

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Cabinet held at Knowle, Sidmouth on 2 January 2019

Attendance list at end of document

The meeting started at 5.30pm and ended at 7.29pm

117 Public Speaking

There were no members of the public wishing to speak.

118 Minutes

The minutes of the Cabinet meeting held on 28 November 2018 were confirmed and signed as a true record.

119 Declarations

Cllr Phil Skinner, Minute 132; personal interest – Board Member of Exeter Science Park
Cllr Dean Barrow, Minute 132; personal interest – Shareholder Representative of Exeter Science Park

Cllr Geoff Pook, Minute 129; personal – Member of the construction industry

Cllr Geoff Pook, Minute 133; personal interest – Chairman of Beer Parish Council

Cllr Iain Chubb, Minute 129; personal – is a private landlord

Cllr Roger Giles, Minute 126; personal – Member of Plastic Free Ottery

Cllr Peter Faithfull, Minute 127; personal – Member of Ottery Town Council

120 Matters of urgency

None

121 Matters referred to the Cabinet

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

122 Exclusion of the public

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

123 Forward Plan

Members agreed the contents of the forward plan for key decisions for the period 1 February 2019 to 31 May 2019.

124 Minutes of the Recycling and Waste Partnership Board held on 7 November 2018

Members received the Minutes of the Recycling and Waste Partnership Board held on 7 November 2018.

RESOLVED (1) that the following recommendation be taken into account with the related report (Minute 129):

Minute 25 Container charging for new developments

the following recommendations be made in the Service Lead – StreetScene’s report to Cabinet on charging developers for the provision of recycling and waste containers and for the provision of replacement waste containers to residents:

1. that from 1 April 2019 the Council no longer supply waste containers free of charge to new build properties.
2. that a recycling and waste container charging policy based on the criteria in appendix 1 to the report be introduced.
3. that developers are charged for the supply of newly constructed property recycling and waste containers at a rate of £80 (per property for one residual bin, one green box, one green sack, one food caddy, one kitchen caddy) and £300 per communal bin supplied.
4. that if the developer does not make the contribution for the new property's recycling and waste containers, to levy this charge to the resident. Communal bin charges would be levied to landlords/managing agents.
5. that a charge of £30 be made per wheeled bin or residual waste container where a replacement is required. Residents will not be charged where containers are damaged during collection.
6. that charges are reviewed annually as part of the annual portfolio holder charges review process.

125 **Minutes of the Strategic Planning Committee held on 27 November 2018**

Members received the Minutes of the Strategic Planning Committee held on 27 November 2018.

RESOLVED (1) that the following recommendation be agreed:

Minute 27 Update report on progress, resource and staffing matters for the Greater Exeter Strategic Plan and also an update on the work programme for future East Devon Local Plan production

To include the sum of £30,000 in the draft budget for 2019/20 as the Council's contribution to the joint budget and to include a sum of £74,800 in the draft budgets for 2019/2020 and 2020/21 each year for staffing costs. Of the total budget requested of £179,600 over the two years, £97,000 will be met from reserves leaving a net additional sum requested of £82,600 required in 2020/21.

126 **Minutes of the Scrutiny Committee held on 22 November 2018**

Members received the Scrutiny Committee held on 22 November 2018.

RESOLVED (1) that the following recommendation be agreed:

Minute 34 Resolution by Cabinet of 31 October to refer a recommendation back to Scrutiny Committee for further explanation

the Council should aim to build a resilient local economy which is as self-sufficient as possible, at the same time as encouraging exports from local businesses and foreign direct investment which benefits the local economy and with particular reference to the Enterprise Zone.

Minute 36 Update report on Street Trading

Cabinet endorse the Street Trading Policy of using biodegradable materials wherever possible and not relying on single use plastics as indicated in their report to Scrutiny Committee and support a reduction in plastic waste.

Minute 38 Review of the Streetscene Service Plan

1. this committee seeks endorsement for the new approach in developing Nature Recovery Corridors across the District.

2. this committee seeks the continuing support of Cabinet to expanding the Green Waste Service.

127 **Minutes of the Capital Strategy & Allocation Group held on 5 December 2018**

Members received the Minutes of the Capital Strategy & Allocation Group held on 5 December 2018.

RESOLVED (1) that the following recommendation be agreed:

Minute 15 Capital bids proposed for the Capital Programme

1. The following items to be added to the Capital Programme 2019/20 to 2022/23:
 - a. Brixington play area, Exmouth enhanced site £100k (part funded externally £6,985);
 - b. Budleigh Salterton skate park £150k (part funded £35k);
 - c. Car park improvements (various sites) £90k;
 - d. Cherry Close Honiton play area enhanced site for £75k.
 - e. Exmouth beach study £80k (part funded £60k);
 - f. Exmouth campervan & boat park £150K (phased over 2020 – 2022);
 - g. Exmouth groyne navigational markers £35k.
 - h. Foxhill Axminster play area enhanced site £120k (part funded £14,845);
 - i. Imperial Recreation Ground parking improvements £55k (phased over 2019 – 2021);
 - j. Maer Road car park Exmouth partial resurfacing £47k;
 - k. Membury Sump Trash Screen £30k;
 - l. Millwey Rise Axminster play area. It is estimated that all costs will be met by available section 106 funding of £136,629;
 - m. Parks and play area fencing (various sites) £55k;
 - n. Redgates Exmouth play area enhanced site for £100k (part funded £3,281).
 - o. Rolle Mews Budleigh Salterton car park resurfacing £30k;
 - p. Seafeld Gardens Seaton play area enhanced site £100k;
 - q. Seaton Coast Protection Scheme £450k (part funded £300k subject to EA funding confirmation);
 - r. Seaton Jurassic car park extension £85,600;
 - s. Seaton skate park replacement of equipment £200k;
 - t. Homesafeguard call handling system £44k (part funded £11k);
 - u. Replacement of Big Belly bins with 240 litre standard bins £84,500 (phased across 2019 – 2021);
 - v. Car parks capital maintenance £20k;
 - w. Members IT system (Modern.gov) £48k;
 - x. Automated mower trial £40k.
2. The following project be included in the Capital Programme but deferred from 2019/20 to 2020/21:
 - a. Phear Park Exmouth access road resurfacing and new parking area £99k, deferred due to the scale of the project including lease aspects of the site;
3. The following projects be deferred for review before further consideration by the Capital Strategy and Allocation Group:
 - a. Greenway Lane Budleigh Salterton footbridge repainting, in order to evaluate if it is more cost effective to replace rather than repair the footbridge;
 - b. Seafeld Gardens Seaton outdoor gym, to establish level of use and impact of maintenance due to location.
4. The following projects be rejected from the Capital Programme:

- a. Land of Canaan Ottery St Mary footbridge reinstatement at £55k for reason of previous decision to remove the bridge in 2017 and an alternative being located 80 metres nearby;
- b. Axminster skatepark £266k for reason of the skatepark not being an asset of the Council.

128 **Minutes of the Asset Management Forum held on 29 November 2018**

Members received the Minutes of the Asset Management Forum held on 29 November 2018.

129 **Charging developers for the provision of recycling & waste containers to new build properties**

The Strategic Lead Housing, Health and Environment presented the report which proposed an introduction of a charging scheme for recycling and waste bins and containers for new build properties and newly created dwellings. The intention being that developers pay the charge for their customers. The report also proposed the introduction of charges for replacement wheeled bins if lost or damaged by the customer.

RESOLVED:

1. From 1 April 2019 the council no longer supply waste containers free of charge to new properties.
2. That a recycling and waste container charging policy based on the criteria in Appendix 1 be introduced.
3. Developers are charged for the supply of newly created properties' recycling & waste containers at a rate of £80 (per property for 1 residual bin, 1 green box, 1 green sack, 1 food caddy, 1 kitchen caddy) and £300 per communal bin supplied.
4. To make a charge of £30 per residual waste container where a replacement is required e.g. the resident has lost or damaged their existing waste container. Residents won't be charged where containers are damaged during collections.
5. Review charges annually as part of the annual portfolio holder charges review process

REASON:

1. To reduce the increasing pressure on our sizeable container supply and renewal budget in order to help set a balanced budget.
2. Transformation strategy saving target.
3. New build housing stock in East Devon is expected to continue to rise. Implementing the proposed policy and charges would allow us to recover costs of waste containers as permitted by the EPA 1990, decreasing this cost pressure by around £40k - £76k per year depending on charging options and numbers of properties created.

130 **Draft Revenue and Capital Budgets 2019/20**

The Strategic Lead Finance presented the draft revenue and capital budgets for 2019/20 for adoption by Cabinet before consideration by a joint meeting of the Overview and Scrutiny Committees and the Housing Review Board. Recommendations from these

meetings will be presented back to the Cabinet on 6 February 2019 when members would finalise budget proposals to be recommended to Council.

RESOLVED:

that the draft revenue and capital estimates be adopted before forwarding 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 2019/20.

131 **Council Tax Base 2019/20**

The Strategic Lead Finance explained that the report set out the tax base for 2019/20 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 2019/20.

RESOLVED:

1. that the tax base for 2019/20 at 59,283 Band D equivalent properties, and
2. the amount for each parish as detailed under section 3 of the report be agreed.

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.

132 **Exeter and East Devon Enterprise Zone**

The report presented by the Enterprise Zone Programme Manager sought approval to borrow against future ring fenced business rate income to invest £1.11m in the Open Innovation Building on Exeter Science Park. During discussion members were reminded that 3 buildings including the Innovation Centre were almost full with more businesses wanting to be based at the Science Park. The investment met Priority Two of the Council Plan; 'Developing an outstanding local economy'.

RECOMMENDED to Council:

That £1.11m is invested in the Open Innovation Building on the Exeter Science Park and that delegated authority is given to the Chief Executive to make payments in respect of the project, subject to the completion of appropriate legal documentation in consultation with the Strategic Lead (Governance and Licensing).

REASON:

Cabinet last received a paper on the Enterprise Zone in April 2018. This sought approval for the principle of borrowing up to £8m against ring-fenced business rate income, with detailed approval for investing up to £3.4m for four specific projects. During the intervening period work has focused on the delivery of the approved projects, along with supporting the development of other opportunities, including the delivery of floor space at Exeter Science Park.

133 **Beer Neighbourhood Plan to be formally 'made'**

The Beer Neighbourhood Plan had now passed referendum and must be formally made by East Devon District Council in order to form part of the development plan.

RESOLVED:

1. that the Plan was made so it forms part of the development plan, and
2. that the Neighbourhood Plan Steering Group be congratulated them on their hard work and advised that once made the Plan would carry full weight in the planning decision making process.

REASON:

The Plan received a majority 'yes' vote in the referendum as required by the regulations and there was no substantive reason not to make the Plan

134 **Clyst St George Neighbourhood Plan to be formally 'made'**

The Clyde St George Neighbourhood Plan had now passed referendum and must be formally made by East Devon District Council in order to form part of the development plan.

RESOLVED:

1. that the Plan was made so it forms part of the development plan, and
2. that the Neighbourhood Plan Steering Group be congratulated them on their hard work and advised that once made the Plan would carry full weight in the planning decision making process.

REASON:

The Plan received a majority 'yes' vote in the referendum as required by the regulations and there was no substantive reason not to make the Plan

135 **East Devon Public Health Strategic Plan 2019-23**

The Strategic Lead Housing, Health and Environment, the Service Lead Environmental Health and Car Parks and the Public Health Project Officer presented the Public Health Strategic Plan. The Plan set out how the Council would encourage and assist services across the Council each to support and improve health and wellbeing across the District.

The strategic aims of the Plan were to help more people to be healthy and stay healthy, to enhance self-care and support community resilience and to integrate and improve support for people in their homes. The Public Health Project Officer in her presentation explained that although people were living longer many were often in poorer health. Public Health included physical as well as mental health.

Discussions included the following:

- Rural areas needed to be a priority; for not having access to facilities available in larger towns
- Involve people in the community to prevent loneliness which was becoming a big health issue not just locally
- Our outstanding natural environment was a unique selling point which should be used to improve the health and wellbeing of all who live in and or visit the area
- There were more social prescriptions given out by GPs e.g. cooking classes, walking group or volunteering to decrease the use of anti-depressants
- The need to publicise what was offered by the Council to promote Public Health

- Exercise in all shape and form was essential to improve and maintain people's health and wellbeing and the Council supported and encourages such initiatives e.g. park runs and community hubs
- Information about the evidence used to support the Strategic Plan to be provided to Scrutiny

RECOMMENDED to Council:

That the Public Health Strategic Plan be approved.

REASON:

The Public Health Strategic Plan was recommended so that services were encouraged to help support and improve health and wellbeing across the District.

136 **Monthly Performance reports – November 2018**

The report set out performance information for the 2018/19 financial year for November 2018 was supplied to allow Cabinet to monitor progress with selected performance measures and identify any service areas where improvement was necessary.

Councillor Rob Longhurst wished to thank the officers from the Housing department who dealt with his telephone call concerning a homeless man. He said they were very quick and compassionate to help the man and found him accommodation that same day.

There was one indicator showing excellent performance:

- Percentage of planning appeal decisions allowed against the authority's decision to refuse

There were two performance indicators showing as concern for the month of November:

- **Days taken to process new Housing Benefit claims** – Officers were currently working through a transition period to Universal Credit which was impacting on performance.
- **Working days lost due to sickness absence** - As previously reported, there had been a significant increase this year in employees who have been absent for two months or more as a result of surgery and serious health issues for 2 or months. These cases were all proactively managed through HR and reference to Occupational Health advice to facilitate a return to work as soon as possible. The Council continued to train its managers in this difficult area and work closely with them to facilitate reduced levels of absence.

RESOLVED:

that the progress and proposed improvement action for performance measures for the 2018/19 financial year for November 2018 be noted.

REASON:

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

137 **Honiton Dowell Street car park**

The Service Lead Environmental Health and Car Parks presented the report to request authority to enter into an agreement with Honiton Town Council to manage the Dowell

Street car park as a public car park for the town and to include it in the East Devon (off street) Parking Places Order.

RESOLVED:

1. To include Honiton Dowell Street Car Park in East Devon District Council's Off-street Parking Places Order (subject to there being in place a lease in favour of East Devon District Council),
2. that EDDC enters into a ten year full repairing and insuring lease of 'Dowell Street' car park, and
3. To delegate to the Chief Executive in consultation with the Portfolio Holder for Environment, the authority to enter into a detailed agreement with Honiton Town Council to provide car park management services on terms to be agreed.

REASON:

There is demand for additional public car parking in the town and at present the use of the car park is unrestricted.

Attendance list

Present:

Portfolio Holders:

Phil Skinner	Deputy Leader / Economy (in the Chair)
Dean Barrow	Finance
Iain Chubb	Transformation
Alan Dent	Corporate Services
Jill Elson	Sustainable Homes and Communities (Acting Vice-Chair)
Marcus Hartnell	Deputy Portfolio Holder Environment
Geoff Pook	Asset Management
Tom Wright	Environment

Apologies:

Ian Thomas	Leader
Paul Diviani	Strategic Development

Non-Cabinet apologies:

Mark Williamson
Ian Hall
Tim Dumper
Eleanor Rylance
Brenda Taylor
Peter Burrows
Douglas Hull

Also present (for some or all of the meeting)

Councillors:

Bruce de Saram
Pauline Stott
Eileen Wragg
Paul Carter
Graham Godbeer
Cherry Nicholas
Maddy Chapman
Peter Faithfull

Rob Longhurst
Megan Armstrong
Steve Gazzard
Geoff Jung
Brian Bailey

Also present:

Officers:

Simon Davey, Strategic Lead Finance
John Golding, Strategic Lead Housing, Health and Environment
Henry Gordon Lennox, Strategic Lead Governance and Licensing
Andrew Ennis, Service Lead Environmental Health and Car Parks
Naomi Harnett, Enterprise Zone Programme Manager
Helen Wharam, Public Health Project Officer
Amanda Coombes, Democratic Services Officer

Officer apologies:

Mark Williams, Chief Executive
Richard Cohen, Deputy Chief Executive

Chairman Date.....