

Minutes

Alamein Suite
City Hall, Salisbury
4.00 pm: 17 December 2003

Part 1: Procedural Matters

ACTIONED BY
Cabinet Member
(Contact Officer)

183. 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).

The Chairman of the Council, Councillor Bissington was also in attendance and addressed the Cabinet on the matter set out at minute 199.

With the permission of the Chairman, Councillor Hewitt addressed the Cabinet on the matters set out under minutes 190 and 197.

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

There were none.

*Cllr Wren
(S Agland)*

185. Minutes:

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

The Portfolio Holder for Community and Housing, Councillor Cole-Morgan, gave an update on progress towards meeting the Council's declared intention of reducing to nil the number of local residents housed in bed and breakfast accommodation. Of the 22 families residing in this form of accommodation only 2 would remain in bed and breakfast accommodation over Christmas and they would be moving into new accommodation very early in the new year. The Cabinet thanked the Portfolio Holder and the officers for their work in ensuring this key priority was achieved.

The Portfolio Holder for Planning and Economic Development, Councillor Noeken made the following statement:

" As the Council's representative on the Wiltshire and Swindon Rural Regeneration Partnership Strategy Group, I am able to report that the Partnership has recently been successful in securing £1.9M of Rural Renaissance funds for rural regeneration projects in Wiltshire and Swindon over a three year period.

Salisbury District Council has just been awarded a £21,000 grant to support our local rural producers. With existing budgets and officer time, the whole project is worth £50,000 over the next two years The bid was put to the Partnership to access the money from the South West Regional Development Agency (SWRDA). The

*Cllr Wren
(S Agland)*

project will include development of farmers markets, a Food Festival, support for production and supply chains and increasing awareness of South Wiltshire produce.

The large release of funding has also now freed up other projects under the Leader Plus programme, which I briefed to Cabinet in June 2002. That programme benefits communities in and around Salisbury Plain and I intend to report on the progress of those separate projects in due course as they affect the district.

Salisbury District Council's economic development team are now currently preparing a local bid to Rural Renaissance for £15,000 to develop walking routes between Salisbury and Stonehenge.

You are also aware that Wilton has also received £25,000 from SWRDA's Market and Coastal Towns Initiative to support community capacity building.

These projects will allow Salisbury District to benefit from over £60,000 of external funding secured recently for rural initiatives - one of our key strategic objectives for this Council which was briefed to Cabinet on 3rd September 2003."

The Portfolio Holder for Environment and Transportation, Councillor Brown informed members that on the previous day a celebration was held to mark the 500,000th user of the park and ride site at the Beehive. Amy Gabbatis, the lucky user, had received a bottle of champagne, a Christmas hamper and 1 month's free use of the facility.

186. Public/Councillor Questions and Statements:

There were no statements.

*Cllr Wren
(S Agland)*

187. Call-in:

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

*Cllr Wren
(S Agland)*

188. Forward Plan:

The Leader presented his Forward Plan for the period 1 February 2004 – 31 May 2004 (previously circulated) that would be published on 14 January 2004 to become operational from 1 February 2004.

*Cllr Wren
(S Agland)*

Agreed: that subject to the inclusion of a review of cash collection facilities at Pennyfarthing House in February 2004, the Leader's previously circulated Forward Plan be adopted for publication on 14 January 2004.

Minutes

Alamein Suite
City Hall, Salisbury
4.00 pm 17 December 2003

Part 2: Cabinet Decisions

*All decisions set out in this section of the minutes will be implemented on or after 5 January 2004
(unless called in for consideration by the relevant Overview and Scrutiny Panel)*

ACTIONED BY
Cabinet Member
(Contact Officer)

189. Capital Strategy:

Councillor Mrs Warrander, Cabinet Member for Resources introduced the previously circulated report of the Acting Head of Financial Services.

Cllr Mrs Warrander
(A Osborne)

Agreed:

- (1) that the contents of the report be noted and a revised capital programme be drafted for Cabinet approval as part of the budget setting process on the basis that:
 - (a) a three year flexible programme of affordable housing assistance be prepared and it's funding linked to the transitional pooling arrangements;
 - (b) the Housing Revenue Account capital programme be aligned to resources available from the Major Repairs Allowance and Major Repairs Reserve accounts only;
 - (c) £1m from capital receipts be earmarked for the Customer Care / Office Project;
 - (d) the annual items in the capital programme be reviewed by Officers and within the overall cash limit be matched to objectives and performance;
 - (e) A report on the relocation of staff from Redworth House be submitted to Cabinet in February 2004;
- (2) that options for new investment be drawn from the portfolio plans and presented to Members for approval against the Council's priorities;
- (3) that the Council continues to pursue its debt free policy in line with the Medium Term Financial Strategy; and
- (4) that the Council's prudential limits be set in March 2004 to encompass the assumption set out in paragraph (3) above.

190. Update on Affordable Housing Scrutiny Review:

Councillor Cole-Morgan, Cabinet Member for Community & Housing introduced the previously circulated report of the Head of Housing Strategy, he emphasised the important role that the Area Committees would play in achieving the Council's aim, when determining applications for social housing development and he expressed dismay at a recent decision to refuse permission for a social housing scheme.

Agreed: that subject paragraph 3.1 being amended to read " Deliver *at least* 350 new affordable homes *over the next 3 years...*" the report be accepted.

*Cllr Cole-Morgan
(A Reynolds)*

191. Co-location of CCTV and Emergency Control Centre:

Councillor Cole-Morgan, Cabinet Member for Community & Housing introduced the previously circulated report from the Policy Director, David Crook.

Agreed:

- (1) that the co-location of the Emergency Control Centre to Pennyfarthing House by October 2004 be approved subject to negotiations with staff and unions;
- (2) that Bishopdown Lodge be retained as temporary office accommodation until the Office Project is completed;
- (3) that further consideration be given to the potential for joint working of the two services once co-location is achieved; and
- (4) that users be reassured that the Emergency Control Centre is not being closed.

*Cllr Cole-Morgan
(D Crook)*

192. Procedure for Preparation and Adoption of Supplementary Planning Guidance:

Councillor Noeken, Cabinet Member for Planning & Economic Development introduced the previously circulated report of the Principal Forward Planning Officer along with the views of the Planning & Economic Development Overview & Scrutiny Panel meeting held on 9 December 2003.

Agreed: that the Procedure Note be adopted.

*Cllr Noeken
(J Meeker)*

193. Salisbury Design Forum:

Councillor Noeken, Cabinet Member for Planning & Economic Development introduced the previously circulated report of the Town Scheme/Design Advisor.

Agreed:

that, subject to the amendment of the membership section by addition of the following:

'to include a 'critical friend' when required, on important applications in sensitive areas of the District'

then the formation of the Salisbury Design Forum under the terms set out in Appendix A of the report be approved.

- (1) that this report be submitted to the Area Committees with a request that each nominates two of its members (one to act as a deputy) to the panel of elected members from which 2 elected members will be drawn in rotation to attend the Forum; and

*Cllr Noeken
(J Peverley)*

- (2) that the Area Committees be asked to confirm that where its nominated member, or substitute, has agreed to attend a meeting of the Forum, and later finds, for whatever reason, that he/she is not able to attend, the nominee should be responsible for finding a substitute from the panel of elected members, to attend in their place.

194. Rent Arrears Policy:

Councillor Cole Morgan, Cabinet Member for Community & Housing introduced the previously circulated report of the Housing Manager Area 1.

Agreed: the Rent arrears Policy be adopted.

*Cllr Cole-Morgan
(J Pearce)*

195. Corporate Training Plan:

Councillor Warrander, Cabinet Member for Resources introduced the previously circulated report of the Training and Development Manager.

Agreed: that the implementation of the Plan be approved.

*Cllr Mrs Warrander
(R Broome)*

196. NNDR – Insolvencies & Irrecoverables:

Councillor Warrander, Cabinet Member for Resources introduced the previously circulated schedule of individual write-offs prepared by the Head of Revenue & Benefits.

Agreed: that the schedule of individual write-offs be approved.

*Cllr Mrs Warrander
(P Ruddle)*

197. Peer Review:

Councillor Wren, Leader of the Cabinet introduced the previously circulated report of the Policy Director, Debbie Dixon.

Agreed: that the report be noted.

*Cllr Wren
(D Dixon)*

198. Food Service Plan:

Councillor Brown, the Cabinet Member for Environment & Transport introduced the previously circulated report of the Principal Environmental Health Officer. Councillor Brown further reported that there had been difficulties associated with the gathering of accurate data required to inform the local performance indicator reported at Paragraph 6.1.2 in the Plan. This matter would be addressed in next year's plan, as it did not currently provide a true indication of performance in respect of the compliance of informal notices issued following a food hygiene inspection. The figure would be annotated to this effect for audit purposes.

Agreed: that the Food Service Plan 2003/2004 be approved.

*Cllr Brown
(M Sanders)*

199. Farm Buildings Design Guide:

Councillor Noeken, the Cabinet Member for Planning & Economic Development introduced the previously circulated report from the Conservation Officer along with the views of the Planning & Economic Development Overview & Scrutiny Panel meeting held on 9 December 2003.

Agreed that the Farm Buildings Design Guide be adopted as supplementary planning guidance.

*Cllr Noeken
(E Milton)*

200. Housing Allocations – Exceptional Circumstances:

Councillor A G Peach, the Deputy Cabinet Member for Community & Housing introduced the previously circulated report of the Head of Housing Management.

*Cllr A G Peach
(D Streek)*

Agreed: that subject to an amendment to clarify that in the case of multi-member wards only one local ward member need be involved, the recommendation set out under paragraph 3.4 of the report be adopted.

201. 'Right to Buy' Sale Incentive:

Councillor Cole-Morgan the Cabinet Member for Community & Housing introduced the previously circulated report of the Head of Housing Management. He further advised that the provision of affordable housing was a key Council priority that had been significantly affected by the Government's withdrawal of Social Housing Grant. One way of ameliorating this was to encourage more 'Right to Buy' sales, which would generate capital receipts. In addition the Council's Community Strategy was being revised and the consultation to date had shown that the provision of more affordable housing would continue to be a key priority.

The Council could not use its well-being powers for the sole purpose of raising money. However, in this case, the intention was to maximise resources available for affordable housing and this would go some way to meeting the Council's priorities and local needs. This in turn would improve the economic and social well being of the Council's area.

Agreed: that in order to encourage increased 'Right to Buy' applications, the Council agrees to reimburse purchasers' legal fees up to a maximum of £250 provided purchase is completed prior 31 March 2004.

*Cllr Cole-Morgan
(D Streek)*

202. Joint Consultative Forum:

Councillor Warrander, the Cabinet Member for Resources introduced the previously circulated "open" minutes of the Forum meeting held on 24 November 2003, and referred to the recommendations arising under minutes (reports previously circulated):

- 36 -Grievance and Disputes Procedure.
- 37 - Stress Management Policy.
- 38 - Paternity Leave Policy.
- 39 - JCF Quorum Procedures.

Agreed: that the recommendations of the Joint Consultative Forum as detailed under minutes 36, 37, 38 and 39 be approved.

*Cllr Mrs Warrander
(D Crook)*

203. Special Delegation Procedure:

The Cabinet noted the matters determined under the Special Delegation Procedure set out at Item 22 in the Agenda (papers previously circulated) namely:

- (1) Wiltshire Victoria County History.
- (2) Business Process Re-engineering Consultancy.
- (3) Lease of Former St Edmunds Church, Bedwin Street to St Edmunds Arts Trust Ltd.
- (4) National Project for Planning & regulatory Services Online.

*Cllr Wren
Cllr Collier
Cllr Mrs Warrander*

204. 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 3 namely: 'Information relating to any particular occupier or former occupier of, or applicant for, accommodation provided by or at the expense of the authority'

Summary of Exempt Matters

Agenda Item 25 – Staffing Matters

Agenda Item 26 – Joint Consultative Forum

Agenda Item 27 – Housing Matters

*There was 1 member of the public present.
The meeting finished at 6.15 pm*