

MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **COMMUNITY POLICY DEVELOPMENT GROUP**
held on 20 August 2019 at 2.15 pm

Present

Councillors

C R Slade (Chairman)
W Burke, L J Cruwys, Mrs C P Daw,
Mrs I Hill, B Holdman, E G Luxton,
Miss J Norton and Mrs M E Squires

Apologies

Councillor(s)

J M Downes

Also Present

Councillor(s)

D J Knowles and R M Deed

Also Present

Officer(s):

Andrew Pritchard (Director of Operations), Andrew Busby (Group Manager for Corporate Property and Commercial Assets), Catherine Yandle (Group Manager for Performance, Governance and Data Security), Simon Newcombe (Group Manager for Public Health and Regulatory Services), Jeremy Pritchard (Team Leader - Commercial Team), Philip Langdon (Solicitor), Zoe Lentell (Growth and Regeneration Officer) and Carole Oliphant (Member Services Officer)

15 **APOLOGIES AND SUBSTITUTE MEMBERS (00.00.36)**

Apologies were received from Cllr J Downes who was substituted by Cllr L Cruwys.

16 **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (00.00.47)**

There were no declarations made.

17 **PUBLIC QUESTION TIME (00.01.02)**

Members of the public present did not ask any questions.

18 **MINUTES OF THE PREVIOUS MEETING (00.01.24)**

The Minutes of the Meeting held on 25th June 2019 were approved as a correct record and **SIGNED** by the Chairman.

19 **CHAIRMANS ANNOUNCEMENTS (00.02.08)**

The Chairman informed the Group of the opening of the new High-tech indoor cycle studio at the Exe Valley Leisure Centre.

20 **MEETING MANAGEMENT (00.02.51)**

The Chairman indicated that he intended (with the Groups approval) to take agenda item number 9 (CTF Fund Summary 2018-2019) as the next item of business.

21 **CTF FUND SUMMARY 2018-2019 (00.03.06)**

The Group had before it, and **NOTED**, a *report of the Head of Planning, Economy and Regeneration presented by the Growth and Regeneration Officer who explained that the Communities Together Fund had been closed for 2019/2020.

She explained that the fund was administered by MDDC on behalf of Devon County Council (DCC) with a 10% contribution from MDDC. In March 2019, DCC announced its decision to discontinue the Communities Together Fund and introduced the following alternatives:

- Crowdfund Devon (Extra Funding for Devon)
- Doing What Matters (Community Grants Fund)
- Making the Connection

The Chairman encouraged all Members present to actively promote the new schemes to Parish Councils within their wards.

NOTE: *Report previously circulated and attached to the minutes.

22 **CABINET MEMBER FOR COMMUNITY WELLBEING (00.04.55)**

The Group had before it, and **NOTED**, a *report of the Cabinet Member for Community Well-Being who outlined the contents of his report and stated that since becoming Cabinet Member it had been a steep learning curve.

He highlighted the key points of the report including:

- Strategic Grants
- ICT Services – Desktop operating systems upgraded to Windows 10
- Land Charges – New burdens funding available
- Leisure – 100% response rate for Facebook and SWIMTAG remains popular
- Public Health – Record number of food inspections
- Introduction of a noise app and a key emergency planning exercise

He explained to the Group that he had attended the Police and Crime Panel in Plymouth and had highlighted to the Panel the issues of the numbers of police on the streets and the opening of local police stations to the public. In response to direct requests from Members he confirmed that he would raise the issues of rural crime, county lines and the large area's that Mid Devon Police had to cover at the next meeting of the Panel.

In response to a question about the Air Quality Report, the Director of Operations confirmed that the Council had a statutory duty to produce plans in areas where air quality standards had been breached. Crediton and Cullompton had breached the

prescribed limits but Tiverton had not which was the reason that there was no plan produced for Tiverton. The Group Manager for Public Health and Regulatory Services highlighted that a detailed update report on the Air Quality Action Plan covering Crediton and Cullompton was planned for the next PDG meeting.

NOTE: *Report previously circulated and attached to the minutes.

23 **PERFORMANCE & RISK (00.17.42)**

The Group had before it, and **NOTED**, the Performance and Risk *report from the Group Manager for Performance Governance and Data Security who stated that this was the first report detailing the 2019/2020 performance.

She explained to Members that the reports could be adjusted to accommodate additional performance measures if these were requested by the Group.

NOTE: *Report previously circulated and attached to the minutes.

24 **CCTV ANNUAL UPDATE (00.20.23)**

The Group had before it, and **NOTED**, an update *report and an action plan detailed in section 7 of the report on the Tiverton Town Centre CCTV System presented by the Group Manager for Corporate Property and Commercial Assets.

He outlined the contents of the report and informed the Group that there were currently 26 cameras in Tiverton town centre and when the system was upgraded in 2016 partners, including the police, had been asked to comment on the location of the cameras.

He explained that at the Environment PDG on 6th August a public question had been received regarding the viability of installing mobile CCTV cameras that could be used for enforcement purposes, specifically littering in West Exe Recreational Ground, Tiverton. He explained that the cost of providing one unit would be in the region of £4k but there was a possibility of a free trial.

The Director of Operations explained that arranging the free trial of a mobile camera was something that could be achieved quite quickly but the Council would first need to ensure that it had a Policy on the deployment of such cameras that was compliant with data protection legislation and the latest guidance. He explained that the Council was not able to install cameras in public parks where children played without a robust Policy in place and it would need to investigate how any footage obtained could be used for environmental enforcement purposes.

The Group discussed the ongoing issues at West Exe Recreational Ground in Tiverton and **AGREED** that a Use of CCTV policy, detailing the governance around the use of mobile cameras in practice, and compliance to the latest guidance should be developed. The Group **AGREED** that the development of a Policy and an update to procedures should be added to the Groups work programme and be presented to the Group for consideration at a future meeting.

In response to a question regarding the provision of CCTV in Crediton and Cullompton the Group Manager for Corporate Property and Commercial Assets

explained that they could consider this as part of the assessment of the current CCTV provision that the Property Services team were due to conduct. The Leader of the Council explained that it would be critical that all parties in Crediton and Cullompton that would benefit from additional CCTV should contribute to the cost of systems.

NOTE: *Report previously circulated and attached to the minutes.

25 **REGULATION OF INVESTIGATORY POWERS (00.33.27)**

The Group received the annual *review of Regulation of Investigatory Powers from the Director of Corporate Affairs and Business Transformation presented by the RIPA Co-ordinating Officer.

There were no issues or queries raised by Members and therefore:

It was resolved

- (1) To **RECOMMEND** to the Cabinet to approve the reviewed Regulation of Investigatory Powers procedure the revised RIPA policy including the new annex on social media/internet research.
- (2) that officers draft a policy on covert surveillance for non-RIPA cases to be submitted for approval and
- (3) to note the contents of the Report

(Proposed by the Chairman).

NOTE: *Review previously circulated and attached to the minutes.

26 **PUBLIC HEALTH UPDATE (00.35.29)**

The Group received a presentation from the Group Manager for Public Health and Regulatory Services outlining the remit of the Public Health Service that was relevant to the Community PDG. This included:

- An overview of the service with a range of statutory functions
- The gross budget for the service and the number of staff with a breakdown of revenue and capital expenditure relevant to the PDG
- Food inspections - Which premises were require registration and inspection and BREXIT implications around approved premises and food imports/exports
- 93% of food premises in Mid Devon were broadly compliant
- A record number of food interventions in 2018/2019
- Food Hygiene Rating Scheme – 96% rated good or very good. It was not mandatory to display the scores in England

- Infectious Disease Notifications – The team received about 120 instances per annum
- Health & Safety Inspections- Looking for controls in place to prevent accidents and near misses
- Private Water Supplies –The majority were single domestic premises but also a number of larger domestic and commercial supplies required risk assessment
- Air Quality Management – The need to adopt an air quality management plan in areas which breached standards of air quality
- Emergency Planning – Included the requirement to have response and recovery plans and conduct training exercises
- Community safety – Includes the Community Safety Partnership and anti-social behaviour
- Other duties including land contamination, unsanitary premises, pest control and hoarding
- Support to other service areas including public health burials, corporate risk work and corporate health and safety

The Group had a discussion about the Food Hygiene Rating Scheme and expressed a concern that high performing premises that required less frequent inspections could see their standards slip but it not be investigated for a long period of time.

27 IDENTIFICATION OF ITEMS FOR THE NEXT MEETING (01.21.22)

No additional items were identified

(The meeting ended at 3.37 pm)

CHAIRMAN