

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Cabinet held at Knowle, Sidmouth on 3 January 2018**

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

The meeting started at 5.30pm and ended at 6.49pm

#### **\*136 Public Speaking**

There were no members of the public who wished to speak.

#### **\*137 Minutes**

The minutes of the Cabinet meeting held on 29 November 2017 were confirmed and signed as a true record.

#### **\*138 Declarations**

Councillor Jill Elson: Minute 148; personal interest – Member of Exmouth Community Transport

#### **\*139 Matters of urgency**

None

#### **\*140 Matters referred to the Cabinet**

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

#### **\*141 Exclusion of the public**

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

#### **\*142 Forward Plan**

Members noted the contents of the forward plan for key decisions for the period 1 February 2018 to 31 May 2018.

#### **\*143 Minutes of the Scrutiny Committee held on 16 November 2017**

Members received the Minutes of the Scrutiny Committee held on 16 November 2017. The Vice Chairman of Scrutiny expressed his concerns over the minimum standards of room sizes in newly built domestic properties. He also highlighted that pdf plans sent from the planning portal were very slow to download, this was a particular problem for Town and Parish Councils due to poor download speeds.

**RESOLVED that the following recommendations be approved as amended:**

#### **Minute 25 Development Management systems thinking refresh**

the minimum standard of internal room sizes, as issued by Government, be considered by the Strategic Planning Committee in terms of the costs and timing of introducing minimum standards.

#### **\*144 Minutes of the Recycling and Waste Partnership Board held on 22 November 2017**

Members received the Minutes of the Recycling and Waste Partnership Board held on 22 November 2017.

The Portfolio Holder Corporate Services wished to thank the recycling team and SUEZ operatives for doing a fine job in the recent adverse weather conditions.

**RESOLVED that the following recommendation be noted as having already been approved:**

**Minute 39 Garden waste collections**

that Cabinet approve in principle the green waste collection service subject to any necessary amendments being made by officers following detailed analysis of the figures and service plan.

- \*145 **Minutes of the Capital Strategy & Allocation Group held on 6 December 2017**  
Members received the Minutes of the Capital Strategy & Allocation Group held on 6 December 2017.

**RESOLVED that the following recommendations be noted:**

**Minute 6 Capital bids proposed for the 2018-19 Capital Programme**

a) East Devon Business Centre Phase 3 Workspace provision (£1,179,170)  
That the project was approved subject to it being marked as indicative scheme in the Capital Budget thereby requiring a further report confirming final scheme costs and confirmation of grant funding to be received. The project cannot proceed until a further report was approved.

b) Car park improvements – Victory Hall, Broadclyst (£26,500)

c) Cliff and Beach Safety Works – Beer (£44,700)

d) Exmouth Beach Access Steps Handrail Installation (£35,000)

e) Seaton Beach Management Scheme Outline Business Case (£250,000)

f) Clyst St Mary Flood Defence Improvements (£50,000)  
That this bid can go ahead as part of the Capital Programme based on additional funding being identified.

g) Parapet Wall Repair and Cliff Remedial Works – Jacob's Ladder, Sidmouth (£65,000)

h) Knowle Gardens Refurbishment (£22,500)

i) Renewal of equipment, safety surfacing and perimeter fence in Glen Farm play area, Honiton (£50,000)  
That all bids for play areas except Manstone, which was to be transferred to the Town Council should be referred to Cabinet to determine if the Council should be supporting this type of spend.

j) Renewal of equipment and safety surfacing in St Mark's play area, Honiton (£80,000)  
The outcome under i) above relate also to this bid.

k) Renewal of skate equipment in Phear Skate Park, Exmouth (£150,000)

l) Renewal of equipment, safety surfacing and perimeter fence in Stowford Rise Play area, Sidmouth (£55,000)  
The outcome under i) above relate also to this bid.

m) Manstone play area (£15,000)

That this bid be supported as part of the Capital Programme based on it being transferred to the local council.

n) Renewal of equipment and safety surfacing in Meadway play area, Seaton (£50,000)

The outcome under i) above relate also to this bid.

o) Sidmouth Beach Management Scheme (£6,900,000)

That this bid be supported as part of the Capital Programme as an Indicative Scheme pending a full report to CSAG and Cabinet seeking final approval.

Members debated on items i), j), k), l) and n) play area expenditure and supported their inclusion in the Capital Budget but agreed consultation should first take place with the relevant town/parish council on the suitability of the proposed scheme and any future aspirations on asset transfer.

**\*146 Minutes of the Asset Management Forum Committee held on 7 December 2017**

Members received and noted the Minutes of the Asset Management Forum Committee held on 7 December 2017.

**\*147 Minutes of the New Homes Bonus Panel held on 13 December 2017**

Members received the Minutes of the New Homes Bonus Panel held on 13 December 2017.

**RESOLVED that the following recommendations be approved:**

**Minute 11 Request from West Hill Parish Council to be allowed its own funding for 2017/18 - £1,757.80**

West Hill Parish Council be granted £1,757.80 funding from the Ottery St Mary Town Council allocation of Towns and Parishes Together fund for 2017/18.

**Minute 12 (a) Application from All Saints, Chardstock Parish Councils and Axminster Town Council for Christmas Lights - £2,500**

**Minute 12 (b) Application from All Saints, Chardstock and Kilmington Parish Councils and Axminster Town Council for four heli-pads- £5,171.40**

**Minute 12 (c) Application from Colyton and Northleigh Parish Councils for Cycle racks - £340**

**Minute 12 (d) Application from Cranbrook Town Council, Broadclyst, Clyst Honiton, Poltimore and Whimble Parish Councils for Great Trees Project in Clyst Valley - £1,370.50**

**Minute 12 (e) Application from Hawkchurch Parish Council for Ditching and Drainage - £464**

**Minute 12 (f) Application from Newton Poppleford, East Budleigh with Bicton, Bishops Clyst and Woodbury Parish Councils for Defibrillators - £6,799**

**Minute 12 (g) Application from Southleigh Parish Councils for Ditching and drainage - £202**

**Minute 12 (h) Application from Stoke Canon and Rewe Parish Councils for Footpath - £951.50**

148 **Minute 12 (i) Uplyme Parish Council for Drainage - £1,555.40  
Draft Revenue and Capital Budget 2018/19**

The Strategic Lead Finance presented the draft revenue and capital budgets for 2018/19 for adoption by the Cabinet before consideration by a joint meeting of the Overview and Scrutiny Committees and the Housing Review Board.

**RESOLVED:**

that the draft revenue and capital estimates are adopted and forwarded to a joint meeting of the Overview and Scrutiny Committees and Housing Review Board for consideration.

**REASON:**

There was a requirement to set balanced budgets and to levy a Council Tax for 2018/19. Cabinet will receive the final budget proposals on 7 February 2018 to recommend to Council.

\*149 **2018/19 Council Tax Base**

The Service Lead Revenues, Benefits and Corporate Fraud presented the report, which set out the tax base for 2018/19 and included the breakdown for each parish, expressed in terms of Band D equivalent properties on which the council tax would be based. This was an important component in the Council's budget setting process for 2018/19.

**RESOLVED:**

1. that the tax base for 2018/19 at 58,669 Band D equivalent properties, and
2. the amount for each parish as detailed under section 3 of this report, be confirmed.

**REASON:**

The calculation of the tax base was prescribed in regulations and was a legal requirement. The council tax base was defined as the number of Band D equivalent properties in a local authority's area. The tax base was necessary to calculate council tax for a given area.

\*150 **Monthly Performance reports – November 2017**

The report set out performance information for the 2017/18 financial year for November 2017.

There were three indicator showing excellent performance:

1. Percentage of Non-domestic Rates Collected
2. Days taken to process Housing Benefit/Council Tax Benefit new claims and change events
3. 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 2017/18 financial year for November 2017 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.

**Attendance list**

**Present:**

**Portfolio Holders:**

Phil Twiss	Deputy Leader/Strategic Planning and Developments (in the Chair)
Tom Wright	Environment
Iain Chubb	Corporate Services
Phil Skinner	Economy
Jill Elson	Sustainable Homes and Communities
Marcus Hartnell	Deputy Portfolio Holder Environment

**Cabinet Members without Portfolio:**

Geoff Pook

**Cabinet apologies:**

Paul Diviani	Leader
Ian Thomas	Finance
Eileen Wragg	

**Non-Cabinet apologies:**

Simon Grundy  
Mark Williamson  
Maddy Chapman  
Cherry Nicholas  
Darryl Nicholas  
Peter Burrows  
John O'Leary  
Brenda Taylor  
Jenny Brown  
Eleanor Rylance  
Roger Giles  
Bruce de Saram

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

**Councillors:**

Brian Bailey  
David Barratt  
Dean Barrow  
Colin Brown  
Alan Dent  
Mike Howe  
Steve Hall  
Ian Hall  
Pauline Stott  
Geoff Jung

Peter Faithfull  
Paul Carter  
Rob Longhurst  
Ben Ingham  
Andrew Moulding  
Graham Godbeer  
Steve Gazzard

**Also present:**

**Officers:**

Mark Williams, Chief Executive  
Simon Davey, Strategic Lead – Finance  
John Golding, Strategic Lead – Housing, Health and Environment  
Henry Gordon Lennox, Strategic Lead – Governance and Licensing, and Monitoring Officer  
Amanda Coombes, Democratic Services Officer

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