

# **EAST DEVON DISTRICT COUNCIL**

## **Minutes of the meeting of Cabinet held at Council Chamber, Blackdown House, Honiton on 5 June 2019**

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

The meeting started at 5.30 pm and ended at 6.24 pm

#### **1 Public speaking**

There were no members of the public wishing to speak.

Councillor Steve Gazzard asked when the Phear Park Café, Exmouth was due to re-open under a new tenancy as this was expected to have been open by Easter this year. As well as being a well-run café this was also a community hub and residents were frustrated by the delay in its opening.

In response the Deputy Chief Executive acknowledged the frustrations felt and confirmed the lease had been agreed and would be completed shortly. He confirmed that once the café was opened full details of the new tenancy would be published through the Press, as well Exmouth Councillors being advised in order to inform their residents.

#### **2 Minutes of the previous meeting**

The minutes of the Cabinet meeting held on 3 April 2019 were confirmed and signed as a true record.

#### **3 Declarations of interest**

Cllr Susie Bond, Personal interest; Minute 7 – Involved in one of the grant applications

Cllr Paul Millar, Personal interest; Minute 12 – works in public affairs for Pennon Group and so declaring in case there are discussions on environmental issues that may relate to Pennon's business

Cllr Steve Gazzard, Personal interest; Minute 4 – Council house tenant

Cllr Steve Gazzard, Personal interest; Minute 7 – Member of Exmouth Town Council who have made one of the grant applications

Cllr Peter Faithfull, Personal interest; Minute 7 – Member of Ottery St Mary group involved in one of the grant applications

#### **4 Matters of urgency - Exemption from Contract Standing Orders for temporary arrangements to ensure the ongoing maintenance of Council Homes**

The Acting Housing Service Lead presented the report to seek approval for an exemption to Standing Orders in order to ensure continuity of repairs and maintenance to the Council's housing stock, during a period of demobilisation of the current contract for day to day repairs and work to void properties. The temporary arrangements that were required were for a period of approximately 4 weeks as part of mobilisation of the new Integrated Asset Management Contract.

The Portfolio Holder for Sustainable Homes and Communities stated that she supported this action taken and congratulated the department for their forward thinking on this issue, maintaining an ongoing resilience service to the council's tenants.

In answer to the question concerning sanctions against the existing contractor, the

Acting Housing Service Lead confirmed that penalties could be used and this was being looked into with advice from the Legal department. She also confirmed that tenant satisfaction forms were important and that tenants were involved in to what was the best way to collect this feedback.

**RESOLVED:**

that the Exemption from Contract Standing Orders to ensure continuity of service to Council tenants and the protection of the Councils housing stock in relation to day to day repairs and void management, be agreed.

**REASON:**

An exemption from standing orders was appropriate in the circumstances.

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

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

6 **Forward Plan**

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

7 **Minutes of New Homes Bonus Panel held on 19 March 2019**

Members received the Minutes of New Homes Bonus Panel held on 19 March 2019.

**RESOLVED (1) that the following recommendations to support be agreed:**

**Minute 8 Budleigh Food Event - £2,687.28**

Budleigh Salterton Chamber of Commerce on the condition that money be raised to pay for a similar event in 2020.

**Minute 9 Application from Honiton transport to dementia support - £4,000** from Honiton Dementia Alliance. That an independent evaluation comparing the Honiton dementia scheme and the Ottery dementia scheme be a condition of the grant, and that this be paid for using some of the Communities Together Fund underspend.

**Minute 10 Application from Lypstone Parish Council - £7,700**

to reduce flood risk

**Minute 11 Application from Newton Poppleford Playing Field Foundation – air ambulance landing site - £1,500**

to put in a night landing site at Newton Poppleford playing fields.

**Minute 12 Application from Ottery St Mary Help Scheme – Dementia Action Alliance and outreach - £10,390**

1. the Ottery St Mary Help Scheme for £10,390, and  
2. an independent evaluation comparing the Honiton dementia scheme and the Ottery dementia scheme be a condition of the grant and that this be paid for using some of the Communities Together underspend.

**Minute 13 Seaton Town Council - £2,921.60**

Seaton Town Council's request for funding to produce a leaflet for walkers from walks

from Sidmouth to Seaton.

**Minute 14 Application from Stoke Canon Parish Council – Improving section of footpath - £1,960**

the application from Stoke Canon Parish Council to improve a 100m of public footpath.

**Minute 15 Application from Uplyme Parish Council – Air ambulance landing site - £2,783.62**

the Uplyme Parish Council application for an air ambulance landing site.

**Minute 16 Application from Upottery Playing Fields Association – footpath - £5,000**

the application from Upottery Playing Fields Association for funding for £5,000 to create a safer access to Glebe Park sports and playing fields.

**Minute 17 Application from West Hill Parish Council – Football goals - £1,581**

West Hill Parish Council's application to purchase full size portable goals.

**Minute 19 Any other business**

**Exmouth Town Council - Drainage - £1,292.90**

Exmouth Town Council's request to keep the Exmouth Dragon's Den 2018/19 underspend of £4,938.76 to distribute through a similar Dragon's Den style event in 2019/20.

**Otterton Parishes Together Fund project 2016/17 - £3,289.50**

Otterton and Woodbury Parish Councils request to spend the £3,289.50 grant from the Parishes Together Fund 2016/17 on urgent repairs and replacements for footpath signage in their parishes.

**RESOLVED (2) that the following recommendation not to support be agreed:**

**Minute 18 Seaton Majorettes purchase of 30 new batons - £3,360**

Seaton Majorettes application for funds for 30 new batons.

**8 Minutes of Arts and Culture Forum held on 27 March 2019**

Members received and noted the minutes of Arts and Culture Forum held on 27 March 2019.

**9 Minutes of Exmouth Regeneration Board held on 28 March 2019**

Members received and noted the minutes of Exmouth Regeneration Board held on 28 March 2019.

**10 Minutes of Housing Review Board held on 28 March 2019**

Members received the minutes of Housing Review Board held on 28 March 2019.

**RESOLVED (1) that the following recommendation be agreed:**

**Minute 74 Brexit preparations**

a number of the housing plans be stress tested as part of the housing service's preparations for Brexit to ensure service continuity for tenants and customers.

**Minute 75 Future rent policy**

future rent setting had regard to the national rent setting policy as set out in rents for social housing from 2020 published by the Ministry of Housing, Communities and Local Government.

**Minute 76 Review of landlord disabled adaptation policy**

1. the revised landlord disabled adaptation policy to council homes, and
2. delegated authority be given to the Acting Housing Service Lead in consultation with the Portfolio Holder for Housing for any minor amendments to be made to the policy prior to its publication.

**Minute 79 Tenancy agreement changes update**

1. note the results of the consultation, and
2. the implementation of the revised tenancy agreement in line with the process outlined in the report.

11 **Minutes of Overview Committee held on 28 March 2019**

Members received the minutes of Overview Committee held on 28 March 2019.

**RESOLVED (1) that the following recommendations be agreed:**

**Minute 28 Poverty, homelessness, human rights and health and wellbeing in East Devon - scoping report**

the additional suggestions for key areas of focus go forward to the Devon Strategic Partnership Welfare Task Group for consideration alongside Cabinet's agreed themes of the scope.

**Minute 29 Environmental sustainability and climate change emergency**

to recommend to Council that we work with Devon County Council on a shared climate change programme, and signal our commitment to tackling climate change in areas where we can affect positive and meaningful change in our activities, and those of our partners, communities and residents.

12 **Minutes of Recycling and Waste Partnership Board held on 24 April 2019**

Members received the minutes of Recycling and Waste Partnership Board held on 24 April 2019.

The Portfolio Holder for Environment wished to thank the outgoing Portfolio Holder Councillor Tom Wright for his valued contribution over the last 4 years.

**RESOLVED (1) that the following recommendation be agreed:**

**Minute 46 Green waste collection service update and year end accounts**

that 100% of the profit be distributed on the 60/40 (EDDC/SUEZ) split.

**Minute 50 HM Government strategy consultation**

the SUEZ Director of Municipal Services be invited onto the Recycling and Waste Partnership Board.

**RESOLVED (2) that it be noted:**

That any plans contemplated for the possible reduction to the level of the council's recycling service would not make any sense to the protection of the Environment, to customer service and to the council's budget. The implications to increased collections were not trivial.

13 **Minutes of South and East Devon Habitat Regulations Executive Committee held on 29 April 2019**

Members received and noted the minutes of South and East Devon Habitat Regulations Executive Committee held on 29 April 2019.

14 **Payhembury Neighbourhood Plan ('the Plan') to be formally 'made'**

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

**RESOLVED:**

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

**REASON:**

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

15 **Revenue and Capital Outturn Report 2018/19**

The Strategic Lead Finance presented the report which explained that during 2018/19 budget monitoring reports had informed members of budget variations and the anticipated year-end financial position. The report contains the final position for the year and compares the outturn position against the budgets set. The report outlined the implications of the results on the Council's reserves and made recommendations on any reserve transfers.

The Council's Unaudited Accounts were issued on 31 May 2019 and published on the Council's website, it was anticipated the Audited Accounts would be issued on 25 July 2019.

**RESOLVED:**

that the outturn position for 2018/19 including the implications and proposals relating to the Balances and Reserves held by the Council, be consider and agreed.

**REASON:**

To report the outturn position for the Council's approved budgets for the General Fund, Housing Revenue Account and Capital Expenditure. This financial position aligns to the Council's Statement of Accounts but the position in this 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.

## 16 **Leader's annual report on urgent executive decisions**

Under regulation 19 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information)(England) Regulations, there was a requirement to submit a report containing details of each executive decision which was agreed as urgent under Regulation 11 (cases of special urgency) where less than 5 days' notice could be given.

### **RESOLVED:**

That the annual report on urgent executive decisions be noted.

## 17 **Appointment of Lead Members**

The Leader presented his list of Lead Members for the Cabinet to approve in accordance with the delegation given by Annual Council on 22 May 2019.

<b>Axminster</b>	Ian Hall	Sustainable Homes and Communities
<b>Culture</b>	Joe Whibley	Environment
<b>Cranbrook (NEW)</b>	Kim Bloxham	Strategic Development
<b>Exmouth</b>	Nick Hookway	Strategic Development
<b>Business and Employment</b>	Mike Allen	Economy
<b>Flooding</b>	Chris Pepper	Environment
<b>Health and Wellbeing</b>	Tony Woodward	Sustainable Homes and Communities
<b>Member Development and Engagement</b>	Maddy Chapman	Corporate Services
<b>Neighbourhood Planning</b>	Bruce de Saram	Strategic Development
<b>Building Design and Heritage</b>	Helen Parr	Economy
<b>Procurement</b>	Dan Ledger	Finance
<b>Rural Economy</b>	Andrew Moulding	Economy
<b>Sport and Recreation</b>	Vicky Johns	Economy
<b>Tourism</b>	Chris Wright	Economy
<b>Youth</b>		Corporate Services
<b>Community Safety</b>	Tom Wright	Environment
<b>NPPF</b>	Kathy McLauchlan	Strategic Development
<b>Environmental Health</b>	Olly Davey	Environment
<b>Council Housing</b>	Tony McCollum	Sustainable Homes and Communities
<b>Affordable Homes</b>	Paul Jarvis	Sustainable Homes and Communities
<b>Parks and Open Spaces</b>	Nick Hookway	Environment
<b>Consultation</b>		Corporate Services
<b>Branding and Marketing</b>		Corporate Services
<b>Customer Services</b>	Jack Rowland	Corporate Services
<b>Estates and Property Services</b>	Sam Hawkins	Asset Management
<b>Commercial Property</b>	Geoff Pratt	Asset Management
<b>Inclusivity (NEW)</b>	John Loudoun	Corporate Services

**RESOLVED:**

that the Leader's list of Lead Members be agreed and delegated authority be given to the Leader to appoint further Councillors to the vacant positions.

**Attendance List**

**Present:**

**Portfolio Holders**

M Armstrong  
K Blakey

S Bond  
P Faithfull

B Ingham  
G Jung

P Millar  
G Pook

I Thomas

**Cabinet apologies:**

J Bailey

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

Dean Barrow  
Kim Bloxham  
Maddy Chapman  
Iain Chubb  
Alan Dent  
Steve Gazzard  
Ian Hall  
Marcus Hartnell  
Paul Hayward  
Mike Howe  
Sarah Jackson  
Dan Ledger  
Tony McCollum  
Kathy McLauchlan  
Andrew Moulding  
Helen Parr  
Val Ranger  
Jack Rowland  
Rylance Eleanor  
Philip Skinner  
Brenda Taylor  
Eileen Wragg  
Tom Wright

**Also present:**

**Officers:**

- Richard Cohen, Deputy Chief Executive
- Simon Davey, Strategic Lead Finance
- Amy Gilbert-Jeans, Service Lead Housing
- John Golding, Strategic Lead Housing, Health and Environment
- Henry Gordon Lennox, Strategic Lead Governance and Licensing
- Karen Jenkins, Strategic Lead Organisational Development and Transformation
- Amanda Coombes, Democratic Services Officer

Chairman .....

Date: .....