

## Minutes

Committee Room I  
Bourne Hill, Salisbury  
4.00 pm: 23 June 2004

### Part I: Procedural Matters

**ACTIONED BY**  
**Cabinet Member**  
**(Contact Officer)**

#### 322. 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 & Mrs S A Willan, (Environment and Transport), J A Cole-Morgan & R Britton (Community & Housing) and Mrs S A Warrander & D A Culver (Resources).

With the permission of the Chairman, the following Councillors addressed the Cabinet on the matters indicated - The Chairman of the Council, Councillor P V H Paisey (minutes 330, 334 & 335); Councillor F D Bissington (minute 339); Councillor Mrs E A Chettleburgh (minutes 330, 335 & 339); Councillor M H Hewitt (minute 341) Councillor Miss M A Tomlinson was also in attendance.

#### 323. Code of Conduct - Members & Officers' Interests:

There were none.

**Cllr Wren**  
**(S Agland)**

#### 324. Minutes:

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

In connection with this item, the Portfolio Holder for Community and Housing reported that the Council's Housing Management, Strategy and Contracts Services had been recommended for Charter Mark accreditation. The Cabinet extended its congratulations to all involved.

**Cllr Wren**  
**(S Agland)**

#### 325. Public Questions and Statements:

Mr Ralph Bryder of Salt Lane Salisbury made the following statement in relation to Agenda Item 7 on the agenda.

*"I agree that all of the District Council's office requirements, as set out in the previously agreed space planning audit, should be housed in a new building behind the existing Grade II\* Listed Council House. I find the "cloister" concept, as proposed by the architects, with its focus on St Edmund's Church an attractive one. However, the uncertainty surrounding the occupancy of the second proposed new building on College Street car park has cast Salisbury District Council in the role of a speculative property developer, which is inappropriate for a local authority."*

The Portfolio Holder for Resources replied that the Council had a public duty to ensure that best use was made of all its assets and this included land and buildings. The Council would not speculate with those assets other than in the public interest.

**Cllr Wren**  
**(S Agland)**

**326. Call-in:**

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

**Cllr Wren  
(S Agland)**

**327. Forward Plan:**

The Leader presented his Forward Plan for the period 1 August 2004 – 30 November 2004 (previously circulated) that would be published on 15 July 2004 to become operational from 1 August 2004.

**Cllr Wren  
(S Agland)**

The Portfolio Holder for Environment and Transport reported that the Government had set back the date for the commencement of the Council's new duties under the Licensing Act and that consequently the Council now had longer than expected to adopt its statutory Licensing Policy.

**Agreed:** that, subject to the deferral of the adoption of the Licensing Policy, the Leader's previously circulated Forward Plan be adopted for publication on 15 July 2004.

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### Part 2: Recommendations to the Council

*(The recommendations set out below will be considered by the Council on 28<sup>th</sup> June 2004)*

**ACTIONED BY**  
**Cabinet Member**  
**(Contact Officer)**

**Cllr Wren**  
**(S Agland)**

#### 328. Corporate Plan (incorporating the Best Value Performance Plan):

The Leader of the Cabinet introduced the above matter set out at agenda item 10. In connection with this item the Cabinet considered the recommendations arising from the Environment and Transport Overview and Scrutiny Panel meeting held on 7th June 2004 (circulated with the agenda).

**Recommended to Full Council on 28 June 2004:** that subject to the amendments set out below, the Corporate Plan be adopted:

- (1) the addition of a separate entry relating to the ongoing management of the Cranborne Chase and West Wiltshire Downs Area of Outstanding Natural Beauty;
- (2) the addition of a paragraph describing the District Council's vision relating to all other environmentally designated areas (including World Heritage Sites) in the District;
- (3) on page 27 the amendment of the date for the conclusion of the review of scrutiny from 'May 2004' to 'Autumn 2004' and
- (4) on page 44 amending the sub-heading in the second bullet point of the second paragraph to read: 'Maintaining our Housing Stock' instead of 'Improving our Housing Stock.'

#### 329. Final Accounts 2003/04 and Statement of Internal Controls:

The Leader of the Cabinet (item 9) and the Cabinet Member for Resources (item 11) introduced these items.

**Recommended to Full Council on 28 June 2004:** that subject to an additional note explaining the increase in the valuation of the Council's housing stock the Final Accounts and Statement of Internal Controls for the financial year ended 31<sup>st</sup> March 2004 be approved

**Cllr Wren &**  
**Cllr Mrs Warrander**  
**(A Osborne)**

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### Part 3: Cabinet Decisions

*All decisions set out in this section of the minutes will be implemented on or after 6<sup>th</sup> July 2004  
(unless called in for consideration by the relevant Overview and Scrutiny Panel)*

**ACTIONED BY**  
**Cabinet Member**  
**(Contact Officer)**

#### 330. Office Project (inc City Hall) - Master Plan

The Cabinet Member for Resources introduced the previously circulated report of the Policy Director, David Neudegg. The Cabinet noted the views of the Staff Focus Group and Unison and the notes of a public meeting held at the Guildhall, Salisbury on Thursday 17<sup>th</sup> June 2004 (all previously circulated) and the resolutions of Wiltshire County Council's Cabinet dated 18<sup>th</sup> June (circulated at the meeting).

**Cllr Mrs Warrander**  
**(D Neudegg)**

#### **Agreed:**

- (1) that the current position with regard to the office centralisation programme be noted;
- (2) that the outline Master Plan proposals be approved;
- (3) that the views of the local community, Wiltshire County Council, the Staff Focus Group and Unison be noted and the officers and architects be requested to identify what options are available to the Council that:
  - retains the asset value of the College Street car park and the old swimming pool site (the Council's minimum requirement), but;
  - meets the requirements of Wiltshire County Council; and
  - as far as is reasonable, minimizes the traffic and car parking impact on local residents, consistent with the Council's planning and transportation policies;
- (4) the officers be authorised to proceed with the improvements to the Alamein Suite, Meeting Room and first floor toilets at City Hall for a budget estimate of £232,000<sup>1</sup>;
- (5) the officers be authorised to investigate alternatives to the City Hall as a venue for Full Council meetings and report back to a future meeting of the Cabinet;

<sup>1</sup> This figure was revised at the meeting to incorporate additional works required to the toilets.

- (6) the officers be authorised to appoint a Project Officer to act as the client representative;
- (7) the officers be authorised to appoint a full Design Team led by Stanton Williams to complete detailed design for submission of Planning Permission;
- (8) the officers be requested to continue discussions and negotiations with Wiltshire County Council and other potential partners and report back to a future meeting of the Cabinet; and
- (9) the groups, organisations and individuals be thanked for their contribution to the consultation process.

**331. Internal Audit Annual Report 2003/04:**

The Cabinet Member for Resources introduced the report of the Chief Internal Auditor (previously circulated).

**Agreed:**

- (1) that the Statement of Internal Control include the issues relating to purchasing & procurement, stock control and business continuity and disaster recovery, together with an action plan to address them;
- (2) that the performance of Internal Audit on the 2003/4 Audit Plan and the issues arising be noted;
- (3) that Management Team should continue to monitor the performance of Service Units in addressing the specific control issues raised and ensure that the internal control framework of the Council is robust in addressing the Council's risks; and
- (4) that a report be submitted to the next meeting of Cabinet on the problems encountered with Housing Repairs (Works, Stores and Fleet) and how these might be addressed.

**332. Statement of Internal Controls:**

Further to minute 329 above, it was

**Agreed:** that Councillor Collier be appointed to serve on the Member/ Officer Working Group on Internal Controls and an invitation be extended to the Chair of the Standards Committee to take up a seat.

**333. Revenue and Capital Outturns 2003/04:**

The Cabinet Member for Resources introduced the report of the Acting Head of Financial Services (previously circulated). The Chairman indicated that the Cabinet would be seeking further information on the main budget variations and on the issue of budgetary control over the next few months.

**Agreed:**

- (1) that the outturn of revenue and capital 2003/2004 and main variations be noted.

*Cllr Mrs Warrander  
(D Melville)*

*Cllr Mrs Warrander  
(D Melville)*

*Cllr Mrs Warrander  
(A Osborne)*

- (2) That a further report be requested on the implications of the outturn on the medium term financial strategy and 2005/06 budget setting process.

**334. Invest to Save:**

The Cabinet Member for Resources introduced the previously circulated report of the Acting Head of Financial Services.

**Agreed:**

- (1) that the criteria for the use of the invest to save and improve funds as outlined in section 3 be approved;
- (2) that Management Team be delegated authority to approve single bids of up to £25,000 for invest to save or improve funds; and
- (3) that a report be submitted to the next meeting on the options available for the provision of a funding advisor to support the Council and the community and voluntary sector.

**335. Public Conveniences:**

The Cabinet Member for Environment & Transport introduced the previously circulated report of the Parks Manager. The previous report considered at the April meeting was deferred for more information and the appendix attached to the report provided this information.

**Agreed:**

- (1) that a package of proposals as set out at paragraph 5.1 (c), (d) and (e) of the report be adopted; and
- (2) that the proposals be monitored and a report on their impact be submitted to Cabinet in six months time

**336. The Future of Council Housing:**

The Cabinet Member for Community & Housing gave an update on:

- (A) the views of the Stock Options Appraisal Board which met on 2 June, having regard to the outcome of the Local Government Association meeting in May on this issue; and
- (B) the previously circulated letter from Unison together with the previously circulated full Unison document.

**Agreed:**

- (1) that in view of advice received from the Government the Council is unable to consider the so-called 'fourth option' as part of the forthcoming stock option appraisal; however
- (2) the Council write to the Minister of State inviting him to join with the Council in seeking to identify alternatives for achieving the Decent Homes Standard.

***Cllr Mrs Warrander  
(A Osborne)***

***Cllr Brown  
(R Williams)***

***Cllr Cole- Morgan  
(A Reynolds)***

**337. Memorandum of Agreement for the Cranborne Chase and West Wiltshire Downs Area of Outstanding Natural Beauty (AONB) Partnership:**

The Cabinet Member for Environment & Transport introduced the previously circulated report of the Environment Community Development Officer together with the views of the Western Area Committee (circulated after agenda dispatch).

**Agreed:**

- (1) that the Memorandum of Agreement be adopted and signed;
- (2) that the Council priorities identified by the Working Group and set out in the Management Plan Actions Tables (as listed at Paragraph 2 of Appendix 2 of the report) be endorsed and the AONB Steering Group be notified accordingly; and
- (3) that the AONB Steering Group be informed of the Western Area Committee's view that the AONB is a living, working, farming area and that its designation as a national park in the future would impose restrictions that would interfere with this vitality and accordingly this Council wishes to record its strong objection to any such future designation.

*Cllr Brown  
(V Fletcher)*

**338. Update on Designation of Bemerton Heath and Barnard's Folly Local Nature Reserve and Avon Valley Local Nature Reserve:**

The Cabinet Member for Environment & Transport introduced the previously circulated report of the Environment Community Development Officer. In response to a question raised by the Portfolio Holder for Community and Housing, the Environment Community Development Officer indicated that funding had been identified to enable a barrier to be erected between the rows of garages adjacent to the Folly - this would deter the dumping of materials in the woodland area.

**Agreed:**

- (1) that the report be noted;
- (2) that the proposal to formally designate both the extension to the Avon Valley Local Nature Reserve and the Bemerton & Barnard's Folly Local Nature Reserve during the National Local Nature Reserve week 2004 be endorsed; and
- (3) that the provision of the additional barrier as outlined by the Environment Community Development Officer be welcomed provided adequate screening is used to minimize its impact when viewed from the Folly.

*Cllr Brown  
(V Fletcher)*

**339. Extending Parking Enforcement Hours:**

The Cabinet Member for Environment & Transport introduced the previously circulated report of the Parking Manager.

**Cllr Brown  
(P Higgins)**

**Agreed:**

- (1) that the Parking Enforcement Team be given authority to undertake random evening enforcement patrols in the areas specified in paragraph 6.1 of the report of the Parking Manager;
- (2) that advance media advertising be undertaken to announce the intention of implementing random out-of-hours enforcement concentrating on the main traffic and public transport routes, and disabled parking spaces;
- (3) that enforcement patrols issue warning notices during the initial phase of the operation stating that future infringement of Traffic Regulations will result in the issue of a Penalty Charge Notice;
- (4) that a copy of this report and Cabinet's decision to undertake random out-of-hours enforcement is referred to the Salisbury Transport Plan Joint Committee for information; and
- (5) that officers (in liaison with the police and local bus companies) monitor the levels of compliance and adapt the frequency of patrols to suit.

(Councillor Mrs M M A Peach requested her abstention be recorded)

**340. National Procurement Strategy:**

The Deputy Cabinet Leader introduced the report from the Procurement Steering Group (previously circulated).

**Cllr Collier  
(T Beer)**

**Agreed:**

- (1) that the requirements of the new National Procurement Strategy for Local Government be noted;
- (2) that the Council's progress against the tasks and targets contained in the Strategy be noted; and
- (3) that the Strategy and its "building block" programme be adopted as the work programme of the Procurement Steering group for the next 3 years.

**341. Choosing Health? Choosing Activity? A Consultation on How to Increase Physical Activity:**

The Cabinet Member for Community & Housing introduced the report of the Principal Sports Development Officer (previously circulated).

**Cllr Cole-Morgan  
(L Cary)**

**Agreed:** that the response to the *Choosing Health? Choosing Activity?* consultation paper be approved and the different roles identified that the Council could play in delivering a future action plan be approved.



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| <p><b>342. Supporting People – Commissioning Board Agreement:</b><br/>The Cabinet Member for Community &amp; Housing introduced the report of the Head of Strategic Housing Services (previously circulated).</p> <p><b>Agreed:</b> that the approach set out at Schedule 9 (Application of the Administering Authorities Contract Regulations) be approved.</p>  | <p><i>Cllr Cole-Morgan<br/>(A Reynolds)</i></p>         |
| <p><b>343. Salisbury Lifeline – Charges for New Services:</b><br/>The Cabinet Member for Community &amp; Housing introduced the report of the Head of Strategic Housing Services (previously circulated).</p> <p><b>Agreed:</b> that the new charges be approved as set out in the report.</p>  | <p><i>Cllr Cole-Morgan<br/>(A Reynolds)</i></p>         |
| <p><b>344. Assettrust Housing Ltd – Delivering Affordable Housing with no Subsidy:</b><br/>The Cabinet Member for Community &amp; Housing introduced the report of the Head of Strategic Housing Services (previously circulated).</p> <p><b>Agreed:</b> that representatives of Assettrust Housing Ltd be invited to a meeting with the Council and to give a presentation to Cabinet members and officers on its proposals, before this matter is considered further.</p> | <p><i>Cllr Cole-Morgan<br/>(A Reynolds)</i></p>         |
| <p><b>345. A Framework for Evaluating Occupation of Council Property by Other Public Sector Bodies and Community Groups:</b><br/>The Cabinet Member for Resources introduced the report of the Head of Legal and Property Services (previously circulated).</p> <p><b>Agreed:</b> that the proposed draft framework for consultation be adopted and the proposed consultation arrangements be approved.</p>   | <p><i>Cllr Mrs Warrander<br/>(J Crawford)</i></p>       |
| <p><b>346. Planning Delivery Grant 2004/05:</b><br/>The Cabinet Member for Planning &amp; Economic Development introduced the report of the Heads of Forward Planning &amp; Transportation and Development Services (previously circulated).</p> <p><b>Agreed:</b> that the receipt of £173,982 of Planning Delivery Grant for 2004/05 be noted and the expenditure of this sum as outlined in paragraphs 4.1 and 4.2 of the officers' report be approved.</p>              | <p><i>Cllr Noeken<br/>(E Teagle)<br/>(S Thorne)</i></p> |
| <p><b>347. National Non Domestic Rates – Write Offs:</b><br/>The Cabinet Member for Resources introduced the report of the Head of Revenue &amp; Benefits (previously circulated).</p> <p><b>Agreed:</b> that the amounts shown in the schedule be written-off</p>  | <p><i>Cllr Mrs Warrander<br/>(P Ruddle)</i></p>         |
| <p><b>348. Outside Body Appointment:</b></p> <p><b>Agreed:</b> that Councillor Britton be appointed to fill the vacancy on the Alabaré Christian Care Centre Management Committee.</p>  | <p><i>Cllr Wren<br/>(S Agland)</i></p>                  |
| <p><b>349. Exempt Information:</b><br/>In view of the confidential nature of the matters to be considered, it was:</p> <p><b>Agreed:</b> 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:</p>  |   |

- Paragraph I, 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 II, namely: - 'Information relating to consultations/negotiations in connection with any labour relations arising between the Authority and employees'

**Summary of Exempt Matters**

Agenda Item 30: Staffing Matter - Five Rivers Leisure Centre  
Agenda Item 31: Staffing Matter - Senior Management Restructure

*There were 7 members  
of the public present*

*The meeting finished at  
6.45 pm*