



## **Agenda for Cabinet**

### **Wednesday, 7th June, 2023, 6.00 pm**

#### **Members of Cabinet**

Councillors: M Rixson, G Jung, D Ledger, M Hall, O Davey, S Jackson, J Loudoun, N Hookway, P Arnott (Chair) and P Hayward (Vice-Chair)

**Venue:** Council Chamber, Blackdown House, Honiton

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Monday, 29 May 2023

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- 1 Public speaking  
Information on [public speaking is available online](#)
- 2 Minutes of the previous meeting (Pages 3 - 9)
- 3 Apologies
- 4 Declarations of interest  
Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)
- 5 Matters of urgency  
Information on [matters of urgency](#) is available online
- 6 Confidential/exempt item(s)  
To agree any items to be dealt with after the public (including the Press) have been excluded. There are no items which officers recommend should be dealt with in this way.

#### **Matters for Decision**

- 7 **Minutes of Placemaking in Exmouth Town and Seafront Group held on 14 March 2023** (Pages 10 - 13)
- 8 **Minutes of Asset Management Forum held on 13 March 2023** (Pages 14 - 18)
- 9 **Minutes of Poverty Working Panel 20 March 2023** (Pages 19 - 23)
- 10 **Minutes of LED Monitoring Forum held on 11 April 2023** (Pages 24 - 31)

**11 Minutes of Recycling and Waste Partnership Board held on 20 April 2023**  
(Pages 32 - 35)

**Matters for Decision**

**12 Better Care Fund Financial Assistance Policy (Pages 36 - 40)**

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[Decision making and equalities](#)

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## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Cabinet held at Council Chamber, Blackdown House, Honiton on 29 March 2023**

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

The meeting started at 6.00 pm and ended at 6.59 pm

#### **168 Public speaking**

There were no members of the public wishing to speak.

#### **169 Minutes of the previous meeting**

The minutes of the previous meeting of Cabinet held on 1 March 2023 were agreed.

#### **170 Declarations of interest**

Min 174. Minutes of Scrutiny Committee held on 2 March 2023.

Councillor Steve Gazzard, Affects Non-registerable Interest, Reference SW Water - is a Town Councillor and resident of Exmouth.

Min 179. Exemption from Contract Standing Orders - UK Shared Prosperity Fund - OSM.

Councillor Peter Faithfull, Affects Non-registerable Interest, Member of Ottery Town Council.

Min 180. Homes for Ukraine project approval to extend the financial 'Homemaker' check service and delegated authority.

Councillor Peter Faithfull, Affects Non-registerable Interest, Member of Ottery Refugee Response Group.

Min 184. Exeter Science Park Company: Debt to Equity.

Councillor Jack Rowland, Affects Non-registerable Interest, Council appointed Shareholder of Exeter Science Park.

Min 184. Exeter Science Park Company: Debt to Equity.

Councillor Paul Hayward, Affects Non-registerable Interest, Council appointed Director of Exeter Science Park.

#### **171 Matters of urgency**

None

#### **172 Confidential/exempt item(s)**

There were two confidential items recorded at minute 183 and 184.

#### **173 Minutes of Arts and Culture Forum held on 1 March 2023**

Members agreed to note the Minutes of Arts and Culture Forum held on 1 March 2023.

#### **174 Minutes of Scrutiny Committee held on 2 March 2023**

Members agreed to note the Minutes and recommendations of Scrutiny Committee held on 2 March 2023.

**Minute 106 Portfolio Holder Annual Report - Coast, Country and Environment**

1. That the Council encourages South West Water to bring the new sewage treatment plants and other infrastructure improvements into operation as soon as possible for the benefit of residents and that the Council takes proactive action wherever possible to protect its residents from the effects of pollution.
2. That the Council works with other authorities in the south west and involves the relevant MPs in support of its dialogue with South West Water to achieve improvements.
3. That the Council, through its partners, ensures that food waste is reduced and recycled and that, if necessary, a campaign is introduced after the next election to educate and encourage residents.

**Minute 107 Expenditure on consultants and agency staff 2021 – 2022**

That where the Council has to employ consultants it always aims to achieve best value for money.

**175 Minutes of Scrutiny Committee held on 9 March 2023**

Members agreed to note the Minutes of Scrutiny Committee held on 9 March 2023.

**176 Minutes of Housing Review Board held on 16 March 2023**

Members agreed to note the Minutes and recommendations of Housing Review Board held on 16 March 2023.

**Minute 53 Changes to the housing leadership team**

that Cabinet recommend to Council the creation of a new post of Head of Housing Operations to be funded through the Housing Revenue Account.

**Minute 54 Finance report**

that Cabinet note and approve the Housing Revenue Account and Housing Capital finance 2022/23 forecast outturn report.

**Minute 55 Remit Zero Cylo – Innovate UK application**

1. that Cabinet support the Innovate UK funding bid and EDDC's role as a collaboration partner.
2. that Cabinet approve the funding of the Council's contribution to the bid of £125,000.
3. that should the funding bid not be successful, that Cabinet authorise the Director of Housing, Health and Environment in liaison with the Portfolio Holder for Homes and Communities to identify an alternative project that could be implemented to install Cylo as an initial pilot of ten council homes.

**Minute 56 Integrated asset management contract – minor works**

that Cabinet approve, in accordance with the conditions of the integrated asset management contract the change by the core group and approve that it is implemented/recorded under a formal contract amendment.

**Minute 57 Void performance**

1. that Cabinet note the contents of the report including contributing factors towards performance levels and details of the plan for improving performance.
2. that Cabinet recommend the additional staff resource required to implement the suggested improvements, namely an additional Housing Allocation Officer.
3. that Cabinet approve the changes to the voids lettable standard.

#### **Minute 58 Learning from complaints**

1. that Cabinet note the learning points from the report and the areas of improvement identified.
2. that Cabinet recommends to Council the appointment of an additional Complaints Officer (Housing) for a fixed 12 month period who will work within the Corporate Complaints team.
3. that Cabinet recommends to Council that additional funding in the sum of £25,409 plus on costs is approved to fund an additional Complaints Officer (Housing) for a fixed 12 month period.

#### **Minute 59 Tenancy visits**

1. that Cabinet note and agree the tenant visits policy and procedure.
2. that Cabinet agree that all properties be visited annually.
3. that Cabinet recommend to Council two additional housing officer posts and the additional budget requirement.

#### **Minute 61 HouseMark 2023/24 membership renewal**

1. that Cabinet approve that the HouseMark membership is renewed for 2023/24 at an annual cost of £8225 plus VAT.
2. that Cabinet approve that the subscription is carried forward on an annual basis unless the Housing Review Board are otherwise informed.

### **177 Minutes of Community Grant Panel held on 17 March 2023**

Members agreed to note the Minutes and recommendations of Community Grant Panel held on 17 March 2023.

#### **Minute 113 Community Buildings Fund**

That the remaining balance of the Community Buildings Fund be carried forward to 2023/24 for future applications in that year and that the Fund is better promoted in future years, with an emphasis on green projects.

### **178 Broadclyst Neighbourhood Plan Examiner's Report**

The report provided feedback and set out proposed changes following the examination of the Broadclyst Neighbourhood Plan. The independent examination of the Plan had now concluded and the final Examiner's report received. In accordance with the relevant legislation, the District Council must now consider its response to the Examiner's recommendations and also satisfy itself that the Plan meets the necessary 'basic conditions'.

#### **RESOLVED:**

1. That the Examiner's recommendations on the Broadclyst Neighbourhood Plan (the Plan) be agreed.
2. That a 'referendum version' of the Plan (incorporating the Examiner's modifications as set out in this report) be produced and give delegated authority to the Assistant Director Planning Strategy and Development Management in consultation with the Portfolio Holder – Strategic Planning to agree a final version once the issues highlighted in paragraphs 41

and 42 of Appendix A have been addressed and to then proceed to referendum and publish a decision notice to this effect, be agreed.

3. That the Broadclyst Parish Council and Neighbourhood Plan Steering Group be congratulated on their sustained hard work.

#### **REASON:**

The legislation required a decision notice to be produced at this stage in the process. The Plan was the product of significant local consultation and has been recommended to proceed to referendum by the Examiner subject to modifications which were accepted by the Parish Council.

### **179 Exemption from Contract Standing Orders - UK Shared Prosperity Fund - OSM**

The report relates to the Feasibility Study for the Ottery St Mary (OSM) Station Youth Hub that was being delivered using UKSPF funding. The UKSPF Investment Plan was approved by Government on 7 December 2022. The total allocation for Ottery St Mary is £25,000, split over 2 funding years. There was insufficient time to conduct a procurement exercise given the external funding timeframe.

Members asked that a letter be written to the District's MPs to request that any further allocations of funding; of any sort, be sent well advance of any deadline dates for allocation or spending.

#### **RESOLVED:**

That support for the action taken in accordance with para 2.3.2 of the Council's Contract Standing Orders be noted.

#### **REASON:**

To enable commencement of spend of the UKSPF allocation for OSM by 31 March 2023. To avoid having to return the funding allocation due to not delivering any expenditure by the end of this financial year.

### **180 Homes for Ukraine project approval to extend the financial 'Homemaker' check service and delegated authority**

The report sought to extend the financial check service provided by Homemaker Southwest to assist more Ukrainian guests to move in to private rented accommodation and to introduce a delegated authority to the Homes for Ukraine project.

#### **RESOLVED:**

1. That the extension of the financial check service provided by Homemaker Southwest for an extra 2 days a week for use by Ukrainian guests looking to move in to private rented accommodation for an initial 6 month period from 1 April 2023, at a cost of £8,000 be agreed.
2. That this new service be delivered within the finances provided by the UK Government be agreed.
3. That future approval for spending on this project within existing budgets and to enter into such agreements as are required to ensure that the project meets its aims, to be delegated to one of the following - Director Finance, Director Housing, Health and Environment or Director Governance and Licensing. With such spend to be in discussion with the Portfolio Holders for Finance and Sustainable Homes and Communities be agreed.

**REASON:**

The extended financial check service provided by Homemaker Southwest would enable more Ukrainian guests to move in to private rented accommodation and ease the pressure the service was experiencing at this time due to the number of referrals it was receiving. The introduction of a delegation to the project would enable the Homes for Ukraine scheme to become more agile and flexible and to enable new initiatives to be agreed in a timely manner.

181 **Household Support Fund 4**

The report provided details on the proposed policy of the Household Support Fund and funding available to support households for the period 1 April 2023 to 31 March 2024.

Sharon Church, Libby Jarrett and the Finance team were congratulated on getting the fund to this point.

**RESOLVED:**

1. That the proposed policy for the Household Support Fund for the period 1 April 2023 to 31 March 2024 be agreed.
2. That delegated authority to be given to the Assistant Director for Revenues, Benefits, Customer Services and Fraud and Compliance in consultation with the Portfolio Holder for Finance and the Portfolio Holder for Sustainable Homes and Communities, to determine the targeted groups who are most in need of financial support, which takes into account data from the poverty dashboard and other relevant factors, be agreed.

**REASON:**

The recommendation allowed for the administration of the Household Support Fund to be targeted at those who required financial support through the cost of living crisis. In addition the proposed policy was in line with the Department for Work and Pensions guidance and was in agreement with other Team Devon authorities who continued to work together to ensure a Devon wide framework in administering these funds. This policy also continued to support the Council's Poverty Strategy.

182 **Local Government (Access to Information) Act 1985 - Exclusion of Press and Public**

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).

183 **Towards Zero Carbon Development in the West End: Project Management Capacity**

The report highlighted the good progress being made both with the development of the interconnector project and to support the ongoing roll out of district heating to the Cranbrook expansion areas. This included a successful bid to the Green Heat Network Fund.

**RESOLVED:**

1. That delegated authority be granted to the Chief Executive in consultation with the Leader, Deputy Leader and Portfolio Holders for Finance and Coast, Countryside & Environment and the Director Governance & Licensing to complete the relevant documentation.

**RECOMMENDED to Council:**

2. That the outcome of the bid to the Green Heat Network Fund be noted and recommends to Council that the associated funding agreement is signed.
3. That £80k is made available from the General Fund to provide additional project management support for the delivery of low and zero carbon development in the West End.

**REASON:**

To ensure the successful progression of the interconnector project and the ongoing roll out of district heating to serve the Cranbrook expansion areas.

184 **Exeter Science Park Company: Debt to Equity**

The Assistant Director Growth, Development & Prosperity presented his report that sought to convert the Council's £1m loan plus associated interest in to an equity stake in Exeter Science Park Limited. The proposal followed a formal request from the Chief Executive of ESPL with other shareholders expected to take similar action. This approach was necessary to ensure the future financial sustainability of the Science Park.

**RECOMMENDED to Council:**

that the request to convert debt to equity is agreed subject to;

1. the other ESPL Shareholders also agreeing to convert outstanding debt to equity.
2. satisfactory resolution of the position regarding the Growing Places Fund loan with the Heart of the South West Local Enterprise Partnership.

**RESOLVED:**

3. That delegate authority be granted to the Chief Executive in consultation with the Leader, Portfolio Holders for Finance and Economy & Assets and Directors for Governance & Licensing and Finance, to finalise the associated legal agreements.
4. That authority be granted to the S151 Officer to sign the request of the Letter of Comfort received from the CEO Exeter Science Park.

**REASON:**

To ensure the future financial sustainability of Exeter Science Park Limited.

**Attendance List**

**Councillors present:**

P Arnott (Chair)  
P Hayward (Vice-Chair)  
G Jung  
D Ledger  
M Rixson  
J Rowland  
J Loudoun  
N Hookway



**Councillors also present (for some or all the meeting)**

J Bonetta  
P Faithfull  
S Gazzard  
T Wright

**Officers in attendance:**

Sharon Church, Benefits Manager  
Amanda Coombes, Democratic Services Officer  
Simon Davey, Director of Finance  
Naomi Harnett, Enterprise Zone Programme Manager  
Alison Hayward, Project Manager Place & Prosperity  
Andrew Hopkins, Communications Consultant  
Emily Robins, Homes for Ukraine project coordinator  
Anita Williams, Interim Director of Governance and Licensing and Monitoring Officer  
Andrew Wood, Assistant Director Growth Development and Prosperity

**Councillor apologies:**

S Jackson

Chair .....

Date: .....

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Placemaking in Exmouth Town and Seafront Group (formerly Exmouth Queen's Drive Delivery Group) held at Online via Zoom app on 14 March 2023**

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

The meeting started at 10.00 am and ended at 11.01 am

#### **15 Public speaking**

One member of the public had registered to speak at the meeting.

Mr Graham Deasy spoke in his capacity as vice-chair of Exmouth Community Association, concerning the provision of public toilets on Exmouth seafront. He stated that toilet provision is a key factor on which visitor destinations are judged and he was of the view that the provision in Exmouth is inadequate. Mr Deasy added that the 2021 EDDC Public Toilets Review did not identify what provision might be needed five to ten years down the line. He implored the Council and the Placemaking Consultants to identify how best to finance investment in toilets and shower facilities for beach users and visitors.

The Portfolio Holder Coast, Country & Environment responded that the Public Toilet Review is about putting the right toilets in the right place, and is not a cost-cutting exercise; the Council is preparing to spend £3 million on modifying or rebuilding most toilets and ensuring toilets are suitable for disabled people.

The Assistant Director Place, Assets & Commercialisation added that subject to conclusion of contracts, new tenants would be providing public toilet provision at Orcombe Point and The Maer, with repurposing of the remainder of the buildings. It is unlikely that the new tenants will be in a position to open the sites for the 2023 summer season but the Council have agreed to keep these toilets open for the season, funded from an existing budget, together with other sites that have been open during winter.

#### **16 Minutes of the previous meetings held on 10 October 2022 and 13 December 2022**

The minutes of the previous meetings held on 10 October and 13 December 2022 were noted as a true and accurate record.

#### **17 Declarations of interest**

Cllr B De Saram – Minute 18; Affects Non-Registerable Interest: Exmouth Town Councillor.

#### **18 Progress update on Placemaking in Exmouth**

The Project Manager Place & Prosperity (Exmouth) introduced the progress update report, highlighting the following points:

- Leases are being progressed for the pitches at Queen's Drive; three have been returned and the Estates and Legal Services teams are chasing the remaining two.

- The planning consent for the fitness area at Queen's Drive (which expires in July 2023) has now been submitted. Legal Services are progressing the lease with LED.
- There has been little interest in the Events Space at Queen's Drive despite extensive marketing to attract a reliable operator for the whole season or for the summer holidays.
- The planning application for The Strand's tables and chairs has been submitted (the current permission expires in September 2023). Legal Services forwarded the leases to the stakeholders on 30<sup>th</sup> January; two are now completed.
- The mural on the rear wall of the Pavilion will now not commence until April 2023.
- The Levelling up Fund Bid, led by DCC, was successful and has secured £15,765,899 for the road at Dinan Way and the Destination Exmouth/Gateway project. For Dinan Way, DCC are commencing the land assembly, and have instructed their land agents. For Exmouth Gateway, the initial task will be to confirm the designs before commencing a public consultation.
- Following a desktop exercise using the Crown Commercial Framework, supported by colleagues in Devon County Council (DCC), it is intended to appoint WSP to take forward the placemaking plan for Exmouth Town and Seafront, subject to contract and a pre-commencement meeting.
- The Project Manager Place & Prosperity (Exmouth) introduced WSP's Ashley Dunseath to the PETS Group members; Ashley was pleased to meet the Members, albeit virtually, and looked forward to meeting them all in due course.

Discussion and clarification included the following points:

- If all leases are returned, all five pitches at the Queen's Drive Space will be let, as well as the fitness space. Both the Project Manager Place & Prosperity (Exmouth) and the Chair expressed confidence that LED will make a success of the fitness space. The Project Manager Place & Prosperity (Exmouth) will provide further information from the Streetscene Events Officer concerning efforts to find an operator for the events space.
- The Placemaking in Exmouth Town & Seafront (PETS) Group had a pitch some time ago from the beach volleyball team who were keen to have provision on the seafront for their sport. For a number of reasons it had not been appropriate to take discussions forward; the volleyball group were looking for a long-term solution in order to access funding opportunities through various sports bodies, but the Council could not offer anything more than an interim provision because to do so would be pre-emptive of the work of the Placemaking consultants.
- One of the storage huts in the Queen's Park Space currently has tarpaulin over it; a roof repair is scheduled for this month. The Project Manager Place & Prosperity (Exmouth) will liaise with Streetscene about the site inspection programme for the dinosaur park and forward this information to PETS Group members.
- The Levelling Up Fund Bid was three-way with match funding from Exmouth Town Council, EDDC and DCC, but in this instance DCC were the lead body; the lead has to make submissions and go to consultation, so there is ample opportunity for engagement.
- A Member commented on the need to be very clear on where we are with the two separate Levelling Up Fund projects; planning permission is in place for Dinan Way, whereas the gateway area in front of the train station has got to have planning permission, and there will be a consultation on that.
- The RAG rated key milestones information will be updated to make clear that feedback on consultation was delayed but is now completed.
- The budget for Placemaking consultancy work is just under £150k, within an wider budget of £160k to allow for any unforeseen expenditure. The purpose of appointing the consultants is to get to an aligned position where the PETS Group and the aims of the Council coalesce to become common goals, where previously there was not an agreed position.
- The Placemaking consultants, WSP, have been provided with all relevant Council-commissioned reports dating back to the 2011 master plan. Cllr Armstrong was disappointed that the results of a survey which she carried out in 2015 had not been provided to WSP; Cllr Armstrong was of the view that some of the content is still relevant,

and stated that members of the public had contributed to it. The survey was neither commissioned nor adopted by the Council and the Project Manager Place & Prosperity (Exmouth) explained that for this reason, as a Council Officer, he could not provide the survey documentation to the consultants. The Chair commented that the focus is on how to help the town move forward, post-pandemic; a consultation has taken place which was completely open and transparent, and this Council is acting upon what the people have said.

- Some Members were keen to see the dinosaur park retained, recognising that it might be appropriate to move it to another part of the Queen's Drive site. One Member remarked that when the equipment was put in, it had been agreed at that time that if a better permanent use for that area was identified, the equipment would be used at other locations in Exmouth.
- Members also commented on the importance for beach and coastal safety of keeping a coastwatch tower on the seafront; it was recognised that the current tower has been outgrown and there is need to provide something that is better.

Members noted the progress since the last meeting.

## 19 **Placemaking Consultants appointment**

The Project Manager Place & Prosperity (Exmouth) outlined next steps following appointment of the Placemaking Consultants. It is hoped to be in contract with WSP in the next week.

The Chair was pleased to welcome WSP's Ashley Dunseath to the PETS Group, and to Exmouth.

### **Attendance List**

#### **Councillors present:**

M Armstrong  
O Davey  
N Hookway (Chair)  
A Colman  
C Wright  
B De Saram  
J Rowland  
S Gazzard (Exmouth Town Council)  
A Bailey (Exmouth Town Council)

#### **Councillors also present (for some or all the meeting)**

M Chapman  
G Jung  
E Rylance

#### **Officers in attendance:**

Nicola Cooper, Solicitor  
Sarah James, Democratic Services Officer  
Sarah Jenkins, Democratic Services Officer  
Tim Child, Assistant Director Place, Assets & Commercialisation  
Simon Davey, Director of Finance  
Gerry Mills, Project Manager Place & Prosperity (Exmouth)

**Also in attendance:**

Lisa Bowman, Town Clerk, Exmouth Town Council  
Ashley Dunseath, WSP

**Councillor apologies:**

P Arnott  
D Ledger  
B Taylor

Chair: .....

Date: .....

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Asset Management Forum held online via zoom on 13 March 2023**

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

The meeting started at 2.00 pm and ended at 4.25 pm

#### **22 Public speaking**

None.

#### **23 Notes from the previous meeting**

Agreed.

#### **24 Declarations of interest**

Minutes 28 and 29; Cllr Bruce De Saram: Affects Non Registerable Interest, representative on the Queens Drive Delivery Group;

Minute 31; Cllr Geoff Pratt: Affects Non Registerable Interest, Ward Member for Ottery St Mary.

#### **25 Matters of urgency**

None.

#### **26 Confidential/exempt item(s)**

None.

#### **27 Estates Team update**

The Forum received a report highlighting:

- the reduction in the backlog of cases, since the team had been able to recruit;
- recent rent review of the East Devon Business Centre in line with lease agreements;
- Demand continues to be high for industrial space and cafes/kiosks.

In response to questions from Members, it was confirmed that the market rate for rent was sought at the renewal stage. Any assets being considered for disposal by sale would be directed through to Cabinet for decision.

**RESOLVED** that the Forum noted the report.

#### **28 Place & Prosperity Team update**

The Forum receives updated on the following projects:

- Seaton Jurassic
- Public toilets at the Esplande, Sidmouth – now with approval from Cabinet for acceptance of the officer from Rockfish;

- Axe Valley Levelling Up Funding Bid being unsuccessful, but work still continued in preparation should future monies be available, for sites located in Colyford Road and Harepath Road in Seaton, and Cloakham Lawns in Axminster;
- Seaton Moridunum;
- Devon Place Urban Renewal Project had been recently reported to Cabinet. meetings of the Renewal Boards would continue on a regular basis;
- Depots review.

The Portfolio Holder for Tourism, Sport, Leisure and Culture confirmed his continued attendance at the Renewal Boards, which was welcomed by the Chair.

Questions covered:

- E-bikes at Axminster and Seaton. The E-bikes project in Axminster was confirmed as being under the wing of the Town Councils working with their Chamber of Commerce and Network Rail. The consultant, Hardisty Jones, is preparing a business case for the E-bike delivery in Seaton;
- Negotiations continue with Seaton Tramway in respect of the Jurassic Centre. The expectation was that the centre would not open under new management until Easter 2024 at the earliest;
- Work was underway to appoint an agent for the marketing of the Moridunum site.

**RESOLVED** that the Forum noted the report.

## 29 **Progress in Placemaking in Exmouth**

The Project Manager Place and Prosperity (Exmouth) gave an update on progress on placemaking in Exmouth. The report outlined the next steps:

- To provide Approval of Terms of Reference for place making first half of 2023;
- Draft options to Delivery Group Summer 2023;
- Further consultation on the options;
- Cabinet and Council approval to move to detailed design and costing;
- Implementation phase begins early 2024 subject to budget constraints.

The report also outlined the planning application submission for the Strand's table and chairs.

The levelling up bid success for the area delivered a total of £15,765,899 which would be split £13.19m for the Dinan Way Extension and £2.5m for Destination Exmouth/Gateway project. Some Members voiced concern about the delivery of the project, in respect of increasing materials costs – but the project was dependent on both elements being delivered to meet the criteria of the project.

**RESOLVED** that the Forum noted the report.

## 30 **Development of the Place and Prosperity Framework**

The Forum had previously requested a review of the Place and Prosperity Framework. This interim report set out the work to date in reforming the framework to have a single fund of circa £20M investing as a first tranche borrowed from the Public Works Loan Board. The reviewed framework will be used to direct the funding for investment in:

- Service delivery
- Economic regeneration

- Preventative action.

The model for delivery suggested was based on a model used successfully in other authorities, including delegation of the decision to invest to an Investment Board. The process will still include consultation with the appropriate Ward Member(s).

The revised Framework in full will come before the Forum after the May elections for consideration, with a view to recommendation to Cabinet and Council. Training for Investment Board Members would also be undertaken.

The Chair welcomed reference to training, and reminded the Forum of the care needed in handling the Framework, in that it was still a vehicle for borrowing money that had to be paid back. He also highlighted the need for the Framework to include not just economic benefit, but social and environmental benefit too.

Discussion from the Forum included sufficient robustness of the criteria and scoring matrix, which would include as a golden thread the need to include environmental factors in the matrix.

**RESOLVED** that the Forum noted the report.

## 31 **Asset Register**

The Forum were shown a demonstration from the Performance and Data Analyst on the Asset Register, which has been developed alongside Strata and the Place, Assets & Commercialisation Service. Some information had been available on the Council's website for some time, but this system brought about the aggregation of data from various sources to deliver a system that could easily produce specific requests.

The Register was welcomed by the Forum. In response to questions, there was acknowledgement that there may be further tweaks as more information becomes available, but the version that would be available to Councillors would give them the ability to drill down into specific information. The detail on lease or concession contracts cannot be included because of the commercial information being protected.

The two versions of the register would be:

- Public version: covering a table and map of the assets
- Councillor accessible version: as above, also including the valuation and financials of the asset.

The information would be updated as per the regular asset valuation assessment undertaken annually. The register was planned for a June live date.

**RESOLVED** that the Forum noted the report.

## 32 **Community Asset Transfer proposal - Land at Canaan and Land at Millcroft, Ottery St Mary**

The report set out the first application under the recently approved procedure for Community Asset Transfer. The application covers two areas of land in Ottery St Mary. Consultation is currently underway with officers of the relevant council services and the Ward Members.



The application was before the Forum for their views on the application.

The Chair, as the Portfolio Holder under the approved procedure who would make the decision whether to invite the applicant to submit a business case on one or more sites, did not take part in the discussion.

Comments from Members on the application included:

- Benefit in a transfer to Ottery St Mary in respect of the mill leat, but concern about the business case stacking up against the loss of revenue from the car park, and that the play area was not included in the application;
- Noted the capital investment planned for the refurbishment of the play area in the capital programme;
- Millcroft parcels of land were steep and needed work, so would be an advantage to transfer;
- Need to look at alternative value of site to balance against the loss of revenue for the car park;
- How would the maintenance of the car park be factored in;
- Care in not using a “cherry pick” approach to applications – there may have to be give on both sides to reach a satisfactory outcome.

## **RESOLVED**

1. That the Forum notes the report and has offered initial thoughts on the application, as part of the consultation process;
2. That the Forum notes that following completion of the consultation, that in accordance with the Procedure, officers will make a recommendation to the Portfolio Holder Economy and Assets on whether the applicant should be invited to submit a business case for one or both sites;
3. That the Forum notes that, should the recommendation be that this application does not progress to the Business Case stage, officers will contact the Town Council to discuss their proposals and identify whether there is scope for a collaborate approach to achieve some of their objectives set out in the Expression of Interest.

**Post meeting edit: The play area is included in the application as it is within the Title Number stated in the EOI. It was excluded from the site plan in error when it was included in the report to Asset Management Forum. Officers have now confirmed that it is to be included within the application.**

## **33 One Public Estate draft Public Land Protocol proposals**

The report set out to the Forum the current consideration of a public sector Land Protocol under the One Public Estate Board. If adopted, it would be proposed by the partners in the Devon and Torbay OPE Partnership on behalf of the Devon County Deal. As landowner, the Council would not lose sovereignty over its asset if signing up to the Protocol.

The potential benefits were set out in the report, including helping to facilitate new partnerships and joint ventures. The proposal was still in a draft stage not yet in the public domain. The report sought to inform the Forum of progress to date.

**RESOLVED** that the Forum noted the report.

## **34 Update report on Activities by Property and FM Team**

The Forum welcomed the detailed report on the planned preventative maintenance and compliance works undertaken between October 2022 and February 2023; as well as the planned works for March 2023 to June 2023.

The large difference in contractors in relation to Led properties was again highlighted – the reactive work showing an increase.

The Forum welcomed the detail in the report showing the breakdown of the work and recognised that some works were picked up through planned maintenance checks; and items being put through for the capital programme where some assets have elements that have come to the end of their lifespan.

The Chair thanked the team for their continued work to keep those assets open and safe for public use.

**RESOLVED** that the Forum noted the report.

### **Attendance List**

#### **Councillors present:**

P Hayward (Chair)  
P Arnott  
J Rowland  
G Pratt

#### **Councillors also present (for some or all the meeting)**

O Davey  
B De Saram  
N Hookway  
G Jung  
D Ledger  
G Pook

#### **Officers in attendance:**

Tim Child, Assistant Director Place, Assets & Commercialisation  
Simon Davey, Director of Finance  
Rob Harrison, Senior Estates Surveyor  
Alison Hayward, Project Manager Place & Prosperity  
Gerry Mills, Project Manager Place & Prosperity (Exmouth)  
Jorge Pineda-Langford, Principal Building Surveyor, Property & FM  
Debbie Meakin, Democratic Services Officer

#### **Councillor apologies:**

E Rylance

Chair .....

Date: .....

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Poverty Working Panel held at Online via Zoom on 20 March 2023**

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

The meeting started at 10.00 am and ended at 11.19 am

#### **49 Public speaking**

There were no members of the public registered to speak.

#### **50 Minutes of the previous meeting held on 8 December 2022**

Minutes of the previous meeting held on 8 December 2022 were noted as a true and accurate record.

#### **51 Declarations of interest**

There were no declarations of interest.

#### **52 Poverty Strategy actions quarterly update - Helen Wharam, Public Health Project Officer**

The Public Health Project Officer presented the Poverty Strategy actions update for the quarter October to December 2022. The update highlighted a range of examples which demonstrate the contribution made by the Council's services to poverty reduction across the district, including:

- 157 children on LED's swim school have a concessionary card.
- The Environmental Protection Team has provided 11 Public Health Funerals.
- Private Sector Housing held a Landlord's Forum in collaboration with Teignbridge/Exeter and Mid Devon, covering energy efficiency in the private rented sector.
- The Public Health Project Officer contributed to the task and finish group reviewing Devon's Smoke Free Strategy 2023-2028.
- The Finance team's Dashboard includes the Household Support Fund data. The team are using the data to help inform discretionary funding e.g. Housing Support Fund 3 and Discretionary Energy Rebate Scheme.
- Finance completed their review of the use of Discretionary funds, to ensure the policy is still meeting needs.
- Growth team and Planning have acquired land in Cranbrook town centre and commissioned a master-planning exercise to guide future delivery of key community assets. Work has started on the supermarket; discussions continue with partners on bringing forward other community spaces and the health and wellbeing centre.
- Housing team have set up weekly Warm Hubs. Housing Rent Officers attend these to offer advice; the Senior Rent Officer is also offering face-to-face sessions.
- Housing's review of the Resident Engagement Strategy has started.
- The housing acquisition programme continues with properties being purchased off the open market.
- Internally, HR's Reward Review proposals were agreed and Real Living Wage implemented in December 2022.

Discussion and clarification included the following points:

- There are some services not listed in the Action Plan which nevertheless contribute to poverty reduction in the district, e.g. the Communications team which promotes campaigns, such as energy efficiency grants; and the Public Health Project Officer has provided a paper to the Senior Management Team which shows where there are examples which could be included in the Action Plan.
- One Member commented that it is not always obvious how the actions of the Planning service link with the Poverty Strategy, and this will be discussed outside of the meeting with the Public Health Project Officer.

### 53 **Update on use of hardship funds - Libby Jarrett, Assistant Director Revenues & Benefits**

The Assistant Director Revenues & Benefits and the Benefits Manager provided a verbal update on the use of hardship funds including:

- The Housing Support Fund which started 1 October 2022 and runs to 31 March 2023. Funding was split into two parts; the first for targeted support, the second was open applications. It is expected that the full allocation will be spent by 31 March.
- The Housing Support Fund which starts on 1 April 2023. A paper has been prepared for the 29 March Cabinet meeting with an update on the proposed policy.
- The Council Tax Reduction Scheme. The scheme was reviewed for working age residents and changes were made to take effect from 1 April, including i) to raise the amount of support that residents could receive if they fall into income band 1, from 85% to 100%; and ii) to amend the income bandwidths to allow for couples, where previously they were aligned to single persons applicable amounts. The changes have resulted in 2,301 households no longer needing to pay any Council Tax from April, and the biggest group to benefit from the changes are households where there are children present.
- The Council Tax Support Fund. This fund was announced in the 2022 autumn statement to help households with the cost of living and rises in Council Tax bills. Government have set the criteria for the funding which ensures that households who were in receipt of Council Tax Reduction received up to £25 off their bills, as long as they had something left to pay. Many households had nothing left to pay, therefore it was possible to raise the amount of support up to £55.
- The Council's Cost of Living Hardship Fund. A further £63k of funding has been received from Devon County Council in the form of an Economic Vulnerability Fund and it is intended to start using this funding to do more proactive work with partners, to reduce root causes of poverty and hardship.

Discussion and clarification included the following points:

- There appears to be enough money from the Household Support Fund to meet identified demand, and it has been possible to make the allocation last for the whole term of the fund; there is a lot of extra follow-up work, with partners, to give budgeting and debt advice, and the move away from a sticking-plaster approach means that the same people are not needing to repeatedly apply to the fund.
- A Financial Resilience Officer is now present in an Exmouth food bank for one day every fortnight, and this has been very effective in identifying residents needing advice and support. Going forward, the Assistant Director Revenues & Benefits will arrange for the value of this work to be assessed in order to then explore whether the work can be scaled up.
- A Member expressed concern that private landlords with mortgages on rental properties appeared to be considering evicting their tenants and instead going into the tourist market, as has been the case in Cornwall and North Devon. This would lead to a lot of people becoming homeless, and it would be helpful for the Council to be aware of potential issues before they arise.

### 54 **Alternative Fuel Payment and the Alternative Fund - Briefing by**

## **Libby Jarrett, Assistant Director Revenues & Benefits**

The Assistant Director Revenues & Benefits provided a briefing to Members on two schemes recently launched by the Government as part of their winter package of support with energy costs:

- Energy Bills Support Scheme, Alternative Fund (EBSS AF) – one-off £400 payment which is non-repayable, for those that don't have a domestic electricity meter and contract with an electricity supplier. Funding of £971,200 has been received (based on 80% of government's estimate of eligible households in East Devon); this means that more than 2,428 residents could be entitled under this scheme.
- Alternative fuel payment, alternative fund (EFP AF) – one-off £200 payment which is non-repayable, to households that use alternatives to main gas for heating such as heating oil who haven't received this automatically through their energy supplier. Funding of £224,000 has been received (based on 80% of government's estimate of eligible households in East Devon); this means that more than 1,120 residents could be entitled under this scheme.

The Assistant Director Revenues & Benefits ran through the details of eligibility, key dates, the application process and the role of the Local Authority.

It was noted that there appears to be a number of teething issues with the centralised system to manage the claims process which has resulted in delays going live, and payments are unlikely to start being made until next week at the earliest.

Members noted the report.

## **55 Update on Warm Spaces - Yusef Masih, Interim Housing Services Manager**

The Interim Housing Services Manager introduced this item, provided an update on the Winter Pressures Project which comprised delivery Warm Hubs across the district, and a Housing Emergency Financial Support Fund for tenants in need of urgent support. The report covered the following points:

- Extensive preparatory work was undertaken in a very short timescale by the Communities Team in order to open 10 weekly Warm Hubs on 28<sup>th</sup> November 2022, across East Devon.
- The Project Officer has been approached by Parish Councils for advice on how to open a Warm Hub, and an Exeter University researcher has attended some of the district's Warm Hubs to understand what makes them work.
- The Warm Hubs have been a success with visitors ranging from ages 8 months to 96 years old, and coming from all types of housing. Hot meals have been provided, and warm clothing and blankets given out. Visitors also accessed fun activities, as well as benefits surgeries and budgeting workshops.
- The most beneficial aspect of the Warm Hubs has been the social aspect, with visitors overwhelmingly reporting that they value the chance to socialise and meet their neighbours, over everything else.
- All respondents to a feedback questionnaire agreed that they want the Warm Hubs to continue beyond the end of March 2023; after this date, they will be known as Community Hubs.
- The report detailed some examples of how the Housing Emergency Financial Support Fund has been used. More demand on the fund is anticipated now that the policy and procedure have been shared with all frontline Housing officers.

Discussion and clarification included the following points:

- The Warm Hubs have been open one or two days weekly, based on demand, with one member of staff present at each session. Going forward, a number of tenants have volunteered to be trained up to support the hubs, and they will be a valuable resource.
- One Member asked if any social events had taken place at the Yonder Close Community Centre, Ottery St Mary prior to its being used as a Warm Hub; the Interim Housing Services Manager stated that he would find out.
- The Interim Housing Services Manager confirmed that the community centres will stay open post March 2023, as Community Hubs; the Communities team is fully resourced and can facilitate this as well as facilitating other organisations coming into the Hubs to help the visitors.
- Warm Hubs are likely to be necessary again next winter; as an action point, the Assistant Director Revenues & Benefits will explore how to best coordinate Warm Hub provision for next winter, with plenty of lead up time, including reaching out to Warm Hubs operated by volunteer groups to get a sense of how it went for them and if they plan to deliver the provision again.

56 **Greater Manchester Poverty Action East Devon District strategy - case study - Cll Dan Ledger, Chair**

Members noted this report, which highlights the recognition that this Council is getting nationally for its work on tackling poverty within the district.

57 **Joseph Rowntree Foundation - The essential guide to understanding poverty in the UK - Yusef Masih, Interim Housing Services Manager**

The Interim Housing Services Manager introduced this UK Poverty report by the Joseph Rowntree Foundation, which looks at trends in poverty across many important characteristics and impacts, and ran through some of the data and key headlines.

The Benefits Manager stated that it was intended to target Housing Support Fund 4 funding in line with some of the recommendations contained within the report, to address some of the issues raised and the groups struggling the most.

Members noted the report.

**Attendance List**

**Councillors present:**

M Armstrong  
M Chapman  
D Ledger (Chair)  
M Rixson

**Councillors also present (for some or all the meeting)**

P Arnott  
K Bloxham  
P Faithfull

**Officers in attendance:**

Sharon Church, Benefits Manager

Andrew Hopkins, Communications Consultant

Sarah James, Democratic Services Officer

Libby Jarrett, Assistant Director Revenues, Benefits, Corporate Customer Access, Fraud & Compliance

Sarah Jenkins, Democratic Services Officer

Yusef Masih, Interim Housing Services Manager

Helen Wharam, Public Health Project Officer

**Councillor apologies:**

J Bonetta

B De Saram

P Jarvis

Chair: .....

Date: .....

**Recommendations for Cabinet that will resolve in an action being taken:**

**LED Monitoring Forum on 11 April 2023**

**Minute 45 Options to reduce energy consumption at EDDC swimming pools**

That consultants be appointed to advise Council and LED about the most appropriate way of moving forward for achieving carbon neutral swimming pools and leisure centres.



## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of LED Monitoring Forum held at Online via Zoom app on 11 April 2023**

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

The meeting started at 6.00 pm and ended at 7.38 pm

#### **36 Public Speaking**

A statement was read out on behalf of Hilary Davies, who sought to understand why discounted LED membership rates are available to some working people under Corporate or Blue Light concessions, expressing a view that this is unfair to members who work for employers outside of the schemes. They also referred to the LED CEO's response to a public speaker's question at the January Forum meeting regarding discounted membership rates for over-65s, and asked for further detail concerning the LED CEO's assertion that in East Devon, this demographic are reasonably well off.

The Chairman of the LED Board responded that the comments would be considered as part of the overall pricing strategy but it was not appropriate to enter into open discussion about what that would be in the future.

#### **37 Minutes of the previous meeting held on 17 January 2023**

The minutes of the previous meeting held on 17 January 2023 were noted as a true and accurate record.

#### **38 Declarations of interest**

Cllr A Dent: Minutes 42 – 51: Affects Non-Registerable Interest: Member of LED Community Leisure as a service user.

Cllr S Gazzard: Minute 41: Affects Non-Registerable Interest: He has attended some of the Exmouth Stroke Survivors Club events, in his capacity as Mayor of Exmouth

#### **39 Matters of urgency**

There were two matters of urgency (minutes 49 and 50 refer).

#### **40 Confidential/exempt item(s)**

There was one item to be considered in private session (minute 51 refers).

#### **41 Presentation from Exmouth Stroke Survivors Club**

Mr Stephen Beer spoke on behalf of the Exmouth Stroke Survivors Club. He outlined the very good work carried out by the Club to support stroke survivors, assisted by external supporters including LED. The Club has grown to have over 45 members, and is now in desperate need of more equipment, such as steppers. Mr Beer was grateful to LED and councillors for their continued support.

Both Cllr Hookway and Cllr De Saram had visited the Club on a number of occasions and remarked on the importance of the Club for stroke survivors in Exmouth.

## 42 **LED Facilities and Activities Update**

The LED CEO introduced the update report which provided a summary of the activities going on as well as a projects update, and invited questions.

Discussion and clarification included the following points:

- There is a lot of work around membership retention and interaction; an automated email system sends reminders to new members by email with a view to getting members engaged in a health and wellbeing programme within the first 13 weeks of their membership.
- Two small call centres have been set up at Exmouth Tennis Centre and Honiton Leisure Centre, with staff making contact with new members by telephone to check if there is any support they need. It is newer gym users in high risk groups who often lack some confidence and can benefit most from this follow-up, and the interaction seems to be helping with membership retention.
- Members congratulated the LED team on the positive national press surrounding the introduction of Deep Green's innovative technology at Exmouth Leisure Centre, reducing energy bills and carbon footprint. The LED CEO stated that the technology seems to be working well, and the Chair asked that LED report back to the Forum once it is known what the energy cost savings are.

## 43 **LED Community Engagement Report**

The LED CEO introduced this report which outlines the work of the LED Community Engagement team. He explained that the team are thriving and very excited about Shared Prosperity Funding being received via EDDC to the value of £38k per year for 3 years, which will be targeted towards initiatives aimed at getting new people into the leisure centres.

Clarification and discussion included the following points:

- The Chair suggested that at an appropriate juncture, it would be worth commissioning a further social value report to demonstrate the return on investment in leisure. It was noted that a previous report in 2019 demonstrated that every £1 spent on leisure returned £8 in terms of social value; this was mostly in terms of health savings but also savings from reduced antisocial behaviour and crime.
- In due course, the LED CEO will discuss with the EDDC Facilities Management team what funding is available to develop the GWR building next door to Exmouth Leisure Centre; it was noted that some positive conversations had taken place pre-Covid concerning that facility. Currently, a pop-up café bar within Exmouth Leisure Centre is proving popular.

## 44 **LED KPI Dashboard February 2023**

The Forum received and noted key details of the performance of LED Community Leisure for February 2023.

## 45 **Options to reduce energy consumption at EDDC swimming pools**

The Forum received an initial feasibility study report which detailed a range of options to reduce energy consumption at East Devon swimming pools.

The objective of the study was to develop and agree a medium to long term vision for the leisure centres within the LED Leisure Management Contract, and the Flamingo Pool in Axminster which sits outside of the Management Contract. Swimming pools are large energy consumers; EDDC are the landlords of the three public pools in Exmouth, Honiton and Sidmouth and see the need for them to be as carbon neutral as possible before the target date of 2040.

LED, who operate EDDC's three pools and the district's other community leisure centres, are experiencing a significantly increased financial burden from energy prices, which have had to be passed on to the Council.

It is for the LED and EDDC to work together on looking at the principles of change and what is involved with this process. The study report focused on current energy savings schemes/equipment and which sites would be best suited to which principal change.

The LED CEO summarised the key learnings from the feasibility study, and his recommendations:

- Air Source Heat Pumps (ASHP) are not the panacea; Sidmouth Pool had modern and highly efficient boilers installed only a couple of years ago and there would be no financial savings to be had by replacing these with ASHP at the present time. When the boilers are due to be replaced in 10-15 years time, ASHP technology is likely to have improved and also be cheaper, and at that point it might be appropriate to consider heating the pool through ASHP.
- ASHP could be put into Exmouth Leisure Centre, and the Deep Green technology would complement the ASHP, but the recommendation that came out of the feasibility study is that boilers are still used for the domestic hot water system.
- No two pools are the same; all pools could benefit from the technology but a phased approach would be appropriate.
- There is an opportunity to apply for government funding from a £63 million support fund for public swimming pools announced by the Chancellor as part of the Spring Budget, £40 million of which is for decarbonisation of public swimming pools. An application would need to be submitted by July 2023.
- Since the Council have budgeted for consultancy support, the LED CEO was of the view that consultants could be appointed to come up with a timetable of technology improvements for the swimming pools, using this initial feasibility study as a starting point.

The Assistant Director Countryside & Leisure agreed it would be appropriate for consultants to help with prioritising the sites and supporting the Council to capitalise on available funding, which includes a tranche of money that has been launched through the England Rural Prosperity Fund.

The Principal Building Surveyor stated that it is the intention for consultants to put together a plan to decarbonise the sites in the first instance, which will then be used to secure funding for the works. It will be necessary to move quickly, and the process for securing funding is highly competitive.

The Director Housing & Environment remarked that experts at Exeter University could provide the consultancy support, and the Council is able to access this through its membership of the SW Energy and Environment Group.

Discussion and clarification included the following:

- LED has developed a good relationship with the board of Flamingo Pool; LED included the pool in the initial audit and has provided free advice up to this point. With their agreement, it is intended to incorporate the Flamingo Pool into the consultancy work on the understanding that they will pay a proportion of the cost. Thereafter, it will be for them

to decide if they can afford to go ahead with the recommendations. LED will try to help by signposting them towards funding opportunities. The Assistant Director Countryside & Leisure added that the Flamingo Pool is a much loved facility and the Council want to assist the board as much as it can.

- It is the understanding of the Finance Director and the Assistant Director Countryside & Leisure that whilst they became aware of Flamingo Pool's financial issues, no request was received for direct cash support. Cllr Arnott indicated that this is contrary to a public statement put out by Cllr Hall which reads 'When it was asked in 2022 for Axminster Swimming Pool to be financially supported equally, as is the case for other towns within East Devon, the independent administration said they could not afford to.'. Cllr Arnott wanted to put on record that this statement is completely untrue.
- Cllr Hookway proposed, seconded by Cllr Arnott, that the Forum recommends to Cabinet that consultants be appointed to advise Council and LED about the most appropriate way of moving forward for achieving carbon neutral swimming pools and leisure centres.

### **RECOMMENDED to Cabinet:**

That consultants be appointed to advise Council and LED about the most appropriate way of moving forward for achieving carbon neutral swimming pools and leisure centres.

## **46 LED's Trading Subsidiary**

The LED CEO ran through this report which provided an explanation of the trading and financial relationship between LED Community Leisure Ltd and its trading subsidiary, LED Enterprises Ltd. LED Enterprises Ltd exists to deal with non-charitable turnover and income, with all the surplus on these activities gift-aided up to LED Community Leisure Ltd, as the parent charity of LED, helping to offset the costs of the facilities and the management contract.

## **47 Update on Leisure Strategy delivery plan**

The Assistant Director Countryside & Leisure introduced the update on the Leisure Strategy delivery plan, outlining the progress made with the key actions on the spreadsheet.

The LED CEO summarised the progress with renegotiation of the dual use agreements, and the factors influencing the negotiations.

The Chair asked that the action plan update comes to the Forum as a standing item, and was encouraged to note the progress already made.

In discussion, it was noted that there were some actions on the delivery plan which had not yet started; the Assistant Director Countryside & Leisure highlighted that this is a ten year strategy and there is time to progress those actions not yet started. It was for teams to identify resources to move actions forward and to prioritise, in the context of capacity issues.

## **48 Update on EDDC's Playing Pitch Strategy**

The Planning Policy Manager introduced the progress report on the production of the East Devon Playing Pitch Strategy (PPS). The PPS is concerned with sports that are played outside, with indoor sports and activities addressed through the Council's Built Facilities Strategy.

It was highlighted that to be effective, the PPS needs to have wide-ranging ownership; it is important that sports clubs and teams and pitch operators are happy with the content, and final sign off will be from Sport England. The PPS will also go to the appropriate committee(s) of the Council for formal endorsement.

Work on production of the PPS is progressing, with a projected completion in summer 2023.

Discussion and clarification included the following points:

- There is a key link and overlap with the Leisure Strategy work given that a lot of the sports that are dealt with in production of the PPS have both an indoor and an outdoor element to them. An important part of the Leisure Strategy is also about ensuring continued maintenance and upgrade of ATPs, and in this respect the PPS is helping to contribute to the delivery of the Leisure Strategy.
- It would be appropriate for the PPS to come to this Forum for comment, when it is in a near final position.

#### 49 **Government funds to support public swimming pools**

The LED CEO and the Assistant Director Countryside & Leisure summarised the report, which detailed what is currently known about a £63 million support fund for public swimming pools announced by the Chancellor as part of the Spring Budget, and which will be distributed by Sport England. It was noted that full details have yet to be announced by the Department of Culture, Media and Sport.

Officers and the LED CEO outlined the complexities and challenges involved in ensuring the Council is in a position to take submit an application for funding, in the relevant timescales.

Following discussion, the Forum noted and supported the report.

#### 50 **Property and FM Approach to Capital Works at LED Managed Dual Use Properties**

The Principal Building Surveyor introduced this report which summarised the Corporate Property and FM Team approach to capital works at LED managed dual use properties, within the context of impending management agreements negotiations.

EDDC has allocated capital funding for works at LED managed sites, but impending new management agreements renegotiations at some LED managed dual use sites to ensure that EDD's contribution toward maintenance costs better reflect the current share of the use have meant that some of the larger agreed capital projects at dual use sites have been put on hold.

The report outlined a number of important considerations from which it was concluded that there was little benefit from holding or deferring already approved capital work at dual use sites whilst waiting for current management agreements with lower cost implications to be negotiated. A significant consideration was the project costs increasing with inflation, therefore offsetting the expected savings arising from the adjusted share of the maintenance cost.

It was therefore the intention to progress capital works that have been on hold unless the new management agreement negotiations are well advanced and likely to be implemented in the short term.

The Forum acknowledged the approach and supported it.

At this point, members took the opportunity to thank officers, LED and fellow members for their contribution to this Forum over the last few years, in challenging circumstances, and recognised the work that has been achieved.

The meeting then went into private session.

## 51 **LED Leisure Contract Budget 2023-24**

The LED CEO introduced a summary of the budget for this year, showing how it breaks down against sites. Monitoring as the year progresses will be reported in the same style, and regular meetings held with EDDC officers to track progress.

The Finance Director commented that the paper is a useful summary for the Forum to monitor, in terms of transparency for LED.

The Chair remarked that it would be helpful going forward to have a paragraph outlining in percentages how the overheads are split across the sites.

### **Attendance List**

#### **Councillors present:**

P Arnott  
A Dent  
B De Saram  
S Hawkins (Chair)  
N Hookway  
G Jung

#### **Councillors also present (for some or all the meeting)**

K Bloxham  
S Gazzard

#### **Representatives of LED Community Leisure in attendance:**

Karen Best, LED Director of Finance  
Peter Gilpin, LED CEO  
Richard Purchase, Chairman of LED Board

#### **Officers in attendance:**

Simon Davey, Director of Finance  
Jorge Pineda-Langford, Principal Building Surveyor, Property & FM  
Charles Plowden, Assistant Director Countryside and Leisure  
Sarah James, Democratic Services Officer  
Debbie Meakin, Democratic Services Officer  
Matthew Blythe, Assistant Director Environmental Health  
Matthew Dickins, Planning Policy Manager

John Golding, Director of Housing, Health and Environment

**Councillor apologies:**

P Hayward  
J Loudoun  
J Rowland

Chair .....

Date: .....

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Recycling and Waste Partnership Board held at online via zoom on 20 April 2023**

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

The meeting started at 10.03 am and ended at 10.55 am

#### **31 Minutes of the previous meeting**

The minutes of the previous meeting held on 1 February 2023 were agreed as a true record.

#### **32 Declarations of interest**

Declarations of interest.

Councillor Eleanor Rylance, Affects Non-registerable Interest, Ward member for Broadclyst which includes the Hill Barton site.

Declarations of interest.

Councillor Geoff Jung, Affects Non-registerable Interest, Ward member for Woodbury and Lymptstone which includes Greendale Business Park.

#### **33 Matters arising**

There were no matters arising.

#### **34 Joint contract and operations report**

The Recycling and Waste Manager and the SUEZ Contract Manager gave the Board a joint report on a contract and operational update for the final quarter of 2022/23. Quarter 4 had been positive, with all operations in a stable position. The additional capacity added as a result of the implementation of phase 1 of the bridging solution and the creation of the 'Growth Zone' had now fully bedded in. The positive effect of the growth zone was that phase 2 of the bridging solution, due to be implemented later in 2023, would be much less extensive than originally anticipated.

The plan to 'electrify' the growth zone as part of phase 2 was progressing with a series of electric vehicle trials throughout the quarter to help test the concept and ensure the best vehicle options were selected. An electric recycling collection vehicle and a new 7.5 tonne narrow access vehicle had recently been trialled. The results showed that the CO2 saving based on a year of use could be over 20,000kg and a fuel saving of over £1,500. The partnership was currently looking to place electric vehicles on designated routes this year. The trial of the 7.5 tonne narrow access vehicle showed how much more effective the contract could operate. The

diesel vehicle had been tested on all the current narrow access routes, and had the payload of 3 times the current vehicle, therefore reducing travel and tip time. This meant it would improve the versatility of the contract and also reduce the environmental impact compared to the current vehicles that had to drive more mileage.

The Contract Manager reported that the new year had begun well, with limited issues to report. Collection crews were performing better than ever, due to the strong support



team behind them. Complaints and missed collections remained below performance framework thresholds. A recent SUEZ survey had placed the East Devon contract as a one star business – a very high result in the municipal division. Recruitment was going well, with long serving agency staff joining the business and strengthening the frontline workforce. Staff were continuously being promoted to go through LGV training, with positive results.

The Contract Manager updated the Board on plans to handle the additional May bank holiday in a different way to the usual arrangements. This would stop collections taking place around street parties, minimise disturbance to residents enjoying the long weekend and allow staff to have the King's coronation day on 6 May off work. Communications to staff regarding changes to collection schedules would be carefully managed so as not to mix messages. All communications channels would be used and the collection dates were available on the EDDC website.

The SUEZ Contract Manager outlined to the Board community engagement activities that had recently taken place, including a visit to Millwater School and Cranbrook Cub Scouts. The Board agreed that these activities were fantastic and that engaging with young people could lead to peer pressure on parents to recycle more.

The green waste 2022/23 business plan target of 18,250 bins subscribed was met before year end. Material sales had remained static since the last meeting.

Members of the Board wished to exemplify the positive partnership between EDDC and SUEZ and to celebrate the excellent performance of the recycling and waste collection service over the past seven years, significantly improving recycling performance (1st nationally for kg/residual waste/household and 5<sup>th</sup> nationally for recycling and composting rate). With recent investment in the growth zone, quality standards had stabilised, with all time low complaint and missed collection levels as a result. The Board suggested that this performance and success be communicated to East Devon residents following purdah.

**RESOLVED:** that the excellent performance of the waste and recycling partnership be communicated to East Devon residents.

### 35 **Performance framework**

The Board noted the performance framework which showed performance was below target across the contract with the exception of container deliveries by the five day target. This was the best quarter performance since the contract began. The Recycling and Waste Assistant was thanked for preparing the performance report.

### 36 **Contract extension proposal from SUEZ**

The SUEZ Principal Commercial Manager advised the Board that the current contract had an end date of June 2023, with an option to extend the contract for three years. SUEZ were working through the finer points and had submitted a contract extension proposal to EDDC. It was noted that there were many legislative changes coming through, but the timeline was vague and the industry was still awaiting clarity. These unknowns made it harder to work to a contract plan. The Director – Housing, Health and Environment confirmed that officers were working through the complex contract with SUEZ and that a report would be brought to Cabinet in June/July 2023. It was noted that the next meeting of the Recycling and Waste Partnership Board was scheduled for 26

July 2023, which did not fit in with the contract extension timeline. The Board agreed that the contract extension report could go straight to Cabinet.

### 37 **Risk register**

The Recycling and Waste Contract Manager presented the risk register to the Board. He highlighted two new risk areas:

- C3 – SUEZ contract extensions proposal.
- I6 – Budget risk – SUEZ contract extensions proposals.

He explained that he hoped to mitigate these risks down as the contract extension process was gone through and final extension conditions were negotiated.

Concern was expressed over N2 – increase in calls to the recycling team, resulting in not enough staff to take calls or delay in dealing with calls. The Recycling and Waste Contract Manager reassured the Board that this was a low risk. Regular reports were received from the Customer Service Centre (CSC) which demonstrated that demand from the recycling and waste service was extremely low. He reported that the technology that was used kept the call volumes, as communication was effective through use of the East Devon App, website updates and the social media weekly plan.

### 38 **Recycling futures workshop**

The Streetscene Service Lead informed the Board that the process of looking at the future of the service had begun. A portfolio holder team would be set up independently from the Board. This would take place following the upcoming district council elections.

### 39 **Dates of future Partnership Board meetings**

The Board noted the dates of future Recycling and Waste Partnership Board meetings:

Wednesday, 26 July 2023, 10am.

Wednesday, 25 October 2023, 10am.

Wednesday, 31 January 2024, 10am.

Wednesday, 24 April 2024, 10am.

The Chair thanked the Board for its support and he thanked all the EDDC officers and SUEZ team for their fantastic work over the course of the contract.

### **Attendance List**

#### **Board Members:**

#### **Councillors present:**

G Jung (Chair)

D Bickley

E Rylance (Vice-Chair)

T Wright

M Rixson

#### **Officers present:**

G Bourton, Recycling and Waste Contract Manager

J Golding, Director of Housing, Health and Environment

A Hancock, Assistant Director StreetScene

**Suez present:**

N Tandy, Principal Commercial Manager  
J Gatter, Contract Manager

**Councillors also present (for some or all the meeting)**

B De Saram

**Officers in attendance:**

Lou Hodges, Recycling and Waste Officer  
Alethea Thompson, Democratic Services Officer  
Sarah James, Democratic Services Officer  
Steve Joyce, Waste Management Officer  
Lorraine Tolman, Waste Management Officer

**Suez representatives in attendance:**

Jess Prosser, Recycling Officer

**Board Member apologies:**

James Pike, SUEZ Regional Director

Chair .....

Date: .....

Report to: Cabinet

Date of Meeting 7 June 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## **East Devon District Council's Better Care Fund Financial Assistance Policy**

### **Report summary:**

The Housing Grants, Construction and Regeneration The Housing Grant, Construction and Regeneration Act 1996 and The Regulatory (Housing Assistance) (England and Wales) Order 2002 introduced grants and loans for residents to undertake home improvements and adaptations to help restore or enable independent living; privacy; confidence and dignity for individuals and families.

The policy outlines how EDDC Environmental Health Private Sector Housing administers and distributes the budget in the Better Care Fund plan.

Specifically this policy details the types and amounts of the mandatory Disabled Facilities Grant; discretionary Accessible Homes Grants; Healthy Homes Grants and loans for eligible residents in East Devon.

### **Is the proposed decision in accordance with:**

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### **Recommendation:**

That the adoption of the East Devon Better Care Fund Financial Assistance Policy, in order to meet the Housing Grant, Construction and Regeneration Act 1996 and The Regulatory (Housing Assistance) (England and Wales) Order 2002, be agreed.

### **Reason for recommendation:**

The East Devon Better Care Fund Financial Assistance policy ensures that the eligibility; conditions and use of the mandatory and discretionary grants are transparent and reasonable for the applicants.

The East Devon Better Care Fund Financial Assistance policy is consistent with other Council's in Devon and ensures that the determination and application of the grants are consistent.

The policy demonstrates collaborative working with Devon County Council Social Services to deliver the Better Care Fund plan for residents in East Devon.

The policy supports East Devon residents to adapt their home so that it is safer and easier to get around and to use facilities for everyday tasks like cooking and bathing. And to help restore or enable independent living; privacy; confidence and dignity for individuals and families.

Portfolio(s) (check which apply):

- ☐ Climate Action and Emergency Response
- ☐ Coast, Country and Environment
- ☐ Council and Corporate Co-ordination
- ☐ Democracy, Transparency and Communications
- ☐ Economy and Assets
- ☐ Finance
- ☐ Strategic Planning
- ☒ Sustainable Homes and Communities
- ☐ Tourism, Sports, Leisure and Culture

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low impact

**Links to background information** [EDDC BCF Financial Assistance Policy Final v2](#)

**Link to** [Council Plan](#)

Priorities (check which apply)

- ☒ Better homes and communities for all
- ☒ A greener East Devon
- ☐ A resilient economy

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## Report in full

### 1. Introduction to Home Adaptation and improvements under the Financial Assistance Policy

1.0 The Housing Grant, Construction and Regeneration Act 1996 introduced the disabled facilities grant. The Regulatory (Housing Assistance) (England and Wales) Order 2002 introduced flexible and discretionary grants and loans for home improvements and adaptations. This 2023 policy replaces the existing 2020 policy to reflect the latest Disabled Facilities Grant Delivery Guidance 2022.

1.1 The attached financial assistance policy will enable East Devon District Council Environmental Health Private housing team to implement the statutory duties required of the Local Housing Authority under these laws.

1.2 The policy is a Devon wide policy written in consultation with Devon County Council Social Services and the other Devon local housing authorities.

1.3 The purpose of these grants are to make home adaptations to the fabric and fixtures of a home. To make the home safer and easier to get around and to use facilities like cooking and bathing. Adapting a home can help restore or enable independent living; privacy; confidence and dignity for individuals and families.

### 2. What is the Financial Assistance Policy?

2.0 This a policy document written by the Local Housing Authorities in Devon in consultation with Devon County Council to deliver the Better Care Fund plan.

2.1 The policy ensures that there is a fair and consistent approach for all residents and for the Occupational Therapists that work across the County.

2.2 The policy sets out the range of grants and maximum amounts available to eligible residents in East Devon for home improvements and adaptations.

### 3. What is the Better Care Fund?

This a central government grant from both The Department of Levelling Up, Housing and Communities (DLUHC) and the Department of Health and Social Care (DHSC) made to Devon County Council who are responsible for the provision of social care services including Occupational Therapists. Local housing authorities administering the systems for providing financial support for adaptations including the Disabled Facilities Grant (DFG) get an annual allocation.

### 4. How much is the Better Care Fund in East Devon?

The annual allocation is made by DCC in June each year. The allocation is based on the population of the district. In 2022 East Devon received £1.151mn and spent £1.055mn. Any underspend is kept in reserve in the capital budget for the Better Care Fund.

### 5. What are the grants for?

The policy is for the distribution of capital mandatory and discretionary grants in East Devon.

Adaptations can include the installation of stair-lifts, level access shower and wet rooms; wash and dry toilets; ramps; wider doors; bespoke extensions; access to and from the garden.

**Table 1 A summary of the new 2023 Policy and the existing 2020 Policy**

Grant type	New 2023 Policy	Existing 2020 Policy	Notes
<b>Mandatory Disabled Facilities Grant</b>	<b>£30,000</b>	<b>£30,000</b>	<b>Means tested Local land charge for over £5000 and maximum £10,000</b>
Discretionary Accessible Homes Grant	£30,000	£30,000.	Means tested top up for the mandatory DFG. Local land charge.
Discretionary Accessible Homes Grant Lifts	£10,000 maximum Includes through floor lift; and straight/ curved stair lift. Local land charge.	No maximum - stair lift only	Non Means tested. Local land charge
Discretionary Accessible Homes Grant Level access Shower room	£10,000 maximum for level access shower room. Local land charge.		New discretionary grant for making washing and toileting accessible and sustainable for applicants and families. Non means tested. Local land charge.
Discretionary Accessible Homes Grant Moving	£10,000 maximum to support homeowner/ £5000 for tenants to move to a sustainable and accessible new home or where landlords have refused permission for the	£5,000	Increase in grant

	adaptation. Local land charge.		
Discretionary Health Homes Grant	£10,000 maximum  £20,000 maximum for sanctuary room on recommendation of MARAC	£5,000	Capital works for supporting people experiencing self-neglect and hoarding; or disrepair or risk of violence in their own home. Local Land charge
<i>Lendology</i> Loan	Historic grant repayments to fund <i>Lendology</i> loans for applicants requiring home improvements and adaptations. Eligibility criteria set by loans company.	Eligibility criteria set by loans company	Council supported low cost loans company <i>Lendology</i> for home improvement and adaptations.
Grant repayments	Senior officers delegated to decide an appeal against repayment of grant.	Cabinet must decide appeal against repayment of grant	To reduce the time that residents must wait for an appeal as often associated with a sale of a home.

## 6. Who can make a DFG Application?

A valid application can be made by:

- Someone with an owner's interest in the property (either the owner-occupier or landlord)
- A tenant of a dwelling
- The occupant of a caravan or qualifying houseboat.

## 7. Does this Financial Assistance Policy apply to all residents?

7.0 No. The policy is for grants that are available to eligible residents in East Devon; people of all ages and in the following housing tenure; owner occupiers; renting privately or social landlords.

7.1 Tenants of a Local Housing Authorities with a Housing Revenue Account (HRA) (such as East Devon) and tenants living in dwellings managed by an Arms-Length Management Organisation (ALMO) are not able to access this funding. Adaptations of properties owned by the local authority are funded through the HRA.

7.2 Members of the public who would like to find out more information about the grants and application process can find out more information and how to apply at: the East Devon District Council's website and <http://gov.uk/disabled-facilities-grants> and <https://adaptmyhome.org.uk>

## 8. How applicants apply for a grant?

The applicant for a mandatory Disabled Facilities Grant and discretionary Accessible Homes Grants must have an Occupational Therapist assessment and a 'Statement of Need'. A full and complete application form and statutory means test must be completed by the applicant or landlord. A guide for applicant is available on the Councils website.

## 9. How are the grants determined?

9.0 The local housing authority must decide if the Occupational Therapists Statement of Need is reasonable and practicable for the condition of the property.

9.1 We will complete a statutory test of resources and an application form for eligible residents.

9.2 The Housing Grants, Construction and Regeneration Act 1996 (the 1996 Act) sets out the legislation to help inform a local housing authority to make decisions on DFG applications.

## **10. Historic Grant Repayments**

10.0 The Disabled Facilities Grant (Condition relating to approval or payment of grant) General Consent 2008 gives local housing authorities the discretion to impose a local land charge on a dwelling, if it is sold or otherwise disposed of within ten years of the certified date.

10.1 The charge can only be placed on owner's applications where the amount of grant exceeds £5000. The maximum charge is £10 000. The new 2023 policy sets out whether it will place a local land charge and its discretion on repayment.

10.2 If a dwelling is sold or disposed of within ten years the housing authority must consider whether or not it is reasonable to demand repayment or part repayment of the charge taking into account:

- The financial hardship it would cause.
- Whether the sale is due to employment related to relocation.
- Whether the sale is connected with the physical or mental health or well-being of the grant recipient or of a disabled occupant of the premises;
- And whether the sale will enable the recipient of the grant to provide care to a disabled person.

10.3 The Principal EHO Private Sector Housing will make the demand or part repayment if there is a historic local land charge on the dwelling.

10.4 If there is an appeal against repayment, the decision for repayment or part repayment is delegated to the elected members of the Cabinet. Under the new 2023 Financial Assistance policy we are recommending that Senior Officers are delegated these powers to reduce the amount of time it takes to make these decision.

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### **Financial implications:**

The cost associated with this Policy is met by Central Government funding.

### **Legal implications:**

The legal issues are dealt with in the body of the report.