

## Minutes

Alamein Suite  
City Hall, Salisbury  
4.00 pm: 15 December 2004

### Part I: Procedural Matters

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

**435. 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 and Housing) and Mrs S A Warrander & D A Culver (Resources).

The Chairman of the Council, Councillor P V H Paisey (minute 449) and Councillor Bissington (minute 445) were also in attendance and with the Chairman's permission spoke on the matters set out under the minutes as indicated.

**436. Code of Conduct - Members & Officers' Interests:**

None were declared.

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

**437. Minutes:**

The [minutes](#) of the last meeting were approved and signed by the Chairman.

Further to minute 429 (24/11/04) - Regional Spatial Strategy - Councillor Noeken reported receipt of a response from Wiltshire County Council dated 7<sup>th</sup> December. The letter confirmed that the County Council's Cabinet had amended the officer recommendation as follows:

*"To consider that, within Wiltshire, it is not appropriate that any centre should be singled out to accommodate a significant scale of growth over and above that implied by the draft Structure Plan alterations to 2016, and that full account should be taken of the Examination in Public Panel report"*

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

**438. Public Questions and Statements:**

There were none.

**439. Call-in:**

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

**440. Forward Plan:**

The Leader presented his [Forward Plan](#) for the period 1 January 2005 – 30 April 2005 (previously circulated) that would be published on 16 December 2004 to become operational from 1 January 2005.

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

**Agreed:** that the Leader's previously circulated Forward Plan be adopted for publication on 16 December 2004

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### **Part 2: Recommendation to the Council**

*(The recommendations set out below will be considered by the Council on 21 February 2005)*

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

#### **441. Review of Corporate Governance:**

The Deputy Leader introduced the previously circulated [report of the Chief Internal Auditor](#).

**Cllr Collier  
(D Melville)**

#### **Recommended to Full Council on 21 February 2005:**

- (1) that the Local Code of Corporate Governance for Salisbury District Council be approved; and
- (2) that the action plan arising from the 2004/05 review of the Council's Corporate Governance arrangements be approved.

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### Part 3: Cabinet Decisions

*All decisions set out in this section of the minutes will be implemented on or after 30<sup>th</sup> December 2004  
(unless called in for consideration by the relevant Overview and Scrutiny Panel)*

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

#### 442. Customer Service Provision in the Community Areas:

The Cabinet Member for Resources introduced the [report of the Head of Customer Services](#), previously circulated.

**Cllr Mrs Warrander**  
**(H Frances)**

##### **Agreed:**

- (1) that local consultation be undertaken in each area to develop detailed plans for shared access to SDC service in identified locations with well-informed staff on a peripatetic basis – e.g. Post Office, library, pubs, shops, etc;
- (2) that access to Council service be prioritized around the needs of traditionally “hard to reach” groups in rural areas;
- (3) that officers liaise with managers of community facilities to assess the benefits of extending access to e-enabled service by providing public access terminals;
- (4) that the actions set out at (1) - (3) be resourced by re-investing measurable and accrued savings achieved by directing customers to less expensive access channels such as self-service and internet and to report back with clear proposals to Cabinet by April 2005; and
- (5) that the Council continue to work in partnership with other public service and community agencies to identify and implement additional benefits for customers, in line with the South Wiltshire Strategic Alliance agreed priority, and ensuring that SDC service resolution targets and customer care standards are maintained.

#### 443. Community Plans:

The Cabinet Member for Community & Housing introduced the previously circulated [report of the Policy Director, David Neudegg](#).

**Cllr Cole-Morgan**  
**(D Neudegg)**

The Cabinet Member for Planning and Economic Development drew attention to the importance of the community plans in the preparation of the new local development framework that was to replace the existing Local Plan.

On behalf of the Cabinet, the Leader expressed his thanks to Ariane Crampton and the South Wiltshire strategic alliance community planning team for the hard work that had gone into the production of the six community plans.

**Agreed:**

- (1) that the area community plans for the City, Four Rivers (Wilton), Stonehenge (Northern Area), and Mere, community areas be approved;
- (2) that the Nadder Valley and Southern Area plans be submitted to a future cabinet meeting following approval by their respective Area Committees and the Alliance Board;
- (3) that the priorities of area community plans be reflected in the district's portfolio plans and the corporate plan; and
- (4) that the district-wide community strategy be submitted to the Cabinet following approval by the Alliance Board, prior to being adopted by Full Council as a policy framework document.

**444. Salisbury City Centre – Creating a Vision for Salisbury:**

The Leader introduced the [report of the Policy Director, David Neudegg](#) (previously circulated).

**Agreed:**

- (1) that the development of a vision for Salisbury be approved as a key project for 2005;
- (2) that the Chief Executive be authorised to bring forward a report to Cabinet in March 2005 setting out proposals for the issues set out in Section 2 of the report and such other soft cultural/social landscape measures as appropriate; and
- (3) that any long-term consideration of actions relating to current City Centre developments (including Central Car Park, Churchfields and The Guildhall) be deferred until a final report is published in December 2005.

**445. Office Centralisation – Current Progress and Funding Routes:**

The Cabinet Member for Resources introduced the previously circulated [report of the Policy, Director Debbie Dixon](#).

**Agreed:**

- (1) that the project execution plan be noted;
- (2) that provision be made for a members' room, cabinet office and leader's office within the new office building;
- (3) that the conservation policies set out in the report be adopted for inclusion in the conservation plan;
- (4) that funding options 3 and 4 be examined in detail by officers for Cabinet consideration in February (prior to budget setting for 2005/06); and
- (5) that all councillors be invited to an evening in January to consider the latest position on the project.

**Cllr Wren  
(D Neudegg)**

**Cllr Mrs Warrander  
(D Dixon)**

<p><b>446. Anti Social Behaviour Policy for Housing:</b> The Deputy Cabinet Member for Community &amp; Housing introduced the <a href="#">report of the Head of Housing Management</a> (previously circulated).</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>(1) that the Statement of Policy on Anti Social Behaviours be adopted; and</li> <li>(2) that a summary of the new policy be sent to tenants as soon as practicable.</li> </ul>	<p><b>Cllr Britton (D Streek)</b></p>
<p><b>447. Draft Portfolio Plans:</b> The Leader of the Cabinet introduced the <a href="#">report of the Policy Director, Debbie Dixon</a> (previously circulated).</p> <p><b>Agreed:</b> that the draft plans (as amended) be accepted as a basis for scrutiny prior to final consideration by the Cabinet on 2 February 2005.</p>	<p><b>Cllr Wren Portfolio Holders (D Dixon)</b></p>
<p><b>448. Business Process Re-engineering Report (BPR):</b> The Cabinet Member for Resources introduced the previously circulated <a href="#">report of the Head of Customer Services</a>.</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>(1) that an additional £35k be allocated from invest to save capital fund to enable the BPR project to complete all identified work in a six month period, subject to Management Team approval of scope, be approved;</li> <li>(2) that the Head of Customer Services and Head of Financial Services be requested to develop a methodology for tracking efficiency savings; and</li> <li>(3) that a further report be submitted to Cabinet in 12 months to review the impact of BPR work.</li> </ul>	<p><b>Cllr Mrs Warrander (H Frances)</b></p>
<p><b>449. Park &amp; Ride – Communications Plan:</b> The Deputy Cabinet Member for Environment &amp; Transport introduced the joint report <a href="#">from the Head of Forward Planning and Corporate Communications Manager</a> (previously circulated).</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>(1) that a programme of publicity and promotional activity be undertaken, as set out in Annex A attached to the report;</li> <li>(2) that the Corporate Communications Manager liaise with the City Centre Manager to promote Salisbury as a shopping centre;</li> <li>(3) that separate ceremonies be held to mark the formal openings of the Wilton and Britford park and ride sites; and</li> <li>(4) that a budget of up to £35,000 be established within the parking revenue account for the purposes of park and ride publicity and promotion for the two sites.</li> </ul>	<p><b>Cllr Willan (E Teagle) (C Johannesen)</b></p>

**450. Implementing Electronic Government (IEG) Statement:**

The Deputy Leader introduced the report [from the Policy Director, Debbie Dixon](#) (previously circulated).

**Agreed:**

- (1) that the current position of the Council in implementing Electronic Government be noted; and
- (2) that the Statement for submission to the Office of the Deputy Prime Minister be approved.

**Cllr Collier  
(D Dixon)**

**451. Dates of Future Cabinet Meetings:**

The Leader proposed the following schedule of Cabinet meetings for the period June 2005 – May 2006

**Agreed:** that the programme of meetings for June 2005 – May 2006 be as follows:

08 June 2005 (Committee Room 1)  
13 July  
07 September  
12 October  
09 November  
07 December  
18 January 2006  
01 February (the Budget setting meeting)  
01 March  
05 April  
03 May

all meetings to be held in the City Hall unless otherwise stated and commencing at 4.00 pm.

**Cllr Wren  
(S Agland)**

There were 0 members  
of the public present  
The meeting finished at  
5.03 pm