

Public Document Pack

Mid Devon District Council

Cabinet

**Thursday, 5 July 2018 at 2.15 pm
Exe Room, Phoenix House, Tiverton**

**Next ordinary meeting
Thursday, 2 August 2018 at 2.15 pm**

Those attending are advised that this meeting will be recorded

Membership

Cllr C J Eginton	Leader and Environment
Cllr R J Chesterton	Deputy Leader and Planning and Economic Regeneration
Cllr P H D Hare-Scott	Finance
Cllr C R Slade	Community Well Being
Cllr Mrs M E Squires	Working Environment and Support Services
Cllr R L Stanley	Housing

A G E N D A

Members are reminded of the need to make declarations of interest prior to any discussion which may take place

- 1. Apologies**
To receive any apologies for absence.
- 2. Declarations of Interest under the Code of Conduct**
Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
- 3. Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
- 4. Minutes of the Previous Meeting (Pages 5 - 16)**
Members to consider whether to approve the minutes as a correct record of the meeting held on 14 June 2018
- 5. Local Plan Examination Hearing (Pages 17 - 22)**
Report of the Head of Planning, Economy and Regeneration outlining the dates for the preliminary hearings for the examination of the Mid Devon Local Plan Review and requesting that delegated authority be given to the Head of Planning, Economy and Regeneration and officers

to follow instructions from the appointed Inspector to assist with the examination of the Local Plan Review.

6. **Records Management Action Plan** (*Pages 23 - 26*)

To consider a report of the Group Manager for Performance, Governance and Data Security outlining the document retention requirements of the Data Protection Act (DPA) 2018 and GDPR.

7. **Notification of Key Decisions** (*Pages 27 - 40*)

To note the contents of the Forward Plan.

8. **Access to Information - Exclusion of the Press and Public**

During discussion of the following item(s) it may be necessary to pass the following resolution to exclude the press and public having reflected on Article 12 12.02(d) (a presumption in favour of openness) of the Constitution. This decision may be required because consideration of this matter in public may disclose information falling within one of the descriptions of exempt information in Schedule 12A to the Local Government Act 1972. The Cabinet will need to decide whether, in all the circumstances of the case, the public interest in maintaining the exemption, outweighs the public interest in disclosing the information.

To consider passing the following resolution so that financial information may be discussed.

Recommended that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the next item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 respectively of Part 1 of Schedule 12A of the Act, namely information relating to the financial or business affairs of any particular person (including the authority holding that information)

9. **The Green, Public Convenience, Crediton** (*Pages 41 - 68*)

To consider a report of the Director of Finance, Assets and Resources requesting approval for the disposal of an asset.

Stephen Walford

Chief Executive

Wednesday, 27 June 2018

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairman. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Member Services Officer in attendance so that all those present may be made aware that is happening.

Members of the public may also use other forms of social media to report on proceedings at this meeting.

Members of the public are welcome to attend the meeting and listen to discussion. Lift access the first floor of the building is available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available. There is time set aside at the beginning of the meeting to allow the public to ask questions.

An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, or

If you would like a copy of the Agenda in another format (for example in large print) please contact Sally Gabriel on:

Tel: 01884 234229

E-Mail: sgabriel@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.

This page is intentionally left blank

MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **CABINET** held on 14 June 2018 at 2.15 pm

Present

Councillors

C J Eginton (Leader)
R J Chesterton, C R Slade, Mrs M E Squires
and R L Stanley

Apologies

Councillor(s)

P H D Hare-Scott

Also Present

Councillor(s)

J M Downes, F W Letch, F J Rosamond and N A Way

Also Present

Officer(s):

Andrew Jarrett (Director of Finance, Assets and Resources), Andrew Pritchard (Director of Operations), Kathryn Tebbey (Group Manager for Legal Services and Monitoring Officer), Andrew Busby (Group Manager for Corporate Property and Commercial Assets), Joanne Nacey (Group Manager for Finance), Catherine Yandle (Group Manager for Performance, Governance and Data Security), Christie McCombe (Area Planning Officer) and Sally Gabriel (Member Services Manager)

17. APOLOGIES

Apologies were received from Cllr P H D Hare-Scott.

18. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT

The following declarations of interest were received:

Councillor	Subject	Interest and Reason
C J Eginton	Treasury Management	Personal Interest as he received a pension from the Lloyds Bank Group
N A Way	Crediton Office	Personal Interest as a Member of Crediton Town Council
J M Downes	Crediton Office	Personal Interest as a Member of Crediton Town Council
F W Letch	Crediton Office	Personal Interest as a Member of Crediton Town Council

19. PUBLIC QUESTION TIME

Mr Welchman referring to Item 13 (Tiverton Eastern Urban Extension Area A – Masterplanning – Land South of West Manley Lane) on the agenda asked that as this is being decided by Cabinet and not the Planning Committee, have the Cabinet been made aware of the support for this proposal? If the Cabinet Members are not aware can the decision be deferred so that the decision can be made by the Planning Committee in a public meeting?

The Cabinet Member for Planning and Economic Regeneration responded stating that Planning Policy was within the Cabinet's remit and in the case of the masterplan the Cabinet would make recommendation to Council. The Planning Committee dealt with planning applications and not planning policy. He explained the process further highlighting the work of the Planning Policy Advisory Group who made recommendation to the Cabinet and as stated previously, if the matter required a Council decision then Cabinet would make recommendation to the Council.

Mr Quinn referring to Item 14 (Revised Data Protection Policy) stated that within Section 5 – Principles of Data Collection, about paragraph 5, reference is made to the different types of personal data processing.

The policy lists 7 types of 'special category' personal data (which require 'sensitive processing') – but fails to include one category listed within the Data Protection Act 2018. The missing category is "Genetic, or Biometric data, for the purposes of uniquely identifying an individual". I should like to know why this data category has not been included in this policy. My questions are: was this category of data left out by mistake? If it was not a mistake, can you give the reasons why this category of data was not included in this policy?

The Chairman indicated that the answer would be provided when the item was discussed.

20. MINUTES OF THE PREVIOUS MEETING (00-05-21)

The minutes of the previous meeting were approved as a correct record and signed by the Chairman.

21. MEETING MANAGEMENT

The Chairman indicated that he intended (with Cabinet's approval) to take agenda Item 13 (Tiverton Eastern Urban Extension Area A – Masterplanning – Land South of West Manley Lane) as the next item of business this would be followed by Item 14 (Revised Data Protection Policy).

22. TIVERTON EASTERN URBAN EXTENSION AREA A – MASTERPLANNING - LAND SOUTH OF WEST MANLEY LANE (00-06-35)

The Cabinet had before it a * report of the Head of Planning, Economy and Regeneration updating Members on the outcome of the public consultation regarding the proposal to amend the adopted Masterplan Supplementary Planning Document (SPD) by removing housing land parcels on the southern side of West

Manley Lane (within Area A) and seeking approval to revise the adopted Masterplan SPD accordingly.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report explaining the background to the proposal before the meeting today. He highlighted the approval of the Masterplan in April 2014 which had been outlined in the Allocations and Infrastructure Development Plan Document (AIDPD), Policy AL/TIV7 and included residential and employment areas of the Eastern Urban extension within the settlement limit of Tiverton. The southern part of the area followed the line of West Manley Lane before extending south towards the former railway line, the principle of development was established within the allocated site. Within the site was a small cluster of low density housing on land parcels south of West Manley Lane with the potential of providing 15 units. Outline planning permission was approved in June 2017 for 700 dwellings on Chettiscombe Trust land and the land parcels south of West Manley Lane initially formed part of the red line area of the application, this was subsequently amended at the request of the Planning Committee to remove it from the red line boundary. Although it was removed from the planning permission, the decision did not amend the masterplan and the Cabinet at its meeting in January 2018 resolved to amend the masterplan to remove the land parcels south of West Manley Lane and that public consultation take place on the revision.

He informed the meeting of the outcome of the consultation process which generally supported the amendment to the masterplan.

Consideration was given to: the decision of the Planning Committee and the general support for the amendment to the masterplan.

RESOLVED that the results of the public consultation be **NOTED**; and

RECOMMENDED to Council:

- i) That the Tiverton Eastern Urban Extension Masterplan Supplementary Planning Document be amended to encompass the proposed changes as set out in Appendix B and adopted; and
- ii) That the April 2014 Tiverton Eastern Urban Extension Masterplan Supplementary Planning Document be revoked.

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

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

23. **REVISED DATA PROTECTION POLICY (00-15-00)**

The Cabinet had before it a * report of the Group Manager for Performance, Governance and Data Security updating the existing policy to incorporate the requirements of the Data Protection Act (DPA) 2018 and GDPR.

The Leader outlined the contents of the report stating that the Data Protection Act 2018 received royal assent on 23 May 2018, this presented the first major change to data protection for personal data for 20 years and incorporated the requirement of

the GDPR, the Law Directive and other amendments such as changes to the powers of the ICO and enforcement. He highlighted the training programme which had been established for both Officers and Members.

In answer to the questions posed in public question time, the Group Manager for Performance, Governance and Data Security stated that Mr Quinn was correct, there had been an omission within the policy and that 'Genetic, or Biometric data, for the purposes of uniquely identifying an individual' should be included.

RESOLVED that subject to the inclusion of 'Genetic, or Biometric data, for the purposes of uniquely identifying an individual' into the special category data within the principles of data protection section of the policy, the revised Data Protection Policy be approved.

(Proposed by the Chairman)

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

24. **BEREAVEMENT SERVICES FEES AND CHARGES (00-18-47)**

The Cabinet had before it a * report of the Director of Finance, Assets and Resources setting out the Bereavement Service fees and charges for 2018/19. This report had previously been considered by the Cabinet on 5 April 2018, however, due to a change in Government guidance with regard to fees and charges, it had been resolved that the matter be referred back to the PDG for further consideration.

The Environment Policy Development Group reconsidered the issue at its meeting on 15 May and had recommended that subject to the removal of a charge for 'Exclusive Rights of Burial and Right to Erect a Memorial' for 30 years for those who die under the age of 18, the proposed Bereavement Service fees and charges for 2018/19 be approved.

The Leader outlined the contents of the report highlighting the range of fees and charges associated with burial. He indicated the Government guidance with regard to the establishment of the Children's Funeral Fund for England removing the fees for burials and cremations for those under the age of 18. The PDG had felt strongly with regard to the charging for 'exclusive rights of burial and the right to erect a memorial for 30 years for those who die under the age of 18'

RESOLVED that the recommendation of the Policy Development Group be approved.

(Proposed by the Chairman)

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

25. **STREET SCENE EDUCATION AND ENFORCEMENT SERVICE (00-21-57)**

The Cabinet had before it a * report of the Group Manager for Street Scene and Open Spaces, the Environment Policy Development Group had considered the report and made the following recommendations:

- a) The fine for littering be increased to the statutory maximum of £150.
- b) The time allocated to discretionary duties be varied as specified in paragraph 2, Table 2.
- c) Policies, systems and procedures necessary to enable Fixed Penalty Notices (FPN's) to be served on the relevant person(s) associated with littering from vehicles be introduced.

The Leader outlined the contents of the report highlighting the activity and priorities of the District and Neighbourhood Officers, the performance information available and the proposed increased fines in line with Government policy.

Consideration was given to:

- How the public could be better educated with regard to the disposal of litter
- Specific hotspots where littering was a problem
- Education programmes for schools
- The work of the Litter Busters team
- The 'any bin will do' initiative

RESOLVED that the recommendation of the Policy Development Group be approved.

(Proposed by the Chairman)

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

26. **TENANT INVOLVEMENT STRATEGY (00-32-53)**

The Cabinet had before it a * report of the Group Manager for Housing, the Homes Policy Development Group had considered the report and had recommended that the revised Tenant Involvement Strategy be approved

The Cabinet Member for Housing outlined the contents of the report highlighting the proposed revisions to the strategy which aimed at increasing the involvement of tenants and looked at various channels of communication.

RESOLVED that the recommendation of the Policy Development Group be approved.

(Proposed by Cllr R L Stanley and seconded by Cllr Mrs M E Squires)

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

27. **TENANT INVOLVEMENT POLICY (00-35-06)**

The Cabinet had before it a * report of the Group Manager for Housing, the Homes Policy Development Group had considered the report and had made the following recommendation: the Tenant Involvement Policy be approved subject to a revision of paragraph 9 on Equality and Diversity to state that:

As a registered provider of social housing, the Council has an equality duty and is bound by the provisions of the Equality Act 2010. This means that the Housing

Service must ensure that there will be no discrimination or unfair treatment on the grounds of gender (or gender reassignment), race, colour, ethnicity or national origin, faith, sexual orientation, marital/civil partnership status, age, disability, politics or trade union membership. We will not tolerate any discriminatory remarks or actions and will challenge anyone who behaves in that manner. Tenants will be excluded from any further involvement if they continue to behave in an offensive or discriminatory manner.

The Cabinet Member for Housing outlined the contents of the report highlighting the proposed changes to the policy, the importance of the Tenants Together Group and the good work that had taken place.

RESOLVED that the recommendation of the Policy Development Group be approved.

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

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

28. **COMMUNITY HOUSING FUND GRANT POLICY (00-36-39)**

The Cabinet had before it a * report of the Group Manager for Housing, the Homes Policy Development Group had considered the report and had recommended the Cabinet recommend to Council that:

- a) The Community Led Housing Fund Grant Policy be adopted and endorsed so that it can be used within the Council's District.
- b) That Members support the framework for the allocation of grants as presented within the report.
- c) Should any disagreements occur then the final decision should be delegated to the Director of Operations in conjunction with the Cabinet Member.

The Cabinet Member for Housing outlined the contents of the report highlighting some corrections that were required to the report:

- The reference to "in conjunction with" in recommendation c) should be changed to "in consultation with"
- Paragraph 1.5, remove mention of the 'Home and Communities Agency' and replace with 'Homes England'
- Paragraph 1.11 remove mention of three Cabinet Members and replace with two

He informed the meeting of the Government funding for the project which would aid those local groups who wished to establish community led housing projects and explained the grant funding process.

Consideration was given to:

- How the scheme would be managed and implemented
- How the scheme would be advertised
- The allocation process

RECOMMENDED to Council that subject to the corrections above that:

- a) The Community Led Housing Fund Grant Policy be adopted and endorsed so that it can be used within the Council's District.
- b) That Members support the framework for the allocation of grants as presented within the report.
- c) Should any disagreements occur then the final decision should be delegated to the Director of Operations in consultation with the Cabinet Member.

(Proposed by Cllr R L Stanley and seconded by Cllr Mrs M E Squires)

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

29. **REVENUE AND CAPITAL OUTTURN 2017/18 (00-42-24)**

The Cabinet had before it a * report of the Director of Finance, Assets and Resources presenting the revenue and capital outturn figures for the financial year 2017/18.

The Group Manager for Finance explained that the report set out a complete set of management reports that showed the final cash related position on all service areas. Although it was anticipated that the General Fund would be overspent, with additional funding for the Garden Village and Business Rates income (through growth and the benefits of pooling), an overall general fund surplus of £159k had been realised. The Housing Revenue Fund had produced an underspend of £255k which was proposed to be transferred to the Housing Maintenance Fund earmarked reserve. With regard to the Capital Programme, the revised budget for 2017/18 amounted to £24.315m, the spend for the year had been £8.523m leaving an underspend of £15.792m of which £5.874m would be carried forward into the 2018/19 programme.

Consideration was given to:

- The detailed accounting that had taken place
- The move to Carlu Close for the Grounds Maintenance Team
- Individual budget codes

RESOLVED that:

- i) The General Fund outturn achieved in 2017/18 which shows an overall underspend of £159k be noted. The surplus be transferred to the Property Maintenance reserve to provide further resilience.
- ii) The net transfers to earmarked reserves of £909k detailed in the General Fund service budget variance reports shown in Appendix 1 & 2 and summarised in Appendix 4 be approved.
- iii) The positive position achieved on the Housing Revenue Account which showed an annual saving of £255k be noted and that the "earmarking" of the extra £255k shown in paragraph 3.3, as well as specific items totalling £3.002m and the utilisation of items totalling £484k identified in Appendix 4 be approved

- iv) The carry forward of £5.874m from the 2017/18 capital programme (see paragraph 5.2) be approved as all of the schemes will be delivered in 2018/19 or later years.

(Proposed by the Chairman)

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

30. **ANNUAL TREASURY MANAGEMENT REPORT (0053-04)**

The Cabinet had before it a * report of the Director of Finance, Assets and Resources providing Members with a review of activities and the actual prudential treasury indicators for 2017/18.

The Group Manager for Finance explained that the report gave a flavour of what was happening in the financial markets and the following table provided the overall treasury position at 31 March 2018:

TABLE 1	31 March 2017 Principal	31 March 2018 Principal
Total external debt	£43.9m	£42.4m
CFR	£50.6m	£49.4m
Over / (under) borrowing	(£6.7m)	(£7m)
Total investments	£23m	£26m
Net debt	£20.9m	£16.4m

RECOMMENDED to Council that the treasury activities for the year be noted.

(Proposed by the Chairman)

Notes:

- i) Cllr C J Eginton declared a personal interest as he received a pension from Lloyds Banking Group;
- ii) *Report previously circulated, copy attached to minutes.

31. **REVENUES AND BENEFITS PERFORMANCE REPORT (00-55-22)**

The Cabinet had before it and **NOTED** a * report of the Director of Finance, Assets and Resources reporting on the Council Tax, Non Domestic Rates and Housing Benefit Performance for 2017/18.

He outlined the contents of the report stating that in difficult times, this was a very good news story. 2017/18 had seen some minor changes to the Council Tax

Reduction Scheme, a slight relaxing in some of the preceptors ability to increase their share of the Council Tax and a delay in the local roll-out of Universal Credit. Those challenges had been well managed within the two service areas and we still have seen excellent levels of performance regarding both collection levels and speed of response times.

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

32. **RECORDS MANAGEMENT (00-58-37)**

The Cabinet had before it a * report of the Group Manager for Performance, Governance and Data Security requesting the Cabinet to approve the revised Records Management Policy.

She outlined the contents of the report stating that the policy had been revised in line with the new Data Protection Act 2018 and the GDPR

Consideration was given to: the difference between GDPR and the Data Protection Act 2018

RESOLVED that the revised Records Management Policy be approved.

(Proposed by the Chairman)

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

33. **PERFORMANCE AND RISK (1-00-54)**

The Cabinet had before it and **NOTED** a report of the Director of Corporate Affairs and Business Transformation providing an update on performance against the corporate plan and local service targets for 2017-18 as well as providing an update on the key business risks.

The Group Manager for Performance, Governance and Data Security outlined the contents of the report stating that this was the outturn report for 2017/18 and highlighted the performance to 31 March 2018.

Consideration was given to a correction to the number of affordable homes delivered which was 115 and not 92.

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

34. **NOTIFICATION OF KEY DECISIONS (1-04-21)**

The Cabinet had before it, and **NOTED**, its rolling plan * for June 2018 containing future key decisions.

Note: *Plan previously circulated, copy attached to minutes

35. **ACCESS TO INFORMATION - EXCLUSION OF THE PRESS AND PUBLIC (1-04-21)**

Prior to considering the following item on the agenda, discussion took place as to whether it was necessary to pass the following resolution to exclude the press and public having reflected on Article 15 15.02(d) (a presumption in favour of openness) of the Constitution. The Cabinet decided that in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

It was therefore:

RESOLVED that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the next item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 respectively of Part 1 of Schedule 12A of the Act, namely information relating to the financial or business affairs of any particular person (including the authority holding that information)

(Proposed by the Chairman)

36. **CREDITON OFFICE, CREDITON**

Following the meeting on 10th May 2018, the Chairman of the Scrutiny Committee had called in the decision of the Cabinet: that subject to contract, to dispose of the Crediton office building to buyer 2 on the terms set out in paragraph 3.5 of the report for the following reasons:

1. the decision appears to have been made, not in haste, but without full recognition of the potential for:
 - further negotiations to take place with Crediton Town Council to see whether a more acceptable offer could be achieved. There is, despite the known financial pressures in local government, no deadline by which the decision had or has to be made - other than the need for a disposal to take place before the end of the 18-month protected period which applies to disposals of assets of community value in order to avoid a further moratorium.
 - the central and valued location of the building to Crediton which, if it were to be transferred to Crediton Town Council, could sustain the well-being and social cohesion of the town
2. it is unclear how the Cabinet took into account the following Corporate Plan objectives:
 - working with local communities to encourage them to support themselves, including retaining and developing their local facilities and services
 - working with town and parish councils

The Scrutiny Committee at its meeting on 21 May 2018

“RESOLVED that the Cabinet be requested to reconsider its decision to dispose of the Crediton office building to buyer 2 and that Crediton Town Council be allowed to make a final offer for the building”.

The Cabinet reconsidered the decision made on 10th May 2018.

The Cabinet Member for Housing provided information on negotiations to date.

Returning to open session it was:

RESOLVED that the original decision stand in that: subject to contract, to dispose of the Crediton office building to Buyer 2 on the terms set out in paragraph 3.5 of the report, because:

- (a) The offer from Buyer 2 is the best offer put forward during the marketing period and it is a clear indication of the best consideration which can be reasonably obtained;
- (b) The offer from Buyer 2, although below the most recent unrestricted valuation, would not require vacant possession and thus save time and money in securing the transfer;
- (c) The Council realises a significant capital receipt and gives up future liability for an asset which is surplus to the Council's requirements.
- (d) The offer from Crediton Town Council would result in disposal of the office for a capital receipt which was less than 50% of the restricted value.

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

Notes:

- i) Cllr Mrs M E Squires requested that her abstention from voting be recorded;
- ii) Cllrs J M Downes, F W Letch and N A Way declared personal interests as members of Crediton Town Council;
- iii) Report previously considered on 10th May 2018, previously circulated.

(The meeting ended at 3.55 pm)

CHAIRMAN

This page is intentionally left blank

CABINET
5TH JULY 2018

REPORT OF THE HEAD OF PLANNING, ECONOMY AND REGENERATION

MID DEVON LOCAL PLAN REVIEW - EXAMINATION

Cabinet Member: Cllr Richard Chesterton
Responsible Officer: Mrs Jenny Clifford, Head of Planning, Economy and Regeneration

Reason for Report: Preliminary hearings for the examination of the Mid Devon Local Plan Review will take place on 20th and 21st September 2018. There is now a need to give delegated authority to the Head of Planning, Economy and Regeneration and officers to follow instructions from the appointed Inspector to assist with the examination of the Local Plan Review.

RECOMMENDATIONS:

That Cabinet recommends to Council

That Council delegates authority to:

- i) **Officers to follow instructions from the appointed Inspector to assist with the examination of the Local Plan Review.**
- ii) **The Head of Planning, Economy and Regeneration in consultation with the Cabinet Member for Planning and Economic Regeneration to agree upon a set of proposed main modifications if arising during the examination process (most likely at the very end of the examination process) and if asked by the Inspector to do so, and seek approval from the Council to consult on these together with any updated Sustainability Appraisal.**
- iii) **The Head of Planning, Economy and Regeneration the ability to make any presentational improvements or other consequential minor changes (e.g. correcting typographical errors or factual inaccuracies and matters of clarification) to the Local Plan or its Policies Map prior to the consultation on proposed main modifications commencing.**

Relationship to Corporate Plan: The Local Plan Review will help meet the Corporate Plan priorities: 'Economy', 'Homes', 'Community' and 'Environment'.

Financial Implications: The report itself has no direct financial implications. There is currently a budget for the examination of the Local Plan Review.

Legal Implications: The Council is required by legislation to prepare a development plan which has to be monitored and kept up to date. Failure to replace out dated policies would mean the Council would be failing in this duty.

Risk Assessment: Failure for the Local Plan Review to be found sound at its examination will prevent its adoption and could leave the Council's planning decisions being challenged which would waste significant Council resources. The lack of delegated authority being granted to the Head of Planning, Economy and Regeneration in the way requested will hamper the Council's ability to respond in a timely and appropriate way to the evidence, discussion and Inspector's requests during the examination to the detriment of the Council's case and the smooth operation of the examination process. This is therefore a precautionary approach to ensure that the relevant delegated powers are in place should they be required.

1.0 Introduction

- 1.1 The Mid Devon Local Plan Review 2013 – 2033 Proposed Submission (incorporating proposed modifications) was submitted to the Secretary of State on 31st March 2017 for its independent examination.
- 1.2 Following a deferment to allow for an independent assessment of the Sustainability Appraisal of proposed modifications made to the submission plan, dates have now been reset for initial examination hearings.
- 1.3 The Inspector has confirmed that preliminary hearings into Policy J27 Land at Junction 27 and associated Policies SP2 Higher Town, Sampford Peverell and TIV16 Blundell's School, will take place on 20 and 21 September 2018. After that, the Inspector will clarify the situation in relation to those Policies and how the Examination will then proceed.

2.0 Examination process

- 2.1 The examination process commences following the submission of the Local Plan Review. The purpose of the examination is to focus on the main issues that the Inspector considers are fundamental to the soundness of the plan, including legal compliance and the duty to co-operate.
- 2.2 The Planning Inspectorate has published details for the procedural practice in the examination of local plans. This makes clear that the Inspector takes control of the examination process from start to finish, including hearing sessions and exploratory or procedural meetings if necessary.
- 2.3 Throughout the course of the examination the Inspector may ask for the Council (and other participants) for additional information. This could include papers and statements with responses on specific issues.
- 2.4 Council officers will be required to attend hearing sessions, engage in discussions led by the Inspector and provide responses to the Inspector's questions. This could include responses to supplementary questions not previously responded to in hearing statements. It is feasible that the Inspector may ask officers to undertake additional work and also engage with other

participants in providing information to assist Inspector's examination of the local plan.

- 2.5 Officers have recently attended hearings for the Plymouth and South West Devon Joint Local Plan, and the North Devon and Torridge Local Plan. It is evident the examining Inspector can request discussions between officers and participants throughout the hearings and can request that the Council assists in note-taking that the Inspector can use as an 'aide-memoire'.

3.0 **Main modifications and minor changes to the plan**

Main modifications

- 3.1 The Council has submitted for examination what it believes to be a sound plan and that subject to the outcome of the examination it intends to adopt the Local Plan as approved for submission.

- 3.2 The Planning Inspectorate's guidance indicates that

"if at any stage during the course of the examination the Inspector considers that main modifications are likely to be required to the plan to address potential unsoundness or legal compliance matters, the Council will be asked if it wishes to invite the Inspector to recommend the necessary main modifications."

- 3.3 The Planning Inspectorate's guidance also states that the majority of plans are subject to such a request from Local Planning Authorities for main modifications to be recommended by the Inspector where necessary to make the plan sound.

- 3.4 Should the Inspector consider main modifications are necessary to make the plan sound, officers will work with the Inspector on drafting the proposed main modifications. The Planning Inspectorate's guidance indicates the nature and likely extent of the main modifications should be fully discussed at the hearings. These may consist of redrafted text, the omission of a policy or section of text (or the inclusion of a new one). The purpose of the discussions at the hearings is for the Inspector, the Council and participants to gain the fullest possible understanding of any modifications that may be required to make the Local Plan sound and legally compliant.

- 3.5 As such there is a need for the Council to delegate authority to the Head of Planning, Economy and Regeneration, in consultation with the Cabinet Member for Planning and Economic Regeneration, 'to negotiate' possible modifications with the Inspector during the examination process, to enable the smooth running of the examination.

- 3.6 At examination stage any proposed main modifications are not formally agreed by the Inspector. Should the Inspector consider that main modifications are necessary to make the plan sound the Council will be

requested to produce a schedule of proposed main modifications and will be required to undertake Sustainability Appraisal (as necessary) on these. The Council will undertake public consultation on the schedule of main modifications and the Sustainability Appraisal (minimum 6 weeks) and then provide these documents and the consultation responses received to the Inspector. The Inspector will take these documents and the consultation responses into consideration and determine whether further hearing sessions are necessary in order to help prepare a draft report in which he will include a final set of main modifications.

- 3.7 The draft report will be subject to a fact check by the Council before the Inspector issues a final report. Where the Inspector recommends a final set of main modifications in his report these will be binding on the Council if it wants to adopt the Local Plan.
- 3.8 It should be noted that the Policies Map is not a development plan document and as such it should not be subject to any main modifications made by the Inspector. However, since the Policies Map illustrates graphically the application of policies in the Local Plan the Council will be responsible for updating it to ensure consistency with the adopted local plan.

Minor changes

- 3.9 Minor changes, known as additional modifications, can be made by the Council on adoption of the local plan, without the need to be examined. They may become necessary as a result of the Inspector's recommended main modifications to the Local Plan. Minor changes could include presentational improvements or other consequential alterations (e.g. correcting typographical errors or factual inaccuracies, and matters of clarification) to the Local Plan or its Policies Map.
- 3.10 As such there is a need for the Council to delegate authority to the Head of Planning, Economy and Regeneration the ability to make any minor changes as necessary.

4.0 Reporting to Council Members

- 4.1 Officers expect to advise all Council Members by email how the hearings have progressed, the main issues arising and how the delegated authority has been used.
- 4.2 Should the Inspector consider that main modifications are necessary to make the plan sound, officers will report a schedule of proposed main modifications and a Sustainability Appraisal (as necessary) to the Council and seek approval for public consultation on these documents.
- 4.3 The purpose of this report is to ensure relevant delegated authorities are in place to support the smooth running of the examination process. By

presenting this report there is no suggestion that the Council considers the plan as submitted to be unsound, not legally compliant or to require major modification. The intention is to allow officers to respond in a timely and appropriate way to the examination process as led by the Inspector. Having such delegated authorities in place should they be needed is a normal and robust step taken by Councils in anticipation of the examination process and precautionary.

Contact for more Information: Tristan Peat, Forward Planning Team Leader,
01884 234344 / tpeat@middevon.gov.uk

Jenny Clifford, Head of Planning, Economy and
Regeneration, 01884 234346 /
jclifford@middevon.gov.uk

Circulation of the Report: Cllr Richard Chesterton, Cabinet Member for
Planning and Economic Regeneration

List of Background Papers: “Procedural Practice in the Examination of Local
Plans” (Planning Inspectorate, June 2016 4th
Edition v.1)
<https://www.gov.uk/government/publications/examining-local-plans-procedural-practice>

This page is intentionally left blank

CABINET
5 JULY 2018

RECORDS MANAGEMENT ACTION PLAN

Cabinet Member: Cllr Clive Eginton
Responsible Officer: Catherine Yandle, Group Manager for Performance, Governance and Data Security

Reason for Report: Good records management is a key factor in achieving compliance with the retention requirements of the Data Protection Act (DPA) 2018 and GDPR.

RECOMMENDATION(S): That Cabinet approves the Records Management Action Plan.

Relationship to Corporate Plan: This policy supports good governance arrangements enabling confidence in delivery of the Corporate Plan.

Financial Implications: The Records Management Action Plan does not have any financial implications itself rather the contrary if the DPA 2018 and GDPR are not complied with.

Legal Implications: Not complying with the DPA 2018 and GDPR would expose MDDC to enforcement action by the Information Commissioner's Office (ICO).

Risk Assessment: Approving the Records Management Policy reduces the risk of enforcement action by the ICO.

Equality Impact Assessment: No equality issues identified for this report.

1. Introduction

- 1.1. The Data Protection Act 2018 put into legislation the requirements of the General Data Protection Regulation together with other legislation. This had the effect of putting best practice in data protection into law.
- 1.2. In accordance with the new Data Protection legislation it is vital that records handling happens as part of a managed process and is logged. This is a new and significant legal requirement.

2.0 The Plan

- 2.1 The existing Records Management Handling Policy was already based on best practice which has meant the revised policy, which has already been approved by Cabinet, was not a complete re-write but recognition of the fact that additional requirements are now reflected in legislation.
- 2.2 As such most of its requirements were already in place but not very well publicised or enforced. The Action Plan will reinforce the requirements and ensure MDDC complies with the GDPR and DPA 2018.

3.0 **Conclusion**

3.1 That Cabinet approves the Records Management Action Plan.

Contact for more Information: Catherine Yandle, Group Manager for Performance, Governance and Data Security

Circulation of the Report: Cabinet Members, Cllr Eginton, Leadership Team

RECORDS RETENTION MANAGEMENT ACTION PLAN 2018-19

RECORDS RETENTION MANAGEMENT ACTION PLAN 2018-19						
	Issue Identified	Action Required	By whom	By When	Progress	Status
1.	Publication Scheme Each service must have in place a record keeping system that documents its activities and provides for quick and easy retrieval of information. This will assist with complying with the Record of Processing Activity which is a requirement of DPA 2018	Publication Scheme exists, needs to be updated. Top 10 asset register already done, now need to work on full registers.	Group Managers Team/Group Manager for Governance, Performance and Data Security	31 October 2018		
2.	Job Descriptions Staff with specific responsibilities for record management will have these clearly defined in their job descriptions.	Job descriptions to be reviewed.	Group Manager for Governance, Performance and Data Security	31 August 2018		
3.	Training Group Managers will ensure that staff responsible for managing records are appropriately trained or experienced and that all staff understand the need for records management.	Mandatory training in place, needs updating for DPA 2018.	Group Managers/Group Manager for Governance, Performance and Data Security	31 August 2018	LMS training session booked for 11 July 2018.	
4.	Record Security Paper copies of documents must be held securely. Documents containing personal data must be locked away when unattended.	Clear desk policy Key pad access to Elections/ Members Services Office.	All Electoral Services Manager	1 July 2018 31 August 2018		
5.	Corporate Document Retention Schedule For many years MDDC used the Records Management Society of Great Britain Retention Guidelines for Local Authorities; this document	Produce MDDC specific document schedule.	Group Managers Team/Group Manager for Governance, Performance	31 October 2018	Partly in response to this MDDC has taken out a subscription to the LG Inform Plus from the LGA which	

RECORDS RETENTION MANAGEMENT ACTION PLAN 2018-19

	still has a place but dates to 2003 and is 87 pages long. A schedule exists, but is not MDDC specific and does not include all services.		and Data Security		in addition to other features offers a retention schedule.	
6.	<u>Record Disposal</u> We have a confidential waste supplier in place who meets the requirements of GDPR. The current sacks are not handled securely whilst on our own premises.	Replace sacks with lockable consoles and wheelie bins, Carlu Close already has a bin.	All/Group Manager for Governance, Performance and Data Security	31 July 2018	2 delivered so far in PH	
7.	<u>Information Audits</u> Complete a programme of information audits to monitor compliance with these actions and GDPR generally. Report the results to Leadership Team	Complete a programme of information audits to monitor compliance with these actions and GDPR generally.	Group Manager for Governance, Performance and Data Security	To start in November 2018		

MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

July 2018

The Forward Plan containing key Decisions is published 28 days prior to each Cabinet meeting

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Repairing Footpaths and Roads Policy	Environment Policy Development Group	10 Jul 2018	Steve Densham, Development Services Manager Tel: 01884 234921	Cabinet Member for Housing (Councillor Ray Stanley)	Open
	Cabinet	2 Aug 2018			
	Council	29 Aug 2018			
Market Rights Policy A report proposing the adoption of a new Market Policy.	Economy Policy Development Group	12 Jul 2018	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
	Cabinet	2 Aug 2018			
	Council	29 Aug 2018			
Rechargeable Repairs To receive a report reviewing the Rechargeable Repairs	Homes Policy Development Group		Mark Baglow, Group Manager for Building Services Tel: 01884	Cabinet Member for Housing (Councillor Ray Stanley)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
policy.	Cabinet	17 Jul 2018 2 Aug 2018	233011	Stanley)	
Gas Safety Policy To consider a report regarding the revised Gas Safety Policy.	Homes Policy Development Group Cabinet	17 Jul 2018 2 Aug 2018	Mark Baglow, Group Manager for Building Services Tel: 01884 233011	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Single Equalities Policy and Equality Objective Report outlining the Council's statutory duties under the Equality Act 2010, and to seek Members' approval for the revised Single Equality Scheme and Equality Objective.	Community Policy Development Group Cabinet	24 Jul 2018 2 Aug 2018	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Illegal Encampment Policy To receive a report regarding a policy regarding to Illegal Encampment	Community Policy Development Group Cabinet Council	24 Jul 2018 2 Aug 2018 29 Aug 2018	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open

Page 29

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Eastern Relief Road, Cullompton To consider material for public consultation	Cabinet	2 Aug 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Culm Garden Village - Cullompton (a) To consider constraints, opportunities and issues	Cabinet	2 Aug 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Culm Garden Village - Cullompton (b) To consider arrangements in connection with governance, decision-making and procurement.	Cabinet	2 Aug 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Custom and Self Build To consider a report discussing processes.	Cabinet	2 Aug 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
				Chesterton)	
Revised Freedom of Information Policy To consider a revised policy	Cabinet	2 Aug 2018	Catherine Yandle, Group Manager for Performance, Governance and Data Security Tel: 01884 234975	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Cleaning Contractors To approve the outcome of the procurement exercise.	Cabinet	2 Aug 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Broadband Update To consider broadband issues	Cabinet	2 Aug 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Fully exempt
Tiverton Eastern Urban Extension Area B Masterplanning To consider the outcome of	Cabinet	30 Aug 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel:	Cabinet Member for Planning and Economic Regeneration	Part exempt

Page 30

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
the tender process			01884 234346	(Councillor Richard Chesterton)	
Town Centre Masterplan following public consultation To consider that masterplan.	Cabinet	30 Aug 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Blackdown Hills - Area of Outstanding Natural Beauty (AONB) Management Plan Review To consider a draft management plan for public consultation	Cabinet	30 Aug 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Human Resources Strategy To consider the revised strategy	Cabinet	30 Aug 2018	Jane Cottrell, Group Manager for Human Resources Tel: 01884 234919	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Exe Valley Area of Outstanding Natural Beauty To consider the setting up of a partnership to explore an AONB for the Exe Valley and other issues.	Environment Policy Development Group Cabinet Council	4 Sep 2018 27 Sep 2018 24 Oct 2018	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Leader of the Council (Councillor Clive Eginton)	Open
Economic Strategy To consider a new policy.	Economy Policy Development Group Cabinet Council	6 Sep 2018 27 Sep 2018 24 Oct 2018	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Neighbourhood Management Policy To receive a report from the Group Manager for Housing presenting the revised Neighbourhood Management Policy.	Homes Policy Development Group Cabinet	11 Sep 2018 27 Sep 2018	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Customer Care Policy 3 yearly review	Community Policy Development		Jill May, Director of Corporate Affairs and Business	Cabinet for the Working Environment and	Open

Page 33

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
	Group Cabinet	18 Sep 2018 27 Sep 2018	Transformation Tel: 01884 234381	Support Services (Councillor Margaret Squires)	
Community Safety Partnership Plan 2 yearly review	Community Policy Development Group Cabinet	18 Sep 2018 27 Sep 2018	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Channel Access Strategy	Cabinet	27 Sep 2018	Lisa Lewis, Group Manager for Business Transformation and Customer Engagement	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Proposals for improvements to Tiverton Town Centre To receive a presentation on proposals for improvements to Tiverton Town Centre, seeking authority to go out to tender with a view to progress project work'.	Cabinet	27 Sep 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt

Page 25

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Vehicle Maintenance Contract To consider the maintenance contract.	Cabinet	27 Sep 2018	Stuart Noyce, Group Manager for Street Scene and Open Spaces	Leader of the Council (Councillor Clive Eginton)	Open
ICT Strategy Report regarding a review of the ICT Strategy	Cabinet	25 Oct 2018	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Statement of Community Involvement Review 2018 Report to seek authority to consult on the draft revised text	Cabinet	25 Oct 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Medium Term Financial Plan To consider the MTFP.	Cabinet	25 Oct 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Draft 19/20 General Fund and Capital Programme To consider options available in order for the Council to set a balanced budget for	Cabinet	25 Oct 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
2019/20.					
Treasury Management Strategy and Mid Year Review Report To consider a report of the treasury performance during the first 6 months of the financial year.	Cabinet Council	25 Oct 2018 19 Dec 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Information Security Incident To consider a revised policy	Cabinet	25 Oct 2018	Catherine Yandle, Group Manager for Performance, Governance and Data Security Tel: 01884 234975	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Information Security Incident To consider a revised policy	Cabinet	25 Oct 2018	Catherine Yandle, Group Manager for Performance, Governance and Data Security Tel: 01884 234975	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Void Management Policy To receive a report from the Group Manager for Building Services presenting the revised Void Management Policy.	Homes Policy Development Group Cabinet	13 Nov 2018 22 Nov 2018	Mark Baglow, Group Manager for Building Services Tel: 01884 233011	Cabinet Member for Housing (Councillor Ray Stanley)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Corporate Asbestos Policy To receive a report from the Group Manager for Building Services presenting the revised Corporate Asbestos Policy.	Homes Policy Development Group Cabinet	13 Nov 2018 22 Nov 2018	Mark Baglow, Group Manager for Building Services Tel: 01884 233011	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Asbestos Management Plan To receive a report from the Group Manager for Building Services presenting the revised Asbestos Management Plan.	Homes Policy Development Group Cabinet	13 Nov 2018 3 Jan 2019	Mark Baglow, Group Manager for Building Services Tel: 01884 233011	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Supply and Demand Policy To receive a report from the Group Manager for Housing presenting the revised Supply and Demand Policy.	Homes Policy Development Group Cabinet	13 Nov 2018 22 Nov 2018	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Severe Weather Emergency Protocol and Extended Winter Provision Protocol To receive a report from the Group Manager for Housing presenting an updated Severe Weather Emergency	Homes Policy Development Group Cabinet	13 Nov 2018 22 Nov 2018	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Protocol and Extended Winter Provision Protocol.					
Public Health Enforcement Policy 2 yearly review	Community Policy Development Group Cabinet	20 Nov 2018 3 Jan 2019	Simon Newcombe, Group Manager for Public Health and Regulatory Services Tel: 01884 244615	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Community Engagement Strategy (inc Action Plan) Report updating Members on progress made with the Community Engagement Action Plan and to review the strategy and focus for 2018	Community Policy Development Group Cabinet	22 Nov 2018 3 Jan 2019	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Design Supplementary Planning Document To consider a report seeking approval to consult on the draft Supplementary Planning Document.	Cabinet	22 Nov 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Statement of Community Involvement Review 2018 - post consultation To consider the review post consultation and make recommendation to Council	Cabinet Council	3 Jan 2019 27 Feb 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Design Supplementary Planning Document - post consultation To consider the Supplementary Planning Document post consultation	Cabinet	7 Mar 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
ASB Policy and Procedures To receive a report from the Group Manager for Housing presenting the revised Anti-Social Behaviour Policy and Procedures.	Homes Policy Development Group Cabinet	12 Mar 2019 4 Apr 2019	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Tenancy Strategy To consider a report regarding the revised strategy.	Homes Policy Development Group	12 Mar 2019 4 Apr 2019	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
	Cabinet				
Greater Exeter Strategic Plan To consider a report of the Head of Planning, Economy and Regeneration regarding a draft strategic plan.	Cabinet Council	Not before 20th May 2019 Not before 31st May 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank