

## **MID DEVON DISTRICT COUNCIL**

**MINUTES** of a **MEETING** of the **CABINET** held on 31 August 2017 at 2.15 pm

### **Present**

**Councillors** C J Eginton (Leader)  
P H D Hare-Scott, C R Slade and  
R L Stanley

### **Apologies**

**Councillor(s)** R J Chesterton, K Busch and Mrs M E Squires

### **Also Present**

**Officer(s):** Stephen Walford (Chief Executive), Andrew Jarrett (Director of Finance, Assets and Resources), Andrew Pritchard (Director of Operations), Jill May (Director of Corporate Affairs and Business Transformation), Jenny Clifford (Head of Planning, Economy and Regeneration), Mary Dolley (Principal Solicitor), Liz Reeves (Head of Customer Services) and Sally Gabriel (Member Services Manager)

#### **39. APOLOGIES**

Apologies were received from Cllrs: K I Busch, R J Chesterton and Mrs M E Squires.

#### **40. PUBLIC QUESTION TIME**

There were no members of the public present.

#### **41. MINUTES OF THE PREVIOUS MEETING (00-00-48)**

The minutes of the meeting held on 3 August 2017 were approved as a correct record and signed by the Chairman.

#### **42. DEVON DISTRICT COUNCIL'S JOINT SAFEGUARDING POLICY AND MDDC GUIDANCE AND PROCEDURES (00-01-37)**

Arising from a \*report of the Director of Corporate Affairs and Business Transformation and Corporate Safeguarding Lead Officer, the Community Policy Development Group had recommended the Devon District Councils Joint Safeguarding Policy (Appendix A) and the MDDC guidance and procedures (Appendix B) be approved.

The Cabinet Member for Community Well-Being outlined the contents of the report stating that the purpose of the report was to update the previous policy. Minor amendments had been made with a review regarding the number of service safeguarding representatives across the Council to support the Child Protection and Safeguarding Officer, relevant training had been completed by representatives and all officers and Members would be required to review and adopt the updated policy.

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

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

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

43. **UPDATE TO THE CORPORATE PLAN (00-02-43)**

The Cabinet had before it a \* report of the Chief Executive regarding the aims within the Corporate Plan 2016-22 and seeking to ensure that the operational projects within the plan remained current.

The Chief Executive outlined the contents of the report stating that the current published Corporate Plan included under each priority, operational projects, the majority of which were time limited to the end of 2016/17. He stated that he had updated the priority activities for 2017/18; these would require approval by the Cabinet and Council. He hoped that he would be provided with delegated authority in consultation with the Leader to amend operational elements of the published plan in the future to ensure that an up to date version could be re-published as often as required, however no delegated authority would be sought over the policy and objectives within the plan.

Consideration was given to whether the priorities within the Corporate Plan could be achieved by May 2019 and some of the strategic risks which had been highlighted.

**RECOMMENDED** to Council that:

- a) The amendments to the operational section of the published Corporate Plan for 17/18 be noted and approved;
- b) Delegated authority be given to the Chief Executive in consultation with the Leader to amend the operational elements of the published plan to ensure that an up to date version could be (re)published as often as required

(Proposed by the Chairman)

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

44. **BID SUBMISSIONS TO HOUSING INFRASTRUCTURE FUND (00-08-18)**

The Cabinet had before it a \* report of the Head of Planning, Economy and Regeneration informing Members of the current funding opportunities under the Housing Infrastructure Fund and seeking approval to pursue a bid for infrastructure projects in the district and to agree prioritisation of the projects to be submitted

The officer outlined the contents of the report stating that in July 2017 the Government launched its £2.3 billion Housing Infrastructure Fund to finance infrastructure to unlock housing delivery. She highlighted the two separate funding streams available, the Forward Funding stream available to upper tier Councils and the Marginal Viability Funding stream eligible for District and Unitary Councils. Two

projects would be put forward for funding by MDDC under the Marginal Viability element:

- (i) **Junction 28 of the M5 Motorway, Cullompton** which required funding to assist in capacity of the junction pending the delivery of strategic improvements. The proposed improvement would increase the junction's capacity through the creation of an additional lane over the bridge over the M5 to provide two lanes in each direction, the construction of a new footbridge and full signalisation of the junction. She explained that the County Council had submitted an expression of interest under a different funding stream to help deliver the shorter term improvements.
- (ii) **Northern element of the A361 junction east of Tiverton**, phase 1 of the scheme had a funding project in place and work was about to commence. Phase 2, (the overbridge and northern slips) was suitable for a funding bid.

She explained that bidders under the Marginal Viability Fund were asked to prioritise when submitting more than one scheme taking into account the degree of ambition for the scheme, value for money, the additional homes proposed, the strategic approach and deliverability. It was clear that the Junction 28 scheme could deliver more housing and economic growth opportunities and would match the strategic approach of the authority to growth as set out in the submitted Local Plan review; therefore it was proposed that this scheme would be highlighted within the bid as the priority.

Consideration was given to:

- Concerns of local Ward Members relating to the J28 proposal to ensure that sufficient regard was had to pedestrian access and cycle lanes
- The infrastructure required for development within Mid Devon
- The importance of both schemes

**RESOLVED** that:

- a) Delegated authority be given to the Head of Planning, Economy and Regeneration to submit a bid to the Housing Infrastructure (Marginal Viability) Fund to seek finance for the projects identified within the report; and
- b) The bid be prioritised to relate to improvements to Junction 28 of the M5

(Proposed by the Chairman)

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

#### 45. **PROJECT MANAGEMENT FOR CULM GARDEN VILLAGE (00-23-01)**

The Cabinet had before it a \* report of the Head of Planning, Economy and Regeneration advising Members on the results of the procurement of a project manager for the Culm Garden Village project.

The Head of Planning, Economy and Regeneration outlined the contents of the report highlighting the background of the Garden Village project explaining the need

for a dedicated project manager to continue the momentum of the scheme. She outlined the procurement process that had taken place and reported the expressions of interests and submissions received.

Consideration was given to the expertise required to progress the project.

**RESOLVED** that: the initial one year contract be awarded to Supplier 3 with an agreed annual cost of £66,000. The Contract had been awarded to the contractor with the highest combined quality/price score with 70% of the total score based on quality and 30% on price.

(Proposed by the Chairman)

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

#### 46. **FINANCIAL MONITORING (00-27-57)**

The Cabinet had before it and **NOTED** a \* report of the Director of Finance, Assets and Resources presenting financial monitoring information for the income and expenditure for the financial year 2017/18.

The Cabinet Member for Finance outlined the contents of the report stating that there was a projected deficit of £73k, a reduction of £57k since the annual variance of £130k was reported in June. Leisure income was down, but trading receipts had improved. Reserves and the HRA were in a good position and investment income was healthy.

Consideration was given to:

- The capital programme and the fact that Palmerston Park and the Exe Valley Leisure Centre extension should be completed by the end of the year
- Market Walk units

Note: \*Report previously circulated copy attached to minutes

#### 47. **ANNUAL REPORT ON COMPLAINTS, COMMENTS AND COMPLIMENTS (00-30-50)**

The Cabinet had before it a \* report of the Head of Customer Services and ICT regarding her annual report on complaints, comments and compliments received in 2016/17.

The officer outlined the contents of the report highlighting the contact from customers in a variety of ways for all services. She explained that the 2015 data for calls answered was for all calls received and the 2016/17 data was to the call centre only. She informed the meeting that digital contacts had increased, especially payments online and that the biggest contact method was by email.

Consideration was given to:

- Calls logged that required action

- Complaints and how they were registered
- The Ombudsman's report
- The reduction in the number of visitors accessing council services in person at Phoenix House

**RESOLVED** that:

- a) The record of complaints, comments and compliments be noted.
- b) The recommendations for continued improvement on recording and responding to complaints be noted.

(Proposed by the Chairman)

Note: \*Report previously circulated copy attached to minutes

**48. VINYL FLOORING RENEWAL CONTRACT 2017-2021 (00-37-53)**

The Cabinet had before it a \* report of the Director of Operations advising Members of the outcome of the recent tender of the Vinyl Flooring Renewal 2017-2021 to council houses and to confirm the award of the contract.

The Cabinet Member for Housing outlined the contents of the report.

During the discussion 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. This decision was required because consideration of the matter in public may have disclosed information falling within one of the descriptions of exempt information in Schedule 12A to the Local Government Act 1972

**RESOLVED** that under Section 100A(4) of the Local Government Act 1972 the public be excluded 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)

Having discussed a number of business issues with regard to the tender process, the meeting moved back into open session.

**RESOLVED** that: the Vinyl Flooring Contract be awarded to Supplier A with a forecast annual budget of £200,000.

(Proposed by the Chairman)

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

**49. NOTIFICATION OF KEY DECISIONS (00-39-30)**

The Cabinet had before it and **NOTED**, its rolling plan\* for September 2017.

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

50. **COUNCIL OFFICES, CREDITON**

This item had been deferred until the next meeting to allow for further information to be provided prior to a decision being made.

(The meeting ended at 3.04 pm)

**CHAIRMAN**