

**4 JUNE 2008**

**NEW FOREST DISTRICT COUNCIL**

**CABINET**

Minutes of a meeting of the Cabinet held at Appletree Court, Lyndhurst on Wednesday, 4 June 2008.

- p Cllr M J Kendal (Chairman)
- p Cllr B Rickman (Vice-Chairman)

**Councillors:**

- p G C Beck
- p Mrs J L Cleary
- p E J Heron

**Councillors:**

- p Mrs M D Holding
- p C R Treleaven
- p C A Wise

**In Attendance:**

**Councillors:**

Mrs D M Brooks  
Ms L C Ford  
C J Harrison  
D Harrison  
P E Hickman  
Mrs A J Hoare  
Mrs M E Lewis  
Mrs A E McEvoy  
Sqn Ldr B M F Pemberton

**Councillors:**

L R Puttock  
Mrs M J Robinson  
Mrs B Smith  
Mrs S I Snowden  
A J Swain  
J G Ward  
Dr M N Whitehead  
P R Woods

**Also In Attendance:**

Mrs A Murphy, Tenants' Representative.

**Officers Attending:**

D Yates, R Jackson, J Mascal, Ms J Bateman and Miss G O'Rourke and for part of the meeting M Devine, Ms Sara Gardener, G Miles and M Powell.

**3. MINUTES.**

**RESOLVED:**

That the minutes of the meetings held on 7 and 19 May 2008, having been circulated, be signed by the Chairman as correct records.

**4. DECLARATIONS OF INTEREST.**

Cllrs Beck and Mrs Robinson declared interests in Minute No. 7.

Cllr Mrs Smith declared an interest in Minute No. 6.

Cllr Kendal declared an interest in Minute No. 10.

**5. PUBLIC PARTICIPATION.**

No issues were raised during the public participation period.

**6. CONCESSIONARY TRAVEL FOR THE OVER 60'S AND THE DISABLED – UPDATE ON THE NEW NATIONAL SCHEME (REPORT A).**

Cllr Mrs Smith declared a personal interest in this item. She did not consider her interest to be prejudicial. She remained at the meeting. She did not have a vote.

The Cabinet considered proposals to extend the statutory off peak concessionary travel scheme to enable all day travel for qualifying residents who start their journeys in the district.

Mrs Sampson, a support worker, addressed the Cabinet on behalf of her client Mrs Morrissey. Mrs Sampson was pleased with the proposal to extend the concessionary travel scheme which would help Mrs Morrissey to access the community. Mrs Morrissey did voluntary work but could only afford to do that if her travel was free. There was only one morning bus from her village that she was currently able to use under the concessionary scheme. Other local authorities provided all day free travel and Mrs Sampson felt that there was discrimination within Hampshire.

Mr Sampson, a member of the public, addressed the Cabinet as a service recipient. He was pleased to support the proposal to extend the concessionary travel scheme to all day use.

The Planning and Transportation Portfolio Holder said that the Council had reluctantly restricted the original scheme because of a lack of Government funding that had resulted in an anticipated budget deficit of £300,000. Following careful monitoring and newly identified savings, the Portfolio Holder was pleased to report that resources were now available to extend the concessionary travel scheme to all day use for qualifying residents with effect from 23 June 2008. No changes were required to existing concessionary fare cards which would continue to be acceptable.

The Cabinet were pleased that additional resources had become available through efficiency savings however, the exact cost to the Council was still unknown. Members continued to express concern that the Government's statutory minimum scheme had a start time of 9:30 a.m. which would continue to cause specific problems in rural communities in other areas.

**RESOLVED:**

- (a) That all-day free travel for the over 60's and disabled residents (i.e. for journeys that start in the District) be approved with the change from off-peak to all day to be implemented with effect from 23 June 2008; and
- (b) That further reviews of the concessionary travel scheme (including the wholly discretionary scheme) be made at a later date, once the overall financial position is clearer.

**7. EXTENSIONS TO THE NEW FOREST DISTRICT COUNCIL PUBLIC CCTV SYSTEM (REPORT B).**

Cllr Beck declared a personal interest as a member of New Milton Town Council. He did not consider his interest to be prejudicial. He remained at the meeting, took part in the discussion and voted.

Cllr Mrs Robinson declared a personal interest as a member of Hythe & Dibden Parish Council. She did not consider her interest to be prejudicial. She remained at the meeting. She did not have a vote.

The Cabinet considered a proposal to extend the Council's public CCTV system. The Crime and Disorder Portfolio Holder reminded members that Hythe and New Milton were identified in the original CCTV survey in 2001 and again in 2008 as areas that would benefit from coverage.

Members noted that additional resources were available to the Council through the Local Authority Business Grant Initiative and agreed it was appropriate to use that funding to provide additional security in business areas. Although CCTV in itself did not resolve issues of crime it was a useful tool in addition to the Police. The quality of the New Forest equipment was much superior to that criticised in other areas.

Other areas of the district would be considered for inclusion in the scheme as part of a rolling programme in due course.

**RESOLVED:**

- (a) That the principle of a project to expand the public CCTV system into the areas of Hythe and New Milton be approved;
- (b) That the capital sum needed for the expansion project to proceed be established;
- (c) That officers be authorised to consult with interested parties and consultants regarding the exact placement of cameras within the areas of Hythe and New Milton; and
- (d) That officers be authorised to contractually agree with the respective Town Councils contributions towards yearly revenue costs before installations take place.

**8. HOUSING IMPROVEMENT TEAM – STAFFING LEVELS (REPORT C).**

The Cabinet considered a proposal for an increase in staffing level in the Housing Improvements Team to change the current 0.5 FTE post of operations manager to full time.

Both the Housing and Employment, Health & Wellbeing Portfolio Holders supported the proposal. Legislative changes had resulted in an increase in workload and a growth in demand for the service. Additional funding of £445,000 was available as a result of a successful joint bid through the Partnership for Urban South Hampshire (PUSH) to the Regional Housing Board. Increased staffing levels would assist in effectively utilising that additional funding.

**RESOLVED:**

- (a) That the appointment of a full time Operations Manager Post at a total cost of £44,000 (£4,000 currently provided in budget) be approved;
- (b) That the change in accounting treatment to reflect the correct apportionment of cost related to Disabled Facilities Grants between the General Fund and Housing Revenue Account be noted; and
- (c) That the resultant budget requirements of the General Fund and Housing Revenue Account to cover both the change in accounting treatment and the appointment of a full time Operations Manager be approved as follows:
  - (i) 2008/09 Budget

The saving to the General Fund of £35,000 generated from the transfer of £53,000 to the Housing Revenue Account and the estimated budget impact of £18,000 representing the Operations Manager being in post for six months (i.e. £22,000 less the existing budget provision of £4,000) be noted;
  - (ii) A supplementary estimate for the Housing Revenue Account for £31,000, being the revised apportionment of costs for Disabled Facilities Grants of £53,000 less the budget virement from the Planned Maintenance section of £22,000, be approved; and
  - (iii) 2009/10 & Future Years

Within the Housing Revenue Account Expenditure plans the ongoing £31,000 budget, together with the ongoing saving within the General Fund of £13,000 (i.e. the budget virement of £53,000 less the additional budget cost of £40,000 for the Operations Manager), be approved.

**9. LEADER : OUTCOME OF BID (REPORT D).**

In November 2007 the Cabinet agreed to a bid being made through the Local Action Group (LAG) to the South East Development Agency (SEEDA) for the next round of LEADER funding and for the Council to act as “accountable body” in the new scheme.

The Cabinet were pleased to note that the LAG had been successful in their bid. However, in assessing the bids against their funding SEEDA indicated that they had a shortfall against their available funds and now required an additional £40,000 p.a. from the LAG.

The Cabinet were very disappointed that SEEDA had changed the basis of the arrangement at the last moment. The Employment, Health & Wellbeing Portfolio Holder said that through the LAG and, in association with other LAG's, strong representations were being made to SEEDA to challenge their decision.

Members agreed that the LEADER programme had been extremely beneficial and every effort should be made to support its continuation. If the representations to SEEDA were unsuccessful, the Council and the New Forest National Park Authority would work together to establish what could be done to allow the project to go forward.

**RESOLVED:**

- (a) That the Local Action Group and affected local authorities be supported in making representations to SEEDA to restore the funding allocation to the original basis;
- (b) That the Portfolio Holder for Employment, Health and Wellbeing be delegated authority to agree arrangements which enable the LEADER bid to progress; and
- (c) Subject to the resolution of satisfactory arrangements, it be agreed that the Council continue to perform the role of Accountable Body for the purposes of the LEADER bid and subsequent operation of the programme.

**10. PARTNERSHIP FOR URBAN SOUTH HAMPSHIRE (PUSH) – BUSINESS PLAN 2008-11 (REPORT E).**

Cllr Kendal declared a personal interest as Environment Portfolio Holder at Hampshire County Council. He did not consider his interest to be prejudicial. He remained at the meeting, took part in the discussion and voted.

The Cabinet considered the PUSH Business Plan for 2008 – 2011. PUSH monitored proposals for growth in the area and provided a channel for attracting resources. The partnership had now developed a business plan and was beginning to deliver tangible benefits to the Waterside and other areas of the district. Members were pleased with the work that was being undertaken and the opportunity that PUSH gave the Council to contribute to the decision making process for the future growth of the area.

Members noted the detail of the proposed Hampshire Multi Area Agreement (MAA) and that this would enable debate with Government to agree ways to increase economic growth in south Hampshire. They also noted that work was continuing on a Local Area Agreement for the areas of Hampshire not included within PUSH.

**RESOLVED:**

- (a) That the PUSH Business Plan 2008-11 as set out in Appendix 1 to this report be approved; and
- (b) That the Leader of the Council be delegated authority to sign the South Hampshire Multi Area Agreement (MAA) on the basis that it reflects the Business Plan and it therefore supports business plan implementation.

**11. RURAL ASSISTANCE GRANTS/COMMUNITY ENGAGEMENT GRANTS – REPORT OF THE POLICY AND STRATEGY PORTFOLIO HOLDER (REPORT F).**

The Cabinet considered arrangements to set up a new Rural Communities Assistance Fund and a new scheme of Community Engagement Grants for all members.

Members agreed that the new Community Engagement Grants scheme would provide an opportunity for all members to engage directly with their own communities and address local need. The Rural Communities Assistance Fund would provide additional help primarily to rural areas where there was specific need. It was important that the schemes remained as flexible as possible, without rigid terms of reference. This would enable the funds to be used to maximum benefit. The new approach was supported by the Corporate Overview Panel who would, if necessary, scrutinise the systems in due course.

**RESOLVED:**

- (a) That a new Rural Communities Assistance Fund of £20,000 be established, under the terms outlined in the report, to be administered by the Leisure, Culture and Youth Matters Portfolio Holder;
- (b) That a new Community Engagement Grant Scheme be established to replace the existing Rural Grant Scheme under which an amount of £500 will be made available to all members of the Council to allocate within their wards; and
- (c) That a supplementary estimate of £36,000 to fund the Community Engagement Grant scheme and the Rural Communities Assistance Fund be approved.

**12. APPLEMORE HEALTH & LEISURE CHANGING ROOMS – SUPPLEMENTARY FUNDING REQUEST (REPORT G).**

The Cabinet considered a request for a supplementary estimate to enable works, required under the Disability Discrimination Act, to be completed at Applemore Health and Leisure Centre.

**RECOMMENDED:**

***That a supplementary Capital estimate of £80,000 be approved in 2008/9 to enable the completion of works required under the Disability Discrimination Act to the wet changing rooms at Applemore Health and Leisure Centre.***

**RESOLVED:**

That, subject to the agreement of the recommendation above, a supplementary Revenue estimate of £12,000 be agreed in 2008/09 for the loss of income arising from the completion of works required under the Disability Discrimination Act to the wet changing rooms at Applemore Health and Leisure Centre.

**13. PROVISIONAL FINAL ACCOUNTS AND FINAL FINANCIAL MONITORING REPORT 2007/08 (REPORT H).**

The Cabinet considered an updated final financial monitoring report together with the provisional outturn position on the General Fund, the Housing Revenue Account, the Capital Programme and in Commercial Services. Members noted that overall the Council's performance was good. The major variations within the year had been as a result of interest rate changes and the Local Authorities Business Grant Initiative funding, neither of which had been possible to predict.

The position of the Housing Revenue Account had improved although there had been some slippage in both that and the Council's Capital Programme.

The Finance and Efficiency Portfolio Holder was pleased with the results overall and confirmed that the Council's finances continued to be strong.

**RECOMMENDED:****(a) That the following transfers be made from the General Fund:**

- **£109,000 to the Committed Schemes Reserve (Previously approved £185,000)**
- **£516,000 to the Capital Programme Reserve (Previously approved £447,000)**

**(b) That the balance on the General Fund Replacements and Renewals Reserve at 31 March 2008, estimated at £1.669m, be transferred to the Capital Programme Reserve.****RESOLVED:**

That the provisional outturn figures be noted and, subject to the recommendation above, £30,000 be transferred from the General Fund to the Local Development Framework Reserve.

**14. AMENDMENT TO SURVEILLANCE POLICY – AUTHORISED OFFICERS.**

The Cabinet considered amendments to Appendix 1 to the Council's Surveillance Policy following the management restructure.

Members were pleased to note that, following a routine report by the Office of Surveillance Commissioners, the Council had been commended as being exemplary in its operation under the Regulation of Investigatory Powers procedures.

**RESOLVED:**

That, following the management restructure, in order to formally delegate functions that may be undertaken by authorised officers under the Regulation of Investigatory Powers Act 2000 and the Regulation of Investigatory Powers (Communications Data) Order 2003, the following amendments to Appendix 1 of the Council's Surveillance Policy be approved:

- (1) Authorise an application for authority to carry out directed surveillance or for the conduct or the use of a covert human intelligence source
- (2) Authorise renewal of an application for authority to carry out directed surveillance or for the conduct or the use of a covert human intelligence source
- (3) Authorise cancellation of an application for authority to carry out directed surveillance or for the conduct or the use of a covert human intelligence source
- (4) Authorise destruction of wholly unrelated material arising from surveillance or from the conduct or the use of a covert human intelligence source
- (5) Monitor the produce of the surveillance or from the conduct or the use of a covert human intelligence source
- (6) Authorise an application where the likely consequence of directed surveillance would be intrusion on another person other than the target (collateral intrusion) and this at especially sensitive premises (used by lawyers or for any form of medical or professional counselling or therapy)
- (7) Authorise an application where the likely consequence of the directed surveillance would be for the applicant officer to acquire knowledge of confidential material
- (8) Authorise the obtaining of Communications data
- (9) Act as the single point of contact in respect of Communications Data

<b>AUTHORISED OFFICERS</b>	<b>RANK/TITLE</b>	<b>AUTHORISED FUNCTIONS</b>
Dave Yates	Chief Executive	1 - 8
Bob Jackson	Executive Director	1 - 8
John Mascall	Executive Director	1 - 8
Colin Read	Head of Service (Environment Services)	1 - 6
Dave Brown	Head of Service (Housing)	1 - 6
Annie Righton	Head of Service (Public Health and Community Safety)	1 - 6
Chris Elliott	Head of Service (Planning and Transportation)	1 - 6



<b>AUTHORISED OFFICERS</b>	<b>RANK/TITLE</b>	<b>AUTHORISED FUNCTIONS</b>
Steve Cranston	Audit Manager	1 - 6 and 8
Rebecca Drummond	Principal Auditor and Risk Officer	9
Janet Clarke	ICT Security Officer	9

CHAIRMAN

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