

DRAFT MINUTES SUBJECT TO APPROVAL AT THE NEXT MEETING

Draft Minutes of the Meeting of the Executive held on Thursday 11th November 2006 in the Council Chamber, Council Offices, Monkton Park, Chippenham commencing at 7.00pm.

Present: Councillor C. O’Gorman, Leader in the Chair

Councillors P. G. Allnatt, H. M. Dixon, S. K. Doubell, D. J. E. Evans,
R. J. Henning, D. M. Moore, G. Offord and O. J. Thomas

Non-Executive Councillors Present: Councillors I. J. Henderson, S. D. Meadows,
M. Rousell, T. R. Sturgis, R. L. Tonge, C. Wannell and J. Webb

Officers Present: W. Gubbins (Corporate Administration and Member Support Team Leader), P. Hawley (Chief Accountant), P. Jeremiah (Legal Services Team Leader), J. Konynenburg (Principal Regeneration Officer), B. Matthews (Performance Management Officer), L. May (Policy & Democratic Services Assistant), J. O’Brien (Housing Team Leader), S. Pangbourne (Strategic Manager Corporate Services), D. Stirling (Asset, Design and Regeneration Team Leader), P. Timmins (Interim Section 151 Officer), and G. Wilkie (Performance Management Officer).

E72. Apologies for Absence

Apologies were received from Councillor S. L. Scruton.

E73. Public Question Time/Receipt of Petitions

A public question was received from Councillor P. Darby of Chippenham Town Council;

“Later in this meeting, the Executive is going to discuss proposals for development in the Chippenham Town Centre. In the light of this, can the Executive confirm that the Council continues to oppose the proposals for retail development on Langley Road, Chippenham?”

Councillor H. M. Dixon gave the following response:

“Yes”.

E74. Questions from Non-Executive Councillors

No questions had been submitted.

E75. Minutes

The Minutes of the meeting of the Executive held on 5th October 2006 (circulated with the agenda) were considered.



Resolved that the Minutes of the meeting of the Executive held on 5th October 2006 be confirmed and signed as a correct record.

E76. Declarations of Interest

Executive Members

Name	Item	Type	Nature	Action
Cllr R.J. Henning	15 - Request for Affordable Housing Grant to Provide Affordable Housing - Hill Corner Road	Prejudicial	N/A	Left the Chamber during the consideration of this item
Cllr G. Offord	15 - Request for Affordable Housing Grant to Provide Affordable Housing - Hill Corner Road	Personal	A family member works for Westlea Housing Association	Remained in the Chamber during the consideration of this item
Cllr G. Offord	16 - Request for Affordable Housing Grant to Provide Affordable Housing – Allington Way	Personal	A family member works for Westlea Housing Association	Remained in the Chamber during the consideration of this item
Cllr G. Offord	20 – Rudloe Community Centre – Outcome of Feasibility Study	Personal	A family member works for Westlea Housing Association	Remained in the Chamber during the consideration of this item

Non Executive Members

Name	Item	Type	Nature	Action
Cllr M Rousell	20 – Rudloe Community Centre – Outcome of Feasibility Study	Personal	Trustee of Rudloe Community Association	Remained in the Chamber during the consideration of this item

E77. Leader's Announcements

The Leader made the following announcement:

Access to paper copies of Agendas and Reports, etc

“In the past few months concerns have been voiced about the amount of paper that is wasted on multiple copies of agendas and reports etc that are distributed, perhaps unnecessarily, amongst members.

We intend to circulate a questionnaire to all Members to ask for confirmation of which papers they would actually wish to receive.

The results will be reported at the next meeting of the Executive on 14th December 2006.”

E78. Corporate Plan Progress Update July to September 2006

Consideration was given to Report No.7 (circulated with the Agenda) which provided an update and exceptions report on the delivery and performance of the Corporate Plan for the period July to September 2006.

Resolved that the exception reporting for delivery and performance of actions under the priority areas in the Corporate Plan for July to September 2006 be noted.

E79. Revenue Budget Monitor – Month 6

Consideration was given to Report No.8 (circulated with the Agenda) which set out the Revenue Budget Monitor for Month 6 of the 2006/07 financial year, showing the financial position at the end of September 2006 and setting out the anticipated variations in income and expenditure that could impact on the Council by the end of the financial year.

Issues discussed during consideration of this item included:

- Details of where the overspends were occurring; and
- When further financial information would be available for consideration.

Resolved that

- (1) The Report be noted;
- (2) It be noted that the Corporate Management Board is exploring options to contain the overspend; and
- (3) Should corresponding underspends not occur during the second half of the financial year – up to £129,000 to be taken from reserves to cover anticipated additional expenditure in the Finance Team.

E80. Capital Monitor 2006/07

Consideration was given to Report No.9 (circulated with the Agenda) which set out expenditure to date against the Council's approved Capital Programme for 2006/07.

Issues discussed during consideration of this item included:

- The additional savings achieved on the Churchill Close Scheme which the team involved should be proud of.

Resolved that

- (1) The figures contained in Appendix 1 in relation to the Capital Programme for 2006/07 and the contents of this Report be noted;
- (2) The amendments to the Capital Programme as outlined in Section 3 of the report be approved;
- (3) The additional savings achieved on the Churchill close Scheme be noted; and
- (4) The Capital Risk Assessment contained in Appendix 2 be noted.

E81. 2nd Quarter Performance Indicator Report

Consideration was given to Report No.10 (circulated with the Agenda) which was a performance indicator update for the 2nd quarter of 2006/07.

Issues discussed during consideration of this item included:

- That the Performance Management Task Group would continue to monitor the Key Performance Indicators;
- That there were improvements within the Benefits service and that the indicators were moving in the right direction; and
- BVPI84a showed that we had moved down into the next quartile and this was misleading as it meant that we had improved our recycling rates and those figures were included within kg's of waste collected per head.

Admin Note – It was requested that the Key Performance Indicator Report should be circulated electronically so that it could be viewed in colour and retained for all meetings that may refer to it again.

Resolved that the Report be noted.

E82. Corporate Stationery Contract 2007 – 2010

Consideration was given to Report No.11 (circulated with the Agenda) which sought approval to work in partnership with Gloucestershire and Wiltshire Councils on a joint corporate stationery contract to achieve the same quality and service but better prices.

Issues discussed during consideration of this item included:

- That there would be legal implications in relation of the contract that would be entered into; and
- That other Councils may also come on board in the future.

Resolved that

- (1) The Council working in partnership with Councils in Gloucestershire and Wiltshire to put in place a joint corporate stationery contract to commence in February 2007 be endorsed;
- (2) Approval be given to let the joint corporate stationery contract by reverse auction;
- (3) The appointment of GS Auctions to carry out the reverse auction be approved;
- (4) Authority be delegated to the Strategic Manager (Corporate Services) to accept the bid(s) of the successful tenderer(s).

E83. Car Parking Advertising

Consideration was given to Report No.12 (circulated with the Agenda) which considered a proposal to install outdoor advertising within the Council owned public car parks to create revenue generation.

Issues discussed during consideration of this item included:

- The possibility of securing a percentage of the advertising for local businesses relevant to the area in which the advertising is displayed;
- The siting and the maintenance of the advertising displays within the car parks; and
- That only suitable advertising should be displayed.

Resolved that authority be delegated to the Asset, Design and Regeneration Team Leader in consultation with the Lead Member to agree the terms of the contract to secure outdoor advertising within any or all of the Council's public Car Parks subject to planning permission.

E84. Car Parking Working Group – Terms of Reference and Appointment

Consideration was given to Report No.13 (circulated with the Agenda) which sought approval of the Terms of Reference for a reconvened Car Parking Working Group and the appointment of Members to the Working Group.

Issues discussed during consideration of this item included:

- That the Working Group would be a “sounding board” to look at the emerging Parking Strategy; and

- That the Overview and Scrutiny Committee had carried out a lot of work on car parking issues and that an Overview and Scrutiny member should be included within this Working Group.

Resolved that

- (1) The Terms of Reference for the Car Park Working Group (**attached as Appendix 1 to the Minutes**) be approved, subject to the amendment of the Membership which should read:

“5 Councillors to be appointed by the Executive in conjunction with the Lead Member, to include one Member of the Overview and Scrutiny Committee”

- (2) Authority be delegated to the Strategic Manager (Customer Services) in consultation with the Lead Member to appoint Members to the Working Group.

E85. Access Policy

Consideration was given to Report No.14 (circulated with the Agenda) which proposed adoption of a Disability Access Policy which gives the Council and all those who provide services on behalf of the Council, guidelines for their practices and procedures to ensure that disabled people are not discriminated against.

Admin Note – A slight amendment to the Access Policy was made under paragraph 2.5 of the Policy by substituting the words “older people and” for “Non disabled people such as elderly people”.

Resolved that the Access Policy, (attached as Appendix 2 to these Minutes) be adopted.

E86. Request for Affordable Housing Grant – Hill Corner Road

Consideration was given to Report No.15 (circulated with the Agenda) which sought authorisation for an allocation of £100,000 Affordable Housing Grant to enable Westlea Housing Association to provide two, 4 bedroom houses for rent at Hill Corner Road, Chippenham.

Issues discussed during consideration of this item included:

- The need for affordable homes in Chippenham, particularly the larger homes contained within this proposal;
- Concerns over the loss of the garages and parking provision for the area;
- The consideration of “green standards” in the design and building of the proposed houses; and

- The research carried out by Westlea Housing Association when considering sites for housing development.

Resolved that

- (1) The commitment of Affordable Housing Grant of up to £100,000 to enable the provision of 2 new affordable homes by Westlea Housing Association at Hill Corner Road, Chippenham be authorised;
- (2) Should Westlea Housing Association be successful in their bid to the Housing Corporation to fund this site that the funding provided by way of Affordable Housing Grant be adjusted accordingly; and
- (3) Members delegate authority to the Legal Services Team Leader to agree a nominations agreement with Westlea Housing Association.

E87. Request for Affordable Housing Grant (AHG) to Provide Affordable Housing – Allington Way, Chippenham

Consideration was given to Report No.16 (circulated with the Agenda) which sought authorisation for an allocation of £35,000 Affordable Housing Grant to enable Westlea Housing Association to provide 1 new home for affordable rent at Allington Way, Chippenham.

Issues discussed during consideration of this item included:

- That a full financial appraisal of every request for Affordable Housing Grant is carried out by the Housing Team and that this request had met the financial criteria.

Resolved that

- (1) The commitment of Affordable Housing Grant of £35,000 to enable the provision of 1 new affordable home by Westlea Housing Association at Allington Way, Chippenham be authorised; and
- (2) Members delegate authority to the Legal Services Team Leader to agree a nominations agreement with Westlea Housing Association.

E88. Choice Based Lettings Working Group – Terms of Reference and appointment

Consideration was given to Report No.17 (circulated with the Agenda) which sought approval of Terms of Reference for a Choice Based Lettings Working Group and appointment of Members to the Working Group.

Issues discussed during consideration of this item included:

- That the Working Group would be reviewing the current Housing Allocations Policy as a Choice Based Lettings Policy had to be in place by 2010; and
- The work of the Group would aim to be completed by March 2007.

Resolved that

- (1) The Draft Terms of Reference for the Choice Based Lettings Working Group be approved **(attached to these Minutes as Appendix 3)**; and
- (2) That authority be delegated to the Housing Team Leader in consultation with the Lead Member for Housing to appoint 5 Members to the Choice Based Lettings Working Group.

E89. Signing the Nottingham Declaration

Consideration was given to Report No.18 (circulated with the Agenda) which informed the Executive of the work of the Climate Change Working Group and recommending the signing of the Nottingham Declaration on Climate Change.

Admin Note – Councillor C. O’Gorman wished to record her apologies for her response at the Full Council meeting held on 17th October 2006 that the Nottingham Declaration on Climate Change had already been signed. It was her understanding at that time that it had been signed and she was happy that we were now able to address this oversight so swiftly at this meeting.

Issues discussed during consideration of this item included:

- The work of the Climate Change Working Group to date and that a Policy on Climate Change was in the process of being prepared;
- That the South West Regional Assembly had recommended that all Council’s should sign and support the Nottingham Declaration; and
- That the “AWARE” (A Way for all to Respect the Earth) event held on 27th October was extremely well supported and that those involved in its organisation should be congratulated for their work and efforts.

Resolved that

- (1) The Council signs the "Nottingham Declaration on Climate Change" as a clear indication of the policy direction it wishes to take on the issue; and
- (3) The Climate Change Working Group take the content of the Declaration and ensure that it forms a fundamental basis of any future strategy proposal on this matter.

E90. Dog Control Order – White Lion Park, Malmesbury

Consideration was given to Report No.19 (circulated with the Agenda) which asked the Executive to consider the making of a Dog Control Order under Section 55 of the Clean Neighbourhoods and Environment Act 2005 in respect of the exclusion of dogs from White Lion Park, Malmesbury.

Resolved that

- (1) Subject to Malmesbury Town Council reimbursing the cost of advertising and signage, that the Legal Services Team Leader be given delegated authority to publish notice in a local newspaper of the proposal to make an Order excluding dogs from White Lion Park, Malmesbury;
- (2) That any objections, or representations received, be considered at a future meeting of the Executive; and
- (3) In the event of no objections or representations being received, that authority be delegated to the Legal Services Team Leader to make the Order and to publish notice of the making of the Order in a local newspaper.

E91. Rudloe Community Centre – Outcome of Feasibility Study

Consideration was given to Report No.20 (circulated with the Agenda) which sought to update the Executive on progress of the Feasibility Study approved by the Executive on 20th April 2006 and to detail the implications for the implementation of its recommendations.

Issues discussed during consideration of this item included:

- That thanks be given to everyone involved within Rudloe for their hard work and efforts in moving this matter forward.

Resolved that

- (1) The existing Rudloe Community Association and Rudloe Social Club Management Committees be given practical assistance by the Council to explore new models of governance and also to assist the centre management in the preparation of a robust Business Plan for the centre based around a “social enterprise” model as suggested in the feasibility study;
- (2) It be noted that a revenue growth bid to enable the technical expertise to be provided by a specialist Development Worker has been put forward for consideration. This could be in partnership with Westlea Housing Association;
- (3) Support be given to look at ways in which the Rudloe Community Centre could be twinned with the smaller centre serving Pockeridge and Potley for the benefit of both centres;
- (4) It be noted that a capital bid of £75,000 has been put forward for consideration to provide for works to improve the flexibility of the Rudloe Community Centre as recommended in the feasibility study;
- (5) Any financial support, capital or revenue, be added to that which may be forthcoming from other agencies, to represent partnership funding in connection with a bid to the Lottery “Reaching Communities Fund”;
- (6) The existing rent be suspended, or its level reviewed until any Business Plan is prepared, agreed and is capable of being implemented; and
- (7) The recommendations of the feasibility study: changes in governance, adoption of a business model and alterations to premises represents a holistic approach which needs to be implemented in whole to increase the likelihood of the Centre being sustainable in the future.

E92. Station Road Car Park – Malmesbury

Consideration was given to Report No.21 (circulated with the Agenda) which advised the Executive of progress to proposals for expenditure of the relevant Capital Budget on improvements at Station Road Car Park, Malmesbury.

Resolved that

- (1) The Assets, Design and Regeneration Team Leader be given delegated authority to progress the scheme of improvements within Station Road car park to a detailed design level during late 2007, and to seek and accept a suitable tender to carry out works in early 2008, subject to not exceeding the available budget;
- (2) The Assets, Design and Regeneration Team Leader be given delegated authority to offer further temporary use of the area outlined in red on Appendix 1 (attached to the Report) for public car parking and to submit necessary planning applications and issue licences for this further temporary use from May until September 2007;
- (3) The Legal Services Team Leader be given delegated authority to take all steps necessary to advertise an amendment to the extent of Station Road car park to which parking charges apply, to include all of the area outlined in red on Appendix 1 (attached to the Report);
- (4) The Assets, Design and Regeneration Team Leader continue to liaise with the Highway Authority to agree traffic orders within Station Road for advertisement, which would improve access within that approach to the car park:
and
- (5) The Assets, Design and Regeneration Team Leader be given delegated authority to submit a planning application for the scheme of improvements within Station Road car park.

E93. Exclusion of Press and Public

Resolved that in accordance with Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the press and public be excluded from the remainder of the meeting on the grounds that the following items of business involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the Local Government Act 1972 as follows and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Agenda item/Report name	Paragraph(s) of the Act / Schedule describing the exemption
Agenda Item 23 - Shared Wiltshire Building Control Services	Paragraph 3

Agenda Item 24 – Disposal of Land at Ashe Crescent	Paragraph 3
Agenda Item 25 - Future of Public Conveniences	Paragraph 4
Agenda Item 26 - Bath Road Car Park, Bridge Centre, Chippenham	Paragraph 3
Agenda Item 27 - Calne Phase 3	Paragraph 3

E94. Shared Wiltshire Building Control Services

Consideration was given to Report No.23 (circulated with the Agenda) which informed Members of the work undertaken on the potential benefits of joint Building Control working by the District Councils of Wiltshire.

Resolved that

- (1) The work undertaken to date is noted; and
- (2) Endorsement of the strategic business case and approval to proceed to the development of a detailed business plan involving the joint appointment of consultants by the authorities concerned be authorised.

E95. Disposal of Land at Ashe Crescent

Consideration was given to Report No.24 (circulated with the Agenda) which informed Members of the offers that had been received in response to the marketing of the Ashe Crescent site and sought authority to accept the highest offer for the freehold interest in the site.

Resolved that Subject to Contract, the Council accept “Offer 2” set out in paragraph 3.5 of the report for the purchase of the Council’s freehold interest in land at Ashe Crescent as identified on the plan appended to the report.

E96. Future of Public Conveniences

Consideration was given to Report No.25 (circulated with the Agenda) which provided Members with an update on the progress of negotiations with Parish and Town Councils with regard to the future of public conveniences within their areas.

Issues discussed during consideration of this item included:

- The parishes that were willing to take on the offer of responsibility for the public conveniences in their area.

Resolved that

- (1) In respect of Colerne, Lyneham and Purton Parish Councils (who have indicated their wish to take over responsibility for the public conveniences in their areas) that in accordance with the terms established in an offer letter, the transfer of the Council's interest in the sites to the Parish Council for a nominal consideration of £1 should take place in time for the commencement of 2007-08 financial year, subject to an overage provision in respect of future redevelopment of the sites; and
- (2) In respect of Biddestone and Box Parish Councils (who have indicated their wish not to take over responsibility for the public conveniences in their areas) that the facility shall continue to be supported by the District Council for no longer than the end of British Summer Time 2007, and that the facility should then be permanently closed.
- (3) If mutually agreeable terms can be agreed with Wootton Bassett Town Council for the disposal of Station Road Public Conveniences, then the Council's interest in the site should be transferred to Wootton Bassett Town Council for a nominal consideration of £1 subject to an overage provision in respect of future development of the site;
- (4) In the event that no such terms can be agreed with Wootton Bassett Town Council, then the site is to either be offered for sale "as-is" or demolished and offered on the open market as a cleared site.
- (5) In the case of (3) and (4) above, the terms of disposal of Station Road public conveniences to be delegated to the Asset, Design and Regeneration Team Leader in consultation with the Council's retained valuer.

E97. Bath Road Car Park, Bridge Centre, Chippenham

Consideration was given to Report No.26 (circulated with the Agenda) which informed Members of outline proposals for a redevelopment of the Bath Road Car Park and sought endorsement of the Project Brief for the scheme, and member nominations onto the Project Working Group.

Issues discussed during consideration of this item included:

- The type of housing (if any) that should be considered for this site;
- That a transport model would need to be in place before the commencement of works on the project;
- The benefits of the regeneration of this area of Chippenham; and
- What matters should be considered by the Project Working Group.

Resolved that

- (1) In principle approval be given to the initiative;
- (2) The Project Brief for the Scheme (attached as Appendix 1 to the Report) be endorsed; and
- (3) Authority be delegated to the Strategic Manager (Community and Environment in consultation with the Lead Member to appoint Members to the Project Working Group.

E98. Calne Phase 3

Consideration was given to Report No.27 (circulated with the Agenda) which updated the Executive on progress with the Calne Phase 3 Project, sought agreement to the Project Brief for the scheme, and for Member nominations to serve on its Working Group.

Issues discussed during consideration of this item included:

- That the proposals contained within the project would be an asset to Calne;
- That a further report would be received by the Executive once the Working Group had met;
- That all those involved in this project so far should be thanked for their hard work and efforts; and
- The suggestion that the Executive support a Motion to be put to full Council for full support for this project.

Resolved that

- (1) The Calne Phase 3 proposals as set out in the Project Brief (attached as Appendix 1 to the report) be agreed;

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- (2) A further report to include detailed financial implications and options appraisal before the scheme goes forward to Public Consultation be received at a future meeting of the Executive; and ;
- (3) Authority be delegated to the Strategic Manager (Community and Environment) in consultation with the Lead Member to appoint 3 Members to the Project Working Group.

The meeting commenced at 7.00pm and concluded at 8.55pm.

There was 1 member of the public present.