



Agenda for Cabinet Wednesday, 4th September, 2024, 6.30 pm

Members of Cabinet

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

Venue: Council Chamber, Blackdown House, Honiton

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Tuesday, 27 August 2024

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This meeting is being recorded for subsequent publication on the Council's website and will be streamed live to the [East Devon District Council Youtube Channel](#)

- 1 Minutes of the previous meeting (Pages 3 - 12)
- 2 Apologies
- 3 Declarations of interest
Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)
- 4 Public speaking
Information on [public speaking is available online](#)
- 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 four items which officers recommend should be dealt with in this way.
- 7 Minutes of Scrutiny Committee held on 11 July 2024 (Pages 13 - 18)
- 8 Minutes of Recycling and Waste Partnership Board held on 24 July 2024 (Pages 19 - 23)
- 9 Minutes of Housing Review Board held on 1 August 2024 (Pages 24 - 33)
- 10 Minutes of Strategic Planning Committee held on 6 August 2024 (Pages 34 - 41)
- 11 Minutes of Placemaking in Exmouth Town and Seafront Group (Pages 42 - 46)

Matters for Decision

- 12 **Annual Treasury Management Review 2023/24 - 1 April 2023 to 31 March 2024** (Pages 47 - 48)
- 13 **Local Government (Access to Information) Act 1985 - Exclusion of Press and Public**

The Vice Chair to move the following:

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

Part B Key Matters for Decision

- 14 Seaton Moridunum (Pages 49 - 56)
- 15 Recycling & Waste future services model (Pages 57 - 73)
- 16 Home Safeguard Digital Platform Procurement (Pages 74 - 82)

Part B Matters for Decision

- 17 Beer Community Land Trust (Pages 83 - 85)

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Members of the public exercising their right to speak during Public Speaking will be recorded.

[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 10 July 2024

Attendance list at end of document

The meeting started at 5.00 pm and ended at 6.56 pm

17 Minutes of the previous meeting

The minutes of the previous meeting of Cabinet held on 5 June 2024 were agreed.

18 Declarations of interest

There were none.

19 Public speaking

There were no members of the public wishing to speak.

20 Matters of urgency

There were none.

21 Confidential/exempt item(s)

There was one item dealt with in this way which is recorded at Minute 39.

22 Minutes and recommendations of Overview Committee held on 30 May 2024

Members agreed to note the Minutes and recommendations of the Overview Committee held on 30 May 2024.

Minute 6 An Economic Development Strategy for East Devon

To adopt the Economic Development Strategy (2024-2029) for East Devon

23 Minutes of Scrutiny Committee held on 13 June 2024

Members agreed to note the Minutes and recommendations of the Scrutiny Committee held on 13 June 2024.

Minute 7 Improving green spaces for wildlife

1. Reviews the reasons that the Managing Sites for Wildlife approach was adopted and how this came about.
2. Endorses the approaches and amended process of wildlife improvement practices, and notes the wider Nature Recovery Work being led by Countryside.
3. Approves wider communication to Councillors regarding this approach, with a feature in the Councillor update and reconsiders communication with residents, towns and parishes to increase positive interaction.
4. Provides any further recommendations for supporting the important strategy

of transitioning traditionally maintained green spaces to wildlife improvement areas within climatic (eg. mild winters and wet springs) and budgeting constraints.

5. Agrees that Councillors increase their awareness of the reasoning and history of this approach and how it relates to central and local government legislative and policy frameworks.

6. Agrees that Councillors help disseminate this message to residents / voters in order to bridge the gap between Council strategy and residents' expectations of wildlife improvement areas and the continual transition of EDDC-owned green spaces from traditionally mown grass areas to wildlife havens. This will help StreetScene continue to align its targeted work with the legislative framework and Council-wide agendas, policies, strategies and action plans.

7. Endorses that the Council continues to work with voluntary and community groups across the District.

8. Supports that the Wildlife Improvement Strategy is brought back to the Scrutiny Committee on an annual basis.

Minute 8 Review of Emergency Responses in 2023/4 by EDDC

That the Council should encourage every community in East Devon to have a local emergency plan in place.

24 Minutes of Arts and Culture Forum held on 12 June 2024

Members agreed to note the Minutes of the Arts and Culture Forum held on 12 June 2024.

25 Minutes of Poverty Working Panel held on 24 June 2024

Members agreed to note the Minutes and recommendations of the Poverty Working Panel held on 24 June 2024.

Minute 4 Updated terms of reference for Poverty Working Panel

To approve the updated Terms of Reference for the Poverty Working Panel

26 Minutes of Leisure Strategy Delivery Forum held on 25 June 2024

Members agreed to note the Minutes of the Leisure Strategy Delivery Forum held on 25 June 2024.

27 Economic Development Strategy for East Devon

The Economic Development Manager updated members to the Economic Development Strategy for East Devon. An initial Economic Development Strategy (EDS) document was produced which was subject to an extensive internal/corporate and external district wide review with feedback informing the finalisation of the Strategy. Members of Overview Committee endorsed the Economic Development Strategy document and recommended it to Cabinet for publication.

RESOLVED that Cabinet:

1. Endorse the final draft Economic Development Strategy for East Devon (2024-2029).

2. Delegate to EDDC's Portfolio Holder for Economy and Assets and Interim Director of Place consent to approve final design and content updates in producing a digital version of the Strategy for publication on EDDC's website.

REASON:

To ensure that the Council's resources and those of its partners most effectively engage the core challenges highlighted by the Local Economic Review whilst delivering on the Council Plan (2024-2028) priority for a resilient economy that supported local businesses.

28 **Peer Challenge action plan**

The report provided an overview of the Peer Challenge recommendations and the delivery plan to implement the recommendations.

RESOLVED that Cabinet:

1. Receive the Peer Challenge recommendations and endorse the delivery plan and the actions set out in it.
2. Give delegated authority to the Director of Finance in consultation with the Director of Governance and Licensing and the Portfolio Holder Council and Corporate Co-ordination to purchase and implement a new performance, risk and complaints monitoring software system/s.

RECOMMENDED to Council:

3. That a supplementary budget is granted of up to £250k using monies from the Transformation Fund.

REASON:

To ensure that the recommendations from the Peer Challenge were actioned and delivered appropriately.

29 **Local Electric Vehicle Infrastructure**

The Parking Services Manager updated members that Devon County Council (DCC) had been allocated £7,067,000 funding through the Local Electric Vehicle Infrastructure (LEVI) Capital Fund to facilitate the installation of EV chargers across Devon. DCC have invited EDDC to be part of the project by selecting car park sites to have 22kWh chargers installed. EDDC had already been part of several previous EV charge point projects working with DCC and other local authorities in Devon. The project in particular benefits from the LEVI capital fund which would be used to unlock previously unviable sites.

RESOLVED that Cabinet:

1. Gives authority for EDDC to enter into the collaboration agreement with Devon County Council to commit to the LEVI Project and provides delegated authority to the Director of Finance to agree the terms of the agreement in consultation with the Director of Governance and the Portfolio Holder for Economy & Assets.
2. Approves the minimum list of Car Park sites to be included within the DCC LEVI project and provides delegated authority to the Director of Finance in consultation with the Director of Governance and the Portfolio Holder for Economy & Assets to add to or remove sites from the project.

3. Gives authority for EDDC to enter into lease agreements and any other legal documentation required for the siting of the EV charge points and provides delegated authority to the Director of Finance to agree the terms of the legal documents in consultation with the Director of Governance and the Portfolio Holder for Economy & Assets.

REASON:

The DCC LEVI project represented an opportunity for EDDC to provide additional EV chargers within District owned car parks that did not already contain them, including in some locations that may only be viable because of this funding stream. There would be no capital cost to EDDC and DCC had received funding for project management of the installation programme.

EDDC had worked with DCC on two previous EV installation projects and its collaboration with this project aligned with the principles and approach of the EDDC Parking Strategy, provided economies of scale as well as consistency of charging infrastructure across Devon.

30 **Annual complaint monitoring and service improvement report 2023-24**

The council's annual complaint monitoring and service improvement report for 2023/24 was presented to members.

During discussion it was asked that future reports include information of any progress made.

RESOLVED that Cabinet:

Note the numbers and trends in terms of formal complaints dealt with during the year, the learning points which had been identified and actions taken to address these.

REASON:

The council was required by the Housing Ombudsman to publish its self-assessment against their complaint handling code on an annual basis, as part of the complaint performance and service improvement report. This should be accompanied by Cabinet's response to the report.

The purpose of publishing the governing body's response to the self-assessment and to the report was to provide assurance that it was a true reflection of the council's complaint handling.

31 **Financial Outturn 2023-24**

The Finance Manager presented the report which set out the revenue budget and capital outturn positions at the end of the financial year. The 2023/24 outturn position of the General Fund was a positive one with a surplus balance for reallocation of £0.648m. The Council had again faced a challenging year with significant service demand and inflationary pressures in the supply of goods and services, such as temporary accommodation. Higher interest rates during 2023/24 had had a positive impact on our investment returns which had enabled the Council to mitigate against service pressures during 2023/24, however they would remain challenging for future years given the cost-of-living crisis and the impact this had on levels of demand and cost.

The report outlined the implications of these results on the Council's reserves and made recommendations on reserve transfers. The Council's General Fund balance at the end of the 2023/24 financial year was forecast to remain at £4.3m. In respect of the capital programme, it reported that capital expenditure of £13.973m against the approved budget of £27.198m.

The year end position of the Housing Revenue Account (HRA) was outlined. This included variance analysis of the outturn deficit and the use of earmarked reserves (previous underspends) to fund this position and confirmed the 31 March 2024 reserve balance position.

During discussion a question was asked as to the reason for achieving the budget was the inclusion of the higher interest sum received than expected, however could this influence this year's budget with the potential interest rate reduction expected and had this been taken into account. The Finance Manager confirmed this had been considered and would be monitored within the present financial year.

RESOLVED that Cabinet:

1. Considers and recommends to Council the outturn position for 2023/24 including the implications and proposals relating to the Balances and Reserves held by the Council.

RECOMMENDED to Council:

2. The proposed reserve transfers contained within the report and give delegated authority to the Director Finance in consultation with the Finance Portfolio for any amendments to these transfers as additional year end data becomes available.

REASON:

To accord with the Council's financial regulations, the report presented the outturn position for the Council's approved budgets for the General Fund, Housing Revenue Account and Capital Expenditure. The financial position would align to the Council's Statement of Accounts but the position in the report was presented in a style that accords to the budget setting and monitoring reports that members receive.

Members were asked to note the variations from the budgets identified within the report and consider the final position. It was appropriate at this stage to reflect on the reserves and balances held by the Council and determine if these were the right reserves at the right levels going forward.

32 **HRA 2024-25 Revised Budget**

The Interim Director of Housing and Health presented the report which summarised the current financial pressures facing the HRA. The need for additional new borrowing to meet budget shortfall in 2023/24 and for capital investment in 2024/25 to ensure regulatory compliance was highlighted. It set out plans to improve the short-term sustainability of the HRA and outlined work underway to consider longer term options for the effective management and maintenance of the Council's Housing stock.

Discussions included the following:

- Why was the overspend just being reported now? The Housing Review Board had not presented this financial situation. It needed to probe deeper and ask difficult questions. This needed action.
- EDDC were not the only council in this situation, many councils were having issues with shortfalls over the coming years. EDDC had identified the issue and responded to deliver for its residents.

- There was encouraging information in the report including the KPIs being meticulously monitored and seeing progress with them going in the right direction, with our tenants seeing the benefits.
- Taken aback by the levelling of borrowing being asked to sanction in order to fund a historical spend, which had come as a complete surprise with no indication to the need for this level of borrowing.
- It was difficult to turn off such levels of spending once started especially when we cannot afford such high rates of spend.
- It was important for members and officers to know the strategy and plan going forward. We must make sure we get value for money to avoid additional costs.
- This was a tricky situation as eating into reserved was a major risk, this was a good plan and worked for now. Monitoring the spend was a important.

In response the Director of Finance said the revised budget was brought to Cabinet because of the Housing Team's review of the housing stock and what was needed to be spend in terms of compliance. The Chief Executive stated the council was being open and transparent to the funding required to make the housing stock safe for next year. The council was waiting for reports from national bodies and the results of the housing stock condition survey to be confident in what spend was needed for the medium- and long-term strategy for the council's housing stock.

The Portfolio Holder Sustainable Homes & Communities suggested that as part of his monthly briefings with the Directors of Housing, if any issues were raised as concerns then the Chair of the Housing Review Board would be asked to call an extraordinary meeting to highlight this to the committee.

RECOMMENDED to Council:

1. Approve £2.5m of additional borrowing to balance the HRA budget for the 2023/24 financial year.
2. Approve a revised HRA Budget for 2024/25 as set out in Appendix 3, and a revised Capital Programme Budget as set out in Appendix 4.
The approval to include:
 - a) That up to £1.75m be allocated from the HRA Balance Reserve to fund the 2024/25 forecast revenue budget shortfall.
 - b) That a target annual revenue saving of £250k per annum be sought over 3 years to replenish the HRA Balance Reserve.
 - c) That £4.4m of Voluntary Revenue Provision be used to reduce the level of additional borrowing required within the HRA.
 - d) That £7.3m of new borrowing be agreed to fund the 2024/25 Capital Programme.
3. Note that £2.415m of savings and/or new additional revenue is required in 2025/26. This is needed to achieve a balanced budget, meet the increased cost arising from new borrowing in 2024/25, contribute toward the replenishment of the HRA Balance Reserve and fund additional new borrowing for Capital Programme investment in 2025/26.
4. Note the work currently underway to investigate options and establish a longer-term strategic plan to ensure the sustainable and effective management and maintenance of the Councils Housing stock.
5. Approve a £35k budget within the HRA to increase provision to a Full-Time HRA accountant to support the service.

REASON:

To balance the budget and provide the necessary investment for regulatory compliance and for the provision of good quality safe, affordable and warm homes for residents.

33 **Draft Productivity Plan**

When the Local Government Finance Settlement was published in late 2023 it included a requirement for Councils to publish a Productivity Plan. In April 2024, further guidance was received from Department for Levelling Up, Housing and Communities (DLUHC) setting out the requirements for the plan. The report set out the Productivity Plan for East Devon District Council which must be submitted to Government by 19 July 2024 and published on the Council's website.

RESOLVED that Cabinet:

1. Consider the Productivity Plan at Appendix A and subject to member comment approve the content and publication of the Productivity Plan.
2. Gives delegated authority to the Director of Finance to make any minor amendments to the Productivity Plan arising through the meeting.

REASON:

There was a requirement for all Councils to submit a Productivity Plan to the Government (DLUHC) by 19th July 2024.

34 **Information Security Management System policies update**

In conjunction with Strata, Exeter City Council and Teignbridge District Council a set of new Information Security Management System policies for agreement and sign off by Cabinet had been prepared. The project coincided with EDDC's work towards the Memorandum of Understanding (MoU) with the Department for Work and Pension (DWP) in which EDDC must ensure that its information security and data management related policies were relevant and fit for purpose so that it could continue sharing data with the DWP.

RESOLVED that Cabinet:

1. Review and agree the proposed Information Security Management System specific policies for implementation with the council.
2. Allow for the delegated authority to be given to the Director of Finance in consultation with the Portfolio Holder for Council and Corporate Co-ordination to agree future changes to the Information Security Management System policies. This also includes authority to sign off future new policies that maybe required to support Information Security Management within the council working with Strata.
3. Allow for the delegated authority to be given to the Director of Governance and Licensing in consultation with the Portfolio Holder for Council and Corporate Co-ordination to agree future changes to the Data Protection and Document Retention policies only in relation to supporting the MoU with DWP work.

REASON:

These policies need agreement and sign off for implementation within the council. The delegated authority being required for future changes to the policies was due to the fast pace of change and security detail contained within them. It was also required to support the work towards the Memorandum of Understanding with the Department for Work and pensions as this is time sensitive.

35 **Blackdown Hills National Landscape Management Plan consultation**

Tim Youngs, Manager of Blackdown Hills National Landscape presented the report which outlined that East Devon District Council together with other local authorities has

previously authorised the Blackdown Hills National Landscape Partnership to undertake a review of the AONB Management Plan by 31 March 2025, as required under Section IV of the Countryside and Rights of Way Act 2000.

The review process was well underway with key issues, new challenges and opportunities having been identified, including through stakeholder engagement. Approval was sought for public consultation on a draft of the reviewed Plan to take place during September and October 2024. This would inform any changes to be made and once finalised the revised Management Plan would be recommended by the National Landscape Partnership for adoption by each of the local authorities by the end of March 2025.

RESOLVED that Cabinet:

Agree to the Blackdown Hills National Landscape Partnership undertaking public consultation on the reviewed Blackdown Hills National Landscape Management Plan for 2025-2030.

REASON:

To enable the Blackdown Hills National Landscape Partnership to carry out the consultation on the reviewed Blackdown Hills National Landscape Management Plan. East Devon District Council, with other local authorities, had authorised the Blackdown Hills National Landscape Partnership to review the Management Plan on their behalf. Consultation was a standard component of statutory Plan preparation, involving a consultation period during which consultees including the public, could comment on the draft Plan.

36 **Scrutiny Review recommendations and delivery plan update**

The report provided an overview of the Scrutiny Review recommendations and the delivery plan to implement the recommendations.

RECOMMENDED to Council:

To receive the Scrutiny Review recommendations and endorse the delivery plan and the actions set out in it.

REASON:

To ensure that the recommendations from the Scrutiny Review were actioned and delivered appropriately.

37 **Forward Plan quarterly review**

Members agreed the contents of the forward plan for key decisions for the period 1 August 2024 to 30 November 2024.

The Portfolio Holder Communications and Democracy reported there had been an issue in the Honiton and Sidmouth Constituency at the recent general election, relating to polling cards. The council had received an apology from the printing company who did take remedial action to get the cards out to voters affected. The council upscaled the Communications it issued to remind people to vote and where their polling station was as well as through the Elections and Customer Services teams in picking up an increase in enquiries from voters. She was reassured that the turnout on the day was higher than the national average, but she and the Deputy Leader had requested a report come to Cabinet to look particularly at this issue and how lessons could be learnt, as well as

wider election-based issues and processes to continue to make improvements. She stated there had been issues nationally and that EDDC were not alone with election-based issues. There had been positive feedback locally and she thanked the Elections, Customer Services and Communications team as well as the polling and count staff. She thanked the Royal Mail employees for getting the polling cards out to people before the election day. She requested that this issue be put on the Cabinet Forward Plan.

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

RESOLVED that Cabinet:

That under Section 100(A) (4) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description set out on the agenda, is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part B).

39 **Land acquisition at Seaton**

Cabinet agreed the recommendations as outlined in the report.

Attendance List

Present:

Portfolio Holders

P Arnott	Leader of the Council
S Hawkins	Portfolio Holder Finance
P Hayward	Deputy Leader and Portfolio Holder Economy and Assets
N Hookway	Portfolio Holder Culture, Leisure, Sport and Tourism
S Jackson	Portfolio Holder Communications and Democracy
G Jung	Portfolio Holder Coast, Country and Environment
D Ledger	Portfolio Holder Sustainable Homes & Communities
J Loudoun	Portfolio Holder Council and Corporate Co-ordination
T Olive	Portfolio Holder Strategic Planning
M Rixson	Portfolio Holder Climate Action & Emergency Response

Also present (for some or all the meeting)

Councillor Aurora Bailey
 Councillor Brian Bailey
 Councillor Ian Barlow
 Councillor Kevin Blakey
 Councillor Kim Bloxham
 Councillor Colin Brown
 Councillor Jenny Brown
 Councillor Peter Faithfull
 Councillor Charlotte Fitzgerald
 Councillor Mike Goodman
 Councillor Yehudi Levine
 Councillor Roy Collins
 Councillor Christopher Burhop

Also present:

Officers:

- Jo Avery, Management Information Officer
- Tim Child, Assistant Director Place, Assets & Commercialisation
- Amanda Coombes, Democratic Services Officer
- Simon Davey, Director of Finance
- Richard Easthope, Parking Services Manager
- Amy Gilbert-Jeans, Assistant Director Housing (Tenancy Services)
- Tracy Hendren, Chief Executive
- Andrew Hopkins, Corporate Lead - Communications, Digital Services and Engagement
- Andrew King, Tenancy Services Manager
- Robert Murray, Economic Development Manager
- Liam Reading, Housing Strategy, Enabling and Projects Service Manager
- Catrin Stark, Director of Housing and Health (interim)
- John Symes, Finance Manager
- Kate Symington, Information and Complaints Officer
- Anita Williams, Principal Solicitor (Deputy Monitoring Officer)
- Tom Winters, Economic Development Officer
- Tim Youngs, Blackdown Hills National Landscape Manager
- Doug Stanton, Project Manager Estates
- Katie Webb, Property Lawyer
- Andrew Wood, Director of Place (interim)

Chair

Date:

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

Minute 17 S.106 & CIL processes and resources update

RECOMMENDATIONS TO CABINET

Recommended that:

1. Ward members be copied in to correspondence with town and parish councils on S.106 and CIL matters.
2. Better training be provided for town and parish councils on S.106 and CIL processes.
3. The Chair of the Strategic Planning Committee considers regular reporting on the recovery and spend of S.106 and CIL monies.
4. Communications with town and parish councils be improved so that local councils are better informed as to the S.106 and CIL monies available to them.
5. The link to the information on Exacom be sent to all members.

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Scrutiny Committee held at Council Chamber, Blackdown House, Honiton on 11 July 2024

Attendance list at end of document

The meeting started at 6.00 pm and ended at 7.35 pm

10 Minutes of the previous meeting held on 13 June 2024

The minutes of the previous meeting held on 13 June 2024 were agreed and signed as a correct record.

11 Declarations of interest

Minute 17. S.106 & CIL processes and resources update.

Councillor Paul Hayward, Affects Non-registerable Interest, Member is employed by Axminster Town Council which benefits from S.106 and CIL monies.

The following declarations were made in respect of local councils which benefit from S.106 and CIL monies:

Minute 17. S.106 & CIL processes and resources update.

Councillor Andrew Toye, Affects Non-registerable Interest, Member of Exmouth Town Council.

Minute 17. S.106 & CIL processes and resources update.

Councillor Ian Barlow, Affects Non-registerable Interest, Member of Sidmouth Town Council.

Minute 17. S.106 & CIL processes and resources update.

Councillor Jenny Brown, Affects Non-registerable Interest, Member of Honiton Town Council.

Minute 17. S.106 & CIL processes and resources update.

Councillor Joe Whibley, Affects Non-registerable Interest, Member of Exmouth Town Council.

Minute 17. S.106 & CIL processes and resources update.

Councillor John Heath, Affects Non-registerable Interest, Member of Beer Parish Council.

Minute 17. S.106 & CIL processes and resources update.

Councillor Maddy Chapman, Affects Non-registerable Interest, Member of Exmouth Town Council.

Minute 17. S.106 & CIL processes and resources update.

Councillor Mike Goodman, Affects Non-registerable Interest, Member of Sidmouth Town Council.

Minute 17. S.106 & CIL processes and resources update.

Councillor Olly Davey, Affects Non-registerable Interest, Member of Exmouth Town Council.

Minute 17. S.106 & CIL processes and resources update.
Councillor Vicky Johns, Affects Non-registerable Interest, Member of Ottery St Mary Town Council.

12 **Public speaking**

The Democratic Services Officer read out a statement submitted by a member of the public, Mrs Ann Membery.

The statement referred to the meeting of the Scrutiny Committee held on 13 June 2024 and the report on improving green spaces for wildlife. The member of the public expressed concern that hedges and trees are being replaced with high wooden fences at the front of residential properties. This is both detrimental to wildlife and, in some cases, in breach of planning regulations. The member of the public had been in contact with the EDDC planning department and the Planning Enforcement Officer, and had been advised that residents could apply for retrospective planning permission for fences of more than 1m high. However, the member of the public was concerned that this could lead to more residents installing high wooden fences which would destroy wildlife and be detrimental to the street scene.

The Chair thanked the member of the public for their statement which would be forwarded to planning officers for a response.

13 **Matters of urgency**

There were no matters of urgency.

14 **Confidential/exempt item(s)**

There were no confidential / exempt items.

15 **Decisions made by Cabinet called in by Members for scrutiny in accordance with the Overview and Scrutiny Procedure Rules**

There were no decisions made by Cabinet called in by Members for scrutiny in accordance with the Overview and Scrutiny Procedure rules.

16 **East Devon Safeguarding annual review 2023/24**

The Assistant Director, Environmental Health, presented the first annual report which outlined the key deliverables that had been achieved during 2023-24 as part of East Devon District Council's safeguarding responsibilities. The report set out the general safeguarding submissions in 2023-24, details of the Safeguarding Policy which was adopted in March 2024, the safeguarding forum and training which has been delivered since 2022. The report author, the Emergency Planning and Business Continuity Officer, was present to answer questions.

Responses to questions and discussion included the following points:

- The report demonstrated a renewed and reinvigorated approach to the Council's safeguarding responsibilities.

- A job role for the Member Champion is currently being prepared to provide focus for this position.
- The Portfolio Holder for Council and Corporate Co-ordination stressed that all Members should start and complete the DBS check process. Councillors experiencing difficulties with the process should contact the Monitoring Officer for advice and were requested to copy in the Portfolio Holder, Cllr Loudoun.
- In response to a question regarding the robustness of the Council's links with partner agencies, officers confirmed that very good links with Devon County Council are in place. Officers are also developing links with children's services.
- Training for Multi Agency Safeguarding Hub (MASH) referrals for children's safeguarding is generic and does not cover the Devon process. This is being considered going forward to ensure that all staff involved are familiar with relevant processes.
- It was noted that Councillors' attendance at safeguarding training and completed DBS checks are not currently shown on the website. The Portfolio Holder for Communications and Democracy would follow this up outside the meeting.
- It was noted that self-neglect can also be caused by issues such as alcohol and drug dependency, and it was confirmed that officers still work with and offer support to residents where a safeguarding concern has been raised but has not met the threshold for a Section 42 Care Act 2014 concern with DCC Adult Social Care.
- In response to a question regarding safe-houses for domestic abuse cases, it was noted that this falls under the remit of the Community Safety Partnership, with the Anti-Social Behaviour & Community Safety Co-ordinator working closely with Devon County Council and the Police on such matters.

The Chair thanked officers for a very informative first annual report.

17 **S.106 & CIL processes and resources update**

The Planning Obligations Team Leader presented the report which updated Members on progress with addressing resourcing issues involved in S.106 obligations and CIL administration. This was further to a report to the Committee meetings held on 7 September 2023 and 4 April 2024 and subsequent resolutions from Cabinet on resourcing these key areas of work. A full team of officers is now in place and working on reviewing current systems, addressing a backlog of work and putting in place new, more efficient processes for collecting, recording and spending CIL and S.106 contributions. Short term priorities are to recover outstanding monies, undertake effective monitoring of developments, issuing of CIL liability notices and checking of exemption applications. Following that, the priority will change to spending monies.

The Planning Obligations Team leader has started the process of working more closely with town and parish councils. Every town and parish clerk has been contacted and some meetings have been attended by the officer.

An initial meeting of the CIL Member Working Group would be held in July to commence spending on key infrastructure projects, with approximately £10m available for local community projects.

Responses to questions and discussion included the following points:

- The Portfolio Holder for Strategic Planning advised that the new Planning Obligations team were making really good progress now that enough staff were in place. In light of this, the Portfolio Holder requested that the Committee re-consider the need for a Task and Finish Forum (TaFF) to scrutinise S.106 and CIL processes, and either withdraw the request or defer a review for 6 months.
- In response to a question regarding the availability of up to date information for town and parish councils, it was noted that the public facing Exacom system was not up to date and

that this was being addressed. The Infrastructure Funding Statement for 2022-23 would be published shortly and the information contained therein would be added to Exacom.

- It was noted that ward members were not copied in to emails to town and parish councils, and agreed that this would be looked at going forward.
- It was confirmed that no monies had been returned to developers and that the software system would alert officers as deadlines approached. Members were advised that where funds are allocated to a project, developers cannot usually demand repayment but this is dependent on the content of each individual S.106 agreement.
- It was noted that the decision on whether to take legal action against developers for non compliance rests with Revenue and Benefits service. The legal advice was that it was difficult to recover debts of more than six years old through the courts.
- It was suggested that a quarterly list of CIL amounts recovered and still outstanding would be helpful going forward. The Portfolio Holder for Strategic Planning would discuss this further with the Assistant Director Planning Strategy and Development Management.
- It was noted that the number of outstanding cases was falling every week. In some cases, amounts could be outstanding for reasons other than debt, eg. where a trigger point on a development had not yet been reached.
- In response to a question regarding interest, it was confirmed that all agreements have provision for indexation.
- Work was underway to set up a streamlined process for spending under S.106 agreements and training would be provided for town and parish councils when the system was in place.

The Chair thanked the Planning Obligations Team Leader for the report.

The Committee agreed not to proceed with a S.106 / CIL Resources & Processes Task and Finish Forum.

RECOMMENDATIONS TO CABINET

Recommended that:

1. Ward members be copied in to correspondence with town and parish councils on S.106 and CIL matters.
2. Better training be provided for town and parish councils on S.106 and CIL processes.
3. The Chair of the Strategic Planning Committee considers regular reporting on the recovery and spend of S.106 and CIL monies.
4. Communications with town and parish councils be improved so that local councils are better informed as to the S.106 and CIL monies available to them.
5. The link to the information on Exacom be sent to all members.

18 Work programme

The Committee discussed its work programme.

Members referenced the report to Cabinet regarding the HRA 2024-25 revised budget [minute 32 of Cabinet 10 July 2024 refers].

It was agreed that Scrutiny would like to offer to Cabinet and the Chief Executive to assist the Housing Review Board in dealing with the difficult decisions that they are facing, especially with looking back at spending over the last 12 months leading to the report to Cabinet on 10 July 2024.

The Deputy Monitoring Officer would follow up this matter.

Attendance List
Councillors present:

- I Barlow
- J Brown
- M Chapman
- O Davey
- M Goodman (Chair)
- M Hartnell
- J Heath
- V Johns
- Y Levine
- D Mackinder (Vice-Chair)
- A Toye
- J Whibley

Councillors also present (for some or all the meeting)

- A Bailey
- B Bailey
- C Brown
- R Collins
- P Faithfull
- P Hayward
- M Howe
- S Jackson
- G Jung
- J Loudoun
- T Olive

Officers in attendance:

- Jonathan Smith, Planning Obligations Team Leader
- Andrew Wood, Director of Place (interim)
- Matthew Blythe, Assistant Director Environmental Health
- Andrew Hopkins, Corporate Lead - Communications, Digital Services and Engagement
- Sarah Jenkins, Democratic Services Officer
- David Whelan, Anti-Social Behaviour & Community Safety Co-Ordinator
- Anita Williams, Principal Solicitor (Deputy Monitoring Officer)

Councillor apologies:

- A Hall
- M Hall

Chair

Date:

EAST DEVON DISTRICT COUNCIL**Minutes of the meeting of Recycling and Waste Partnership Board held at Online via the Zoom app on 24 July 2024****Attendance list at end of document**

The meeting started at 2.00 pm and ended at 3.37 pm

1 Minutes of the previous meeting

The minutes of the meeting held on 24 April 2024 were agreed as a true record.

2 Declarations of interest

Declarations of interest.

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

3 Matters arising

There were no matters arising.

4 Joint operations and contract report

The Recycling and Waste Contract Manager and the SUEZ Contract Manager gave the Board a joint contract and operational update for the first quarter of 2024/25. During this quarter operations had been consistent and service levels had remained high. An area highlighted for improvement was missed assisted recycling collections and this was being addressed with the relevant crews.

During the quarter, two growth milestones were passed:

- 74,500 households receiving core recycling and waste services.
- 20,800 green waste bins subscribed.

A key operational development in quarter one was the rebalancing of the green waste collection rounds to manage the continued growth of the green waste collection service. The round structure and collection capacity was now in place to manage further growth for green waste collections for forthcoming years.

Other areas of focus for quarter one were:

- Preparations to run an (AHP) absorbent hygiene product/nappy recycling trial.
- Improvements to the way dog bin assets were managed. A further update would be provided at the next meeting.
- Improvements to digital communication channels.

The Recycling and Waste Contract Manager reported that with the continued growth and development of the recycling and waste collection service the on-going pressures of space on the main depot at Greendale were becoming steadily more problematic. It was hoped that the depot review would be progressed as rapidly as possible in order for the partnership team to plan for the future.

The SUEZ Contract Manager advised that there was currently good levels of frontline staffing, but contract staffing levels remained slightly down, with those vacancies being

filled by agency staff. The agency staff were on a temporary to permanent basis and it was hoped that these would become SUEZ staff within the next few months.

The EDDC team had also been increased with the recruitment of an additional Operations and Projects Officer, Angela Baquerizo Thorsen, taking the team from three to four. This provided the capacity required to manage current levels of growth, continue with the programme of improvements and also help plan for future changes.

Responses to questions included the following points:

- Regarding the total waste flow, it was noted that the recycling and composting rates were increasing due to the increase in the composting of green waste. The rate of food waste and dry recycling had plateaued. The weight of waste was dropping, due in part to changes in products as a result of future legislation and lower consumerism.
- It was noted that the EDDC property team was leading on the depot review and that it was planned for a report to go to the Cabinet meeting in September. Members were asked to bear in mind that the depot review was a very complex piece of work.
- Regarding safety statistics, the Board noted that there was no pattern to the reported incidents and that injuries were mostly due to slips, trips and falls. Staff were advised to report all incidents.
- The quarterly breakdown of waste in percentage terms would be reported to future meetings.

On behalf of the Board the Chair thanked the Recycling and Waste Contract Manager and the SUEZ Contract Manager for their report which was noted.

5 **Performance framework**

The Board noted the performance report which showed performance across the contract. It allowed officers to look for areas of improvement and put plans in place if necessary.

The Recycling and Waste Contract Manager stated that performance continued to be very good.

Regarding the target of delivering requested receptacles within 5 working days, it was noted that it was sometimes more cost effective to batch up deliveries in the same area, but that this also meant that deliveries might be later than the target time.

It was noted that there are approximately 2,500 assisted collections across the district, which is broadly typical of the southwest. The additional crew would help to improve the rate of missed assisted collections.

The Board noted the report.

6 **Green waste accounts**

The Recycling and Waste Contract Manager presented the green waste accounts to the Board and thanked the accountant for producing them.

It was noted that the total income for the green waste service for 2023/24 was just over £1 million, although the accruals reduced this in terms of income recognised for the financial year. The resulting profit for the service was £458,261, with £45,826 (40%) of the profit share (April to June) for Suez and £412,435 to be retained by EDDC.

The Board noted the report.

7 **SWAP internal audit final report and action plan**

The Recycling and Waste Partnership Board considered the SWAP internal audit report which had reviewed the processes adopted by the Council and carried out an in-depth assessment of the capped costs, for the recently extended waste contract.

There was one finding in the report concerning overtime costs incurred by a supervisor from East Devon supporting the mobilisation of another SUEZ contract that had been charged to the Council. The resulting action was that the Recycling and Waste Contract Manager would identify all costs that needed to be reimbursed and would review future invoices with the SUEZ Contract Manager to ensure that these costs were repaid to the Council, or deducted from future submitted invoice claims.

The SWAP report summarised that there was a sound system of governance, risk management and control existed, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area. It acknowledged that the Council had an excellent working relationship with its contractor. This extended to the audit review, where SUEZ's time and support was readily given, and any queries were responded to promptly. SWAP thanked the Contract Manager (Suez) and EDDC's Recycling and Contract Manager.

The internal audit final report and action plan was noted.

8 **Digital communications developments and web site demonstration**

The Board received a website demonstration and an update on digital communications developments from the Recycling and Waste Operations and Projects Officer. Rather than set up a new dedicated website, the current website pages had been adapted as follows:

- New icons on the web pages; this was a work in progress with videos and pictures to be added.
- The addition of a recycling news page with updated messaging every couple of weeks.
- Embedded videos would be added to increase visibility.
- An improved A-Z list of recyclable materials.

The Board thanked officers for the very good improvements which were engaging.

Discussion and suggestions included the following points:

- The number and colours available for the icons was limited and black had been chosen as it was considered smarter.
- Officers would look at using the recognised symbol for recycling as a different symbol had been used.
- Residents would be made aware of the improved website pages when further work had been completed.
- Dog bins are in the process of being renumbered with QR codes included for residents to report problems. It was planned to make more use of QR codes generally to link hard copy information to digital information.

9 **Absorbent hygiene products (AHP) trial**

The Recycling and Waste Operations and Projects Officer updated the Board on the absorbent hygiene products (AHP)/nappy collection trial. The Environment Agency had now given permission for the trial to start in September.

The trial would be held with 200 addresses in Cranbrook and Tithebarn identified on the basis that residents had requested extra bin space. There would be an equal balance across the collection week and 14 properties would be trialled with fortnightly collections. One childcare premises would also be included in the trial.

It had been agreed that Nappicycle would collect approximately 10 – 12 crates of 600 litres on a fortnightly basis, approximating to 2 tonnes of nappies. The trial ends in December when the information and costs would be collated.

Should the trial prove successful and be rolled out across the district, there would be a large campaign to raise awareness of the service and it would be easy to offer to residents who contacted the Council to request more bin space. The Board was advised that 13% of the remaining waste flow was made up of nappies which makes this a large target for the Council. There was the potential to add 3 – 4% to the recycling rate if the service was introduced.

It was noted that the Council should also promote the use of real nappies as an alternative and officers would consider the signposting to local support to increase awareness.

The Recycling and Waste Operations and Projects Officer was thanked for his update.

Prior to the close of the meeting, the Board agreed to meet in person at Blackdown House on an alternate basis. The next meeting would therefore be held in person.

Attendance List

Board Members:

Councillors present:

P Fernley
G Jung (Chair)
M Rixson
T Olive
M Goodman

Officers present:

G Bourton, Recycling and Waste Contract Manager
A Hancock, Assistant Director StreetScene

Suez present:

J Gatter, Contract Manager

Councillors also present (for some or all the meeting)

I Barlow

Officers in attendance:

Lou Hodges, Recycling & Waste - Operations and Projects Officer
Jessica Prosser, Recycling Officer

Angela Baquerizo Thorsen, Recycling and Waste Operations and Projects Officer
Sarah Jenkins, Democratic Services Officer
Steve Maclure, Recycling & Waste - Operations and Projects Officer
Angela Baquerizo Thorsen, Recycling & Waste – Operations and Projects Officer

Suez representatives in attendance:

Jess Prosser, Recycling Officer

Board Member apologies:

Mike Wildman
Andrew Wood

Chair

Date:

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

Housing Review Board on 1 August 2024

Minute 10 Housing Allocations Policy update

that Cabinet approve the updated housing allocations policy.

Minute 11 Housing Revenue Account and Housing Capital Finance 2023/24 year end outturn

that the Housing Revenue Account and Housing Capital Finance 2023/24 year end outturn report is noted and the reserve recommendations are approved by Cabinet.

Minute 15 Tenant recruitment to the Housing Review Board

that the Housing Review Board note the content of the report and recommend Cabinet approval of the proposed new tenant representative job description and application form.

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Housing Review Board held at Council Chamber, Blackdown House, Honiton, EX14 1EJ on 1 August 2024

Attendance list at end of document

The meeting started at 10.02 am and ended at 1.16 pm

1 Public speaking

One member of the public, Steve Beer, had registered to speak at the meeting but in the event, did not attend.

2 Appointment of Vice-Chair

The Chair welcomed all those present to the meeting. She informed them that co-opted tenant member Sue Dawson had resigned from the Housing Review Board and thanked Sue for her contribution to and time spent on the Board.

Nominations for Vice Chair were received for Cllr Simon Smith.

RESOLVED: that Cllr Simon Smith be appointed Vice Chair of the Board for the ensuing year.

3 Minutes of the previous meeting

The minutes of the meeting held on 14 March 2024 were agreed.

4 Declarations of interest

Cllr A Bailey – Minutes 7 – 16; Affects Non-Registerable Interest: Tenant of East Devon District Council.

Cllr B Bailey – Minutes 7 – 16; Affects Non-Registerable Interest: Tenant of East Devon District Council.

Cllr J Brown – Minutes 7 – 16; Affects Non-Registerable Interest: Member of Honiton Town Council.

Cllr S Gazzard – Minutes 7 – 16; Affects Non-Registerable Interest: Tenant of East Devon District Council.

Rob Robinson – Minutes 7 – 16; Affects Non-Registerable Interest: Tenant of East Devon District Council.

Advice was given by the Monitoring Officer that as Rob Robinson is now a Council tenant, he is no longer independent of the Council. Whereas there is nothing in the Terms of Reference which prevents him sitting on the Board as an Independent Community Representative, it would be appropriate for his role to transfer to Tenant Representative, following this meeting.

Cllr S Chamberlain declared that she was employed by Exeter City Council in the housing department.

5 Matters of urgency

There were none.

6 Confidential/exempt item(s)

There were none.

7 Housing Review Board forward plan

The Interim Director – Housing and Health presented the forward plan and advised members that the forward plan acted as a reminder of agenda items to come forward to future meetings. The forward plan had been derived from previous meetings and requests, as well as the housing service plan. Service managers were currently reviewing realistic timeframes against each topic. Members were reminded that they could add further reports and topics for discussion to the next forward plan by either informing herself or the Democratic Services Officer.

Members were informed that it was intended to call an Extraordinary Meeting of the Housing Review Board in November, for the Board to receive a second report on the Housing Revenue Account (HRA). Due to its urgency, there had not been time to bring the first HRA paper (minute 11 refers) to the Board prior to Cabinet and Full Council.

Discussion and clarification included the following points:

- Members asked that the following items are added to the Forward Plan:
 - Stock Condition Report
 - A mandatory Financial Review, as a standing item for every agenda.
- The Stock Condition Survey is a critical piece of work to gain important information which the Council needs and Members expressed disappointment at the time that it has taken for this work to be completed. In response, members were informed that there had been difficulties gaining access to some properties, and challenges around the quality of the work carried out by the organisation commissioned to conduct the surveys. However, the standard of work has now been verified by senior staff and whereas there have been some wider issues around contract management, the work is now expected to complete three months ahead of target. The Stock Condition Survey report would be brought to the Board in the autumn, as part of a wider piece of work.
- Members highlighted that a mechanism needs to be in place for more in-depth debate and scrutiny to take place outside of formal meetings of the Housing Review Board, to ensure that members have a strong understanding of complex issues on which they are asked to vote. It was noted that the Scrutiny Improvement Plan recently endorsed by Cabinet and Full Council sets out a recommendation and associated action for briefing sessions to be put in place for members, and senior officers and Cabinet are committed to supporting to this approach.
- There have been a lot of changes to the housing service over the years and it was suggested that learnings could be taken from what has worked well historically, with a view to reinstating some of those practices.

8 Housing Review Board terms of reference

The Director of Governance and Licensing introduced this item, outlining the purpose of the Housing Review Board (HRB) as part of the organisation's statutory Overview and Scrutiny function and highlighting a recommendation which came out of the scrutiny review carried out by the Centre for Governance and Scrutiny, that the HRB's Terms of Reference (ToR) should be reviewed, to provide greater clarity moving forward.

Delivery of the recommendations arising from the scrutiny review is set out in a Scrutiny Improvement Plan endorsed by Cabinet and Council in July, the improvement process being led by the Democratic Services Manager. However, Members could recommend to Council some minor revisions to the Board's ToR now, if they were minded to do so.

Discussion and clarification included the following points:

- It was proposed to recommend to Council to increase the number of Councillors on the HRB from five to seven, to better align with the membership of the other scrutiny committees; the HRB membership would then comprise seven Councillors, five Tenant Members and two Independent Community Representatives.
- Members felt the ToR needed to more clearly set out that the HRB is a scrutiny committee.
- The role of the Independent Community Representatives on the membership needs to be better defined, and appropriate training provided to enable the representatives to contribute fully.
- Members noted the recommendation from the scrutiny review that pre-briefings for Members take place outside of formal meetings and challenged why these were not yet taking place. The Director of Governance and Licensing responded that the recommendation and associated action was set out in the Scrutiny Improvement Plan and would be delivered by the Democratic Services Manager by the date set out within the Plan.

RECOMMENDED to Council:

That the number of Council Members on the Housing Review Board increase from five to seven with the quorum remaining at four, the purpose being to add additional capacity pending a full review of the Terms of Reference.

9 **Housing Performance Report - Quarter 4 2023/24**

The Housing Review Board were presented with the key performance indicator (KPI) dashboard and the compliance dashboard for quarter 4. The Interim Assistant Director (Regulatory Services) and the Responsive Repairs and Voids Service Manager introduced themselves and gave a presentation which summarised the performance and actions being taken to improve performance where targets were not being achieved. Performance targets were set annually, but during the 2023/24 year the framework began part way through the year so targets were not set for all the indicators. Figures were benchmarked against the previous financial years' performance and HouseMark was used to benchmark performance and set targets for the KPIs against performance of other social housing landlords.

Discussion and clarification included the following points:

- Members observed that a lot of the Key Performance Indicators (KPIs) appeared to evidence improvement, and voids were falling, but Year to Date figures in most cases replicate the Quarter 4 figures, and this is not correct.
- The KPIs are non-financial and the Housing Review Board needs financial indicators with which to monitor and scrutinise the Housing Revenue Account and the capital

performance within that. Members asked that the Board receives financial key performance indicators at least quarterly, based on the latest quarter's figures.

- Members were keen that tenants have the opportunity to speak with someone from the Council in person, when staffing allows. The Interim Assistant Director for Housing commented that the need to connect with tenants needs to be balanced with the tenants right to live peacefully in their home. The Council takes an intelligence and risk-based approach to tenant visits, intervening where there is evidence which suggests a tenant is vulnerable or in need of support.
- Due to the high volume of responsive repairs carried out by the contractor Ian Williams and its subcontractors, it is not possible for the Council to post-inspect every job and an audit-based approach is used whereby the Council inspects a sample of jobs completed, with the audit used to inform the Council's approach going forward.
- The contractor's internal staff and their sub-contractors are subject to a rigorous process of safeguarding measures including DBS checks and regular safeguarding training. Some members were concerned that sub-contractors use vans with no signage to indicate that they are working on behalf of Ian Williams or EDDC, and some vulnerable residents will therefore not answer the door to them. Officers will explore with Ian Williams how best to address this issue.
- Whilst the KPIs appear to evidence improvement, feedback from residents and staff is that the service is poor and Members sought to understand the apparent disconnect. The Interim Director for Housing and Health commented that the number of complaints was small relative to repairs completed. She added that there was a need to manage expectations, since customers' expectations on what they would like to be completed and what they are entitled to have completed can differ.
- The Housing service is working with the Council's Communications team to introduce a transactional customer satisfaction service whereby the Council use email, SMS or telephone to survey every tenant that has a repair completed, with a view to gathering feedback. It was suggested to seek feedback from some tenants via a letter in the post.

RESOLVED that the Housing Review Board will be presented with timely key performance information including financial and non-financial indicators on at least a quarterly basis.

10 **Housing Allocations Policy update**

The Housing Review Board were provided with and asked to approve an updated housing allocations policy. The policy had been amended to reflect relevant changes originating from legislation, the Consumer Standard, recommendations from an Ombudsman case and a previous HRB report focussing on downsizing. Amendments included data protection considerations and additional sections on management moves and downsizing. Also included was confirmation of criteria for allocating sheltered accommodation. Properties which were previously specified as 'sheltered' would only be allocated to those over 55 years of age with a housing support need. Exceptional circumstances would be considered for applicants demonstrating a housing support need but who did not meet the age criteria. These cases would be reviewed on a case-by-case basis by the relevant service managers. It was noted that this change in criteria would not affect tenants already living in sheltered housing, it would apply to new lets only.

A request was made for consideration be given to the number of dogs that could be kept in sheltered accommodation due to associated noise issues. The Housing Solutions Manager advised that this was a tenancy agreement issue rather than related specifically to the allocation of sheltered accommodation. The Interim Assistant Housing Director (Regulated Services) advised that in 2017 the age criteria for sheltered accommodation was reduced from 65 to 18 years of age. In recent benchmarking exercises it was apparent that 55 was the norm and was 'older persons housing', so therefore the age

was actually being raised back up. This also formed part of a wider review of the use of sheltered housing stock.

It was noted that downsizing was a challenge for every local authority, in meeting the needs and demands of tenants, whilst facilitating downsizing.

RECOMMENDED: that Cabinet approve the updated housing allocations policy.

11 **Housing Revenue Account and Housing Capital Finance 2023/24 year end outturn**

The accountant's report provided the Housing Review Board with current draft financial figures for the housing revenue account (HRA) and housing capital programme for the 2023/24 financial year. Producing a HRA was a statutory function for Councils who managed and owned their housing stock and was therefore a key document for the Board to influence. It was noted that the figures were still subject to external audit, although no changes were expected.

The Board noted that for 2023/24 the outturn deficit for the year was proposed to be covered from earmarked reserves and borrowing, leaving the HRA balance at the adopted level of £3.1million. A summary by cost driver was included in the report and covered:

- Supervision and management +£1.39million.
- Income + £0.047million due to lost income from voids.
- Supplies, services and other costs £5.3million, mainly due to responsive repairs.
- Interest income and charges -£0.530million from improved returns on investments.
- Expenditure on premises +0.49million.

This position of significant increase in spend with a reduction in income had previously been highlighted to members and was of concern. This position could be funded from reserves attributed to underspends in previous years set aside to fund increased expenditure on what was believed to be catch up repairs and maintenance. However, this level of spend was also required moving forwards.

It was noted that a total of six acquisitions were completed within the year (£1.6 million), with 11 right to buy sales reducing stock. During 2023/24 £4.35million was spent on capital related improvements to properties, blocks, major adaptations for disabilities and major voids works. The report highlighted the funding implications of this. The total revenue contribution to capital made from the HRA was £2.6million versus a budgeted figure of £0.88million.

The final table in the report showed the final reserve levels should the allocations proposed be approved.

Concern was expressed that savings of £2.5million was being sought and information was requested on which staffing posts would not be recruited to and where the remainder of the savings would be found. It was noted that the savings would be sought from the 2025/26 budget. The current outturn report related to the 2023/24 budget.

It was suggested that it would be more cost effective for void properties be sold off rather than being retained and invested in. The Interim Housing Director confirmed that a disposals and process policy would be part of the options appraisal which would be brought back to the Board in the autumn.

RECOMMENDED: that the Housing Revenue Account and Housing Capital Finance 2023/24 year end outturn report is noted and the reserve recommendations are approved by Cabinet.

12 **Housing Revenue Account: Financial review, revised budget and sustainability plan**

The Board were presented with the housing revenue account (HRA) finance report for awareness and information. This report had been presented to Cabinet on 10 July 2024 and Council on 17 July 2024 and the recommendations contained within it were approved at those meetings.

An options appraisal would be brought back in the autumn, which would include the viability of retaining the housing stock as a local authority. Other local authorities were stating a requirement of £50,000 per property needed to come up to standard.

It was noted that the 2025/26 budget would go to Cabinet in January 2025 for approval and recommendation on to Council.

The Interim Director for Housing and Health formally thanked the Housing Strategy and Project Enabling Manager for producing the report.

RESOLVED: that the Housing Review Board note the report.

13 **Housing Ombudsman self-assessment and complaint procedure update**

The Board were presented with the Housing Ombudsman self-assessment and complaint procedure update report for awareness and information. This report had been presented to Cabinet on 5 June 2024 and the recommendations contained within it were approved at that meeting.

The report covered two key areas:

- The housing service self-assessment against the Housing Ombudsman's complaint handling code, which became statutory on 1 April 2024.
- Updates to the corporate complaints policy and procedure to ensure compliance with the updated code produced by the Local Government and Social Care Ombudsman.

It was noted that the report would ordinarily have come to the Housing Review Board before being presented to Cabinet, but this had not been possible due to timing issues.

RESOLVED: that the Housing Review Board note the report.

14 **Results of Tenant Satisfaction Measures Survey 2023/24**

As part of the Social Housing (Regulation) Act 2023, the Regulator for Social Housing stipulated that all registered providers of social housing must undertake an annual perception survey. Within the survey 12 tenant satisfaction measure (TSM) survey questions must be asked and the results of these would need to be submitted to the Regulator so they could monitor performance across the sector. The survey results, survey report and action plan were attached for the Board's consideration.

Based on feedback from the survey, the findings were encouraging particularly when compared to the previous set of results. As a whole, satisfaction had improved across all TSM measures except one (cleanliness and maintenance of communal areas). This was

encouraging as sector wide analysis indicated a 5 year trend showing a clear decline in satisfaction. More recent analysis also showed how the current operating environment, such as the cost of living crisis was also having a significant impact on the increases in dissatisfaction with social landlords.

Although results had improved, there was clearly significant work to do to ensure that tenant satisfaction continued to improve across the housing service. To ensure that tenants' feedback was taken on board, an action plan was being developed alongside a communications plan. The action plan built on work previously outlined (following the 2022/23 results being published) and would be brought to the HRB in November. It also further developed and outlined changes that had been underway in the housing service over the past 12 months following the changes in the senior management structure. In this plan all the TSMs had been highlighted and clear objectives and desired outcomes produced which mapped across to the Service Plan. In devising the content of the action plan, officers had made sure the tenant was at the heart of decisions in an attempt to drive improvement, get better as a landlord, and it was hoped that the TSM survey results in 2024/25, would reflected this in the scores. This financial year tenants would be surveyed quarterly, rather than annually. This would reflect more 'live' data and feedback and ensure that officers were able to flex and respond appropriately.

Officers were congratulated for their improvements, but concern was expressed over the finances involved and whether the improvements were sustainable. The Assistant Director Housing (Regulated Services) responded that this would link into work being undertaken on a review of service charges.

It was noted that if Board members wanted to understand more about certain service areas they could shadow officers in order to increase awareness and understanding on how services operated.

RESOLVED: that the Housing Review Board note the TSM survey results and the action plan would be brought back to the Housing Review Board in November 2024.

15 **Tenant recruitment to the Housing Review Board**

The Interim Assistant Director Housing (Regulated Services)'s report outlined a refreshed approach to the recruitment of co-opted tenant/leaseholder representatives on to the Housing Review Board. Recruitment of tenant and leaseholder representatives had been difficult over recent years and there were currently four out of the five tenant co-optee positions on the Board vacant. It was felt essential that a refreshed approach was taken to attract additional interest and wider demographic representation to ensure future tenant involvement in the scrutiny of the Council's housing services.

Tenant feedback to officers was that some of the restrictions on membership for co-opted members had put up barriers for some tenants who would otherwise have been interested in applying. Additionally some tenant members who had been on the Board in recent years had not regularly attended meetings so the report suggested that expectations surrounding attendance should also be reviewed.

A new application form and job description for the Housing Review Board tenant representative had been created. These were included with the report and the Board were asked to approve this. The application form ensured applicants had acknowledged and self-assessed against the eligibility for standing for Board membership, and

provided the opportunity for them to put forward their desire and passion for being a tenant representative. Key alterations to the job description were:

- Attendance at meetings – to be brought in line with expectations set for district councillors.
- Requirements and exclusions – clarity provided on areas that had been considered ambiguous.
- Person specification – updated to ensure a focus on training and supporting new members, as well as setting out expectations of the role.

The Board recognised that a refreshed approach and efforts were needed to encourage the participation of tenants and leaseholders in the HRB. Officers intended to start a programme of recruitment efforts that would include social media, direct communications with tenants and approaching involved tenants to promote the role. It was suggested that interactive online ways of applying to become a member should also be investigated.

RECOMMENDED: that the Housing Review Board note the content of the report and recommend Cabinet approval of the proposed new tenant representative job description and application form.

16 **Annual Tenant Event**

The Interim Assistant Housing Director (Regulatory Services) gave the Board a verbal update on the Annual Tenant event recently rebranded as the 'Tenant Festival'.

The event will be held on Thursday 22nd August from 10.00am – 4.00pm at the Sid Vale Scout Group Hall.

Attendance List

Board members present:

Sara Clarke, Independent Community Representative
Rob Robinson, Independent Community Representative
Councillor Sarah Chamberlain (Chair)
Councillor Christopher Burhop
Councillor Aurora Bailey
Councillor Simon Smith (Vice-Chair)
Councillor Melanie Martin

Councillors also present (for some or all the meeting)

B Bailey
I Barlow
C Brown
J Brown
R Collins
S Gazzard
M Goodman
J Heath
D Ledger
J Loudoun
T Olive
D Wilson

Officers in attendance:

- Amy Gilbert-Jeans, Assistant Director Housing (Tenancy Services)
- Tracy Hendren, Chief Executive
- Andrew King, Tenancy Services Manager
- Andrew Mitchell, Housing Solutions Service Manager
- Giles Salter, Solicitor
- Sarah James, Democratic Services Officer
- Catrin Stark, Director of Housing and Health (interim)
- John Symes, Finance Manager
- Melanie Wellman, Director of Governance (Monitoring Officer)
- Susie Williams, Responsive Repairs and Voids Service Manager
- Liam Reading, Housing Strategy, Enabling and Projects Service Manager

Chair:

Date:

Recommendations for Cabinet consideration from the meeting of the Strategic Planning Committee on 6 August 2024

Minute 124: Devon Housing Commission Report

RECOMMEND TO CABINET:

That Strategic Planning Committee recommend to Cabinet that they ask the Government to consider making legislative changes to incentivise developers to bring forward sites with planning permission.

Minute 125: Infrastructure Funding Statement

RECOMMEND TO CABINET:

That Strategic Planning Committee recommend to Cabinet to examine the case for ring fencing all future interest receipts from CIL and S106 monies to be spent on infrastructure within East Devon.

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Strategic Planning Committee held at Council Chamber, Blackdown House, Honiton on 6 August 2024

Attendance list at end of document

The meeting started at 10.00 am and ended at 12.05 pm. The meeting was briefly adjourned at 11.15 am and reconvened at 11.25 am.

119 Minutes of the previous meeting

The minutes of the Strategic Planning Committee meeting held on 15 July 2024 were confirmed as a true record.

120 Declarations of interest

Minute 124. Devon Housing Commission Report.
Councillor Paul Hayward, Affects Non-registerable Interest, Employed by Axminster Town Council as the Town Clerk.

Minute 125. Infrastructure Funding Statement.
Councillor Paul Hayward, Affects Non-registerable Interest, Employed by Axminster Town Council as the Town Clerk.

Minute 126. Implications of the proposed reforms to the National Planning Policy Framework on the Local Plan Work Programme.
Councillor Paul Hayward, Affects Non-registerable Interest, Employed by Axminster Town Council as the Town Clerk.

121 Public speaking

Mr Persey, who had previously attended a Strategic Planning Committee meeting in October about the need for affordable rural housing, urged Members to consider whether the 5,109 families on the East Devon District Council housing waiting list could be used to identify the need for rural exception sites without the requirement for parish councils to complete a housing needs survey as only 3 parishes in East Devon had completed this survey in the last two years.

To further highlight this need it was reported that the Devon Housing Commission had emphasised the need for more rural housing and since the general election the new administration has stated 'there must be more affordable housing'.

Mr Persey suggested that East Devon District Council did not want affordable housing and referred to a pre application enquiry for 12 affordable homes in Dulford that had been refused. He emphasised the importance that East Devon needed affordable housing and referred to the Rt Hon Angela Rayner MP's letter dated 30 July sent to all local authorities which stated that it was councils responsibility to deliver affordable and social housing.

The Chair thanked Mr Persey for his comments and advised that rural affordable housing would always be considered if it was in an appropriate location and appropriately evidenced. He advised Committee Members that the rural exception sites policy for the emerging Local Plan would be considered later in the Autumn.

122 **Matters of urgency**

There was one matter of urgency discussed under item 9 on the agenda (Minute 126).

123 **Confidential/exempt item(s)**

There were no confidential/exempt items.

124 **Devon Housing Commission Report**

The report presented to committee drew Members attention to the recently published report of the Devon Housing Commission which addressed the housing crisis in Devon. Members were asked to consider the findings and recommendations on the planning matters contained in the report which would be discussed in detail at a future Cabinet meeting.

The Assistant Director – Planning Strategy and Development Management provided a brief summary of the main findings. These included:

- Recommendation for local authorities be given greater discretion to call in any significant development using permitted rights.
- Recommendation that central government should permit the imposition of a stricter timetable for action where planning consent is granted but development has stalled.
- Recommendation that central government should permit local planning authorities to recover the full cost of processing planning applications from developers.
- Recommendation to explore the opportunities for a county-wide system of appointing and promoting planning staff to assist in the recruitment and retention of planning staff.

Prior to debate Members sought clarification on the following questions:

- In response to a question about whether parish councils would need to complete a Housing Needs Survey it was advised that if parish councils were wanting to achieve rural exception sites then the survey would be required under current policy.
- Clarification was sought on one of the other planning recommendations relating to the viability of land. The Assistant Director – Planning Strategy and Development Management advised that as local authorities do not have control on the price of land they could only make developers aware of the council's requirements from the offset to ensure that the provision of affordable housing is non-negotiable.
- Support was expressed for Recommendation 8.1 and clarification was sought on the staffing position of the Planning Department. The Assistant Director – Planning Strategy and Development Management confirmed the team was currently well resourced which included one apprentice and a planning graduate starting in September via the pathways to planning programme.
- Clarification was sought on the ratio figure for affordable housing and whether this was across the district. The council's planning obligations were intended to be a 70% - 30% split in favour of social rented properties but this has been skewed in recent years by first homes requirements by government. Members were advised that this would be looked at again for the new Local Plan in October.
- Clarification was sought on the difference between the housing list figures and the planning need figures. The Assistant Director – Planning Strategy and

Development Management was not able to provide a full answer to this question but said that he understood that the housing list was simply a record of those currently claiming to be in housing need whereas the planning figures are future projections of overall need.

- With regard to the proposed changes to the NPPF will there be an opportunity to revisit the hierarchy of settlements? It was advised that as this had already been looked at twice and had now been agreed it would not be revisited unless there were marked changes. This was currently being looked into and if required a report would be brought back to Members in October.
- Why is the Devon Wide Development Corporation not featured in this report. The Assistant Director – Planning Strategy and Development Management acknowledged that although this was featured in the Devon Housing Commission Report it was better suited for a wider discussion at Cabinet because it was more about the delivery.

Discussions covered:

- A concern was raised about the recommendation for a county-wide planning system as the good work achieved by East Devon's Planning Department would be lost.
- A concern was raised to the response to Recommendation 8.4. It was suggested that developers should start to pay council tax/business rates after 3 or 5 years if the development has been stalled. Developers should not be allowed to squirrel away planning permissions.
- Support for strategic planning for the whole county to achieve better infrastructure.
- This makes depressing reading for families in private rented accommodation – changes are needed in East Devon and there is a need to consider building upwards.
- More social housing is needed as there are a lot of families in temporary accommodation.
- It was suggested to write to the government and copying in the Devon Housing Commission to address the concerns raised by Members.
- It was suggested for the Devon Housing Commission Report to be published on the council's website to highlight to the public what the challenges are that the council faced.

Councillor Dan Ledger proposed the recommendation which was seconded by Councillor Mike Howe with a request to include the following recommendation in relation to Recommendation 8.4.

'Government should look to make changes to the legislation of council tax/business rates on sites that have made a start and not completed after 3 or 5 years or to allow the developer/landowner to rescind their planning application to avoid these charges and stopping the fallback position.'

In response the Assistant Director – Planning Strategy and Development Management acknowledged the concerns raised but advised it was not a planning matter but a change to the Business Rates Regulations but said he was happy for a letter to be sent to government if this is what members wished. It was highlighted that a report would be going to Cabinet on the wider Commission Report which may include further recommendations to write to government so the Assistant Director – Planning Strategy and Development Management suggested that the Leader should write to government in relation to Recommendation 8.4.

RESOLVED:

That the findings and recommendations of the Devon Housing Commission and officer's comments on them be noted and utilised as evidence for the production of the new Local Plan.

RECOMMENDATION TO CABINET:

That Strategic Planning Committee recommend to Cabinet that they ask the Government to consider making legislative changes to incentivise developers to bring forward sites with planning permission.

125 **Infrastructure Funding Statement**

The Assistant Director – Planning Strategy and Development Management presented the report outlining the annual Community Infrastructure Levy (CIL) and Section 106 income (S106) and expenditure figures for the previous financial year 2022/23. It was explained that due to staff resourcing issues it had not been possible to produce the annual statement to the required timetable and that a more detailed and helpful report would be produced for the next financial year for members consideration.

Questions and discussions included:

- A concern was raised about the £10m unspent CIL and S106 money and the need to get the money out to communities and to start the process as a matter of urgency. In response it was explained that staff resourcing issues had been the main problem which had now been resolved and that the CIL Member Working Group had recently met to discuss the spend process.
- It was suggested that a time limit should be put on successful projects.
- Clarification was sought on the bidding process. The Assistant Director – Planning Strategy and Development Management explained that bids would be invited via a bidding form from the main strategic infrastructure providers in the district which would then be reviewed by the CIL Member Working Party and a final decision of the projects to be funded would be made by Strategic Planning Committee Members by the end of this calendar year.

Councillor Jess Bailey proposed an additional recommendation as follows:

That the Strategic Planning Committee notes that EDDC hold circa £10m in CIL and S106 monies and urges the Cabinet to finalise the bidding process for these funds as soon as possible

The Chair, Councillor Todd Olive, the proposer of the written recommendations sought guidance from the Assistant Director – Planning Strategy and Development Management that he was happy with the additional recommendation. He advised that he was happy but that the CIL Member Working Party would be better suited rather than Cabinet.

Councillor Dan Ledger proposed the following further recommendation to Cabinet:

That any future interest receipts from CIL monies received is ring fenced for the purpose of infrastructure funding and it should not be put in the council's general fund.

Following a suggestion from Councillor Paul Hayward to also include Section 106 monies in the recommendation the proposer, Councillor Todd Olive proposed the following wording.

Recommend that Cabinet examine the case for ring fencing all future interest receipts from CIL and S106 monies to be spent on infrastructure within East Devon.

RESOLVED:

1. That the contents of this report and the requirement to provide an annual Infrastructure Funding Statement be noted.
2. That the publication and submission to government of the 2022/23 annual Infrastructure Funding Statement based on the information detailed in this report be approved.
3. To note that EDDC holds circa £10m CIL and S106 monies and recommends that the CIL Working Party progress the spending as a matter of urgency.

RECOMMENDED TO CABINET:

That Strategic Planning Committee recommend to Cabinet to examine the case for ring fencing all future interest receipts from CIL and S106 monies to be spent on infrastructure within East Devon.

126 **Implications of the proposed reforms to the National Planning Policy Framework on the Local Plan Work Programme**

The report presented to the committee provided a number of key changes in the government's consultation to the new National Planning Policy Framework (NPPF) which would have a direct impact on the production of East Devon's Local Plan.

These changes would include:

- the change to the calculation of the housing requirement figures which would increase the housing requirement figure for East Devon from 893 homes per annum to 1,146 homes per annum.
- reintroducing a 5% buffer for the purposes of demonstrating a 5-year housing land supply.
- The withdrawal of a 4-year land supply requirement.

The Assistant Director – Planning Strategy and Development Management advised in light of these changes Members had two options to consider with regard to progressing the Local Plan.

1. Seek to publish a publication version of the plan within 1 month of publication of the revised NPPF and ensure that the plan provides for at least 946 homes per annum plus headroom. In these circumstances the plan would be examined against the December 2023 version of the NPPF and not the new version.
2. Pursue a new Local Plan in accordance with the new NPPF and in so doing comply with the new standard method requirement of at least 1,146 homes per annum plus the required 5% buffer and any headroom. Under the consultation the plan would need to be submitted for examination no more than 18 months after the publication of the revised NPPF.

Members noted that officer's preference was for option 1 and to progress with the Local Plan as soon as possible.

Questions and discussion included:

- The Chair sought clarification from the Assistant Director – Planning Strategy and Development Management about whether options 1 and 2 were viable option. In response it was confirmed that option 1 was still an option but that it was very

unlikely that option 2 could be achieved. The Assistant Director – Planning Strategy and Development Management advised that officers were very concerned about the increase in housing numbers and that there would be significant challenges ahead to meet these numbers.

- Clarification was sought on Green Wedges and whether these will be affected with the new NPPF. Members will need to consider allocating numbers in the less sensitive areas which will be a challenge to prevent settlement coalescence.
- Support was expressed for option 1 and to get the Local Plan finished as quickly as possible.
- Clarification was sought on which NPPF the council should follow. It was advised that work should continue in line with the December publication of the NPPF unless and until any proposed reforms had been incorporated into the NPPF. Although, members should be mindful of the proposed reforms.

RESOLVED:

That Strategic Planning Committee agreed to progress plan production under the previously agreed timetable with the intention of publishing a Regulation 19 within 1 month of publication of the new NPPF. The plan to be based on a housing requirement of at least 946 homes per year in order to benefit from the transitional arrangements proposed within the 'Proposed reforms to the National Planning Policy Framework and other changes to the planning system' consultation document.

Attendance List

Councillors present:

B Bailey
J Bailey
K Blakey
C Brown
B Collins
P Fernley
P Hayward
M Howe (Vice-Chair)
G Jung
D Ledger
Y Levine
T Olive (Chair)
H Parr

Councillors also present (for some or all the meeting)

I Barlow
R Collins
P Faithfull

Officers in attendance:

Wendy Harris, Democratic Services Officer
Ed Freeman, Assistant Director Planning Strategy and Development Management
Damian Hunter, Planning Solicitor

Councillor apologies:

O Davey

B Ingham

Chairman

Date:

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

Placemaking in Exmouth Town and Seafront Group held on 31 July 2024

Minute 27 Exmouth Placemaking Plan - Next Steps

RECOMMENDED to Cabinet:

1. To note that further work is required to refine the draft Exmouth Placemaking Plan prior to being adopted alongside an Implementation Plan.
2. Support the appointment of WSP to complete the work necessary for adopting the Placemaking Plan. This will include some workshops in a similar format as we used previously; a revised Placemaking Plan and an Implementation Plan.
3. Activate the PETS Sub-Group previously agreed by Cabinet in February of 2024 which is to be 'politically led' supported by Senior Officers to look initially at the 'common ground' matters and opportunities that all three Councils have which have been identified in the Draft EPP.
4. Support the introduction and formalising of programme management arrangements consistent with that already in place for other EDDC place based projects
5. Seek endorsement across EDDC Service areas, DCC and ETC before a Placemaking Plan is adopted alongside an Implementation Plan.
6. Invite Stakeholders to join relevant future PETS meetings where it is relevant to do so (also agreed by Cabinet in February via the revised ToR for PETS).
7. Agree that the currently approved UKSPF budget be used to develop feasibility options for Queen's Drive and Beach Gardens – the total budget being ~£45k (initial design briefs are shown at Appendix A. This is already provided for within an approved budget.
8. Form a working group to oversee the recommendation in respect of UKSPF.

RECOMMENDED to Council:

That a budget of £40,000 be made available to appoint WSP to complete the work necessary for adopting the Placemaking Plan. This will include some workshops in a similar format as we used previously; a revised Placemaking Plan and an Implementation Plan and will be taken from a General Fund Supplementary Budget.

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Placemaking in Exmouth Town and Seafront Group held at Online via the Zoom app on 31 July 2024

Attendance list at end of document

The meeting started at 11.02 am and ended at 12.18 pm

1 Minutes of the previous meeting held on 23 January 2024

The minutes of the previous meeting held on 23 January 2024 were noted as a true and accurate record.

2 Declarations of interest

Cllr N Hookway – Minutes 4 – 6; Affects Non-Registerable Interest: Member of Exmouth Town Council.

Cllr A Bailey – Minutes 4 – 6; Affects Non-Registerable Interest: Member of Exmouth Town Council.

Cllr T Dumper – Minutes 4 – 6; Affects Non-Registerable Interest: Member of Exmouth Town Council.

Cllr M Hall – Minutes 4 – 6; Affects Non-Registerable Interest: Member of Exmouth Town Council.

Cllr J Whibley – Minutes 4 – 6; Affects Non-Registerable Interest: Member of East Devon District Council.

3 Public speaking

One member of the public, Mr Digby Morrison had provided a statement to be read out by an officer, on his behalf.

Mr Morrison was of the view that for a number of reasons, the findings and recommendation set out in the Exmouth Placemaking Plan reports were flawed. He stated that the obvious conclusion to draw from the reports was a recommendation to rerun the consultation for a longer duration and with a number of suggested changes, in order to achieve a better response and credible understanding of resident and visitor views. Mr Morrison wished for these views to be considered by Councillors before they decided on accepting the recommendation.

The Chair expressed thanks for Mr Morrison's contribution, which would be taken into consideration.

4 Exmouth Placemaking Plan - Next Steps

The Interim Director of Place presented this report which set out the current position in regard to the Exmouth Placemaking Plan together with a summary of next steps and the outcomes which the Council is seeking to achieve by the end of 2024.

It was acknowledged that the draft Placemaking Plan requires further work, particularly around deliverability of proposals by EDDC, other public sector stakeholders and by the private sector.

Discussion and clarification included the following points:

- Whilst the Placemaking Plan is for the wider town, it would be appropriate to focus on what the Council can deliver for Queen's Drive by way of 'quick wins', to maintain the credibility of the process.
- Members were concerned that questions in the recent public consultation were somewhat ambiguous, and one member expressed that there should have been some face-to-face consultation. It was recognised however that this was the third consultation exercise, and the draft Placemaking Plan itself was based on extensive, wider consultation.
- Members asked direct questions and expressed views around specific projects including the dinosaur park, Harbour View Café, the Coast Watch tower, the proposed reuse of the Pavilion and proposals for multi-storey parking provision. There was also discussion around the need to respect Blue Badge disability parking provision.
- It was noted that the Exmouth Gateway part of the Levelling Up Bid had been dropped by Devon County Council (DCC) and it was therefore suggested to re-evaluate the connection with the train station including signage and road crossings. It was felt that transport considerations are fundamental to the Placemaking process, including cycle lanes and proposals for a park and ride facility, and early engagement with DCC in this respect will be vital.
- Meaningful engagement with DCC and Exmouth Town Council is fundamental to the Placemaking process and it is intended to hold a joint meeting between these councils and EDDC, with a view to reaching agreement and securing endorsement for the Placemaking Plan. The Placemaking in Exmouth Town and Seafront Sub-Group agreed by Cabinet in February 2024 is a good example of partnership working and all three councils coming together.
- Members asked that, going forward, developments in relation to the Placemaking Plan are clearly explained in a press release containing important contextual information.

RECOMMENDED to Cabinet:

1. To note that further work is required to refine the draft Exmouth Placemaking Plan prior to being adopted alongside an Implementation Plan.
 2. Support the appointment of WSP to complete the work necessary for adopting the Placemaking Plan. This will include some workshops in a similar format as we used previously; a revised Placemaking Plan and an Implementation Plan.
 3. Activate the PETS Sub-Group previously agreed by Cabinet in February of 2024 which is to be 'politically led' supported by Senior Officers to look initially at the 'common ground' matters and opportunities that all three Councils have which have been identified in the Draft EPP.
 4. Support the introduction and formalising of programme management arrangements consistent with that already in place for other EDDC place based projects.
 5. Seek endorsement across EDDC Service areas, DCC and ETC before a Placemaking Plan is adopted alongside an Implementation Plan.
 6. Invite Stakeholders to join relevant future PETS meetings where it is relevant to do so (also agreed by Cabinet in February via the revised ToR for PETS).
 7. Agree that the currently approved UKSPF budget be used to develop feasibility options for Queen's Drive and Beach Gardens – the total budget being ~£45k (initial design briefs are shown at Appendix A. This is already provided for within an approved budget.
1. Form a working group to oversee the recommendation in respect of UKSPF.

RECOMMENDED to Council:

That a budget of £30-40,000 be made available to appoint WSP to complete the work necessary for adopting the Placemaking Plan. This will include some workshops in a similar format as we used previously; a revised Placemaking Plan and an Implementation Plan and will be taken from a General Fund Supplementary Budget.

5 **Exmouth Placemaking Plan - Consultation**

The Project Manager – Place & Prosperity (Exmouth) introduced this report which set out the results of the recent consultation exercise on the draft Placemaking Plan, undertaken at the request of the Placemaking in Exmouth Town and Seafront Group members in January 2024. Members were reminded that the draft Placemaking Plan had itself been informed by extensive stakeholder and public consultations undertaken in 2022 and 2023.

Members of the PETS Group noted the consultation findings which were provided in the report, noting and respecting that there were positive and negative views expressed as there were previously at the workshops held in the 2022 consultation. The next steps set out in the report entitled 'Exmouth Placemaking Plan – Next Steps' allowed for refinement of the Placemaking Plan and would enable these latest consultation responses to help inform, alongside other factors.

6 **Exmouth General Update**

The Project Manager – Place & Prosperity (Exmouth) introduced this report which provided a general summary on progress with on-the-ground placemaking projects currently being delivered in Exmouth, and other placemaking-related projects and events across the town.

Discussion and clarification included the following points:

- Members expressed thanks to Exmouth Town Council and Exmouth Pride for the recent festivals which were widely enjoyed.
- Design briefs are being considered for the Queen's Drive fitness space; the use of the space is subject to planning and site constraints but officers are confident that the Council would get a reasonable return on letting it out.

Members noted the update report and the successes achieved.

Attendance List

Councillors present:

P Arnott (Vice-Chair)
A Bailey
T Dumper
A Hall
M Hall
P Hayward
N Hookway (Chair)
T Olive
G Deasy (Exmouth Town Council)

J Whibley (Exmouth Town Council)

Councillors also present (for some or all the meeting)

I Barlow
M Chapman
P Faithfull
G Jung
C Nicholas
A Toye
E Wragg

Officers in attendance:

Sarah Jenkins, Democratic Services Officer
Sarah James, Democratic Services Officer
Marie Ainsworth, Place & Prosperity Officer
Tracy Hendren, Chief Executive
Gerry Mills, Project Manager Place & Prosperity (Exmouth)
Katie Webb, Property Lawyer
Anita Williams, Principal Solicitor (Deputy Monitoring Officer)
Andrew Wood, Director of Place (interim)

Also in attendance:

Lisa Bowman, Exmouth Town Clerk

Councillor apologies:

O Davey

Chair

Date:

Report to: Cabinet



Date of Meeting 4 September 2024

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Annual Treasury Management Review 2023/24 – 1 April 2023 to 31 March 2024

Report summary:

This report details the overall position and performance of the Council's Treasury Management Strategy during 2023/24.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

That Cabinet reviews the document and recommends to Council that they:

- 1. Approve the actual 2023/24 prudential and treasury indicators in this report.**
- 2. Note the annual treasury management report for 2023/24.**

Reason for recommendation:

The Council is required by regulations issued under the Local Government Act 2003 and the Code of Practice on Treasury Management in Public Services published by the Chartered Institute of Public Finance & Accounting (CIPFA) to produce an annual review of its treasury management activities and performance.

Officer: Janet Reeves – Accountant. jreeves@eastdevon.gov.uk 01404 515616, Extension 2033

Portfolio(s) (check which apply):

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

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk; any depositing of surplus funds exposes the Council to a certain degree of risk relating to the security of deposits, investment return and interest rate risk. However, through the Council's Treasury Management Strategy, the level of risk is proactively managed to an acceptable level.

Links to background information [Annual Treasury Management Review 2023/24 – 1 April 2023 to 31 March 2024](#)

Link to [Council Plan](#)

Priorities (check which apply)

- A supported and engaged community
 - Carbon neutrality and ecological recovery
 - Resilient economy that supports local business
 - Financially secure and improving quality of services
-

Report in full

See link to background information for the report in full.

Financial implications:

Contained within the report.

Legal implications:

The legal position is set out in the report and accompanying document and no further comment is required.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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