

## WEST WILTSHIRE DISTRICT COUNCIL

### MINUTES

Minutes of the: **CABINET**

Held on: **WEDNESDAY 28 SEPTEMBER 2005**

Held at: **COUNCIL CHAMBER, BRADLEY ROAD, TROWBRIDGE**

Present:

Councillors: Content (Leader), Brown, Carbin, Cox (part meeting), Hames, Osborn and Syme

Also present: Councillors Mounde, Conley, While, Hawker, Manasseh, Oldrieve, Davis, March, Wiltshire, Phillips OBE and Clark

Officers: Chief Executive, Corporate Director (IG), Head of Finance (IJ), Interim Commercial Services Manager (KG), Environmental Health Manager (JC), Financial Accountant (TG), Area Environmental Health Officer (Air Quality) (RK), Planning Policy Manager (MR), Press Officer (LK), Member Support Team Leader (YR)

Also in attendance: Alan Creedy, Highways Department, Wiltshire County Council

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#### 576. **APOLOGIES**

Apologies for absence were received from Cllrs Chivers and James and Cllr Cox for lateness.

#### 577. **MINUTES**

The minutes of the last meeting held on 31 August 2005 were approved as a correct record and signed by the Leader.

#### 578. **DECLARATIONS OF INTEREST**

The following interests were declared:

Councillor	Item	Minute References	Nature of Interest
Clarke	Review of the Constitution	582	Chaired Hilperton Parish Council when it was discussed, but would keep an open mind
Syme, March & Davis	Car Parking Strategy Review	584	Member of Warminster Town Council

Manasseh	Car Parking Strategy Review	584	Member of Westbury Town Council Car Park Working Group
Hawker	Car Parking Strategy Review	584	Member of Westbury Town Council
Brown	Air Quality Action Plan	586	Lives in the vicinity of affected area

## **579. NOTICE OF MOTION – MAGISTRATES COURT**

Councillor Osborn reminded Cabinet that Council on 11 May had considered the following Notice of Motion from Cllrs Payne and Clark:

“That this authority being mindful of the status of Trowbridge as the County Town, gives its full support for the provision of a magistrates court as part of the Vision for Trowbridge process”.

The motion was referred to Cabinet which considered it on 18 May and resolved:

- a) That letters be sent to the Lord Chancellor’s Department, expressing the view that there needs to be a magistrates’ court in the county town of Trowbridge.
- b) That the Vision for Trowbridge Steering Group be asked to examine the issue and its implications, taking on board the comments made at this meeting.
- c) That a further report be presented to Cabinet on the outcome before a decision is made on whether or not to adopt the Notice of Motion.

Accordingly, a letter was sent to the Lord Chancellor’s Department (The Department For Constitutional Affairs) expressing the Council’s views. Unfortunately, no response had been received to either the original or follow up letter. Officers would continue to endeavour to get a response.

The Transforming Trowbridge Steering Group would be taking on board this issue and act as champions

The point was made that Members needed to address how to take this forward and consider the time and resource implications of pursuing this set against the likely chances of a successful outcome.

### **RECOMMENDED TO COUNCIL:**

**That the Council support the above mentioned notice of motion.**

### **RESOLVED:**

**That officers be instructed to write again to the Department for Constitutional**

**Affairs highlighting the Council's disappointment that it had not received a response from the Department and requesting urgent attention to this outstanding matter.**

## **580. RECOMMENDATIONS FROM THE SCRUTINY COMMITTEE**

A report was presented from the Chairman of the Scrutiny Committee, Cllr Phillips which detailed comments and recommendations from the Scrutiny Committee held on 7 September 2005 regarding the following issues:

### **Budget**

Cabinet and the Finance Portfolio Holder were asked to address the following areas of concern relating to the budget:

- The effect of lower interest rates on investments
- Escalating fuel costs
- Clarification on the £171k 'one-off pressures'
- Erosion of the contingency fund
- That every effort should be made to keep within the budget figures during the year

Cllr Carbin, Finance Portfolio Holder responded and gave further clarification on the points raised.

### **Street Cleansing and Grounds Maintenance**

It was noted that the Scrutiny Committee had established a Task and Finish Group to look into this area in more detail. The Group would report back to the Scrutiny Committee on its findings with appropriate recommendations. Cllr Oldrieve reported that the Group which he Chaired had already started to meet. Cllr Brown reported that she was taking an active interest in the work of the Group as Portfolio Holder.

Cllr Syme made comments regarding the standards of grounds maintenance and was urged to raise them with Cllr Oldrieve as Chairman of the Task and Finish Group.

The Scrutiny Committee had also welcomed the Wiltshire Customer First Partnership Bid, but requested that further attention be paid to the timetable proposed.

The Scrutiny Committee was thanked for bringing these matters to the attention of Cabinet.

### **RESOLVED:**

**That the comments of the Scrutiny Committee and response from the Finance Portfolio Holder be noted and that Cabinet notes the intentions of the Task and Finish Group on Street Cleansing and Grounds Maintenance.**

## **581. ANNOUNCEMENTS FROM THE LEADER - CLLR CONTENT**

The Leader made the following announcements:

### **Licensing Training**

The Leader announced that due to unforeseen circumstances beyond the Council's control, the licensing training due to be held after the Licensing Committee on 29 September was cancelled. However, the meeting would still be taking place starting at 7pm.

### **'Frontline'**

The Leader reported that the Council's new system for improving how it deals with its Customers, 'Frontline' would be introduced in mid October with the aim of launching it on Monday 17 October.

The system was currently being tested and staff trained in its use. An internal demonstration of the system for Service Managers would be held on 29 September at 2pm in the Council Chamber to which Members were welcome to attend.

### **Wiltshire Customer First Partnership Seminar**

The Leader reported that the above Seminar would be held on 15 November with two sessions, one at 3pm and one at 6.30pm at Urchfont Manor and was open to all District and County Councillors.

### **Pay and Grading Review**

The Leader advised Members that the Council had started work on a pay and grading review which was a requirement of the 2004 National Pay Agreement. The review would apply to all staff and must be completed by April 2007.

Details of the review process and consultation were explained. This included the setting up of a Steering Group to oversee the management and progress of the review.

Cllr Phillips OBE expressed concern at the poor attendance by Members of the last Local Joint Consultative Committee (LJCC) which led to the meeting being inquorate. He also expressed concern that the Steering Group lacked LJCC representation and noted that the Staff Side had preferred a different scheme to that which had been chosen.

The Leader referred to the Members' Information Sheet item last week about attendance at meetings. Comments about the scheme and representation on it were raised at the first meeting of the Steering Group and were being addressed.

### **Local Government Association (LGA) Reputation Project**

The Leader outlined the project which was to look at ways of Councils improving their reputation and public satisfaction rating focussing on issues related to street scene and

communications. In principle, this Council would wish to sign up to the aspirations of the project subject to further information and consideration of the resource implications.

### **Management Development Programme**

The Leader reported that in October, 50 of the Council's Service Managers and Team Leaders would be taking part in the Management Development Programme 'Focus on the Future'.

The overall objective of the programme was for these officers to aspire to new levels of service excellence and to take responsibility for achieving this in their daily interactions.

The programme included personal coaching sessions at the beginning and end of the programme in addition to the 4 workshops, each on a different theme and would be held on 1 & 22 November, 13 December 2005 and 17 January 2006.

There will be a contact point (Marie Laws) for the passing of urgent messages only during those days. Members would be reminded of this in the week before each workshop via the Members' Information Sheet.

### **582. REVIEW OF THE CONSTITUTION PROCESS**

The Leader presented a report which gave a summary of the process for reviewing the Council's Constitution, details of which had been circulated to all Members in last week's Members Information Sheet.

Key parts of the process included:

- a Members seminar which had taken place on 11 August
- individual written consultation with all Members - the first stage of this had been completed
- two sessions involving all group leaders, the external adviser Peter Keith-Lucas together with Andrew Pate and Yamina Rhouati - the first session was held earlier that day and had been productive and useful
- a special meeting of Standards Committee on 25 October to which all Members would be invited.

A timetable of the process was also circulated.

The Cabinet was asked to comment on the process and progress to date, but not to debate the constitution or to suggest its content.

The Leader was pleased that the Council was on schedule with the timetable for presentation to Council for the adoption of a new Constitution on 9 November.

The Chief Executive reported that all Members would be circulated with details of all comments incorporating views on them by Peter Keith-Lucas together with the latest draft of the Constitution next week. Work would continue with group leaders in an effort to reach as much consensus as possible on the issues raised. Members were urged to

comment on the Constitution either individually or through their respective group leaders.

**RESOLVED:**

**That Cabinet notes the process and timetable for reviewing the Council's Constitution together with progress to date and that no changes be made to the review process.**

**583. UPDATE FROM THE ENVIRONMENTAL SERVICES PORTFOLIO HOLDER - CLLR BROWN**

**Waste collection – Missed Bins**

Members were advised that since Christmas there had been an increase in the number of missed bins. This was in contrast with Cleanaway's previous excellent performance. Officers had taken this up with Cleanaway and the situation was now improving.

**Recycling**

Recycling performance in August had again been above the targets set for the current year at 26%.

Work on rolling out green bins and black boxes to the remainder of the District was generally progressing well. It was hoped to be able deliver the first green bins to Warminster and surrounding areas in late October/early November. Bradford on Avon and Westbury areas would be covered in a phased programme. It was expected the roll out would be completed in April 2006. Publicity would be given and additional staffing provided to deal with telephone enquires.

**Customers Relation Management System**

Riverway Depot would be the pilot for using the Customers Relation Management System (CRM) to deal with telephone enquiries more effectively. The system was being introduced in time to assist with the increase in calls as relating to the roll out of green bins.

**Car park enforcement**

The number of car parking tickets issued had increased significantly since increasing number of Officers undertaking enforcement work in the Council's car parks from 1 to 2. This would have a benefit in the medium term as people accept the need to buy pay and display tickets.

Some detailed work was being done on the cost implications of introducing decriminalised parking. This would enable a Service Development Bid to be submitted for the introduction of decriminalised parking. The likely cost in 06/07 was likely to be quite limited - about £40,000. The Service Development Bid would provide estimates of costs in future years.

## **Reallocation of functions and structures**

To further improve services, reallocations of functions had been made. Technical Services would be picking up responsibility for managing our toilets and our cemeteries - some of this work has been done by Commercial Services up until now. Technical Services will be renamed Property and Estates Services, to emphasise an increased focus on property and asset management. Further reallocation of functions was planned, but these would depend on the success of Service Development Bids.

### **584. CAR PARKING STRATEGY REVIEW (KEY DECISION)**

**Open Forum Speakers: Bill Braid, David Tout, Dr M Turner, Andrew Gorman, Dorothea Sultana de Maria A Berridge, S Berridge, Mark Brassington**

Cllr Brown, Portfolio Holder presented a report which set out the conclusions and recommendations of the Car Parking Review and to consider recommendations on the way forward in relation car parking charges and a future strategy for such charges within the District.

Cabinet had commissioned this review in June, in light of the level of dissatisfaction expressed with the new charges.

In undertaking this review, the intention was for any conclusions to be evidence based. In this regard, Cllr Brown thanked all of those who took the time to submit information to the review. She also thanked Ian Gallin, Corporate Director for the excellent report presented.

The conclusions of the review were supported by both the Council's own income data and the information received.

Details of the main findings, concerns expressed by the public and retailers and income figures were presented.

Cllr Brown explained that there were clearly a number of issues with regard to the impact of the revised level of car parking charges. These appeared to be different in each of the five towns with some clear issues being identified in the southern part of the district.

In terms of a way forward, It was explained that it would be difficult to recommend any significant changes in car parking charges at this point in the financial year as the budget had been set both in terms of income and expenditure.

However, in commissioning the review, it had highlighted a need to establish a more rigorous basis for car park charges and a greater understanding of the needs of the market towns. To make any changes now without a wider discussion would lead to the risk of further additional changes at a later date and create additional confusion.

Some immediate measures were considered necessary which would pave the way to addressing the issues on a more permanent basis as part of the 2006/07 Service and Resource Planning process.

Details of the short term measures for the current year and those for 2006/07 were presented.

Cllr Brown stated that the most important aspects of this review was the recognition that there was an issue to address, to be more flexible and that it had highlighted the need for more dialogue and partnership working. Reference was made to the work of the 5 Towns' Initiative, the West Wiltshire Economic Partnership and Community Partnerships as a mechanism for this dialogue. The Corporate Director would be meeting with Warminster and Westbury Town Councils shortly.

#### **RESOLVED:**

**That Cabinet adopt the following measures for the current financial year 2005/06 and the actions suggested for the 2006/07 financial year as detailed below:**

##### **2005/06**

- **Explore with Town Councils the introduction of free two hour car parking prioritising the needs of towns in the south of the District. Town Councils would need to be able to make a contribution in order to achieve this outcome. Negotiations would be needed to confirm the detail.**
- **Work in partnership with the Police to improve on-street parking enforcement.**
- **Work in partnership with the County Council as Highway Authority, to seek the introduction of 'yellow lining' in specific hot spots.**

##### **2006/07**

- **Establish a Car Parking Forum for the District to act as a consultative body on car parking with membership and roles of members to be agreed.**
- **Explore the options presented by 'differential' charging in the towns to allow flexibility and to meet the needs of each town.**
- **Improve the model for structuring car parking income by utilising the occupancy data.**
- **To review the Council's ability to offer greater concessionary discounts eg weekly or monthly ticketing to minimise as far as possible the impact on part time workers.**
- **Investigate the option of moving to a pay on foot system in selective town centre car parks.**
- **Increase the provision of two hour free car parking in partnership with Town Councils.**
- **Develop a greater understanding in the District about where car parking charges go and how money is recycled into the towns through initiatives such the 5Ti.**
- **Improve signage within car parks advising of charges and signage directing to car parks on the highway.**



- **Give serious consideration to planning for the introduction of decriminalisation as part of the 2006/07 Service and Resource Planning Service.**

<b>Statement of reason for key decision</b>	The level of car parking charges has a significant impact on the viability of the market towns and has an impact on local communities and the Councils revenue budget
Options considered and rejected	A range of options were considered in the preparation of this report. The contents of this report are based on the evidence and the consultation carried out.
Date of implementation	The dates for implementation are highlighted in the report. It is anticipated that changes to this years charging will be negotiated immediately with changes to next years being part of the 2006/07 Service and Resource Planning Process, other initiatives such as the establishment of the Forum it is anticipated will be implemented by the end of the calendar year.

**585. UPDATE FROM THE ENVIRONMENTAL HEALTH PORTFOLIO HOLDER – CLLR COX**

**Licensing guidance to be reviewed**

On 23 September, culture secretary Tessa Jowell and Licensing Minister James Purnell spelt out that under new licensing laws there would be no presumption that requests for longer opening hours should take precedence over legitimate residents' concerns.

In a letter to every local authority in England and Wales, the Department for Culture Media and Sport (DCMS) would be urging local councils to use the strengthened powers they are given under the Licensing Act 2003 to stand up for the interests of their electorate.

Details of the number and type of outstanding applications were reported.

**R J Compton - Permit Application**

Members were advised that an application under new legislation for a pollution control permit for an animal rendering process from R J Compton and Sons for its site in Bradford Leigh, Bradford on Avon had been refused.

The applicant had a right of appeal to the Secretary of State.

**586. AIR QUALITY ACTION PLAN (KEY DECISION)**

**Open Forum Speakers:** Malcolm Hewson, Mr G Marks, Mr Hind

Cllr Cox, Portfolio Holder presented a report which gave options which had been considered in the Air Quality Action Plan (AQAP), on its recommendations and sought approval of the AQAP prior to its publication and submission to the Department for Environment Food and Rural Affairs (DEFRA).

The Cabinet had previously at its meeting on 30 March, approved the draft Plan which covered Air Quality Management Areas in Bradford on Avon and Westbury which was referred to DEFRA for feedback. DEFRA commented on the draft and suggested further consideration and some additional work.

Further public consultation took place this summer and the feedback gained had been helpful in developing the final version now presented.

It was noted that although it was the responsibility of the District Council to provide an AQAP, the responsibility for delivery rested with the County Council. As Highway Authority, it had the primary role for the delivery of the required improvements as the Action Plan related to traffic generated pollution. Alan Creedy from the Highways Department attended the meeting and answered Members' questions.

**RESOLVED:**

- (a) That the report be noted.**
- (b) That the Air Quality Action Plan be approved.**

Statement of Reasons for Key Decision	This is a key decision as it implements part of the Council's Air Quality Strategy and because of the potential impact on Bradford on Avon and Westbury
Options considered and rejected	Detailed options for both towns are detailed in the Air Quality Action Plan and these have been the subject of public consultation.
Date of Implementation	5 October 2005.

**587. GROUNDS MAINTENANCE CONTRACT – JOINT WORKING (KEY DECISION)**

Cllr Brown, Portfolio Holder, presented a report which gave details about current grounds maintenance contract with English Landscapes, the need to extend the existing contract to October 2007 and potential future joint working arrangements with West Wiltshire Housing Society and the County Council.

**RESOLVED:**

- (a) That Cabinet agree a two year extension of the English Landscapes contract for grounds maintenance in the central area, with the Council buying the machinery as set out in Option 6 of the report presented.**

- (b) **That Cabinet supports the partnership approach to procuring joint contracts for grounds maintenance and street cleansing with the aim of entering into a new contract arrangement in the autumn/winter 2007.**

Statement of reasons of key decision	This is a key decision because of the significant sums of money involved. The decision also affects the future direction of Commercial Services.
Options considered and rejected	Options 1 – 5 in the report presented have been considered and rejected because they do not offer the best value.
Date of implementation	Contract extension needs to be implemented before the end of October 2005.

**588. UPDATE FROM THE FINANCE PORTFOLIO HOLDER**

**Trowbridge Job Centre Plus**

Cllr Carbin reported on the new arrangements regarding Job Centre Plus, details of which would be circulated to Members via the Members' Information Sheet.

**589. FINANCIAL MONITORING**

Cllr Carbin as Portfolio Holder presented a report which detailed the Council's financial position for the period ending 31 August 2005. The report covered capital expenditure, investment income, the general fund spend to date, the projected general fund out-turn and contingency fund.

**RESOLVED:**

**That The report be noted.**

**590. PRUDENTIAL INDICATORS**

Cllr Carbin, Portfolio Holder, presented a report which proposed a revision of the Prudential Indicators following changes in the capital programme and investment performance and to recommend them to Council.

The Council must consider the Prudential Code when setting its Affordable Borrowing Limit. Capital investment must remain within sustainable limits and, in particular, the impact of any borrowing upon future council tax levels must be 'acceptable'.

Changes to the capital programme arising from slippage and additional schemes and a treasury management review meant that some indicators needed to be revised.

**RECOMMENDED TO COUNCIL:**

**Council is recommended to adopt the revised prudential indicators.**

**591. RISK MANAGEMENT STRATEGY**

Cllr Carbin, Portfolio Holder presented a report which gave annual update on progress with Risk Management within the Council.

Cabinet had approved the Risk Management Strategy on 28 July 2004. Since that date, Risk Management has been embedded into a variety of the Council's processes and procedures and the Strategy required amendment in order to reflect this.

**RESOLVED:**

**That Cabinet approve the changes made to the Risk Management Strategy as detailed in Appendix 1 of the report presented.**

**592. MEDIUM TERM FINANCIAL PLAN**

Cllr Carbin, Portfolio Holder, presented a report which sought to update the 4 year rolling financial plan agreed by Members in September 2004. Looking into the future was always difficult and this plan was based upon the best available information at the time. It was inevitable that circumstances would change and the plan would be subject to regular review. There was increased uncertainty due to consultation on proposed changes to the system for distribution of Government grant and move to 3 year settlements.

There is a clear need to review the revenue options to balance the budget for 2006/2007 and a look at the overall shape of the capital programme to ensure the best use of capital resources. Setting the budget for next year would be a challenging and demanding process Corporate Management Team and Cabinet were working together over the coming months to tackle this issue.

**RESOLVED:**

**That Cabinet notes the current position and agrees the medium term financial plan.**

**593. PROCUREMENT STRATEGY**

Cllr Carbin as one of the Portfolio Holders involved, presented a report which sought Cabinet's agreement of the Procurement Strategy. Cllr Carbin read out a supporting statement from Cllr Rosier, the joint Portfolio Holder in which it was explained that Cllr Rosier would be working with officers to roll out the procurement strategy and work towards implementing procurement savings.

In response to best practice, the National Procurement Strategy and the Gershon efficiency review, a Procurement Strategy for West Wiltshire had been developed

It had been subjected to an IDeA 'Procurement Challenge' satisfying the national procurement requirement for districts. Benchmarking had also been carried out against 'best practice' district councils.

The Strategy set out best practice, sound principles and provides a procurement framework for all staff, members, partners and suppliers to support the delivery of the Corporate Plan.

**RESOLVED:**

**That Cabinet agrees the Procurement Strategy.**

**594. UPDATE FROM THE POLICY CO-ORDINATION PORTFOLIO HOLDER – CLLR HAMES**

Cllr Hames reported that he had been meeting with officers from within his portfolio. Since the last meeting he had met with the Policy and Communications Manager and looked at 1<sup>st</sup> quarter performance monitoring. He would the next day be attending a performance review meeting regarding the Local Strategic Partnership. He would also be meeting the County Council Community Portfolio Holder and officers to discuss their plans for developing three tier area working.

Cllr Hames had reviewed the West Wilts LSP Health Inequalities Action Plan which would form the basis of a bid for pathfinder funding from central Government.

**Local Democracy Week**

Cllr Hames reported that the Council was taking part in the Local Democracy Week event run by the County Council. Consideration was being given to a greater involvement next year.

**NOTE: VOTE TO CONTINUE**

**RESOLVED:**

**That the meeting continue past 3 hours to conclude the business of Cabinet.**

**595. PERFORMANCE MONITORING 2005-06**

Cllr Hames, Portfolio Holder, presented a report which summarised the Council's performance in the first quarter of 2005-06 (April to June 2005).

Performance monitoring had been reviewed and improvements were being made to the process to make it more relevant and useful to Members, directors and service managers. Details of the changes made were presented.

It was noted that the Scrutiny Committee had also examined the performance figures and had established a performance monitoring group to review the Council's performance and to report back to the committee. Cllr Hames wished to record his thanks and appreciation to the Scrutiny Committee for the proactive way it was scrutinising the performance of the Council.

Cabinet was asked to review the summary and raise any issues for follow up or further action.

**RESOLVED:**

**That the report be noted.**

**596. UPDATE FROM THE PLANNING AND DEVELOPMENT PORTFOLIO HOLDER**

**Statement of Community Involvement**

Cllr Osborn confirmed that a special meeting of Council had prior to this meeting of Cabinet approved the Statement of Community Involvement.

**5 Towns' Initiative (5Ti)**

Cllr Osborn had attended a meeting of the 5Ti which had proved very successful. The Town Councils were also able to network with each other at these forums and to learn from one another for the benefit of their respective communities. It was also an opportunity for partnership working on key issues such as had happened regarding the review of car parking charges. Further meetings were being planned.

**Planning Training**

Training on a number of planning related themes was being arranged and would be held prior to Planning Committee meetings on 6 & 27 October and 8 December. Training would commence at 6.30pm with the meeting following on at 7.15pm. Details had previously been circulated in the Members' Information Sheet.

**Regional Economic Strategy**

The Strategy had been recently launched in Torquay. A summary of the document was being prepared.

**597. WILTSHIRE STRUCTURE PLAN 2016 – PROPOSED MODIFICATIONS AND REGIONAL SPATIAL STRATEGY UPDATE**

**Open Forum Speaker: Mr Morland**

Cllr Osborn, Portfolio Holder, presented a report in which Cabinet was asked to approve a District Council response to the contents of the Structure Plan 2016 - Proposed Modifications.

Cllr Osborn also gave an update on the first detailed proposals prepared by Wiltshire County Council for the Regional Spatial Strategy.

Wiltshire Structure Plan 2016 will, when adopted, provide strategic planning policy for West Wiltshire for a limited period until the Regional Spatial Strategy is adopted in 2007. Proposed modifications to the development strategy and transport policy sections should be supported but housing and employment levels of supply for West Wiltshire continue to fall short of levels which reflect existing commitments and did not provide for further enhancement of the role of Trowbridge as a strategic service centre.

This Council had, together with the County Council and other District authorities, previously objected to Regional Spatial Strategy options which provided little scope for further development, regeneration and investment at our market towns. The County Council had now produced first detailed proposals for future housing levels which provide some scope for meeting local needs in West Wiltshire and achieving modest growth at Trowbridge to fulfil its enhanced sub-regional role.

**RESOLVED:**

**That Cabinet:**

- (a) **approves the development of a detailed response to the Structure Plan Proposed Modifications consultation on the basis of the contents of the report presented;**
- (b) **delegates authority to the Portfolio Holder to finalise this Council's response to the Structure Plan;**
- (c) **supports the County Council's first detailed proposals on the District housing allocations for the Regional Spatial Strategy;**
- (d) **requests a future report on the first draft Regional Spatial Strategy and the final draft Regional Economic Strategy.**

**598. UPDATE FROM THE HOUSING PORTFOLIO HOLDER - CLLR JAMES**

Unfortunately Cllr James was unable to attend this meeting due to illness.

**599. ITEMS FROM THE COMMUNITY PORTFOLIO HOLDER**

Unfortunately, Cllr Chivers was unable to attend the meeting. The Leader updated Cabinet on the Community Portfolio on Cllr Chivers' behalf.

**Success stories**

This week's Members' information sheet would include details of some of the successes and "good news" stories from the community leadership team over the past few months.

## **Community Plans**

All five community areas had now published their respective community plans, providing us with a detailed understanding of the needs and aspirations of our communities.

## **Cloth Road Arts Week**

Saturday 24th September to Sunday 2nd October 2005 – The Cloth Road Arts Week - a nine day celebration of the visual arts and artists in Trowbridge, Melksham, Bradford on Avon and the surrounding West Wiltshire Communities. Further information could be obtained from Meril Morgan.

## **Leisure and Recreation Needs Assessment**

Work was progressing both on the L&RNA and also the future development of Southwick Country Park. A seminar on 5 October at 7pm would be held to inform Members of what was in the L&RNA report and how the Council could take it forward.

## **Parish forum**

The next Parish Forum would be held on 19 October and would focus upon the six areas for improvement that this Council had decided to focus upon and outlined in its corporate plan. Unfortunately, this date clashed with the Scrutiny Committee and members were currently being consulted on an alternative date if required.

## **600. UPDATE FROM THE COMMUNICATIONS PORTFOLIO HOLDER – CLLR SYME**

### **Media coverage**

A total of 107 press releases had so far been issued since the beginning of the financial year. The quarterly report for July to September's media coverage would be drawn up during October and would be reported at the next Cabinet meeting. Press cuttings relating to Council stories were available in the Members' Room.

### **West Wilts Matters**

The next edition of West Wilts Matters would be issued to all households via Royal Mail in the week commencing 24 October.

### **Strategic support**

The Policy & Communications team was currently supporting a range of corporate projects, including the roll-out of kerbside recycling, the new staff induction process, the leisure and recreation needs survey, PFI, the housing strategy and Transforming Trowbridge.



**601. CABINET FORWARD WORK PLAN**

**RESOLVED :**

**That the Cabinet Forward Work Plan as presented be approved.**

**602. MINUTES**

The minutes of the last meeting held on 31 August 2005 were approved as a correct record and signed by the Leader.

**603. DATE OF THE NEXT MEETING**

The next meeting of Cabinet was scheduled for Wednesday 26 October 2005 at 7.00pm in the Council Chamber, at the Council Offices, Bradley Road, Trowbridge

(6.20pm – 9.40pm)

These minutes were prepared by Yamina Rhouati, who can be contacted on 01225 770322 or email [yrhouati@westwiltshire.gov.uk](mailto:yrhouati@westwiltshire.gov.uk)