

Senior Officer Decision



Consultative meetings: Cabinet & Council

Consultative meetings dates: 13th July, 7th September, 5th October and 19th October 2022

Exempt from publication

No.

Title: Approvals from Cabinet meetings and October's Council

Links to the consultative meeting:

[Cabinet 13th July 2022](#)

[Cabinet 7th September 2022](#)

[Cabinet 5th October 2022](#)

[Council 19th October 2022](#)

Recommendation:

The following were recommended to Senior Officers for approval;

Cabinet 13th July 2022

Minute 33 – EDDC Leisure and Built Facilities Strategy 2021-2031

Approve the Leisure and Built Facilities Strategy and Action Plan 2021-2031

Cabinet 7th September 2022

Minute 51 – Cranbrook Pump Track

Agree the principle of funding up to 25% of the total cost of the proposed pump track at Cranbrook in accordance with the fairer play principles for Town and Parish Councils and the forthcoming Play Strategy.

Minute 53 – Tourism Strategy for East Devon

Agree the proposed Tourism Strategy for East Devon.

Minute 54 - Homes for Ukraine

Approve the additional resource requirements as set out in the report to successfully administer the scheme.

Minute 58 – Community Asset Transfer Policy

Adopt the draft Community Asset Transfer Procedure for General Fund Assets.

Minute 59 – Motorhomes and Campervan Framework Policy

1. That the framework policy for campervans, vans and motorhomes using East Devon District Council pay and display car parks be approved.
2. That the Council charge a variable tariff for overnight stopovers in car parks with a tariff that includes 24 hour parking at that location to support the local visitor economy. The tariff at each location should be determined in accordance with each local Tripartite TAFF with delegated authority to the Deputy S151 Officer in consultation with the Chair of the TAFF, the Portfolio Holder and Strategic Lead for Finance.
3. That an additional seasonal Civil Enforcement Officer post be approved to enable effective management and enforcement of overnight stopovers during the peak summer period.
4. That when the regulations for the coach / lorry park are reintroduced that any enforcement action against the van lifers is held so officers can explore other options to assist them with such a position to continue until EDDC determines that discussions are concluded and serves notice on the van lifers that the hold on enforcement is at an end.
5. That officers look for additional sites for van lifers in Exmouth.

Minute 60 – Customer Access - Reception Service (Face to face)

Agree to continue to operate the ‘appointment system’ for visitors at Exmouth Town Hall and Blackdown House and the position is formally reviewed again in February 2023 for the reasons highlighted in the report. If however in the interim the Chief Executive is satisfied that there is an adequate staffing resource then the town hall reception will reopen for a recommended period of time.

Minute 62 - Exemption to Contract Standing Orders in respect of a consultant solicitor

Approve the exemption to contract standing orders in respect of the procurement of a consultant solicitor from Lighthouse Law Limited in accordance with Rule 2.3.1 of the Constitution.

Minute 63 - Response to the Broadclyst Neighbourhood Plan Submission

1. Note the formal submission of the Broadclyst Neighbourhood Plan and the producers of the plan be congratulated on their dedicated hard work and commitment throughout the process.
2. Recommend that the proposed representation set out at paragraph 1.21 in the report be made in response to the consultation.

Cabinet 5th October 2022

Minute 72 – Procurement Strategy 2022 – 2027

Adopt the attached Procurement Strategy 2022 – 2027.

Minute 73 - Cost of Living Crisis - EDDC Winter Pressures Plan

1. Adoption of the Winter Pressures Plan set out in the report and implement the actions designed to mitigate some of the factors impacting on vulnerable households and avoid them going into poverty.
2. Referral of the Plan to the Poverty Working Panel to oversee the implementation of the Plan.

Minute 74 - The Kilmington Neighbourhood Plan ('the Plan') to be formally 'made'

1. That the Kilmington Neighbourhood Plan be 'made'.
2. Note that once made the Plan will carry full weight in the planning decision making process as part of the statutory development plan for this Neighbourhood Plan Area (the parish of Kilmington).
3. That the Neighbourhood Plan Steering Group and all involved in developing the Plan be congratulated on all their hard work.

Minute 75 - Luppitt Neighbourhood Plan Examiner's Report

1. Endorsing the Examiner's recommendations on the Luppitt Neighbourhood Plan (the Plan).
2. A 'referendum version' of the Plan (incorporating the Examiner's modifications) proceeding to referendum and that a decision notice to this effect be published.
3. Noting the Neighbourhood Plan Steering Group be congratulated on their hard work.

Minute 76 - Axe Valley Project Levelling Up Fund application - Next Steps

1. The allocation of £50,000 for project feasibility work that was approved by cabinet in November 2021 for the Cloakham Lawns project is re-allocated and used to acquire project management expertise to support the wider LUF projects in advance of the notification by Government regarding the outcome of the council's LUF funding bid.
2. That delegated authority is given to the Service Lead for Place, Assets and Commercialisation to procure the services of a project manager to advise on the next stages and delivery aspects of the LUF projects and to commence the procurement of other professional advisors that will be required for project delivery.
3. That delegated authority is given to the Service Lead for Place, Assets and Commercialisation to act upon the advice of the project manager in commencing procurement of external professional advisors and to commence progress with delivery without delay should the council be successful in the LUF bid.
4. That in the event that the council is unsuccessful with the LUF bid, a report will be submitted to cabinet setting out the options available for progressing with delivery or otherwise of the package of projects.

Minute 77 - Proposals to vary and discharge the Public Spaces Protection Orders 2023

Approve the variation of and to discharge the Public Spaces Protection Orders 2023 as required by the provisions within the Anti-Social Behaviour Crime and Policing Act 2014.

Minute 78 – Seaton Jurassic.

1. Progressing the Heads of Terms with Seaton Tramway for the building but retaining the garden space.
2. That delegated authority be given to Service Lead – Place, Assets and Commercialisation in consultation with Strategic Lead – Finance, Strategic Lead – Governance and Licensing and Portfolio Holder for Economy & Assets, to finalise Heads of Terms and enter into all relevant documentation including legal documentation associated with the granting of a new lease and Licence to Alter for Seaton Jurassic, as well as the relevant Deeds of Variation with the Funders, agreements relating to the reinstatement and dilapidations with DWT and any Charity who wish to repurpose the exhibits they paid for as part of the original project.

Council 19th October 2022

(1) Election of Vice Chair of Council (Item 1)

Cllr Eleanor Rylance was chosen to be the Vice Chair of Council.

(2) Minute approvals (Item 10)

Cabinet 13th July 2022

Minute 33 – EDDC Leisure and Built Facilities Strategy 2021-2031

That a budget of £38,000 per annum for a Leisure Strategy enabler role to be funded initially (3 years) from the Transformation Fund.

Minute 34 – Revenue and Capital Outturn Report 2021 – 2022

1. Considers and recommends the outturn position for 2021/22 including the implications and proposals relating to the Balances and Reserves held by the Council.
2. The increase in the adopted range of the general fund, the proposed reserve transfers contained within the report and give delegated authority to the Strategic Lead Finance in consultation with the Finance Portfolio for any amendments to these transfers as additional year end data becomes available.

Minute 35 – Culture Strategy and Action Plan for East Devon 2022 – 2031

- Approve the adoption of the Culture Strategy 2022-31 to reflect the new ambitions and opportunities to expand the arts and cultural offer of East Devon.
- Endorse the Culture Strategy's proposal to provide funding for a Cultural Producer role to enable the delivery of the Culture Strategy and Action Plan 2022-2031. A request was made to Council for a budget of £38,000 per annum; to be funded initially (3 years) from the Transformation Fund.

Minute 37 – Broadhembury Parish Council – Corporate Governance Review

That having regard to the relevant statutory criteria the number of councillors for the parish of Broadhembury be increased from 9 to 12 and that this recommendation was duly published, and the appropriate Order be made with delegated authority to the Chief Executive to incorporate all necessary provisions into the Order.

2 That it be noted the new arrangements would come into formal legal effect on the 1st April 2023 for the next set of scheduled elections to be held in May 2023.

Minute 41 – Revised Policy on the release of lanterns, balloons and fireworks on Council land

1. to approve the separation of Helium Balloons, Fire Lanterns and Fireworks from the Drones Policy, and to approve the separate policy as detailed in the report.
2. to ask officers to consider how such policies could be applied to the council's tenanted commercial and HRA properties.

Cabinet 7th September 2022

Minute 51 – Cranbrook Pump Track

That a capital budget was approved of up to £10k to support the proposed pump track at Cranbrook.

Minute 52 – Cranbrook Delivery Capacity

That a budget of up to £50k was made available for the balance of this financial year from the general fund to support project management capacity at Cranbrook.

Minute 55 – Review of staffing requirements of the Housing Options Team (Homelessness Service)

1. To make the two fixed term Housing Officer positions agreed by Cabinet on 8th September 2021 permanent due to ongoing demand and a need for service stability through staff retention. Annual budget in the region of £70,135 for the two Housing Officer posts to continue is recommended to Council for approval, funding to be provided by the Homelessness Prevention Grant.
2. To approve the additional budget in respect of an additional, permanent, full time Temporary Accommodation Officer post in order to cope with additional demand created through higher temporary accommodation numbers. Annual budget in the region of £34,380 is recommended to Council for approval, funding to be provided by the Homelessness Prevention Grant.

Minute 57 – Economic Development Capacity: Prosperity & Investment

To approve making the existing Economic Development Officer – Prosperity & Investment role (currently due to end in April 2023) permanent and for this to be funded through the general fund.

Minute 59 – Motorhomes and Campervan Framework Policy

6. That the budget for the additional seasonal Civil Enforcement Officer post be approved.

Cabinet 5th October 2022

Minute 71 – Financial Plan 2023 - 2033

1. To adopt the draft Financial Plan 2023 – 2033.
2. That as part of the Financial Plan a budget of £604,000 to be met from the Transformation Fund, to meet costs associated with the Financial Stability Model outlined in the report, Worksmart implications and the roll out of Microsoft Office 365.

Minute 78 – Seaton Jurassic.

3. A revenue budget of £30,000 to meet the costs of completing a lease and other associated agreements for Seaton Tramway to occupy the property is agreed.
4. A revenue budget of £50,000 to provide for the cost of the necessary removal of fittings and exhibits not required by a new operator is agreed.

Audit & Governance 28th July 2022

Minute 10 – Auditor's Annual Report 202 – 21 - Grant Thornton

To remove Cabinet members from sitting on the Audit and Governance Committee to ensure independence of the executive function.

Minute 11 – Contract Standing Orders

That the updated version of Contract Standing Orders was adopted.

(3) Report – Cranbrook Plan Development Plan Document (Item 11)

1. That Members note the final report of the Planning Inspector on the examination of the Cranbrook Plan;
2. That the Cranbrook Plan incorporating the proposed main modifications, minor Council additional modifications and the changes to the Cranbrook Plan policies may be adopted.

(4) Report – Changes to Governance arrangements (Item 12)

1. The Vice Chair of Scrutiny and Personnel Committee be Cllrs Kemp and Loudoun respectively
2. The replacements for Cllr Ranger on Scrutiny, Overview and Personnel be Cllrs Taylor, Kemp and Wragg respectively;
3. The replacements for Cllr Ranger on the Community Grant Panel and County Committees be Cllrs Woodward and Armstrong respectively.

(5) Report - Temporary continuation of virtual meetings (Item 13)

- 1 Council and all committees and sub-committees and Community Grant Panel to return to physical meetings unless legislation permits virtual meetings.
- 2 All other panels, forums and meetings can be held virtually with Democratic Services, in consultation with the Monitoring Officer, able to convene a physical meeting if required.
- 3 Council requires a report to Decembers meeting presenting a hybrid solution for members to consider.

(6) Motion – Disabled Energy Support Fund (Item 14)

This Council therefore proposes to have a special Disabled Energy Support fund linked to the Housing Support Fund and the Disabled Facilities Grants to help those residents:-

1. who need an electric supply to run their medical equipment or
2. who need extra help with heating because their disability seriously restricts their mobility

This Council requests Officers to investigate creating an additional discretionary energy support fund based on evidence from the poverty dashboard data and taking into account existing funds and how this additional fund could be financed both from the level of grants, but also in respect of the systems and staff resources required to design and administer a scheme.

The report to be presented at a Poverty Working Panel meeting for consideration and potential recommendations.

Authority

Decision of Council on 26th July 2021 to delegate decision making to officers until 23.59 17th January 2022 ([Minutes 26th July 2021 Council Meeting](#)). Senior Officer Decision of 10th December to extend the arrangements until 23.59 on 10th May 2022 ([Senior Officer Decision Record 10th December 2021](#)). Senior Officer Decision of 4th May 2022 to extend the arrangements until 23.59 on 31st October 2022 ([Senior Officer Decision Record 4th May 2021](#)).

Officer Decision

Consultations:

I was present at / have watched the recording of the consultative meeting which considered this item

Yes No

Detail any other consultations carried out: N/A

Other considerations:

Do the legal and finance comments and equalities impact, climate change and risk assessments as detailed in the officer report remain the same.

Yes No

Decision:

In relation to the recommended resumption of physical meetings (Council 19th October – Item 13), this will need to be from 1st November once the deadline of 31st October passes.

Taking into account the above comment, the recommendations are all approved as printed.

Reasons for decision:

I am not aware of any reason to depart from the recommendations.

Signed  Dated: 20th October 2022

Senior Officer job title and name:
Henry Gordon Lennox, Strategic Lead (Governance and Licensing)

For Democratic Services use.

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