

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Cabinet held at Knowle, Sidmouth on 5 September 2018**

#### **Attendance list at end of document**

The meeting started at 5.30pm and ended at 7.19pm

#### **\*39 Public Speaking**

There were two members of the public who wished to speak.

Mr Richard Eley representing Sidmouth Chamber of Commerce spoke on Minute 51 Review of Car Parking charges. He stated that he was happy with the overall changes proposed with the exception to Sidford. He claimed the consultation responses had not been taken into consideration and that no economic impact assessment had been made to consider the effect of the changes proposed. He was concerned about the possible damage to livelihoods and loss of village amenities. He stated there was no justification for the increased car parking charges and politely suggested they were disregarded.

The second speaker spoke on Minute 51 Review of Car Parking charges when the item was being discussed.

Councillor Val Ranger queried whether the Council was responding to a national consultation paper on the future of AONB's/National Parks. The Chief Executive replied that this would be looked into.

#### **\*40 Minutes**

The minutes of the Cabinet meeting held on 11 July 2018 were confirmed and signed as a true record.

#### **\*41 Declarations**

Cllr Geoff Pook, Minute 52: personal interest – Chair of the Beer Community Land Trust  
Cllr Geoff Pook, Minute 55: personal interest – Sits on the Beer Neighbourhood Plan Steering Group.

#### **42 Matters of urgency**

None

#### **\*43 Matters referred to the Cabinet**

There were no matters referred to the Cabinet by the Overview and Scrutiny Committees.

#### **\*44 Exclusion of the public**

There were no items that officers recommended should be dealt with in this way.

#### **\*45 Forward Plan**

Members agreed the contents of the forward plan for key decisions for the period 1 October 2018 to 31 January 2019.

\*46 **Minutes of the STRATA Joint Executive Committee held on 11 June 2018**

Members received the Minutes of the STRATA Joint Executive Committee held on 11 June 2018.

**RESOLVED (1) that the following recommendations be agreed:**

**Minute 16 – Support of Councillor IT Programme**

that option 4 be approved with implementation in May 2019. Councils would need to approve the budgets for this in their Council Budgets for 2019/2020

Discussion included the following:

- Equipment could be used for personal as well as business use
- This would make the whole operation simpler, easier to manage and maintain
- Would the equipment be 4G enabled to use at Parish Council meetings etc.
- Is the intention to go paperless?
- Concern over costs, was there a business plan?
- Was there an opt-out clause for Councillors who did not want to use IT?

\*47 **Minutes of the Budget Working Party held on 28 June 2018**

Members received the Minutes of the Budget Working Party held on 28 June 2018.

**RESOLVED (1) that the following recommendations be agreed:**

**Minute 8 - Clyst Honiton Parish Council Support**

a grant payment to Clyst Honiton Parish Council of £9K per annum be paid for a five year period from January 2019 as a continuation of an agreed grant that ends in December 2018, for the purpose of supporting the cost of a parish clerk.

\*48 **Minutes of the Scrutiny Committee held on 5 July 2018**

Members received the Minutes of the Scrutiny Committee held on 5 July 2018.

**RESOLVED (1) that the following amended recommendations be agreed:**

**Minute 11 - Information Paper on the food safety service provided by the Commercial Premises Team of Environmental Health**

1. Cabinet raise the issue through the LGA to press government for it to be a legal requirement for food businesses and eating establishments to display certificates and food hygiene rating scores.
2. a) the matter of the current staffing levels of the Commercial Premises Team be referred to SMT for further comment and explanation of process for considering budget increases.
3. the Commercial Premises Team be encouraged to continue their educational work with food businesses involved in high risk areas such as the handling of crab products, in order to protect the public.

**Minute 13 - Review of Service Plans and associated budgets (part of the Forward Plan)**

that a review of the budget setting process is carried out to reflect good practice elsewhere, enable wider member engagement and to help towards delivering a budget which meets members aspirations in future years.

\*49 **Minutes of the Capital Strategy and Allocation Group held on 11 July 2018**

Members received the Minutes of the Capital Strategy and Allocation Group held on 11 July 2018.

\*50 **Minutes of the Community Fund Panel held on 13 August 2018**

Members received the Minutes of the Community Fund Panel held on 13 August 2018.

**RESOLVED (1) that the following recommendations be agreed:**

**Minute 4 - Consideration of applications received**

1. Monkton Village Hall – general repairs and new kitchen and toilets - £5,000
2. Stockland Victory Hall – Replace a section of the cladding on the outside of hall that is rotten - £1,848
3. Uplyme Village Hall – Kitchen improvements to make the hall more sustainable. Including new appliances and flooring - £1,875.06
4. Colyton Library – The building was owned by Colyton Parish Council who wanted PV panels on the roof for the library building to become more sustainable. Members felt that the contribution should be reduced from the requested figure of £1,666 due to the low score given to the project. £1,000 was agreed to match the DCC Locality Budget contribution. Members stated that Colyton Parish Council, as owners of the building, should be encouraged to increase their £500 contribution to the project - £1000

\*51 **Review of car parking charges**

John Robins Secretary to Phear Park Bowling Club stated the increased charges would have a negative effect on the Club. With membership fees as well as car parking charges during the 5-month bowling season, he could see a fall in numbers. He asked if the Club's members could have a free parking permit or member only parking at the front of the Bowling Club. He thought it would be sad for the Club, which started in 1911 possibly closing due to members of the public parking their cars inconsiderately.

The Portfolio Holder Asset Management stated the review intended to simplify the car parking offer, making both car parking tariffs and car parking permits fairer throughout the district whilst continuing to recognise the different needs and demands of residents and visitors.

Consideration included the desirability of making all coastal long stay car park tickets transferable to all other EDDC long stay car parks subject to being able to resolve some technical issues.

Proposals were to try and bring the majority of car parks in line with the 3 basic charging schemes:

- Coastal long stay
- Inland long stay
- Short stay

There would be the freedom to introduce special offer prices enabling seasonal discounts as appropriate. Another proposal to consider going forward was to introduce one simple car parking permit that would potentially give many residents access to a permit that meets their needs at a lower cost than previously. The report formally discussed a number of changes to existing car park tariffs and parking permits following a public consultation exercise that was carried out in April and May 2018.

Discussions included the following:

- Sidford changes could hasten the closures of local businesses
- Lympstone should not be included in the 'Towns' group as this was not fair to the village
- Promote permits. Parking charges were not simple, there were different needs for different car parks. Long and short stay tariffs worked in single car parks.

Phear Park

- The Phear Park Bowling club brought in a lot of tourism into Exmouth through visiting teams
- The proposed changes would discourage people using the leisure facilities
- Mixed age groups used the park presently
- Use the media and peer pressure to discourage inconsiderate car parking on pavements etc.
- EDDC had been encouraging the use of the Park with the outdoor gym and skate park so needed a bigger car park than the one proposed
- 30 car parking spaces were not enough to alleviate the problem
- Consideration to the effect of the health and well-being of park users
- Let Exmouth manage its own car parks
- The Park needed managing as many people use it, Exmouth Councillors could possibly help StreetScene in this matter

**RESOLVED:**

that from 1 April 2019:

1. to add Underhill car park in Lympstone to the group of car parks, charging the coastal long stay tariff,
2. to add Canaan Way car park, Ottery St Mary, Coombe Lane car park, Axminster and Dolphin Street car park in Colyton to the group of car parks charging the inland long stay tariff,
3. to designate up to an additional 8 car parking spaces in Temple Street car park in Sidmouth for reserved car parking and revise the rental charges for reserved spaces up to £300 per space per year,
4. to discontinue All-East Devon, Economy, Town/Area and Resident car parking permits and replace them with modular car parking permits valid for £100 per year for any single location plus additional locations at £20 per location per year,
5. to offer a two year introductory discount for single location permits purchased by customers who currently had a valid resident permit for Colyton, Lympstone or Exmouth. The discount would be 50% in 2019 and 25% in 2020 reverting to full price for permits purchased from 2021,
6. to introduce All-East Devon business permits for £500 per year,
7. to delegate to the Chief Executive and Asset Management Portfolio Holder the authority to enter into an agreement with LED to offer such subsidies and parking concessions that were found to be reasonably necessary to support the ongoing use of Exmouth Pavilion as an entertainment and community facility.

That the following be referred back to officers for further consideration:

8. to offer up to 15 car parking spaces for rent as reserved car parking spaces for £300 per space per year in Church Street car park in Sidford. To add Church Street car park in Sidford to the group of car parks charging the inland long stay tariff,

9. to introduce a pay and display parking management regime in Phear Park in Exmouth with a tariff of 50p per hour and £2 all day.

**REASON:**

Section 122 of the Road Traffic Regulation Act 1984 sets out the duties of all local authorities in respect of a range of traffic related functions including the provision of off-street parking. EDDC had always been careful to balance the needs of its residents alongside the demand for parking from visitors and to consider the impact of any changes on local businesses.

These proposals would not interfere with the security of (or access to) any other premises. The Council believed they would not be prejudicial to the amenity of the relevant localities and were in all other material respects consistent with other relevant factors, including the desire to support town centre economies.

52 **Request from Beer Community Land Trust to obtain development loan finance**

A request had been received from Beer Community Land Trust (CLT) asking the Council for a loan of up to £1.15m to enable development of 6 to 7 affordable homes in Beer.

Councillor Pook left the room while the debate was held.

**RECOMMENDED:**

1. that the Council supports Beer CLT by granting a loan of up to £1.15m to enable the development of affordable housing in Beer,
2. the loan to be secured on land, property and development owned by the CLT. The Council would borrow corresponding amounts as advanced to the CLT from the PWLB with the full loan repayment and interest incurred to be met by the CLT, including an additional uplift in interest to comply with state aid rules, and
3. that delegated authority be given to the Strategic Lead Finance in consultation with the Strategic Lead Governance & Licensing to enter into appropriate legal documentation to secure the loan having carried out appropriate due diligence.

**REASON:**

One of the Council priorities was to provide affordable housing which was the purpose of this proposal.

\*53 **Monthly Performance reports – June & July 2018**

The report set out performance information for the 2017/18 financial year for June & July 2018 was supplied to allow Cabinet to monitor progress with selected performance measures and identify any service areas where improvement was necessary.

**June**

There were two indicators showing excellent performance:

1. Days taken to process changes to Housing Benefit claims.
2. Percentage of planning appeal decisions allowed against the authority's decision to refuse.

There were two performance indicators showing as concern:

1. Days taken to process new Housing Benefit claims – EDDC were continuing to revise its letters and forms to use behavioural insight to improve performance

and customer experience. This was improving service delivery but the repetitious process took a while to be embedded.

2. Working days lost due to sickness absence - The reason for the increase in absence for this quarter was due the number of long term sickness cases. Compared to the same period last year long term absence had increased this quarter by 65.76%.

## **July**

There were three indicators showing excellent performance:

1. Days taken to process changes to Housing Benefit claims.
2. Percentage of planning appeal decisions allowed against the authority's decision to refuse.
3. Percentage of Non-domestic Rates Collected.

There were two performance indicators showing as concern:

1. Days taken to process new Housing Benefit claims - EDDC were continuing to revise its letters and forms to use behavioural insight to improve performance and customer experience. This was improving service delivery but the repetitious process took a while to be embedded.
2. Working days lost due to sickness absence - There had been a significant increase this year in employees who have been absent for two months or more as a result of surgery and serious health issues for 2 or months– these cases were all being proactively managed through HR and reference to Occupational Health advice to facilitate a return to work as soon as possible.

The Portfolio Holder Sustainable Homes and Communities wished to congratulate the Countryside Team for their successful summer activities.

The Portfolio Holder Strategic Development wished to note the success of the Summer Play Season at the Manor Pavilion, Sidmouth.

### **RESOLVED:**

that the progress and proposed improvement action for performance measures for the 2017/18 financial year for June & July 2018 be noted.

### **REASON:**

the performance reports highlighted progress using a monthly snapshot report; SPAR report on monthly performance indicators and system thinking measures in key service areas including Development Management, Housing and Revenues and Benefits.

## **\*54 Review of Polling Districts, Polling Places and Polling Stations**

The Chief Executive presented the report which sought to confirm proposals of the Returning Officer following a review of Polling Districts and Polling Places within East Devon.

### **RESOLVED:**

1. that the East Devon (Electoral Changes) Order 2017, was made by Parliament on 20 December 2017 and will be in effect from the local government elections on Thursday 2 May 2019 be noted, and
2. that the Returning Officer's proposals as set out in Appendix A, be agreed.

**REASON:**

To ensure that the Council meets the requirements of the new boundary arrangements and was fully prepared for the forthcoming elections in May 2019.

**\*55 Beer Neighbourhood Plan Examiner's Report**

To provide feedback and set out proposed changes following the examination of Beer Neighbourhood Plan.

**RESOLVED:**

1. that the Examiner's recommendations on Beer Neighbourhood Plan ('the Plan') be agreed,
2. that a 'referendum version' of the Plan (incorporating the Examiner's modifications) should proceed to referendum and a decision notice to this effect be published be agreed, and
3. that the Beer Neighbourhood Plan Steering Committee be congratulated on their hard work.

**REASON:**

Legislation required a decision notice to be produced at this stage in the process. The Plan was the product of extensive local consultation and had been recommended to proceed to referendum by the Examiner subject to modifications which, in most part, were accepted by Beer Parish Council.

**\*56 Clyst St George Neighbourhood Plan Examiner's Report**

To provide feedback and set out proposed changes following the examination of Clyst St George Neighbourhood Plan.

**RESOLVED:**

1. that the Examiner's recommendations on Clyst St George Neighbourhood Plan ('the Plan') be agreed,
2. that a 'referendum version' of the Plan (incorporating the Examiner's modifications) should proceed to referendum and a decision notice to this effect be published be agreed, and
3. that the Clyst St George Neighbourhood Plan Steering Committee be congratulated on their hard work.

**REASON:**

Legislation required a decision notice to be produced at this stage in the process. The Plan was the product of extensive local consultation and had been recommended to proceed to referendum by the Examiner subject to modifications which, in most part, were accepted by Clyst St George Parish Council.

**\*57 Award of the Integrated Asset Management Contract for housing repairs**

The Strategic Lead Housing, Health and Environment presented the report which outlined the procurement journey undertaken for the appointment of a building repairs and maintenance contractor to perform work on the Council's housing portfolio and tenants homes. The final stage in the process had been reached and approval was sought to enter into contract with the highest scoring bidder.

The tender had been referred to as an Integrated Asset Management Contract because it initially required a contractor to undertake responsive repairs and works to bring void

properties up to the Council's lettable standard. This had the facility to be extended to include planned, cyclical and servicing work where the contractor was performing to an acceptable standard.

The Portfolio Holder Sustainable Homes and Communities congratulated the team for their hard work stating tenants were involved throughout the process.

**RESOLVED:**

1. that based on the evaluation of tenders for the Integrated Asset Management contract the Tender Evaluation Panel recommend the appointment of Bidder A, to deliver and operate the services specified in the contract and tender documents. This being subject to a satisfactory outcome of a statutory leaseholder consultation process, and
2. that delegated authority be given to the Strategic Lead Housing Health and Environment) and Strategic Lead Governance & Licensing to negotiate and complete the contract with Bidder A.

**REASON:**

As current repairs and works to voids contract comes to an end there was a need to retender the works to ensure that tenant's homes were maintained in good repair with modern facilities – A Decent Home for All.

**\*58 Crowdfund Devon**

The report outlined the Crowdfund Devon pilot which had been funded by Devon and Cornwall Police and highlighted how East Devon could join the pilot.

**RESOLVED:**

1. that the Crowdfund Devon scheme be joined, with delegated authority given to the Strategic Lead Organisational Development and Transformation, in consultation with the Strategic Lead Governance and Licensing to finalise any necessary arrangements to facilitate this. As well as agree to amendments to the operation of the scheme while East Devon District Council was a part of it, be agreed
2. that £50,000 of the Transformation Fund be spent on community projects using the scheme with funding to be awarded on the basis of the criteria set out in Appendix A. That delegated authority be granted to the Strategic Lead Organisational Development and Transformation, in consultation with the Strategic Lead Governance and Licensing to vary the criteria where it was considered appropriate and necessary to do so, be agreed and
3. that delegated authority be granted to the Strategic Lead Governance and Licensing to review and if necessary revise the Community Fund Panel's terms of reference to permit email approval of the allocation of Crowdfund Devon grant payments due to time constraints in the process. Such approval to be in accordance with the rules of the scheme and the award criteria.

**REASON:**

- There was the opportunity to use the Crowdfund Devon crowdfunding platform for free for the financial year 2018/2019. The costs for the pilot were £26,000 which were being met by the police, but covered the costs of all the authorities.
- The pilot would specifically help determine if crowdfunding was a viable means to deliver local projects and priorities which unfortunately under the current financial constraints were unaffordable for local authorities to promote solely.
- By using crowdfunding the monies would be match funded, helping pay for more projects in the area than the initial amount could ever fund.

**Attendance list**

**Present:**

**Portfolio Holders:**

Ian Thomas	Leader
Phil Skinner	Deputy Leader / Economy
Dean Barrow	Finance
Iain Chubb	Transformation
Paul Diviani	Strategic Development
Jill Elson	Sustainable Homes and Communities
Marcus Hartnell	Deputy Portfolio Holder Environment
Geoff Pook	Asset Management
Tom Wright	Environment

**Cabinet apologies:**

Alan Dent	Corporate Services
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**Non-Cabinet apologies:**

Mark Williamson  
Bill Nash  
Simon Grundy  
Mike Howe  
Matt Booth  
Steve Gazzard  
Colin Brown  
Steve Hall

**Also present (for some or all of the meeting)**

**Councillors:**

Brian Bailey  
Bruce de Saram  
Tim Dumper  
Ian Hall  
Pauline Stott  
Cherry Nicholas  
John O'Leary  
Roger Giles  
Eleanor Rylance  
Peter Faithfull  
Ben Ingham  
Megan Armstrong  
Brenda Taylor  
Andrew Moulding  
Val Ranger  
Eileen Wragg  
Graham Godbeer  
Maddy Chapman  
Susie Bond  
Cathy Gardner  
Marianne Rixson  
John Humphreys

**Also present:**

**Officers:**

- Mark Williams, Chief Executive
- Richard Cohen, Deputy Chief Executive
- Simon Davey, Strategic Lead Finance
- John Golding, Strategic Lead Housing, Health and Environment
- Henry Gordon Lennox, Strategic Lead Governance and Licensing
- Andrew Ennis, Service Lead Environmental Health and Car Parks
- Amy Gilbert-Jeans, Property and Asset Manager
- Amanda Coombes, Democratic Services Officer

**Officer apologies:**

Karen Jenkins, Strategic Lead Organisational Development and Transformation

Chairman ..... Date.....