

Draft Minutes of the Meeting of the Executive held on Thursday 7th June 2007 in the Council Chamber, Council Offices, Monkton Park, Chippenham commencing at 7.00pm.

Present: Councillor R. L. Tonge in the Chair

Councillors R.M.H. Berry, A.M. Bucknell, V.H. Greenman, C.V. Ramsey, T.R. Sturgis and V.A. Vines

Non-Executive Councillors Present:

Councillors C. Crisp, S.K. Doubell, M.E.M. Groom, I.J. Henderson, E. Marston, A. Phillips, N.M. Phillips, C. Reid, P.S. Roberts, A.J. Trotman, and C. Wannell

Officers Present: L. Bell (Deputy Chief Executive), D. Burbidge (Chief Executive), J. O'Brien (Housing Team Leader), L. Pullin (Policy and Democratic Services Assistant), and S. Pangbourne (Acting Deputy Chief Executive)

E1. Apologies for Absence

Apologies for absence were received from Councillor R.A. Causer.

E2. Public Question Time/Receipt of Petitions

A public question was received from Mr Anthony Smith - President of the Wootton Bassett Chamber of Commerce:

Can this new Executive look at, and confirm that they will look at the car parking issues in all the market towns, and not just those that have raised their concerns recently?

Councillor R.M.H. Berry gave the following response:

"I have met this morning with Wootton Bassett Chamber of Commerce to discuss its concerns. I wish to look at the car parking issues in all towns in North Wiltshire and not just those who have raised strong objections. It is a priority to look after the traders in the towns and I am willing to listen to all suggestions for a way forward."

A public question was received from Mr Alan Mole:

What immediate and longer term actions will you as a Council be taking to resolve this appalling and unsustainable situation and what time scale are we looking at.

Councillor R.M.H Berry gave the following response:

"I do understand the traders' situation and how it is affecting their trade. I can immediately consider the position and some actions regarding Wootton Bassett High



Street. Regarding timescales, this will take longer than I would like, but as in some cases we are dealing with other third parties this is out of our control.”

E3. Questions from Non-Executive Councillors

There were no questions from Non-Executive Councillors received.

E4. Minutes

The Minutes of the meeting of the Executive held on 19th April 2007 (circulated with the Agenda) were considered.

Resolved that the Minutes of the meeting of the Executive held on 19th April 2007 be confirmed and signed as a correct record.

E5. Declarations of Interest

Executive Members

Name	Item	Type	Nature	Action
Cllr A.M. Bucknell	Item 12 – Request for Affordable Housing Grant – Heathfields, Chippenham	Personal	Board Member of Westlea Housing Association	Did not take part in the discussions or voting
Cllr A.M. Bucknell	Item 14 – Request for Affordable Housing Grant to Provide Temporary Housing at Avonside, Chippenham	Personal	Board Member of Westlea Housing Association	Did not take part in the discussions or voting
Cllr V.H. Greenman	Item 16 – Update on the Position Regarding Post Office Closures	Personal	Sub Postmaster	Did not take part in the discussions or voting

E6. Leader's Announcements

The Leader made the following announcements:

1. Urgent Item of Business

“In accordance with Section 11(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 having regard to the special circumstances pertaining in this matter which is the need to resolve outstanding car parking issues in Corsham as soon as possible and having regard to information received after publication of the agenda I am of the opinion that, despite its non-inclusion on the agenda, the matter of Car Parking Issues - Corsham should be considered as a matter of urgency and I am proposing that it be dealt with as an exempt item”. The item will be taken as Agenda Item No. 23.

2. Change to Order of Agenda

Report No. 21, (Petition Received – Car Parking Issues in Corsham) will be taken after Agenda Item 6.

3. Treasury Management and Investment Strategy Working Group

Amended draft Terms of Reference for the Treasury Management and Investment Strategy Working Group have been circulated.

4. Executive Workplan 3 - 2007/08

Members of the Executive will have before them a copy of the draft Executive Workplan which covers the period 1st July to 31st October 2007. This is due to be published on 15th June 2007. Please forward any comments/queries to Lisa Pullin. I propose that the Workplan will be considered as a standing item at future meetings of the Executive.

E7. Petition Received – Car Parking Issues in Corsham

Consideration was given to Report No. 21 (circulated on 6th June 2007), which acknowledged receipt of the Petition from the Corsham Chamber of Commerce and suggested that consideration of the Petition be deferred until the Executive had had an opportunity to consider the confidential negotiations currently taking place.

Issues discussed during consideration of this item included:

- A local member reported that traders in Wootton Bassett are feeling the effects of the parking charges very badly and requested that the Executive explain the reasons for the charge and give details of the financial situation that the Council is in.

Resolved that the Executive

- (1) Acknowledges the receipt of the Petition from the Corsham Chamber of Commerce; and
- (2) Agrees to defer the consideration of the Petition until there has been an opportunity to consider an urgent report in confidential session, which relates to commercially sensitive negotiations currently taking place regarding car parking in Corsham.

E8. Best Value Performance Plan 2007/08

Consideration was given to Report No. 7 (circulated on 6th June 2007) which presented the draft Best Value Performance Plan for consideration prior to its adoption by Council.

Issues discussed during consideration of this item included:

- That this was an opportunity for Members to make any comments or suggest changes to the Best Value Performance Plan before it was considered by Council on 26th June 2007. Comments should be made through Group Leaders.
- Members were asked to retain their copies of the draft Plan and colour appendices.

Resolved that the Executive note the draft Best Value Performance Plan for 2007/08.

E9. The Council's Authorised Signatory List

Consideration was given to Report No. 8 (circulated with the Agenda) which informed the Executive that the Council needs to review its authorised signatory list for its bank accounts and investment portfolios, as a result of staffing changes.

Resolved that Executive authorise the changes to the signatories on the Council's bank accounts and treasury management activities, so that the Council approved signatories will now be:

- D. Burbidge – Chief Executive
- L. Bell – Deputy Chief Executive
- S. Pangbourne – Deputy Chief Executive
- P. Barnett – ICT Team Leader
- P. Jeremiah – Monitoring Officer
- E. Orchard – Human Resources Team Leader

In addition, the following officer has approval for setting up treasury transactions that commit the Council, prior to signing:

- P. Mundy – Finance Officer (or a nominated deputy).

E10. Revenue Monitor – Framework for Improvements

Consideration was given to Report No. 9 (circulated with the Agenda) which set out the programme for improving the Revenue budget monitor and identified when the improvements would take place.

Resolved that the Executive note the form of the revenue monitoring report as detailed in Annex 1 to the

report, and the implementation schedule to improve the budget monitor as detailed in Annex 2 to the report.

E11. Recommendation from the Final Accounts & Audit Committee - Accounting Policies

Consideration was given to Report No. 10 (circulated with the Agenda) which requested that the Executive delegate authority to the Section 151 Officer to make accounting policies subject to any financial implication arising from a change of policy first being considered by the Final Accounts and Audit Committee.

Resolved that the Executive delegate to the Section 151 Officer the power to make accounting policies subject to any material financial implications arising from a change of policy being considered first by the Final Accounts and Audit Committee.

E12. Treasury Management and Investment Strategy Working Group – Appointments and Terms of Reference

Consideration was given to Report No. 11 (circulated with the Agenda) which reported that the Overview and Scrutiny Committee and the Executive had recommended that a Working Group be constituted to monitor the Council's Treasury Management and Investment Strategy.

The Executive were asked to agree the terms of reference and membership of the Working Group and to appoint Members accordingly. Amended draft Terms of Reference were circulated at the meeting.

Issues discussed during consideration of this item included:

- That other outside financial expertise could be called in - this would be reviewed and considered at the meetings if necessary.

Resolved that:

- (1) The following Members be appointed to the Treasury Management and Investment Strategy Working Group; Councillors S.K. Doubell, P.J. Doyle, R.B. McGregor and R.L. Tonge.
- (2) The Terms of Reference for the Working Group be approved (**attached as Appendix 1 to these Minutes**).

E13. Request for Affordable Housing Grant (AHG) to Provide Affordable Housing – Heathfield, Chippenham

Consideration was given to Report No. 12 (circulated with the Agenda) which sought authorisation for an allocation of £180,000 of AHG to enable Westlea Housing Association to provide 4 units of affordable rented housing at Heathfield, Chippenham.

Resolved that:

- (1) The commitment of Affordable Housing Grant of £180,000 to enable the provision of 4 new affordable homes by Westlea Housing Association at Heathfield, Chippenham be authorised.
- (2) Authority be delegated to the Legal Services Team Leader to agree a nominations agreement with Westlea Housing Association.

E14. Request for Affordable Housing Grant (AHG) to Provide Affordable Housing – Chaveywell Court, Calne

Consideration was given to Report No. 13 (circulated with the Agenda) which sought authorisation for an allocation of £50,747 of AHG to enable Jephson Housing Association to provide 4 units of affordable rented housing at Chaveywell Court, Calne.

Resolved that

- (1) The commitment of Affordable Housing Grant of £50,747 to enable the provision of 4 new affordable homes by Jephson Housing Association at Chaveywell Court, Calne be authorised.
- (2) Authority be delegated to the Legal Services Team Leader to agree a nominations agreement with Westlea Housing Association.

E15. Request for Affordable Housing Grant (AHG) to Provide Temporary Affordable Housing – Avonside, Chippenham

Consideration was given to Report No. 14 (circulated with the Agenda) which sought authorisation for an allocation of £15,000 AHG to enable Westlea Housing Association to adapt Avonside homeless hostel to meet the needs of single persons and in particular 16 and 17 year old homeless persons on a temporary basis (for a period of approximately 2 years) while purpose built accommodation is being built.

Issues discussed during consideration of this item included:

- The needs of the young people and the level of support that would be available to them; and
- That Members wished to receive a monitoring report of how the project is progressing in six months' time.

Resolved that

- (1) The commitment of Affordable Housing Grant of £15,000 to enable the adaptation of the Avonside homeless hostel, Chippenham by Westlea Housing Association be authorised.
- (2) Authority be delegated to the Legal Services Team Leader to agree a nominations agreement with Westlea Housing Association.
- (3) Authority be delegated to the Housing Services Team Leader and Head of Financial Services to agree future commitments of Affordable Housing Grant not exceeding £50,000.
- (4) A monitoring report of how the project is progressing be prepared and presented to the Executive in six months' time.

E16. Environmental Grants

Consideration was given to Report No. 15 (circulated with the Agenda) which sought recommendation of payments of grants from the Environments Grants budget for 2007/08.

Issues discussed during consideration of this item included:

- That the Council would be meeting its statutory obligations in relation to funding for the Areas of Outstanding Natural Beauty; and
- Concerns over the level of monitoring of the contracts issued to those who received relatively small grants and if the costs of Officer time in doing so outweighed the benefits of the monitoring.

Resolved that:

- (1) The payment of the following grants be approved:

Name of organisation	Grant Awarded
Cotswolds Area of Outstanding Natural Beauty	£7,201
North Wessex Downs Area of Outstanding Natural Beauty	£3,675
Wiltshire Wildlife Trust	£9,894
Wiltshire & Swindon Biological Records Centre	£4,500
Great Western Community Forest	£4,000
Cotswold Canal Trust	£550

Wilts & Berks Canal Trust	£1,500
BTCV	£700
Total	£32,020

(2) A review of the monitoring process of environmental grants be implemented within the next 6 months to ensure a cost effective monitoring process.

E17. Update on Position Regarding Post Office Closures

Consideration was given to Report No. 16 (circulated with the Agenda) which provided the Executive with an update on the position regarding Post Office closures.

Issues discussed during consideration of this item included:

- That early information should be obtained on any proposed closures of Post Offices to see if assistance may be provided before it is too late;
- That a Petition could be organised to deal with any planned forced closures and that efforts should be made to get the Town and Parish Councils support; and
- That existing campaigns should be considered in order to avoid duplication of effort.

Resolved that the Executive organise a Petition seeking the support of Towns and Parish Councils against any closures of rural Post Offices in North Wiltshire in the interest of all the District's rural communities as it is believed that any reduction in the number of Post Offices should be strongly opposed.

E18. Appointment to the Spatial Planning Advisory Group

Consideration was given to Report No. 17 (circulated with the Agenda) which proposed changes to the protocols for the appointment of Councillors to be representatives on the Spatial Planning Advisory Group.

Resolved that

- (1) The Lead Member for Built Environment be appointed to the Spatial Planning Advisory Group;
- (2) The Development Control Committee be requested to appoint one Member to the Spatial Planning Advisory Group; and
- (3) Authority be delegated to the Spatial Plans Team Leader in consultation with the respective Chairs of the Area Committees to appoint one

representative of each Area Committee to the Spatial Planning Advisory Group.

E19. Appointment to the Joint West of Swindon Steering Group.

Consideration was given to Report No. 18 (circulated with the Agenda) which sought to appoint 5 Councillors to be representatives of North Wiltshire District Council on the Joint West of Swindon Steering Group.

Resolved that the Executive appoint the following Members to be representatives of North Wiltshire District Council on the Joint West of Swindon Steering Group:

Councillors R.M.H. Berry, G.R. Greenaway, M.E.M. Groom, J. Lay and A.M. Wannell.

E20. Request from Malmesbury Carnival Committee - Use of Station Road Car Park for Malmesbury Carnival

Consideration was given to Report No. 19 (circulated with the Agenda), which gave details of a verbal request received from the Malmesbury Carnival Committee to use the Station Road Car Park, Malmesbury for carnival events.

Issues discussed during consideration of this item included:

- Clarification of the dates required for the use of the Car Park;
- The importance of the Carnival to the town and that the proposed site had been used for the purpose of a funfair for many years; and
- That £500 of car parking revenue would be lost.

Resolved that the request from Malmesbury Carnival Committee to allow the use of Station Road Car Park for August Bank Holiday weekend 2007 be approved, providing that the Funfair operator agrees to a bond of £2,000 to cover any damage arising from the usage of the car park, plus all legal expenses for drawing up a licence.

E21. Appointment of Representatives to Outside Bodies

Consideration was given to Report No. 19 (circulated with the Agenda), which was to request the Executive to make appointments to outside bodies for which representatives are required.

The List of Outside Bodies and Nominations (Appendix 1) was circulated on 6th June 2007

Issues discussed during consideration of this item included:

- That all appointees will be expected to submit reports to inform others what is going on with the Outside Bodies and Members must remember that they are usually representing the District Council;
- The number of appointments to some of the bodies and whether they were voting members or named deputies; and
- The possibility of one of the places on the South West Local Government Association LGA Committee being given to a Liberal Democrat member.

Resolved that:

- (1) The Executive makes the appointments to the outside bodies as **attached to these Minutes as Appendix 2.**
- (2) Authority be delegated to the Chief Executive, in consultation with the Leader of the Council, to make any outstanding appointments.

E22. Exclusion of Press and Public

To consider and, if appropriate, pass the following resolution:

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 item of business involves 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
Urgent Item 23 - Car Parking - Corsham	Paragraph 3

E23. Urgent Item - Car Parking - Corsham

Consideration was given to an Urgent Report No. 23 (circulated on 6th June 2007), which gave details of ongoing car parking issues in Corsham which were received after publication of the Agenda.

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Issues discussed during consideration of this item included:

- Details of the discussions and negotiations with Corsham Town Council that had taken place;
- The reported loss of income for many traders in Corsham;
- That the Council are unable to reinstate the first hour free parking without recompense due to it's own financial status;
- That other towns in North Wiltshire were suffering the same problems;
- The need to find an alternative solution to the problem and that if suitable offers were received, this could be considered at a special or urgent meeting of the Executive;
- That equity across the district was needed and that in the long term the number of parking spaces available would be considered by the Car Parking Working Group.

Resolved that the Executive

- (1) Rejects the offers made for a financial contribution towards the potential loss of income by reintroducing one hour free parking in Newlands Road Car Park.
- (2) Continue to work with all relevant parties to make efforts to reach an arrangement regarding car parking in Corsham.

The meeting commenced at 7.00pm and concluded at 8.20pm.

There were 5 members of the public present.