you may see	What you may not see	Who to contact	Format	Charge
Planning policy	Documents generated during the development of the Local Plan that consult on the Plan, object to proposed policies, and/or publicise various stages of the proposed Plan; the current urban capacity study; policies and statements on affordable housing; database showing objections/statements of support for policies proposed in the District Plan; studies showing the environmental and sustainability impact of the proposed Plan		Planning Policy Manager	Hard copy	Yes
Sewers	General advice and information about sewers and building regulations		Building Control Manager	Website Hard copy	Yes
Sustainability and energy conservation	General information and advice about Agenda 21; the Council's sustainable development strategy, the home energy and efficiency scheme; the Council's affordable warmth strategy and grants scheme, the Council's environmental management policies and progress on its implementation		Sustainability & Energy Efficiency Co-ordinator	Website Hard copy	Yes
Waste management and recycling	The Council's waste strategy; information about recycling facilities, waste collection, bulky waste collection, fly tipping; the Council's contract to collect, recycle and dispose of waste	Documents or parts of documents that contain exempt information. The documents will show where this information has been withheld and why. Typically, information may be withheld if it is commercially sensitive to another person.	Services Manager	Website Hard copy	Yes

Subject	What you may see	What you may not see	Who to contact	Format	Charge
8. Health - Information about the Council's work on improving the health of residents in the district					
Health projects	Policies and procedures relating to health projects involving the Council		Health Officer	Hard copy	Yes
Vision for Trowbridge	Health impact assessment for the Vision for Trowbridge master-planning policy		Health Officer	Hard copy	Yes
9. Housing and homelessness - Information about Council services that affect homes and houses					
Building, extending or working on houses	Documents forming or containing the current and historic structure plan and local plans; supplementary planning guidance; the weekly list of planning applications; tree preservation orders; advertisement consents; the enforcement of planning control; building regulations notices and certificates; contaminated land; listed buildings; guidance notes on building regulation, listed buildings and planning control	Documents made available to the public in accordance with regulations made under section 74 of the Freedom of Information Act 2000. Typically, a document or other information may be withheld because the regulations provide for different procedures and exemptions and it is in the public interest that the document or information should only be made available in accordance with the regulations.	Planning Reception Development Control Manager Planning Policy Manager Building Control Manager	Hard copy	Yes
Grants	Documents containing general advice and application forms for renovation grants, home energy efficiency grants, affordable warmth grants and other forms of financial assistance		Housing Renewal Manager Sustainability & Energy Efficiency Co-ordinator	Web site Hard copy	Yes

Subject	What you may see	What you may not see	Who to contact	Format	Charge
Homeless advice and assistance	Documents containing general advice on the prevention of homelessness, helping the homeless, the Council's duties and who to contact for assistance, the Council's allocations policy and homelessness strategy		Housing Strategy & Partnership Manager	Hard copy	Yes
Housing benefit	Documents giving advice about how to apply for housing benefit, and other income-related benefits; frequently asked questions; discretionary payments; reporting benefit fraud; guidance to landlords		Benefits Manager Benefits Reception	Hard copy Website	No
Local land charges	Local land charges register and guidance notes		Land Charges Section	Hard copy	Yes
Private housing	Documents containing general advice about living in rented accommodation; the duties of landlords; the Council's strategy and powers for improving standards in private rented accommodation; details of the Council's scheme for renting out empty homes		Housing Renewal Manager	Hard copy Website	No

Subject	What you may see	What you may not see	Who to contact	Format	Charge
Social housing	Documents containing the Council's policies for enabling the development of social housing within West Wiltshire; the Council's allocations policy; the terms and conditions of the transfer of the Council's houses to a housing association.	Documents or parts of documents that contain exempt information. These will show where this information has been withheld and why. Typically, information may be withheld if it is commercially sensitive to another person or because disclosure would contravene the Data Protection Act 1998.	Housing Strategy & Partnership Manager	Hard copy	Yes
Street naming	The Council's policies and procedures for naming and renaming streets		Technical Services Manager	Website Hard copy	Yes

Subject	What you may see	What you may not see	Who to contact	Format	Charge
10. Leisure, recreation and tourism - Information about leisure activities available in and out of the district and how the Council promotes them					
Arts and art development	Documents containing the Artists' directory, artists' database, partnership schemes and projects funded by the Council to promote the arts, grants of under £5000 given by the Council to small projects and the participatory arts workshop scheme (PAWS)	Documents or parts of document that contain exempt information. The documents will show where this information has been withheld and why. Typically, information may be withheld if it is commercially sensitive to another person or because disclosure would contravene the Data Protection Act 1998	Arts Development Officer	Website Hard copy	Yes
Council Policies	Documents containing information about the Council's policies for improving and delivering sports and recreation facilities within the district, notes of meetings with partner organisations implementing the policies	Documents or parts of document that contain exempt information. The documents will show where this information has been withheld and why. Typically, information may be withheld if it is commercially sensitive to another person or because disclosure would contravene the Data Protection Act 1998	Leisure Services Officer	Hard copy	Yes
Events guide	The current guide to entertainment events in West Wiltshire		Corporate Communications Manager	Website Hard copy	Yes

Subject	What you may see	What you may not see	Who to contact	Format	Charge
Footpaths, bridleways and cycleways	Documents relating to the promotion, use and construction of the cycleway facilities within West Wiltshire and Wiltshire as a whole	Documents or parts of document that contain exempt information. The documents will show where this information has been withheld and why. Typically, information may be withheld if it is commercially sensitive to another person or because disclosure would contravene the Data Protection Act 1998	Transport Officer	Hard copy	Yes
Parks and open spaces	Documents containing the Council's parks and open spaces policy; the standards to be met by contractors and workmen maintaining parks and open spaces		Services Manager	Hard copy	Yes
Sports development	Documents containing details of the Council's current work to encourage and assist the delivery of sporting clubs and facilities within the district and the county	Documents or parts of document that contain exempt information. The documents will show where this information has been withheld and why. Typically, information may be withheld if it is commercially sensitive to another person or because disclosure would contravene the Data Protection Act 1998	Sports Development Officer	Website Hard copy	Yes

Subject	What you may see	What you may not see	Who to contact	Format	Charge
Sports facilities	Documents held by the Council containing details of the services and facilities (including prices and promotional offers) available at sports centres and swimming pools owned or run either by the Council alone or in partnership, details of the partnership arrangements with the Council to deliver sports facilities	Documents or parts of document that contain exempt information. The documents will show where this information has been withheld and why. Typically, information may be withheld if it is commercially sensitive to another person or because disclosure would contravene the Data Protection Act 1998	Leisure Services Officer	Website Hard copy	Yes
Tourism and Tourist Information	Documents containing information about places to stay, eat or visit within West Wiltshire and the South West of England		Tourist Information Centres	www.visitwiltshire.co.uk Hard copy	Yes
Twinning	Documents held by the Council about how to contact the Wessex European Twinning forum and what it does		Corporate Communications Manager	Website Hard copy	Yes

Subject	What you may see	What you may not see	Who to contact	Format	Charge
11. Media and Communications - Information made available by the Council about itself					
A-Z of services	Documents showing who does what within the Council and who to contact		Office Services Manager	Website Hard copy	Yes
Consultation	The Council's policies and procedures on consultation		Communications Officer (Public Relations)	Hard copy	Yes
Corporate identity and design	The Council's policy on presenting documents for publication		Graphics Officer	Website Hard copy	Yes
Internal telephone directory	A list of all telephone numbers and extensions within the Council		Office Services Manager	Website Hard copy	Yes
Plain English	The Council's guides and policies on the use of Plain English		Communications Officer (Media)		
Press and press releases	Current and historic press releases issued by the Council		Communications Officer (Media)	Hard copy	Yes
West Wilts Matters	Current and back issues of the Council's own newspaper		Communications Officer (Media)	Hard copy	Yes

Subject	What you may see	What you may not see	Who to contact	Format	Charge
12. Transport and travel - Information about the Council's plans and actions that affect all aspects and modes of travel within the district					
Car parks	The location of and order governing the use of the Council's car parks; policies and procedures for enforcing parking charges		Services Manager	Hard copy	Yes
Footpaths, bridleways and cycleways	Documents relating to the promotion, use and construction of the cycleway facilities within West Wiltshire and Wiltshire as a whole	Documents or parts of document that contain exempt information. The documents will show where this information has been withheld and why. Typically, information may be withheld if it is commercially sensitive to another person or because disclosure would contravene the Data Protection Act 1998	Transport Officer	Hard copy	Yes
Parking Policy	The Council's policies on the provision of parking on streets and in car parks		Transport Officer	Hard copy	Yes
Public transport	The Council's policies, procedures and correspondence relating to support for and development of public and community transport schemes		Transport Officer	Hard copy	Yes

Subject	What you may see	What you may not see	Who to contact	Format	Charge
Sustainable transport strategy	Documents relating to the Council's policies on sustainable transport and road safety, responses to consultation on transport schemes and correspondence and notes of meeting with partner organisations working to develop sustainable transport		Transport Offer	Hard copy	Yes
Travel for older and disabled people	Policies and procedures of the Council's schemes for the promotion of assisted travel for older and disabled people		Transport Offer	Hard copy	Yes

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