

**Draft Minutes of the Meeting of the Executive held on Thursday 17<sup>th</sup> January 2008 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, R.A. Causer, V.H. Greenman, T.R. Sturgis and V.A. Vines

**Non-Executive Councillors Present:**

Councillors C.J. Caswill, C. Crisp, S.K. Doubell, and A. Phillips

**Officers Present:**

P. Jeremiah (Legal Services Manager), S. McGregor (Section 151 Officer), S. Pangbourne (Deputy Chief Executive), and L. Pullin (Policy & Democratic Services Assistant)

**E141. Apologies for Absence**

Apologies for absence were received from Councillors C.V. Ramsey and N. Phillips.

**E142. Public Question Time/Receipt of Petitions**

There were no public questions nor petitions received.

**E143. Questions from Non-Executive Councillors**

There were no questions from Non-Executive Councillors received.

**E144. Minutes**

The Minutes of the meeting of the Executive (Budget) held on 20<sup>th</sup> December 2007 were considered.

**Resolved** that the Minutes of the Meeting of the Executive (Budget) held on 20<sup>th</sup> December 2007 be confirmed and signed as a correct record.

**E145. Declarations of Interest**

The following declarations of interest were made:



Executive Members

<b>Name</b>	<b>Item</b>	<b>Type</b>	<b>Nature</b>	<b>Action</b>
Councillor A.M. Bucknell	Agenda Item 9 – Progress Report on Affordable Housing Grant at Avonside, Chippenham	Personal	Westlea Housing Association Board Member	Remained in the Chamber during the consideration of this item.
Councillor A.M. Bucknell	Agenda Item 10 – Sub Regional Choice Based Lettings Policy	Personal	Westlea Housing Association Board Member	Remained in the Chamber during the consideration of this item.
Councillor R.A. Causer	Agenda Item 11 – Post Offices Closures	Personal	Sub Postmaster	Remained in the Chamber during the consideration of this item.
Councillor V.H. Greenman	Agenda Item 11 – Post Office Closures	Personal	Sub Postmaster	Remained in the Chamber during the consideration of this item.

**E146. Leader's Announcements**

The Leader made the following announcement:

**Update on the Calne Phase 3 Project**

Progress on the first part of the project - construction of new shops and flats, is proceeding to programme. Following submission of the planning application in December, the Council's partners, Westlea are preparing to invite tenders for the work, which is planned to start in April with completion at the end of October 2009. It is planned that the proposed tenant for the large store, Woolworths, will commence fit out at the end of July 2009, in readiness for opening in time for Christmas. Work is also underway to finalise legal agreements between the various parties.

A meeting was held on 16<sup>th</sup> January 2008 with the existing traders of Phelps Parade to consult on the proposals for part 2 of the project - the enhancements to Phelps Parade. Traders were in general supportive of the ideas put forward, and positively welcomed the project as a whole.

**E147. Revenue Budget Monitor 2007/08 – Month 8**

Consideration was given to Report No. 7 (circulated with the Agenda) which set out the Revenue budget monitor for Month 8 of the 2007/08 financial year, showing the financial position at the end of November 2007 and the anticipated variations in income and expenditure that could affect the Council by the end of the financial year.

**Resolved** that the Report forecasting an under spend of £289.5k be noted.

**E148. Capital Budget Monitor 2007/08 – Month 8**

Consideration was given to Report No. 8 (circulated with the Agenda) which informed the Executive of the latest position and forecast outturn on the 2007/08 capital programme and note change to the Risk Assessment Table.

Issues discussed during consideration of this item included:

- How the Waste Performance Efficiency Grant will be spent.

**Resolved** that the Executive:

- (1) Note the figures contained in Annex 1 to the Report in relation to the Capital Programme for 2007/2008 and the contents of this Report;
- (2) Note the information on Capital Schemes at Annex 2 to the Report;
- (3) Note the Capital Risk Assessment contained in Annex 3 to the Report; and
- (4) Note that the Capital programme is part of the ongoing consultation with Wiltshire County Council as a result of the Unitary proposal, a further Report containing proposals to cease certain projects will be presented to the Executive.

**E149. Progress Report on Affordable Housing Grant at Avonside, Chippenham**

Consideration was given to Report No. 9 (circulated with the Agenda) which gave an update on the allocation of Affordable Housing Grant at Avonside, Chippenham.

**Resolved** that the contents of the Report be noted.

**E150. Sub Regional Choice Based Lettings Policy**

Consideration was given to Report No. 10 (circulated with the Agenda) which presented the new countywide Choice Based Lettings Policy “Homes 4 Wiltshire” and asked for approval to implement it.

Issues discussed during consideration of this item included:

- That the new scheme is a replacement of the existing ‘points’ allocation for housing;
- That the housing register that is currently managed by Westlea Housing Association will be brought back in house;

- There would be procedures in place to ensure that vulnerable applicants are identified at the application stage and assisted throughout the process;
- That available properties should be advertised in Post Offices; and
- Local connection criteria will only apply if this is stipulated within a Section 106 Agreement.

**Resolved** that the Executive:

- (1) Approve the new Homes 4 Wiltshire Choice Based Lettings Policy and support its implementation within existing budgets; and
- (2) Delegate authority to the Housing Manager to authorise any minor changes to the Policy.

### **E151. Post Office Closures**

Consideration was given to Report No. 11 (circulated with the Agenda) which provided background on the consultation carried out by the Government on proposals to introduce criteria which enabled them to develop local plans which has informed which 2500 Post Offices will be closed nationally.

Issues discussed during consideration of this item included:

- That saving one Post Office might mean the closure of another local Post Office;
- That Wiltshire County Council's campaign and that of the local Post Offices was fully supported;
- That the support of the District Council should be expressed to Post Office Ltd;
- The need to retain the sustainable villages in North Wiltshire; and
- That monies could be set aside for grants for those affected by closures.

**Resolved** that:

- (1) A letter be sent by the Leader of the Council to Post Office Ltd highlighting:
  - i) The need to retain sustainable villages in North Wiltshire;
  - ii) That consideration needs to be given to the effect of the closures of some Post Offices on villages shops;
  - iii) That North Wiltshire District Council Members are supporting local communities threatened with closures.

- (2) That village shops be encouraged to take up all available concessions, i.e. Non Domestic Rates and that they are made aware of grants that will be made available to support outreach Post Office services.
- (3) A revenue budget bid of £30k is put forward for the grants mentioned in (2) above.

#### **E152. Area Boards in North Wiltshire**

Consideration was given to Report No. 12 (circulated with the Agenda) which provided feedback from each of the Area Committees with respect to the implementation of Pilot Area Boards ahead of the formal Unitary Authority vesting day in April 2009.

Issues discussed during consideration of this item included:

- That all Members were invited to attend a Community Leadership and Governance Seminar on Monday 21<sup>st</sup> January at 6.30pm at the the Corn Exchange in Devizes to discuss and develop ideas for improving community area working in Wiltshire;
- That the 5 areas of North Wiltshire have all offered to be considered as pilots for the Area Boards;
- The Area Boards would not start until the Unitary Authority had commenced and that between now and April 2009 developmental work would be undertaken to shape and plan the Area Boards;
- The level of Member involvement; and
- That Local Area Agreements need to fit with the Area Boards.

#### **Resolved that:**

- (1) The development of pilot Area Boards in North Wiltshire be supported;
- (2) Area Committees continue until the implementation of Area Boards; and
- (3) Scheduled Area Committee meetings in the 2008/09 year be used as development forums for the pilot Area Boards.

#### **E153. Youth Strategy 2007/2009**

Consideration was given to Report No. 13 (circulated with the Agenda) which sought approval for the proposed Youth Strategy 2007/2009.

**Resolved** that the Youth Strategy for 2007/2009 be approved.

**E154. Child Protection Policy**

Consideration was given to Report No. 14 (circulated with the Agenda) which sought approval for the Child Protection Policy.

Issues discussed during consideration of this item included:

- The appropriateness of Criminal Records Bureau checks for District Councillors.

**Resolved** that the Child Protection Policy be approved subject to:

- (1) The inclusion of a section detailing how the Child Protection Policy will be monitored for partners, suppliers and contractors of the Council and by whom; and
- (2) The Policy being applied to Elected Members as necessary.

**E155. Animal Welfare Act 2006**

Consideration was given to Report No. 15 (circulated with the Agenda) which sought to make Members aware of the Animal Welfare Act 2006 for which the District Council is an enforcing authority and to obtain delegated authority for the Environmental Health Manager to appoint inspectors to enforce the Act, issue licenses and commence legal proceedings.

Issues discussed during consideration of this item included:

- That not all of the provisions of the Animal Welfare Act 2006 were yet in force.

**Resolved** that:

- (1) The Environmental Health Manager be appointed as an inspector under Section 51 of the Animal Welfare Act 2006.
- (2) Authority be delegated to the Environmental Health Manager to exercise all local authority powers and duties arising under the Animal Welfare Act 2006 and associated Regulations, including;
  - (i) Appointment of inspectors under Section 51 of the Animal Welfare Act 2006;

- (ii) Issuing Licences and registrations under Section 13 of the Animal Welfare Act 2006; and
- (iii) In consultation with the Legal Services Manager authorisation to prosecute for offences or to commence any other proceedings under the Animal Welfare Act 2006.

**E156. Introduction of Differential Charges for Penalty Charge Notices under the Traffic Management Act 2004**

Consideration was given to Report No. 16 (circulated with the Agenda) which informed the Executive of the changes in Penalty Charge Notice (PCN) levels due to the change in legislation under which PCNs are issued from the Road Traffic Act 1991 to the issuing of PCNs under the Traffic Management Act 2004 on the 31<sup>st</sup> March 2008.

**Resolved** that the Executive:

- (1) Adopts Band 2 for all Penalty Charge Notices, as set out in paragraph 3.5 and Appendix 1 to Report No. 16, with effect from 31<sup>st</sup> March 2008; and
- (2) Grants delegated authority to the Legal Services Manager to take any necessary steps to amend the Off-Street Parking Places Order so as to make it comply with Traffic Management Act 2004 and to give effect to the revised PCN levels.

**E157. Unitary Transition Programme Update**

Consideration was given to Report No. 17 (circulated with the Agenda) which provided an update of the work of the newly formed Transition Team and options as to how Members can be updated of its progress and be informed of developments across the One Council for Wiltshire Unitary Programme.

Issues discussed during consideration of this item included:

- That an Executive Transition Working Group may not be needed;
- Concerns on how information regarding the Unitary transition is disseminated at present to all Members; and
- That Member engagement is crucial to the decision making process.

**Resolved** that Group Leaders ascertain from their Members on how they would like information on the Unitary transition to be disseminated.

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The meeting commenced at 7.00pm and concluded at 7.50pm.

There were no members of the public present.