

Date: 22 November 2011  
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To: The Chairman and Members of the Cabinet  
Other Members of the Council for information  
Chief Executive  
Deputy Chief Executives  
Heads of Service  
Corporate Managers

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## **Cabinet, Wednesday, 30 November 2011 at 5.30 pm**

[www.eastdevon.gov.uk](http://www.eastdevon.gov.uk)

The above meeting will be held in the Council Chamber, Knowle, Sidmouth, to consider the matters detailed on the agenda below.

**Members of the Council who do not sit on the Cabinet are welcome to attend as observers.**

**Members of the public are welcome to attend this meeting.**

- A period of 15 minutes has been provided at the beginning of the meeting to allow members of the public to raise questions.
- In addition, the public may speak on items listed on the agenda. After a report has been introduced, the Chairman (Leader of the Council) will ask if any member of the public wishes to speak and/or ask questions.
- All individual contributions will be limited to a period of 3 minutes – where there is an interest group of objectors or supporters, a spokesperson should be appointed to speak on behalf of group.
- The public is advised that the Chairman has the right and discretion to control questions to avoid disruption, repetition and to make best use of the meeting time.

**A hearing loop system will be in operation in the Council Chamber.**

Councillors and members of the public are reminded to switch off mobile phones during the meeting. If this is not practical due to particular circumstances, please advise the Chairman in advance of the meeting.

### **AGENDA**

#### **Part A**

- 1 **Public question time** – standard agenda item (15 minutes)  
Members of the public are invited to put questions to the Cabinet through the Chairman (Leader of the Council).

Councillors also have the opportunity to ask questions of the Leader and/or Portfolio Holders during this time slot whilst giving priority at this part of the agenda to members of the public.

**Pages**

2	To confirm the minutes of the meeting of the Cabinet held on 2 November 2011 as a true record subject to the pre-ambles to Minute 110 (Thelma Hulbert Gallery – forecast budget report) being clarified. The likely net cost of running the Gallery this year was £81,821 – that is £29,821 more than the original estimated sum of £52,000.	5-11
3	To receive any apologies for absence.	
4	To receive any declarations of interest relating to items on the agenda.	
5	To consider any items, which, in the opinion of the Chairman, should be dealt with as matters of urgency because of special circumstances. (Note: Such circumstances need to be identified in the minutes. If you wish to raise a matter under this item, please do so in advance of the meeting by notifying the Chief Executive who will then consult with the Chairman).	
6	To agree any items to be dealt with after the public (including the press) have been excluded. There are 4 items which Officers recommend should be dealt with in this way.	
7	To note the contents of the Forward Plan for the period 1 December 2011 to 31 March 2012.	12-17
8	Matters referred to the Cabinet by the Overview and Scrutiny Committee for re-consideration in accordance with the Overview/Scrutiny procedure or budget and Policy Framework Procedure Rules under Part 4 of the Constitution. No items have been put forward.	
9	To note or take appropriate action in respect of the minutes of the Overview and Scrutiny Committee held on 27 October 2011.	18-22
	Appendix - recommendations of the Ward Member satisfaction with Planning Task and Finish Forum	23-38
10	To note the minutes of the Recycling and Refuse Partnership Board held on 25 October 2011.	39-43

**Part A Matters for Decision – Key decisions**

11	Council Plan	Denise Lyon, Deputy Chief Executive	44-47
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**Part A Matters for Decision**

12	Financial monitoring report 2011/12 – Month 7 – October	Financial Services Manager/ Senior Accountant	48-54
13	Treasury Management half yearly report (plus Appendices A, B, C)	Head of Finance	55-64
14	Empty Dwellings in East Devon (plus Appendix)	Chief Executive	65-78

15	New Homes Bonus	Recommendations of Panel	79-80
16	Independent Remuneration Panel – recommendations	Minutes of the meeting dated 13.10.11	81-84
17	Building Control Financial Statement 2010/11	Head of Economy	85-86
18	Sustainability of the EHOD Employment and Skills Board (Appendix)	Head of Economy	87-99
19	Ice/Snow/Frost Treatment Plan	Head of Environment	100-104
20	Performance Monitoring Report until October 2011 (Appendices A & B re performance details are available on the Council website with this report)	Denise Lyon, Deputy Chief Executive	105-106
21	Staff Engagement Survey (Appendix of results)	Corporate Organisational Development Manager	107-114
22	Former Drill Hall – Sidmouth - Demolition	Head of Economy	115-116

23 **The Vice Chairman to move the following:-**  
“that under Section 100(A) (4) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description set out on the agenda, is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part B).”

**PART B – Matters for Decision**

24	Asset Management update (Appendix 1 attached with Appendix 2 provided electronically)	Para 3 Schedule 12A Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Head of Economy/ Richard Cohen – Deputy Chief Executive / Principal Estates Surveyor	117-125
25	Office Relocation (plus Appendices 1 & 2)	Para 3 Schedule 12A (As above)	Richard Cohen – Deputy Chief Executive / Principal Estates Surveyor	126-134
26	Exmouth Regeneration – project prioritisation (plus Appendix)	Para 3 Schedule 12A (As above)	Head of Economy/ Richard Cohen – Deputy Chief Executive / Principal Estates Surveyor	135-142
27	Cleaning Services at Knowle	Para 3 Schedule 12A (As above)	Property Services Manager.	143-146

## Members remember!

- ❑ You must declare the nature of any personal or prejudicial interests in an item whenever it becomes apparent that you have an interest in the business being considered.
- ❑ Where you have a personal interest because the business relates to or is likely to affect a body of which you are a member or manager as an EDDC nominee or appointee, then you need only disclose that interest when (and if) you speak on the item. The same rule applies if you have a personal interest in relation to a body exercising functions of a public nature.
- ❑ Make sure you say the reason for your interest as this has to be included in the minutes.
- ❑ If your interest is prejudicial you must leave the room unless you have obtained a dispensation from the Council's Standards Committee or where Para 12(2) of the Code can be applied. Para 12(2) allows a Member with a prejudicial interest to stay for the purpose of making representations, answering questions or giving evidence relating to the business but only at meetings where the public are also allowed to make representations. If you do remain, you must not exercise decision-making functions or seek to improperly influence the decision; you must leave the meeting room once you have made your representation.

## Getting to the Meeting – for the benefit of visitors



The entrance to the Council Offices is located on Station Road, Sidmouth. **Parking** is limited during normal working hours but normally easily available for evening meetings.

The following **bus service** stops outside the Council Offices on Station Road: **From Exmouth, Budleigh, Otterton and Newton Poppleford – 157**

The following buses all terminate at the Triangle in Sidmouth. From the Triangle, walk up Station Road until you reach the Council Offices (approximately ½ mile).

**From Exeter – 52A, 52B**

**From Honiton – 52B**

**From Seaton – 52A**

**From Ottery St Mary – 379, 387**

Please check your local timetable for times.

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The Committee Suite has a separate entrance to the main building, located at the end of the visitor and Councillor car park. The rooms are at ground level and easily accessible; there is also a toilet for disabled users.

**For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546**