

Minutes

Committee Room 1
Bourne Hill Offices, Salisbury
4.00 pm 25 June 2003

Part 1: *Procedural Matters*

ACTIONED BY
Portfolio Holder
(Contact Officer)

20. Present:

Councillors: K C Wren (Leader), J M Collier (Deputy Leader) J C Noeken & Mrs M M A Peach (Planning and Economic Development), D W Brown & E R Draper (Environment and Transport), J A Cole-Morgan & A G Peach (Community & Housing) and Mrs S A Warrander & D A Culver (Resources).

Councillors Mrs Bissington, Hewitt (minute 34), Paisey (minute 34) and West were also in attendance and with the permission of the Chairman spoke where so indicated.

21. Code of Conduct - Members & Officers' Interests:

The following interests were declared:

Councillor Cole-Morgan stated that although he did not in fact have an interest in the matters concerned others may deem that he could have and that he would withdraw from the meeting during consideration of the matters set out under minutes 43 and 48.

Councillors: Culver, Mrs Warrander and Noeken declared personal and non-prejudicial interests in the matters set out under minutes 33 and 34 below. The Councillors remained in the meeting and spoke and voted thereon.

Cllr Wren
(S Agland)

22. Minutes:

The minutes of the last meeting were approved and signed by the Chairman.

Cllr Wren
(S Agland)

23. Public Questions and Statements:

Mr Gross: *"has the Council now disregarded the 'Parker Plan' "* (an alternative A303 road scheme supported by the Association of Council Taxpayers). Councillor Wren explained that this was really a matter for Wiltshire County Council, the local Highway Authority. This Council had written to the County Council asking if, and if so the reasons why, the Parker Plan had been disregarded. As yet no reply had been received. Councillor Wren undertook to make public any response received.

Councillor Noeken: *"Given reports of abandoned vehicles on Council Estates in Amesbury and my concern that we may not be providing a full service to our tenants, can the portfolio holder tell me how many:*

Cllr Wren
(S Agland)

- Cars were reported abandoned in the period January - March, 2003
- How many have been dealt with or disposed of
- How many are still outstanding
- Of those outstanding how many are on Council Estates; and further

Which Council Service Unit is responsible for carrying out the necessary checks with the DVLA?"

Councillor Brown replied: "There is clearly a need to centralise and streamline the administrative process currently in place within the Authority for dealing with abandoned vehicles. At present there are at least two different sections of the Council that can and do get involved in the process - Housing and Environmental Health Services (EHS), although Transportation have been undertaking preliminary checks on vehicles abandoned in our car parks before handing the matter on to EHS. To my mind, EHS is the correct Unit to deal with this matter.

"To get a feel for the depth of the problem I have obtained some background details on numbers of vehicles and the various stages in the process we currently follow. I will arrange for these figures to be circulated with the minutes of this meeting (Annex A).

"I propose that all abandoned vehicle checks and subsequent action should be taken by EHS once the DVLA Portal is available 'online.' There should also be some internal budgetary transfer from Housing to EHS to cover the increased staff workload."

The Cabinet unanimously supported the proposal and it was:

Agreed: that the Head of Environmental Health Service produces a full report on this matter for a future meeting of the Cabinet.

24. Call-in Decisions:

No decisions from the Cabinet's last meeting had been called-in.

*Cllr Wren
(S Agland)*

25. Forward Plan (Agenda):

The Leader presented his Forward Plan for the period 1 August 2003 – 30 November 2003 (previously circulated) which would be published on 17 July to become operational from 1 August 2003.

*Cllr Wren
(S Agland)*

Agreed: that the Leader's previously circulated proposed Forward Plan be adopted for publication on 1st August, 2003.

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Part 2: Recommendations to the Council

(The recommendations set out below will be considered by the Council on 30th June 2003)

ACTIONED BY
Portfolio Holder
(Contact Officer)

26. Review of Housing Allocation Policy:

The Portfolio Holder for Community & Housing introduced the previously circulated report of the Head of Strategic Housing Services. The Cabinet noted the report and:

Cllr Cole-Morgan
(A Reynolds)

Agreed: that Councillor Cole-Morgan be asked to ensure that minor amendments are made as necessary to achieve textual consistency throughout the document; and

Recommended To Council: that the revisions to the Housing Allocation Policy, as detailed in paragraph 4 of the report, be approved.

27. Medium Term Financial Strategy:

The Portfolio Holder for Resources introduced the previously circulated report of the Head of Financial Services. Councillor Wren drew attention to the fact that the Agenda 21 function had not been included in the categorisation of services but that this would be corrected at the next Cabinet awayday.

Cllr Mrs Warrander
(J Bulgin)

Recommended To Council:

- (1) that the contents of the report be noted;
- (2) that the categorisation of services in 5.1 and the budget strategy principles in 5.2 of the report be approved; and
- (3) that Officers be given early guidance on the preferred approach to meeting the forecast budget gap.

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Part 3: Cabinet Decisions

All decisions set out in this section of the minutes will be implemented on or after 8th July 2003 (unless called in for consideration by the relevant Overview and Scrutiny Panel)

ACTIONED BY
Portfolio Holder
(Contact Officer)

28. Housing Bill – Comments on the Consultation:

The Portfolio Holder for Community & Housing introduced the previously circulated report of the Head of Strategic Housing Services.

Agreed: that the responses detailed in the Report be approved as the Council's response to the consultation process.

Cllr Cole-Morgan
(A Reynolds)

29. Re-Housing High Risk Offenders:

The Portfolio Holder for Community & Housing introduced the previously circulated report of the Head of Strategic Housing Services.

Agreed: that approval be given to the Council entering into the arrangements as set out in the Protocol subject to no other amendments being made.

Cllr Cole-Morgan
(A Reynolds)

30. Homelessness Service:

The Portfolio Holder for Community & Housing introduced the previously circulated report of the Head of Strategic Housing Services.

Agreed:

- (1) that the spend to save proposal of allocating the sum of £21,500 for a three year period to support additional staffing costs for homelessness be approved;
- (2) that in 2003/2004 the additional expenditure be contained within existing budgets and thereafter be incorporated as a growth bid in the base budget;
- (3) that the revisions to posts and increase in the establishment as detailed in paragraph 6 be approved; and
- (4) that a monitoring report to be produced in November 2003.

Cllr Cole-Morgan
(A Reynolds)

31. Budget Consultation 2004/05: Participatory Budgeting:

The Cabinet noted that this item had been withdrawn from the agenda.

32. Outcome of Scrutiny Review – Maximising External Resources to Meet Strategic Priorities:

The Portfolio Holder for Community & Housing introduced the previously circulated report from the Community & Housing Overview & Scrutiny Panel, together with the cover report from the Principal Leisure and Community Officer.

Agreed:

- (1) that the report be noted; and
- (2) that a detailed Service Development Bid be drawn up and considered at the appropriate time in line with the Corporate Planning and Review Process.

*Cllr Cole-Morgan
(R Townsend)*

33. Arts Funding Review – Process:

The Portfolio Holder for Community & Housing introduced the previously circulated report of the Principal Arts Officer.

Agreed:

- (1) that the process for reviewing the funding allocated to arts organisations be approved;
- (2) that Councillors: J A Cole Morgan, A G Peach, Mrs I Evans, P Leo (as Chair and Vice Chair of the Scrutiny Panel), Mrs J Green and one member to be nominated by the Liberal Democrat Group be invited to join the Arts Funding Review Group; and
- (3) that the Review Group present a report with recommendations to a future Cabinet meeting

*Cllr Cole-Morgan
(R Efemey)*

34. Review of Funding to the Voluntary Sector – Terms of Reference:

The Portfolio Holder for Community & Housing introduced the previously circulated report of the Head of Community Initiatives.

Agreed:

- (1) that the terms of reference for reviewing the funding of the voluntary sector be approved;
- (2) that Councillors: J A Cole Morgan, A G Peach, Mrs I Evans, P Leo (as Chair and Vice Chair of the Scrutiny Panel), Mrs J Green and one member to be nominated by the Liberal Democrat Group be invited to join the Voluntary Sector Funding Review Group;
- (3) that Area Committee Chairs and Council representatives on the larger grant receiving bodies be invited to attend the meetings and participate in the review; and
- (4) For the Review Group to present a report with recommendations to a future Cabinet meeting (and to Full Council in respect of SWAG as this budget comes directly under the Council's control)

*Cllr Cole-Morgan
(L Waller)*

35. Best Value Reviews 2003/04:

The Portfolio Holder for Environment & Transport and Portfolio Holder for Community & Housing introduced the previously circulated joint report of the Policy Directors Debbie Dixon and David Crook.

The Portfolio Holder for Community & Housing stated that the review of Balanced Housing would need to take into account additional factors such as the financial requirements involved in meeting the 'decent homes standard' and the impact of changes in Government funding. The Portfolio Holder for Environment & Transport stated that while supporting the review, he would be seeking to ensure that the Council's environmental priorities were implemented in accordance with previously agreed timescales and not delayed by the review of Street Services.

Agreed: that the programme for the Best Value Reviews 2003/04 be approved.

*Cllr Cole-Morgan
Cllr Brown
(D Dixon)
(D Crook)*

36. Five Rivers Leisure Centre & Swimming Pool Car Park:

The Portfolio Holder for Community & Housing introduced the previously circulated report of the Principal Leisure & Community Officer.

Agreed: that the following recommendations be forwarded to the Salisbury Transportation Plan Joint Committee for implementation:

- (1) that the Five Rivers Leisure Centre car park be brought in to the Off-street Parking Order and enforced by the parking ambassadors;
- (2) that 'Limited Waiting' be agreed as the most appropriate type of restriction; and
- (3) that the new parking arrangements be reviewed three months after implementation.

*Cllr Cole-Morgan
(R Townsend)*

37. Community Planning – Progress & Future Plans:

The Deputy Portfolio Holder for Community & Housing introduced the previously circulated joint report of the Policy Director Debbie Dixon and Partnership Manager. The Cabinet expressed some concern that members were not being fully engaged in the community planning process and this eroded their community leadership role and resulted in a lack of democratic accountability.

Agreed:

- (1) that the progress made in each community area be noted and that regular quarterly updates be submitted to Cabinet; and
- (2) this matter be brought back for further consideration following the Community Leadership Training Day on 22nd July 2003.

*Cllr Peach
(D Dixon)
(A Crampton)*

38. Corporate Plan:

The Leader of the Council introduced the finalised version of the Corporate Plan that would be submitted to Council on 30th June in accordance with the previous recommendation of the Cabinet.

Agreed: that the revised Corporate plan be noted.

*Cllr Wren
(R Sheard)*

39. Health & Safety Strategic Plan 2003/04:

The Portfolio Holder for Environment & Transport introduced the previously circulated report of the Principal Environmental Health Officer.

*Cllr Draper
(J Wickens)*

Agreed:

- (1) that the improvements recommended in the report along with other improvements identified elsewhere be included in the ongoing Strategic Plan;
- (2) that Councillor Draper be appointed as the Health and Safety 'Champion' responsible for the health and safety portfolio, to work together with the nominated Director to ensure that health and safety is given adequate and proper consideration when developing Council policy and services; and
- (3) that the 2003/4 Strategic Plan be adopted.

40. Anti Bullying & Harassment Arrangements:

The Portfolio Holder for Resources introduced the previously circulated report of the Head of Personnel & Training.

*Cllr Mrs Warrander
(A McConkey)*

Agreed:

- (1) that the Report from the Independent Assessor be accepted in principle and that the Head of Personnel and Training be delegated to work with the Assessor to produce a policy and implement the recommendations based on the procedural proposals set out in Option 2 (but incorporating some of the formal elements of Option 1) as presented in paragraph 2.2 of the above report and the Management views as expressed under paragraph 3.2;
- (2) that the resulting policy be subject to the normal 'policy introduction' arrangements of consultation with trades unions and referral for approval to the Joint Consultative Forum; and
- (3) that the Independent Facilitator/Consultant and Employees, Managers and Members of Partner Organisations of the Council who have contributed to the process be thanked for their interest and involvement.

41. Wiltshire & Swindon Structure Plan Review 2016 – Pre Deposit Consultation:

The Portfolio Holder for Planning & Economic Development introduced the previously circulated report of the Principal Planning Officer.

*Cllr Noeken
(J Meeker)*

Agreed: that the contents of the report be noted and that at this stage the County Council be informed that Salisbury District Council raises the points set out in the section headed 'Conclusions' in the report.

42. WCC Local Transport Plan Annual Progress Report – Salisbury District Council's Comments:

The Portfolio Holder for Environment & Transport introduced the previously circulated report of the Transportation Officer.

Agreed: that that the statement attached as Annex B be approved and forwarded to Wiltshire County Council.

*Cllr Brown
(G Wright)*

43. Print & Design Unit – Independent Review:

The Deputy Portfolio Holder for Resources introduced the previously circulated report of the Policy Director, David Neudegg.

Agreed:

- (1) that the contents of the report and the executive summary from the Independent Consultant be noted;
- (2) that the actions already undertaken to determine accurate and appropriate costings for the service be supported;
- (3) that the budgets for the Print Unit (excluding design services) should be developed under the principle of a full cost recovery trading account.
- (4) That the Officers and the Consultant be thanked for the constructive support with the Review; and
- (5) that following the further work being undertaken, the final report of the consultant be submitted to a future meeting of the Cabinet for consideration.

*Cllr Culver
(D Neudegg)*

44. Conference Wiltshire Agreement:

The Portfolio Holder for Planning & Economic Development introduced the previously circulated report of the Head of Marketing, Economic Development and Tourism.

Agreed: that Salisbury District Council enter into the "Conference Wiltshire" agreement on behalf of the Salisbury Tourism Partnership.

*Cllr Noeken
(G Gould)*

45. Exempt Information:

In view of the confidential or sensitive nature of the matters to be considered, it was:

Agreed: that the Press and Public be excluded from the meeting during consideration of those matters defined as 'Exempt' under the Access to Information Act 1985 as specified below:

- Paragraph 1 namely: 'Information relating to a particular employee, former employee or applicant to become an employee of or a particular office-holder, former office-holder or applicant to become an office-holder under the authority
- Paragraph 7 namely: 'Information relating to the financial or business affairs of any particular person (other than the authority)'
- Paragraph 8 namely: 'The amount of any expenditure proposed to be incurred By the authority under any particular contract for the acquisition of property or the supply of goods or services'
- Paragraph 9 namely: 'Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services'

Summary of Exempt Matters

*Agenda Item 28 – 20/20 Vision
Agenda Item 29 – Staffing Matter
Urgent Item - Five Rivers Leisure Pool*

*There were 4 members of the public present.
The meeting finished at 7.15 pm*

Abandoned Vehicles 1st January - 31st March 2003

This table refers to the vehicles that were reported as being abandoned between the 1st January 2003 and the 31st March 2003 and their status on Environmental Services records as at 23rd June 2003.

Land Owner	Reported	Claimed by Owner	Removed by Others	Destroyed	Still in ES system	Police notified wrong area	Awaiting confirmation from land - owner
Non Housing	179	14	73	71	2	4	13
Housing	70	6	18	34			13
Total	249	20	92	105	2	4	26

(NB. This table has been compiled using figures manually extracted from three reports – whilst every endeavour has been made to ensure accuracy there may be minor discrepancies.)

NOTES:

Removed by Others – This column also includes those instances where reported vehicles were not found.

Still in Environmental Services System – These vehicles were reported in the last week in March and following recent confirmation from the landowners orders have been issued for their collection.

Police notified wrong area – All vehicles reported are entered onto our system and in these cases the police have reported locations that are outside of the SDC area.

Awaiting confirmation from Landowner – Whilst effectively still “in the Environmental Services System” these vehicles are awaiting further action pending response from the appropriate landowner as to whether the vehicles have been removed or that they require SDC to remove them. Our Inspector

periodically checks these locations where access is available and records are updated as appropriate. These may be an individual private landowner, a housing association, a business or, as indicated separately, Salisbury District Council's Housing Dept.

Checks are undertaken via DVLA to trace owners, etc. Normal time for DVLA response = 3 weeks. We have been able to use the fast-track PNC (Police National Computer) checks, but only for vehicles that were considered to fall within the scope of the Crime & Disorder Act. We have no agreement for the routine abandoned vehicle enquiries.

Numbers of vehicles dealt with in 2002 and to date in 2003 are given below for information:

1.	Number of vehicles reported	during 2002	= 1205
	Number of vehicles destroyed	during 2002	= 560
2.	Number of vehicles reported	Jan 03 - May 03 inclusive	= 416
	Number of vehicles destroyed	Jan 03 - May 03 inclusive	= 131

Comments by Salisbury District Council on the Wiltshire County Council Local Transport Plan Annual Progress Report 2003

The District Council is very encouraged that the commitment of all parties to the full implementation of the Salisbury Transport Plan (STP) attracted additional funding last year from Government towards the Salisbury based Intelligent Transport System. The District Council's aim is the provision of an integrated package of transport measures to address the access and environmental problems suffered by local residents, businesses and visitors, and to better manage the impact of through traffic. The District Council wishes to see complete implementation of the STP, placing Salisbury at the forefront of delivering integrated transport solutions. This is an ambitious goal given the limited pre-existing infrastructure but the District Council is ready to play its part in achieving this end. Overall however there is concern that sufficient funding will be made available to complete the full package of measures.

The continued commitment by the District Council and Wiltshire County Council to the Joint Committee and officer team in implementing the Salisbury Transport Plan is the key to achieving its targets. This is an innovative and progressive arrangement that has greatly assisted convergence between the authorities on matters of transport policy and funding which might otherwise have placed significant barriers in the way of implementation.

Continued funding for the Salisbury Transport Plan has seen the ongoing development of park and ride, the introduction of an intelligent transport system from a zero base, and the provision of measures to assist access for disabled people, pedestrians, cyclists and bus users. The District Council has committed income from the off-street car parks to meet a large majority of the revenue costs incurred during the first 5 years in running these systems. In so doing the District Council will wish to see the measures used to actively manage the transport networks serving Salisbury for the benefit of all travellers and local businesses.

Implementation of the present parking strategy is nearing completion and the District Council will be working with the County Council to develop a new and progressive agenda for demand management. In particular the use of new enforcement powers over bus lane contraventions will be investigated. The District Council will also be working in liaison with the County Council to provide Supplementary Planning Guidance covering accessibility, car parking provision and developer contributions to assist development in line with the aims of the Salisbury Transport Plan.

The District Council, through the Salisbury Joint Transportation Team, supports effective working relations with the following organisations representing local transport users:

- ◆ Salisbury Disabled Access Forum.
- ◆ Salisbury Walking Forum.
- ◆ Salisbury Cycle Liaison Panel.
- ◆ Salisbury Bus Users Group.

Liaison with these groups covers local issues but more importantly guides policy development, scheme identification and scheme prioritisation. In particular liaison has helped plan targeted action to assist disabled access within the city. This year the District Council has worked with local partners to produce Salisbury's first Access Guide to assist disabled people in getting about the city. The District Council also supports and participates at Member level in more formal partnerships such as:

- ◆ Salisbury City Centre Partnership.
- ◆ Salisbury Bus Quality Partnership.
- ◆ Salisbury Taxi Liaison Panel.

Complete implementation of the Salisbury Transport Plan is the building block of Salisbury's Local Air Quality Action Plan for the city centre.

The District Council is proud of its own contribution to providing a safe and accessible city. Salisbury's Shopmobility and CCTV schemes are well thought of nationally whilst the District Council's team of parking ambassadors have retained their role of guide and help to Salisbury's many visitors alongside their more formal duties as parking attendants under Decriminalised Parking Enforcement.

The District Council maintains the view that the targets set out in the Salisbury Transport Plan must not be achieved at the expense of business vitality in the city. Salisbury must maintain its position as a viable and vibrant location where business can develop and flourish. With this in mind the District Council will continue to work with the City Centre Partnership to monitor business performance and to identify any adverse impact to arise from implementation of the Plan. This will be used to gauge the pace with which the various measures contained within the Plan proceed. With the above important caveat in mind and the need to see through complete implementation of the STP, the District Council believes that the "stretched target" identified for Salisbury City Centre in this year's APR is achievable and is ready to play its part in achieving this goal.

On a district-wide note, the District Council welcomes the funding in previous years towards integrated transport measures. However, it is concerned that this year areas outside the STP are not receiving priority or funding, particularly in the larger settlements such as Amesbury, Durrington, Mere and Tisbury.

25th June 2003