

EAST DEVON DISTRICT COUNCIL
Minutes of the meeting of Cabinet held
at Knowle, Sidmouth on 14 September 2016

Attendance list at end of document

The meeting started at 5.30pm and ended at 6.31pm

- *36 **Public Speaking**
There were no members of the public present wishing to speak.
- *37 **Minutes**
The minutes of the Cabinet meeting held on 13 July 2016 were confirmed and signed as a true record.
- *38 **Declarations**
Councillor Matt Booth – Minute 47
Interest: Personal
Reason: Director of Sidmouth Drill Hall
- *39 **Matter of urgency**
Agenda item 16 - Potential land purchase at Sowton; to be heard in Part B of the meeting.
- *40 **Matters referred to the Cabinet**
There were no matters referred to the Cabinet by the Overview and Scrutiny Committees.
- *41 **Exclusion of the public**
There was one confidential item that officers recommended should be dealt with in this way.
- *42 **Forward Plan**
Members noted the contents of the forward plan for key decisions for the period 1 October 2016 to 31 January 2017.
- *43 **Minutes of the Arts and Culture Forum held on 24 June 2016**
Members received minutes of the Arts and Culture Forum held on 24 June 2016. Councillor Peter Faithfull was appointed Vice Chairman of the Forum for the ensuing year.
- RESOLVED (1) that the following recommendations be agreed:**
Minute 4 - Constitution of the Arts and Culture Forum
Minute 5 - Recruitment of community representatives
- *44 **Minutes of the South East Devon Habitat Regulations Executive Committee held on 29 June 2016**
Members received minutes of the South East Devon Habitat Regulations Executive Committee held on 29 June 2016.

RESOLVED (1) that the following recommendations be noted:

Minute 4 – Arrangements for governance, operation and stakeholder interaction

Minute 5 – Financial report

Minute 6 - Annual Business Plan and Five-Year Delivery Programme

Minute 7 - Dawlish Warren Visitor Centre

Minute 8 - Joint Communications Strategy

Minute 9 - Forward Plan and programme of meetings

Minute 11 - Suitable Alternative Natural Green Space (SANGS) – introduction and options

Minute 12 - Suitable Alternative Natural Green Space (SANGS) – opportunity

*45 **Minutes of the Scrutiny Committee held on 7 July 2016**

Members received the minute of the Scrutiny Committee held on 7 July 2016

RESOLVED (1) that the following be noted:

Minute 11 – Scrutiny forward plan

RESOLVED (2) that the following recommendations be noted:

Minute 9 – LGBCE Electoral Review Programme 2015 – 2019 report to Cabinet for 13 July 2016

that Cabinet retain a membership of 15 for the Scrutiny Committee in the submission to the LGBCE; and to note that the committee does not concur with the statement in the report that the committee “is at its most effective when it can reflect the level of the expertise and competence that is expected of Cabinet”.

Minute 10 – Scoping specific examples of public engagement and consultation identified by the committee

1. that consideration be given to refreshing the Exmouth Masterplan, with a view to a proposal for that work being put before them in the autumn of 2016;
2. that consideration be given, for the purposes of greater transparency, to the Exmouth Regeneration Board being constituted in a similar format to the current Asset Management Forum, whereby the Board meetings are held in public with a private session for dealing with confidential/commercially sensitive information as required; and that new Regeneration Boards be constituted in the same format;
3. that consideration be given to the issue of press statements on the meetings of the Exmouth Regeneration Board for circulation to appropriate bodies such as Exmouth Town Council;
4. that consideration be given to the creation of a consultation policy to replace the existing guide;
5. that planned service and/or fees and charges changes must include relevant Ward members and town and parish councils at the earliest opportunity.

*46 **Notes of the New Homes Bonus Panel held on 20 July 2016**

Members received the Notes of the New Homes Bonus Panel held on 20 July 2016 and approved the Panel’s recommendations.

47 **Port Royal, Sidmouth**

The Deputy Chief Executive updated members on the progress of discussions with Sidmouth Town Council concerning the Port Royal redevelopment opportunity. Approval was sought for key documents relating to the joint work and next steps in taking the project forward through a Scoping Study. This would involve key information gathering,

public and stakeholder consultation events and proposals for the further stages of design, planning and development. Sidmouth Town Council had taken a similar report to its Council meeting on 5 September 2016.

Discussions included the following:

- the need to identify risks
- the use of the ongoing Neighbourhood Plan for Sidmouth as a way of getting feedback from residents
- the need for Port Royal to be included in the questionnaire relating to the Neighbourhood Plan
- was the public consultation a means of gathering opinion?
- the importance of gathering opinion from the students at Sidmouth Community College – the Town's future residents
- Sidmouth was more than just the town centre, Sidford and Sidbury were both part of the town

RECOMMENDED:

1. that the Terms of Reference for the joint working approach between the Council and Sidmouth Town Council as at appendix 1 be approved
2. that Cabinet recommend to Council the appointment of two Sidmouth District Council Ward Members; Councillor David Barratt and Councillor John Dyson as representatives of the Project Reference Group
3. that the Project Brief for the Scoping Exercise as included at appendix 2 be approved

These recommendations are in line with those included in a similar report being taken to Sidmouth Town Council.

REASON:

To enable progress to be made with the commencement of the joint working between the Council and Sidmouth Town Council on this important project for Sidmouth.

***48 Bishops Clyst Neighbourhood Plan submission consultation - Officer Executive Decision taken**

Members were informed that an officer executive decision was taken to allow the Council to provide a response to the submission consultation of the Bishops Clyst Neighbourhood Plan.

RESOLVED:

1. that the formal submission of the Bishops Clyst Neighbourhood Plan be noted, and the producers of the plan be congratulated on the dedicated hard work and commitment in producing the document

2. that the officer executive decision taken and the response to the submission consultation be noted

REASON:

To ensure that the view of the District Council was recorded and informed the consideration of the Neighbourhood Plan by the independent examiner.

*49 **Financial Monitoring Report 2016/17 - Month 4, July 2016**

The Strategic Lead, Finance updated members of the Council's overall financial position for 2016/17 at the end of month 4 (31 July 2016).

Current monitoring indicated that:

- The General Fund Balance was being maintained at or above the adopted level.
- The Housing Revenue Account Balance would be maintained at or above the adopted level.
- There was a sufficient Capital Reserve to balance this year's capital programme.

RESOLVED:

The variances identified as part of the Revenue and Capital Monitoring process up to Month 4 be acknowledged.

REASON:

The report gave the overall financial position of the Authority following the end of each month. It included recommendations where corrective action was required for the remainder of the financial year.

*50 **Monthly Performance reports – June 2016 and July 2016**

The report set out performance information for June 2016 and July 2016. This allowed Cabinet to monitor progress with selected performance measures and identify any service areas where improvement was necessary.

There were four indicators showing excellent performance:

1. Percentage of planning appeal decisions allowed against the authority's decision to refuse
2. Days taken to process Housing Benefit/Council Tax Benefit new claims and change events
3. % of invoices paid in 10 working days
4. Working days lost due to sickness absence

There were no performance indicators showing as concern.

RESOLVED:

that the progress and proposed improvement action for performance measures for the 2016/17 financial year for June and July 2016 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 Control, Housing and Revenues and Benefits.

*51 **Exclusion of the public**

RESOLVED:

that under Section 100(A) (4) of the Local Government Act 1972 and in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public (including the press) be excluded from the meeting as exempt and private information (as set out against each Part B agenda item),

is likely to be disclosed and on balance the public interest is in discussing the items in private session (Part B).

***52 Potential land purchase at Sowton**

Approval was sought to submit an informal tender for purchase of land at Sowton village for use as public open space. A recommendation to submit an informal tender was put to the vote and lost.

RESOLVED:

that an informal tender be not submitted in respect of land identified at Sowton.

REASON:

For budget reasons.

Attendance list

Present:

Andrew Moulding Deputy Leader/Strategic Development and Partnership (in the Chair)

Portfolio Holders:

Tom Wright	Corporate Business
Iain Chubb	Environment
Jill Elson	Sustainable Homes and Communities
Phil Twiss	Corporate Services
Ian Thomas	Finance
Philip Skinner	Economy

Cabinet Members without Portfolio:

Geoff Pook
Eileen Wragg

Cabinet apologies:

Paul Diviani Leader

Non-Cabinet apologies:

Mike Allen
Peter Bowden
Paul Carter
Maddy Chapman
Steve Gazzard
Pat Graham
Simon Grundy
Ian Hall
John Humpreys
Ben Ingham
Rob Longhurst
Cherry Nicholas
John O'Leary
Mark Williamson

Also present (for some or all of the meeting)

Councillors:

Megan Armstrong
Brian Bailey
David Barratt
Matt Booth
Colin Brown
Jenny Brown
Peter Burrows
Alan Dent
John Dyson
Cathy Gardner
Roger Giles
Graham Godbeer
Steve Hall
Mike Howe
Geoff Jung
Dawn Manley
Pauline Stott

Also present:

Officers:

Mark Williams, Chief Executive
Richard Cohen, Deputy Chief Executive
Simon Davey, Strategic Lead – Finance
Henry Gordon Lennox, Strategic Lead - Legal, Licensing and Democratic Services
Karen Jenkins, Strategic Lead - Organisational Development and Transformation
Simon Bates, Green Infrastructure Project Manager, Growth Point Team
Amanda Coombes, Democratic Services Officer

Chairman Date.....