

## **MID DEVON DISTRICT COUNCIL**

**MINUTES** of a **MEETING** of the **CABINET** held on 29 September 2016 at 2.15 pm

### **Present**

#### **Councillors**

C J Eginton (Leader)  
R J Chesterton, N V Davey, P H D Hare-  
Scott, C R Slade, Mrs M E Squires and  
R L Stanley

### **Also Present**

#### **Councillor(s)**

Mrs J Roach and F J Rosamond

### **Also Present**

#### **Officer(s):**

Stephen Walford (Chief Executive), Andrew Jarrett (Director of Finance, Assets and Resources), Jill May (Director of Corporate Affairs and Business Transformation), Amy Tregellas (Head of Communities and Governance and Monitoring Officer), Jenny Clifford (Head of Planning and Regeneration), Mike Tucker (Building Control Manager) and Sally Gabriel (Member Services Manager)

## **65. APOLOGIES**

There were no apologies.

## **66. PUBLIC QUESTION TIME**

There were no members of the public present.

## **67. MINUTES OF THE PREVIOUS MEETING (00-00-47)**

The minutes of the previous meeting held on 15 September 2016 were approved as a true record and signed by the Chairman.

## **68. ENVIRONMENTAL HEALTH FEES AND CHARGES (00-01-50)**

Arising from a \* report of the Public Health and Professional Services Manager, the Community Policy Development Group had recommended that the revised fees and charges for Environmental Health as set out in appendix 1 of the report be approved.

The Cabinet Member for Community Well-Being outlined the contents of the report highlighting the revised fees and charges for statutory and discretionary functions within the Environmental Health Team and the need to offset or cover costs incurred for carrying out specific duties.

Consideration was given to comparisons with other authorities and food exports certificates.

**RESOLVED** that the recommendations be approved.

(Proposed by Cllr C R Slade and seconded by Cllr Mrs M E Squires)

Note: \*Report previously circulated, copy attached to minutes.

69. **INTRODUCTORY TENANCY POLICY (UPDATE) (00-05-20)**

Arising from a \* report of the Head of Housing and Property Services, the Homes Policy Development Group had recommended that the revised Introductory Tenancy Policy be approved.

The Cabinet Member for Housing outlined the contents of the report stating that the review of the policy reflected changes in good practice and legislation. It provided a framework for staff setting out the reasons why the Council issued introductory tenancies, tenants' rights and responsibilities and what action may be taken where there was a breach of the tenancy during the probationary period.

**RESOLVED** that the recommendation be approved.

(Proposed by Cllr R L Stanley and seconded by Cllr P H D Hare-Scott)

Note: \*Report previously circulated, copy attached to minutes.

70. **AIDS AND ADAPTATIONS POLICY (UPDATE) (00-07-44)**

Arising from a \* report of the Head of Housing and Property Services, the Homes Policy Development Group had recommended that the revised Aids and Adaptions Policy be approved.

The Cabinet Member for Housing stated that the policy had been revised to take into account who was eligible for assistance from the Council for aids and adaptions. A new section had been added to the policy referring to servicing, repairs and maintenance of equipment such as stair lifts and lifting equipment as well as a section on installing personal adaptations. He also made it clear that the Council would not fund any alterations or adaptations that may be required to the property following the purchase of a mobility vehicle.

Consideration was given to:

- Issues with regard to the housing of a mobility scooter which may allow the tenant to remain independent
- The fact that not all of the Council housing stock could be adapted due to its age
- That new properties were built to lifetime standards

**RESOLVED** that the recommendation be approved.

(Proposed by Cllr R L Stanley and seconded by Cllr N V Davey)

Note: \*Report previously circulated, copy attached to minutes.

## 71. **SERVICE STANDARDS REVIEW (00-15-45)**

Arising from a \* report of the Head of Housing and Property Services the Homes Policy Development Group had recommended that the revised Service Standards Policy be approved.

The Cabinet Member for Housing outlined the contents of the report stating that the service standards reflected changes in good practice and legislation, it provided a framework for staff which set out the standard of service they were expected to deliver as well as informing tenants and leaseholders of the service that they could expect to receive.

**RESOLVED** that the recommendation be approved.

(Proposed by Cllr R L Stanley and seconded by Cllr C R Slade)

Note: \*Report previously circulated, copy attached to minutes.

## 72. **BUILDING CONTROL (00-17-32)**

The Cabinet had before it a \* report of the Head of Planning and Regeneration updating Members of the proposed arrangements and progress made towards delivering the Building Control Service through a partnership between Mid Devon and North Devon Councils.

The Cabinet Member for Planning and Economic Regeneration outlined the background to the proposals for partnership working and the progress that had been made towards the formation of a partnership. He highlighted the proposed model including the ICT infrastructure that was required, the joint committee and the proposed time frame.

Consideration was given to:

- The single database to support operations of both authorities
- The makeup of the project team
- The ability to grow the business with a coordinated approach under a single leadership

**RESOLVED** that delegated authority be given to the Head of Planning and Regeneration and the Project Team in consultation with the Cabinet Member for Planning and Regeneration to finalise details of the agreement and method of delivery for final Cabinet approval in November/December 2016.

(Proposed by Cllr R J Chesterton and seconded by Cllr R L Stanley)

Note: \*Report previously circulated, copy attached to minutes.

## 73. **WASTE STORAGE SUPPLEMENTARY PLANNING DOCUMENT (00-24-37)**

The Cabinet had before it a \* report of the Head of Planning and Regeneration seeking approval to publish the draft supplementary planning document (SPD) for public consultation.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report highlighting the background to the formulation of the guidance based on the principles of ensuring that all new households were provided with adequate refuse storage. The SPD complemented existing Local Plan policy on design of housing (DM14) which required adequate external space.

Consideration was given to:

- a new development that had been viewed by Members and that any good examples could be identified and incorporated into the final version of the document
- the possible publicity of the SPD

**RESOLVED** that:

- a) The draft Refuse Storage and New Residential Properties Supplementary Planning Document (SPD) be approved for public consultation.
- b) Delegated authority be given to the Head of Planning and Regeneration in consultation with the Cabinet Member for Planning and Economic Regeneration to finalise consultation material.

(Proposed by Cllr R J Chesterton and seconded by Cllr N V Davey)

Note: \*Report previously circulated, copy attached to minutes.

#### 74. **STATEMENT OF COMMUNITY INVOLVEMENT (00-29-02)**

The Cabinet had before it a \* report of the Head of Planning and Regeneration seeking a recommendation to Council that the Statement of Community Involvement be adopted.

The Cabinet Member for Planning and Economic Regeneration outlined the report highlighting the proposed changes to the document with regard to Policy SC17 – application consultation.

**RECOMMENDED** that the Statement of Community Involvement be adopted.

(Proposed by Cllr R J Chesterton and seconded by Cllr C R Slade)

Notes:

- (i) Reference was made to an error in the report: paragraph 3.3 – the inclusion of “7” to read policy SCI 7(e);
- (ii) \*Report previously circulated, copy attached to minutes.

75. **SHARED WASTE SAVINGS AGREEMENT WITH DEVON COUNTY COUNCIL (00-33-07)**

The Cabinet had before it a \* report of Director of Finance, Assets and Resources requesting agreement of a shared services partnership agreement and a future position on waste transfer stations.

The Cabinet Member for the Environment outlined the background of the report stating that in 2014/15 when the Council began to plan for a number of strategic changes to its waste collection arrangements officers had held initial informal conversations/meetings with colleagues from Devon County Council's Environment Department to discuss potential reductions tonnages to landfill and increased service collection costs associated with our proposed new scheme.

All Devon Collection Authorities and the Disposal Authority officers had now agreed a shared savings Partnership Agreement. The Partnership Agreement which each Collection Authority would enter into individually would see both parties financially benefitting from any changes to baseline service provision as at 2014/15 which delivered reductions in waste treatment and disposal. The terms of the agreement were highlighted within the report. The acquisition of the new Carlu Close depot had now given the Council the opportunity to consider additional shared working possibilities, that of a transfer station for residual and organic waste.

The financial and operational benefits of having transfer arrangements on our own site, managed and controlled directly by our officers, would greatly reduce the uncertainty of future waste direction possibilities and offer an ongoing contribution towards rental and management overheads.

The work of the Waste and Transport Manager with regard to the project was recognised.

Consideration was given to:

- The ongoing reduction of waste to landfill
- The welcomed efficiencies and savings that the partnership agreement would bring

**RESOLVED** that:

- a) Entering into a shared savings partnership agreement on the terms shown within the report be agreed;
- b) Delegated authority be given to the Director of Finance, Assets & Resources in consultation with the Cabinet Member for the Environment to agree precise terms of the transfer station(s) arrangements with DCC in order to minimise associated onward transfer of waste to disposal sites either inside or outside of the District.

(Proposed by Cllr N V Davey and seconded by Cllr Mrs M E Squires)

Note: \*Report previously circulated, copy attached to minutes.

## 76. **FINANCIAL MONITORING (00-45-25)**

The Cabinet had before it a \* report of the Director of Finance Assets and Resources presenting financial monitoring information for the income and expenditure for the financial year 2016/17.

The Cabinet Member for Finance outlined the contents of the report stating that the General Fund showed a proposed deficit of £297k and he highlighted the most significant service movements within the month which comprised of:

- £(65)k salary savings on digital strategy - difficulties with staff recruitment and some projects on hold
- £(22)k savings following Business Development restructure
- £31k increase in rent and rates for the new waste depot
- £30k reduction in forecast savings on housing benefit subsidy
- £20k forecast shortfall on pay & display parking income

Consideration was given to:

- Forecasts within the Housing Revenue Account
- Some slippage within the Capital Programme
- Poor interest rates and the need to make investments elsewhere
- Completion dates for building projects.

Note: \*Report previously circulated, copy attached to minutes.

## 77. **PERFORMANCE AND RISK - QUARTER 1 (00-48-56)**

The Cabinet had before it and **NOTED** a \* report of the Head of Communities and Governance providing it with an update on performance against the Corporate Plan and local service targets for 2016/17 as well as providing an update on the key business risks.

The Head of Communities and Governance outlined the contents of the report stating that the majority of indicators were on target.

Consideration was given to:

- The very low percentage of missed collections
- Timescales for the provision of affordable housing
- An increase in users of the leisure centres
- Improved sickness levels
- A review of the risks taking place

Note: \*Report previously circulated, copy attached to minutes.

## 78. **SCHEDULE OF MEETINGS 2017/18 (00-59-41)**

The Cabinet had before it a \* draft schedule of meetings for 2017/18.

| **RECOMMENDED** that the schedule of meetings for 2017/18 be approved.

(Proposed by the Chairman)

Note: \*Draft schedule previously circulated, copy attached to minutes.

79. **NOTIFICATION OF KEY DECISIONS (1-09-00)**

The Cabinet had before it and **NOTED**, its rolling plan for October/November 2016 containing future key decisions.

Some movements within the plan were identified.

Note: \*Plan previously circulated, copy attached to minutes.

(The meeting ended at 3.17 pm)

**CHAIRMAN**