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Dear Councillor

## **SOUTH HAMS COUNCIL - THURSDAY, 25TH JULY, 2019**

I refer to the agenda for the above meeting and attach papers in connection with the following item(s).

### **Agenda No    Item**

#### 7. Reports of Bodies:

- g)    Overview & Scrutiny Panel \* - 11 July 2019 (Pages 1 - 12)
- h)    Executive \* - 18 July 2019 (Pages 13 - 24)

Yours sincerely

Darryl White  
Senior Specialist – Democratic Services

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**MINUTES OF THE MEETING OF THE  
OVERVIEW & SCRUTINY PANEL  
HELD AT FOLLATON HOUSE, TOTNES ON  
THURSDAY, 11 JULY 2019**

<b>Panel Members in attendance:</b>			
* Denotes attendance		∅ Denotes apology for absence	
∅	Cllr L Austen	∅	Cllr H Reeve
*	Cllr J P Birch (Chairman)	*	Cllr J Rose
∅	Cllr M Chown	*	Cllr P C Smerdon (Vice Chairman)
*	Cllr S Jackson	*	Cllr B Spencer
*	Cllr J McKay	*	Cllr J Sweett
*	Cllr D M O'Callaghan	∅	Cllr D Thomas
*	Cllr J T Pennington		

<b>Other Members also in attendance:</b>
Cllrs K J Baldry, H D Bastone, J Brazil, N A Hopwood, D W May and J A Pearce

Item No	Minute Ref No below refers	Officers in attendance and participating
All		Group Manager – Customer First; and Senior Specialist – Democratic Services
7(a)	O&S.12/19(a)	Head of Assets Practice
7(b)	O&S.12/19(b)	Head of Assets Practice
8	O&S.13/19	Head of Assets Practice
9	O&S.14/19	Support Services Specialist Manager
10	O&S.15/19	Projects Specialist
11	O&S.16/19	Support Services Specialist Manager
12	O&S.17/19	Specialist Manager – Customer First

**O&S.9/19 MINUTES**

The minutes of the meeting of the Overview and Scrutiny Panel held on 13 June 2019 were confirmed as a correct record and signed by the Chairman.

**O&S.10/19 DECLARATIONS OF INTEREST**

Members and officers were invited to declare any interests in the items of business to be considered during the course of the meeting. These were recorded as follows:-

Cllr D M O'Callaghan declared a Disclosable Pecuniary Interest in agenda item 7(c): 'Executive Forward Plan: Council Tax Reduction Scheme 2020/21' (Minute O&S.12/19(c) below refers) by virtue of being in receipt of some monies in accordance with this Scheme. Whilst Cllr O'Callaghan had submitted a question to be raised in relation to this agenda item, the Chairman confirmed that he would ask it on her behalf.

## O&S.11/19 PUBLIC FORUM

In accordance with the Public Forum Procedure Rules, the Chairman informed that three questions had been received for consideration during this agenda item.

### 1. Question from Mr Peter Scott

*'In the drafting of South Hams' Climate Action Plan, what opportunity will (a) South Hams residents and (b) expert organisations in the South Hams have to influence:*

- (a) The remit, target date and policy areas to be included in the Plan;*
- (b) The timetable and consultation procedures involved in drawing up the Plan;*
- (c) An early outline draft of the Plan;*
- (d) The final policy recommendations, targets and indicators of progress?'*

The Leader responded that there was presently a recommendation to the Special Council meeting on 25 July 2019 that a Climate Change Emergency be declared and an Action Plan produced. It was too early to provide exact details of how the Action Plan would be developed and exactly who would be involved. Residents and expert organisations would be involved and/or consulted through the Action Planning process and/or through the Devon Carbon Plan that was proposed by the Devon Climate Emergency Response Group (DCERG).

### 2. Question from Mr Robert Vint

*'Teignbridge District Council has invited this Council to work with it on drafting a Climate Action Plan, it has set up an Action Group consisting of representatives of key community organisations and last week hosted the first public meeting of Teignbridge Climate Emergency Action Group attended by around 200 residents. How has this Council responded to Teignbridge's invitation and does it plan to set up an equivalent Action Group to actively involve residents and key community organisations in the drafting of this Plan?'*

In response, the Leader informed that the lead officer for Climate Change had been in contact with Teignbridge regarding the benefits of working together, for example, through joint procurement. Officers would continue to work closely with them, and other partners, where it was beneficial to do so.

At present, there was a recommendation to the Special Council meeting on 25 July 2019 that a Climate Change Emergency be declared and an Action Plan produced.

It was too early to provide exact details of how the Action Plan would be developed and exactly who would be involved. Residents and community organisations would be involved and/or consulted through the Action Planning process and/or through the Devon Carbon Plan that is proposed by the Devon Climate Emergency Response Group (DCERG).

### **3. Question from Mr Gordon Nicholson**

*'How will the need to reduce local carbon emissions in response to the Climate Emergency be taken into account in decisions that the Executive will take this month on Renewable Energy Investment, Electric Vehicle Charging Points, the Air Quality Action Plan and also in relation to future development of Langage Energy Park?'*

In response, Cllr Pearce emphasised that the need to reduce carbon emissions was recognised and the declaration of a Climate Change Emergency had been recommended by the Executive and would be considered at the Special Council meeting on 25 July 2019. Carbon emissions and their reduction would be one of many factors considered and taken into account, where relevant, during the decision-making processes at the Council's Executive.

## **O&S.12/19 EXECUTIVE FORWARD PLAN**

The Panel was presented with the most recently published Executive Forward Plan. In accordance with Procedure Rules, formal requests had been made for three future Executive agenda items to be first considered by the Panel. These items were as follows:

### **(a) Investing in Kingsbridge**

The Deputy Leader introduced this item and advised that the officer report had now been published with the Executive agenda. The report highlighted that the Kingsbridge Hotel development project and Business Case was originally approved by the Executive in December 2018 (Minute E.62/18 refers). Since this initial approval, the Deputy Leader informed that the business case had been changed therefore requiring a revised approval from the Executive so as to proceed. It was noted that the key changes were:

- That the cost of the project had increased from £9.10 million to £10.13 million;
- That the scale of the development had changed from 76 rooms to 85 rooms; and
- The height of the development had been reduced from 5 storeys to 4.

At this stage, the Chairman invited the local Ward Members in attendance to address the Panel. In so doing, they raised a number of points that included:-

- the apparent lack of public consultation that had been undertaken to date;
- the apparent lack of an independent assessment of the Business Case to underpin the project;
- it being somewhat misleading to state that Kingsbridge Town Council was largely supportive of the project. In light of the Town Council recently calling for a public meeting on the proposals, a Member felt that the Executive decision should be deferred pending the outcome of this meeting;
- a number of misgivings over the timing and presumptive tone of the press release that had been published earlier in the week. In addition, disappointment was expressed that they had not been consulted prior to the press release being issued;
- the local Neighbourhood Plan being in the early stages of development;
- the perception that the car park was underutilised was incorrect. As a result, the Members questioned where the hotel users would park; and
- there being local demand for high skilled employment.

In countering a number of these points, the Deputy Leader stated that:-

- Hotel accommodation was currently much needed in Kingsbridge;
- whilst some negative comments had been expressed, the Town Council had confirmed its support for the principle of these proposals;
- the vast majority of local traders were also supportive of the proposals;
- the Council was committed to working closely with the Town Council and engaging with local residents on the development and there would be two opportunities for the public to make their comments to the Council. Firstly, there would be a public consultation exercise following the Executive meeting and there would then be a second opportunity as part of the planning process;
- the Council was not viewing these proposals as an income generation project for the Council. Instead, the Panel was advised that the main drivers for advancing this project were the local economic and wellbeing benefits;

During the ensuing debate, the following points were raised:

- (i) Members who had attended the recent Tour of the District had visited this development site and felt that it had been particularly informative and useful;
- (ii) In light of the uncertain future facing town centre high streets, it was felt that this proposal was a key means of supporting the local economy in Kingsbridge;
- (iii) It was confirmed that the traffic and highways implications of the proposals were included on the preliminary risk register for this project.

In concluding the debate, the Chairman emphasised that the Panel welcomed the assurances that had been given in respect of the commitment to work closely with the Town Council and consult with local residents.

### **(b) Commercial Investment Strategy**

The Deputy Leader introduced this update and informed that the report would also be a standalone agenda item for consideration at the Special Council meeting on 25 July 2019. In summary, the agenda item would be seeking Council approval to revise its Commercial Investment Strategy to be able to take advantage of opportunities outside of the South Hams area to invest in renewable energy generation assets.

During the subsequent debate, it was noted that:-

- (i) A number of local authorities were already exploring this type of investment;
- (ii) The grid was already at capacity in Devon;
- (iii) This initiative could provide an opportunity for shared working provision with West Devon Borough Council;
- (iv) It would now be timely for the Council to reconsider whether or not it should install solar panels over some of its car parks.

The Chairman closed the debate and advised the lead Member and officers that the Panel was broadly supportive of the recommendation to amend the Commercial Investment Strategy.

### **(c) Council Tax Reduction Scheme 2020/21**

The Chairman asked the following question:

*“This year’s council tax reduction scheme is linked to Universal Credit; has there been an increased level of people having problems with payment so far. In particular with the Minimum Income Floor rule, have there been an increased number of self-employed residents struggling to pay? Do you have figures? Some councils have dropped the MIF rule. Would this council consider doing so if it leads to increased hardship for the low paid self-employed?”*

In response, the lead Executive Member for Prosperity advised that the current Council Tax Reduction (CTR) Scheme was revised for this financial year, with the full report being agreed by Council on 21 February 2019. The Member urged colleagues to refer to this report, which was very comprehensive in explaining the rationale for the changes and the financial modelling.

In summary, the Member proceeded to inform that the only link to Universal Credit was that Universal Credit claims changed automatically as income changes and these changes were again made automatically to our systems. This meant that the Council could be generating new council tax bills for those residents claiming CTR on a weekly basis, thereby generating confusion and more queries, leading to more calls and more work. The scheme had been designed to limit these changes by putting claimants in Bands which allowed for fluctuations without creating changes to the council tax reduction benefit.

The Member then pointed out that an important fact was that officers were tasked with designing a scheme that helped the most vulnerable. Some Members appeared to be focussing on the Minimum Income Floor (MIF) that impacted self-employed and not the fact that the Council had increased the benefit for those in most need from 80 to 85%, with modelling suggesting that this would provide more help to approximately 1,900 residents.

In terms of the figures, the lead Member advised that it was agreed with the Executive that a report would be brought back after 6 months, thereby providing 6 months' worth of data to examine the impact of the Scheme. Whilst the lead Member appreciated that other Members were interested, it was his view that the Council should wait for this data rather than react to individual issues before judging whether or not the scheme had been a success.

Nonetheless, the Member confirmed that an initial check of some 105 self-employed claims showed that:

- 19 had not even had the MIF applied;
- And of the 86 that had, 55 (62%) were better off under the new scheme;
- 31 were worse off, with 6 having no award under the new scheme as these were all single people capable of finding alternative / additional employment;
- 5 of the 31 had been awarded an additional payment through the Councils' exceptional hardship fund.

Finally, the lead Member confirmed that officers were not aware that any of the Devon authorities were removing the MIF. In fact, most of the districts were now creating schemes that mirrored this Councils', once again demonstrating that South Hams was leading the way in Devon.

The Chairman thanked the lead Member for his comprehensive response and reflected the views of the Panel in requesting that further consideration be given to this matter at its meeting on 17 October 2019.



Whilst accepting the point that there was no such thing as a perfect system, a Member did wish to make the point though that the payment of a bill did not always reflect financial resilience and it was his view that there was a flaw in the current Scheme that required addressing.

#### O&S.13/19 **ASSETS REGISTER**

A report was considered that presented the Council's Assets Register.

In emphasising the importance of local Member involvement and feedback on the Register, it was **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** that:

*'The Panel request that Democratic Services and Assets officers arrange a series of Drop-in Sessions for local Ward Members, with the intention being to consider the Assets Register in more detail before it is then forwarded to Town and Parish Council Clerks for their information and reference.'*

It was then:

#### **RESOLVED**

That the Panel:

1. note the content of the presented agenda report and the Assets Register; and
2. request that Democratic Services and Assets officers arrange a series of Drop-in Sessions for local Ward Members, with the intention being to consider the Assets Register in more detail before it is then forwarded to Town and Parish Council Clerks for their information and reference.

#### O&S.14/19 **PEER CHALLENGE ACTION PLAN**

Consideration was given to a report that provided Members with the latest version of the Peer Challenge Action Plan.

During the ensuing discussion, reference was made to:-

(a) the perception of backbench Members that they still felt excluded from the decision-making process. In response to some Members being of the view that this remained an issue following the May elections, the Leader advised that she was committed to changing the culture of the organisation and she was aware of measures being implemented that included:

- the greater use of all Member Workshops and Briefings;
- Member drop-in sessions with the Senior Leadership being re-established; and

- Executive Members being available and accessible to the wider membership.

In response to a specific request, it was agreed that it would be more appropriate for the principle of appointing Shadow Executive Members to be considered by the Political Structures Working Group;

- (b) the Member Briefing session on the Senior Leadership Team (SLT) restructure. The Chairman thanked the Leader and Chief Executive for arranging a Member Briefing on the SLT restructure before the Special Council meeting on 25 July 2019;
- (c) the need to engage more with Town and Parish Councils. The Panel was informed that the Leader and Deputy Leader of Council had extended an offer to attend Town and Parish Council meetings. As a result, local Ward Members were encouraged to promote this offer amongst their local town and parish councils.
- (d) the next Action Plan update. The Panel felt that it was reasonable for the next update to be presented to its 23 January 2020 meeting.

It was then:

#### **RESOLVED**

1. That the progress to date on delivery of the Peer Challenge Action Plan be noted; and
2. That the next update be presented to the Panel meeting on 23 January 2020, with this update including more in-depth information around the current perception of backbench Members that they still feel excluded from the decision-making process.

#### **O&S.15/19 WASTE PROCUREMENT CLOSEDOWN REPORT**

The Panel considered a report that provided an overview of the Waste Procurement project that detailed the successes, lessons learnt and the realisation of any immediate benefits.

During the ensuing discussion, reference was made to:-

- (a) the amount of work undertaken by lead officers. A number of Members paid tribute to the amount of work that had been undertaken by the lead officers in delivering such a successful project;
- (b) the three outstanding project risks. By way of an update, the Project Specialist advised that the installation of the bespoke IT solution was still in progress and the draft construction contract was currently with the contractors legal representatives. Finally, the Specialist informed that the Business Continuity Plan was now in place and part of the formal contract.

When questioned, the Specialist assured the Panel that he was confident that the outstanding risks would be overcome before the end of the summer months;

- (c) monitoring of the Waste Contract. In noting the ongoing role that was played by both the Waste Procurement Board and the Waste and Recycling Working Group, the Panel concluded that it should be in receipt of a formal contract monitoring report at its meeting on 27 February 2020.

It was then:

**RESOLVED**

1. That the contents of the report be endorsed; and
2. That the formal Waste Contract monitoring report be presented to the Panel meeting on 27 February 2020.

**O&S.16/19 ICT RESILIENCE UPDATE**

Members considered a report that provided an update to the Resilience Report that was presented to the Panel at its meeting on 28 June 2018 on both the work that had been completed to date and the proposed further service improvements.

During the ensuing discussion, the following points were raised:-

- (a) Officers confirmed that there were alternatives to Microsoft and they were constantly reviewing the feasibility of alternative service providers;
- (b) Whilst there had been problems with the rollout of the Member IT devices, a Member wished to put on record his thanks at the level of support that he had received from officers during this difficult period;
- (c) For security reasons, officers advised that unmanaged devices (e.g. personal mobile phones) were not permitted access to the Council's internal network.

It was then:

**RESOLVED**

That the progress made to date in maintaining resilient IT systems and networks since June 2018 be noted.

O&S.17/19 **DEVON CLIMATE EMERGENCY RESPONSE GROUP – VERBAL REPORT**

The Specialist Manager – Customer First provided a verbal update on the work of the Devon Climate Emergency Response Group (DCERG) and, in so doing, made reference to:

- the importance of Members keeping a close eye on the regular updates that were available via the following weblink:

<https://www.devon.gov.uk/energyandclimatechange/devon-climate-emergency>

- the DCERG being hosted by Devon County Council;
- the Council being represented at meetings of the DCEG by either himself or the Chief Executive;
- a commitment to circulate minutes arising from the DCERG and its sub-groups to Members via the Bulletin. In response to a request, the officer agreed to raise at the next meeting whether these meetings were open to members of the public to attend.

The Panel proceeded to discuss the update and made particular reference to:-

- (a) some concerns over the lack of any reference to date on biodiversity and tree loss. In reply, the Panel was advised that Devon County Council had not included biodiversity in its Climate Change Declaration but the officer gave an assurance that he would raise this matter at the next Sub-Group meeting;
- (b) the importance of working together with other local authorities and agencies to tackle such a significant and complex piece of work was recognised;
- (c) an officer training session that had been convened to take place on Tuesday, 23 July 2019; and
- (d) a joint all Member session with West Devon Borough Council Members would be held at the Woolwell Community Centre on Wednesday, 18 September 2019.

O&S.18/19 **OVERVIEW AND SCRUTINY ANNUAL REPORT**

Consideration was given to a report that presented the Overview and Scrutiny Annual Report.

In the debate, officers committed to providing a Member with a response to some specific queries relating to the Neighbourhood Planning process and Section 106 Agreements outside of the meeting.

It was then:

**RECOMMENDED**

That Council be **RECOMMENDED** that the Overview and Scrutiny Annual Report for 2018/19 be approved.

O&S.19/19 **ANNUAL PANEL WORK PROGRAMME**

During consideration of the latest version of the Panel's Annual Work Programme, the following additions, amendments and deletions were made:

- (a) The Council Tax Reduction Scheme item be added to the Programme for consideration at the Panel meeting on 17 October 2019 (Minute 12/19(c) above refers);
- (b) Members were reminded of the earlier decision for the next progress update on the Peer Challenge Action Plan to be added to the Programme for consideration at the Panel meeting on the afternoon of 23 January 2020 (Minute O&S.14/19 above refers);
- (c) It was noted that a Waste Contract Monitoring Report agenda item would be scheduled for consideration at the Panel meeting on 27 February 2020 (Minute O&S.15/19 above refers).

(Meeting started at 10.00 am and concluded at 1.00 pm)

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Chairman

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**MINUTES OF A MEETING OF  
THE EXECUTIVE  
HELD AT FOLLATON HOUSE ON THURSDAY 18 JULY 2019**

<b>Members in attendance:</b>			
<b>* Denotes attendance</b>			
<b>∅ Denotes apologies for absence</b>			
*	Cllr K J Baldry	*	Cllr N A Hopwood
*	Cllr H D Bastone	*	Cllr D W May
*	Cllr J D Hawkins	*	Cllr J A Pearce

<b>Also in attendance and participating</b>		
Item 7	E.14/19	Cllrs Austen, Abbott, Pringle and Hodgson
Item 8	E.15/19	Cllrs Austen, Birch and Brazil
Item 9	E.16/19	Cllrs Holway, Rowe and Taylor
Item 10	E.17/19	Cllrs Hodgson, Pennington and Smerdon
Item 11	E.18/19	Cllrs Birch, Hodgson, Pennington and Smerdon
Item 12	E.19/19	Cllrs Birch, Brazil, Holway and Pennington
Item 16	E.23/19	Cllrs Hodgson and Smerdon

<b>Also in attendance and not participating</b>
Cllrs Reeve and McKay

<b>Officers in attendance and participating</b>		
All items		Deputy Chief Executive, s151 Officer and Specialist Democratic Services
Item 7	E.14/19	Head of Assets Practice
Item 8	E.15/19	Head of Assets Practice
Item 9	E.16/19	Head of Assets Practice
Item 10	E.17/19	Head of Assets Practice
Item 11	E.18/19	Senior Specialist Environmental Health
Item 14	E.21/19	Commissioning Manager
Item 15	E.22/19	Head of Environment Services Practice
Item 16	E.23/19	Specialist – Place Making and Assets
Item 17	E.24/19	Head of HR Practice
Item 19	E.26/19	Head of IT Practice

**E.10/19      MINUTES**

The minutes of the Executive meeting held on 6 June 2019 were confirmed as a true and correct record and signed off by the Chairman.

**E.11/19      DECLARATIONS OF INTEREST**

Members and officers were invited to declare any interests in the items of business to be considered during the course of this meeting and the following were made:

Cllr Hawkins declared a personal interest in Item 9: 'Dartmouth Health and Wellbeing Hub development' by virtue of being the Devon County Council representative on the South Devon Health Trust and he remained in the meeting and took part in the debate but abstained from the vote because he was also a local Ward Member;

Cllr Bastone declared that he would abstain from the vote on Item 9: 'Dartmouth Health and Wellbeing Hub development' because he was also a local Ward Member, but he took part in the debate;

Cllr May declared that he would abstain from the vote on Item 7: 'Ivybridge Regeneration' because he was a local Ward Member, but he took part in the debate;

Cllr Hopwood declared a disclosable pecuniary interest in Item 15: 'Car Parking Order Amendments' by virtue of business interests and she left the room for the duration of this item.

E.12/19

## **PUBLIC QUESTION TIME**

It was noted that the following public questions had been received in accordance with the Executive Procedure Rules, for consideration at this meeting. The responses are shown in italics. Supplementary questions were then asked as shown.

### **Question 1 from Colin Luker:**

Will SHDC consider a 'Pilot Park & Ride Study' to reduce traffic congestion & air pollution in Totnes by utilising underused parking spaces in Follaton House; an initial Friday pilot trial extending to week-days once viable and an extension to other routes into Town in future?

### **Response from Cllr Baldry:**

*The principle of a park and ride may be a good one, however, the car park at Follaton house is designated as a private operational car park for the benefit of our tenants, members and staff. It is included within the lease of our tenants and we would not be at liberty to change the operation of the car park to the detriment of our tenants without a full consultation process. A members working group is currently reviewing the future use of Follaton House and is looking to report back in October to the Executive. The Head of Assets does not advocate any consultation with our tenants on the change of the use of the car park until after the findings of the working group have been reported.*

### **Supplementary:**

I disagree with your statement. You hold Follaton House for the benefit of residents and I would ask you to reconsider.

### **Response:**

*Follaton House is for the benefit of staff, tenants and the residents of the whole of the South Hams.*



**Question 2 from Ian Hammond:**

In the plan for Ivybridge redevelopment, it would appear the Youth Venue is going. Have the executive considered the potential impact to Youth activities, Community activities and well-being especially in light of the plans for Youth for Christ and The Salvation Army to start activities in the centre next year?

**Response from Cllr Bastone:**

*The Executive recognise the importance of youth services in Ivybridge and in fact was pleased that at a recent meeting involving multiple stakeholders, Cllr Roger Croad from DCC suggested he was going to try and raise its priority within DCC. It is not the aim of this project to reduce services in Ivybridge and our future stakeholder engagement will shape what the final outcome looks like.*

**Supplementary:**

Will the impact assessment be amended to include the impacts on youth, community and wellbeing in the town?

**Response:**

*Yes, full impact assessments will be undertaken.*

**Question 3 from Cllr Tony Rea, ITC:**

Regarding proposals to build a new supermarket in Ivybridge: Precisely what modelling methods have been used to generate figures quoted recently in the press? ie that it would “create up to 60 jobs and bring in 2000 customers per day”.

**Response from Cllr Bastone:**

*These figures are taken directly from the supermarket provider, who has a clear understanding of their business model and employment requirements.*

**Supplementary:**

Regarding the 'up to 60' new jobs the development might bring to Ivybridge, what is the projected number of full time equivalent job opportunities?

**Response:**

*We have approached the supermarket for a specific response and will provide this in due course*

**Question 4 from Des Gray:**

What consultation will there be on the potential demolition of the Youth Venue, the impact on the community of the loss of planned services. If necessary to relocate the building, the impact if facilities are not as well positioned as the current building.

**Response from Cllr Bastone:**

*Adding to the earlier answer, the exact scale and location of services is yet to be determined. The vision to date is only at a masterplan stage, rather than detailed design and will be shaped by the stakeholders.*

**Supplementary:**

The present plan shows a building being demolished to make room for coach parking spaces. Is this necessary?

**Response:**

*The plans will be consulted on with stakeholders, the Council wants all to be involved.*

**Question 5 from Cllr Tessa Lannin:**

Why do the plans still include a drive through? Ivybridge residents raised concerns at the town council meeting 15 April to Tom Jones Head of Placemaking. A "drive through" will reduce footfall into Ivybridge Town Centre, and increase car traffic and litter - what benefits will it bring to Ivybridge?

**Response from Cllr Bastone:**

*There are two versions of the masterplan, one including the drive through and one not. There are challenges with the drive through, such as added competition and a slight reduction in parking, however it aligns well to current consumer habits and crucially does have a strong financial upside, which helps make the challenging economics of this project more viable.*

**Question 6 from Mike Mills:**

Can you advise how the Dartmouth Health and Wellbeing Hub Development meets the Council's first objective in the SHDC Commercial Investment Strategy 'To support regeneration and the economic activity of the District, and the desired outcomes, Town centre regeneration, and Tourism/Increased footfall ?

**Response from Cllr Bastone:**

*The strategy has multiple objectives and recognises that each project will be assessed against its own merits. This particular project does not seek to improve the economic activity of the District (other than through the construction phase) but delivers against other aspects of the strategy such as:*

- *To enhance business rates growth*
- *To assist with the financial sustainability of the Council as an ancillary benefit*
- *To help the Council continue to deliver and/or improve frontline services in line with the Council's adopted strategy & objectives.*

*It also targets the following desired outcomes set out in the strategy:*

- Health & Wellbeing*
- Business rate growth*
- Improved asset utilisation*

**E.13/19 EXECUTIVE FORWARD PLAN**

Members were presented with the Executive Forward Plan setting out items on the agenda for Executive meetings for the next four months and noted its content without any comment.

**E.14/19 IVYBRIDGE REGENERATION**

Members were presented with a report that presented further information, a business case and justification regarding the regeneration project in Ivybridge, following approval of the principle by the Executive in March 2019 (Minute ref: E.82/18).

The Deputy Leader introduced the report. A number of Members spoke on this item and there was a detailed debate.

During discussion, points raised included the following:

- The importance of ensuring youth facilities were included within the scheme;
- The need to bring additional footfall into the town and therefore site the supermarket within the town;
- The need to provide sufficient parking;
- That the supermarket offered 90 minutes free parking, in the knowledge that shoppers spend, on average, 20 minutes in their shop;
- The importance of listening to residents and getting their views, not just a vocal minority who opposed the scheme;
- That Ivybridge had changed considerably over the last 20 years and there were a number of young families who would benefit from access to a cheaper supermarket;
- The essential need to include addressing the problems of the two footbridges as part of any scheme that came forward;
- That this scheme would not financially benefit the District Council, and if the town did not want such a scheme the District Council would not impose it.

A number of Members spoke of the opportunity that this scheme could provide, and the Leader confirmed that consultation with residents would take place.

It was then:

**RESOLVED** that:

1. The revised business case contained within Exempt Appendix A be approved;
2. Officers be instructed to seek to finalise the land assembly and stakeholder engagement;
3. A maximum spend of £50,000 be approved; and
4. A further report be presented to the Executive upon the conclusion of part 2 of the recommendation.

**E.15/19 INVESTING IN KINGSBRIDGE**

The Executive was presented with a report that sought approval of the revised business case for the Kingsbridge Hotel development project, previously approved by the Executive in December 2018 (Minute ref: E.62/18).

The Deputy Leader introduced the report. The Lead Member for Environment stated that he was unable to support the recommendation as written, however, he proposed an additional recommendation that was seconded and, when put to the vote, declared carried.

During discussion, the following points were made:

- Concerns over the lack of car parking spaces, particularly in the summer months of June, July and August;
- The benefits of the scheme to both Kingsbridge and the District as a whole;
- Concerns that the District Council was taking all the risk, and the exit strategy;
- The need to ensure that the community were supportive of the scheme.

The Group Manager Support Services and Customer First concluded by confirming that he and the Kingsbridge Town Council Clerk had begun discussions on the importance of consultation, designing that consultation and who to consult with.

It was then:

**RESOLVED** that:

1. The revised business case for the project, as set out in the presented report and Exempt Appendix A, be approved; and
2. Officers undertake a public consultation outside the planning process, the format of which should be discussed with Kingsbridge Town Council and local Ward Members.

**E.16/19 DARTMOUTH HEALTH AND WELLBEING HUB DEVELOPMENT**

Members were presented with a report that asked for consideration of the relative merits and approval of a proposal to deliver a key health facility at Dartmouth in line with the Council's Health and Wellbeing theme.

The Deputy Leader introduced the report. Members were generally supportive of the proposals and each of the local Ward Members spoke in support. The benefits of the scheme to the surrounding parishes was discussed. The Leader did advise that the facilities to be included within the Hub would be decided by the NHS Trust and would not be a matter for the District Council.

It was then:

**RESOLVED** that:

1. The project to deliver a Health and Wellbeing HUB in Dartmouth and associated business case in exempt Appendix A be approved;
2. The borrowing identified in the business case under the delegation provided by the Commercial Investment Strategy be approved;
3. Authority be delegated to the Head of Assets Practice to enter into leases (and associated legal agreements) associated with the project with a term longer than the delegated limit of 15 years; and
4. The minimal impact that the proposals may have on total parking capacity in Dartmouth be recognised and officers instructed to bring forward proposals for consideration by local members to mitigate that loss.

**E.17/19 COMMERCIAL INVESTMENT STRATEGY**

Members were presented with a report that sought to update the Commercial Property Acquisition Strategy with the relaxation of the geographical investment restriction on the inclusion of renewable energy generation assets, and to update the name of the Strategy.

The Leader introduced the report and the Head of Assets responded to questions.

It was then:

**RECOMMENDED**

That Council be **RECOMMENDED** to approve the Commercial Investment Strategy at Appendix A.

**E.18/19 ADOPTION OF THE TOTNES AIR QUALITY ACTION PLAN**

Members were presented with a report that asked the Executive to consider the proposed Air Quality Action Plan for Totnes, it having been consulted on and subsequently reworked.

The Lead Member for Environment introduced the report. The Senior Specialist Environmental Health responded to questions of clarity. One of the local Ward Members asked that the Executive consider two minor amendments to the Action Plan as follows:

- Firstly, that the final sentence on Cost Effectiveness of Option 2: Medium be amended to read “Due to the potential cost, impact to the environment, and unquantifiable benefit to air quality it is not felt appropriate to explore this option further” (ie. remove ‘at this time’ from the end of the sentence; and

- Secondly, the second action in the Action Plan table amends the Key Performance Indicator to read “Install a minimum of two electric vehicle charging points within the Totnes Public Car Parks”.

The proposed amendments were agreed. Members debated air quality mitigation measures in more detail.

It was then:

**RESOLVED**

1. That the proposed Air Quality Action Plan for Totnes (at appendix 1), had been considered and the above amendments included; and
2. That Council be **RECOMMENDED** to adopt the amended Action Plan.

E.19/19

**MEDIUM TERM FINANCIAL POSITION FOR 2020/21 ONWARDS**

Members were presented with a report that presented a starting point for developing a meaningful five year strategy that set out the strategic intention for all of the different strands of funding available to the Council.

The Leader introduced the report, and the s151 Officer responded to questions of clarity.

Member discussion included the following points:

- Central Government was being lobbied to provide more information to local government in time for the budget setting process on key issues such as business rates, new homes bonus and negative revenue support grant;
- The savings due from the waste and recycling contract and how they were presented within the budget papers;
- Progress with the issue of some second homes being business rated. The Leader confirmed that discussions took place with Leaders from similarly affected councils at the recent LGA Conference and the appropriate Minister was aware of the issue. The Councils will be jointly lobbying the Minister on this ‘business rates loophole’.

It was then:

**RESOLVED** that:

1. The forecast budget gap for 2020/21 of £0.45 million be noted;
2. The current options identified and timescales for closing the budget gap in 2020/21 and in future years, to achieve long term financial sustainability as set out in Section 7, be noted; and

3. That Council be **RECOMMENDED** that the Council consults with all of the Town and Parish Councils within the District, on the basis that the District Council is 'minded to' withdraw the Council Tax Support Grant from Town and Parish Councils with effect from 1 April 2020 by 50% per annum over the next two years as set out in 4.15, in order to allow time for Town and Parish Councils to plan for the reduction in their budget setting processes.

#### E.20/19 **WRITE OFF REPORT**

The Deputy Leader introduced a report that informed Members of the debt written off for revenue streams within the Revenue and Benefits service. Debts up to the value of £5,000 were written off by the s151 Officer under delegated authority. Permission was sought to write off individual debts with a value of more than £5,000.

It was then:

#### **RESOLVED**

That it be noted that, in accordance with Financial Regulations, the s151 Officer has authorised the write-off of individual South Hams District Council debts totalling £63,798.63 as detailed in Tables 1 and 2 of the presented agenda report.

That the write off of individual debts in excess of £5,000 totalling £67,493.14, as detailed in Table 3, be approved.

#### E.21/19 **CROWDFUNDING**

Members were presented with a report that provided an overview of how crowdfunding worked and how the Council might use an underspend from the Town and Parish (TAP) Fund to create a South Hams crowdfund.

The Lead Member for Communities introduced the report.

It was then:

#### **RESOLVED**

That the proposed creation of a South Hams Crowdfund, as detailed in paragraph 5 be approved.

#### E.22/19 **CAR PARKING ORDER AMENDMENTS**

Members were presented with a report that recommended that the Off Street Parking Order be amended to include reference to Electric Charging Points and to allow enforcement of the same.

The Lead Member for Environment introduced the report.

It was then:

**RESOLVED** that Council be **RECOMMENDED** that:

The Off Street Parking Order be amended to include reference to Electric Charging points in accordance with paragraph 3.2 to enable future provision and enforcement of the Electric Charging point bays.

E.23/19 **SOUTH HAMS SPECIAL AREA OF CONSERVATION: HABITATS REGULATIONS ASSESSMENT GUIDANCE**

Members were presented with a report that set out proposed South Hams Special Area of Conservation (SAC) Habitats Regulations Assessment Guidance to be used to determine whether a Habitats Regulation Assessment (HRA) Screening was required on any planning application submitted within the South Hams SAC are and provided advice on the information that applicants may need to submit with a planning application in order for the planning authority to undertake the HRA.

The Leader introduced the report, and the Specialist Place Making and Assets explained how the guidance had been amended following consultation in 2018. He then responded to more detailed questions of clarity.

It was then:

**RESOLVED**

1. That the South Hams Special Area of Conservation Habitats Regulations Assessment Guidance (as at Appendix 1 of the presented agenda report) be approved, subject to any other minor amendments of detail being delegated to the Specialist (Place Making and Assets) in consultation with the Strategic Planning Lead Member; and
2. That the Statement of Community Involvement (at Appendix 2), summarising the comments to the consultation process, be noted.

E.24/19 **RESTRUCTURE OF THE SENIOR LEADERSHIP TEAM**

Members were presented with a report following the request of Council at the 21 February 2019 meeting for the Chief Executive to present a report recommending a new management structure (Minute ref: 55/18).



The Leader introduced the report and confirmed that the intention of the Chief Executive was to appoint internally to these roles.

It was then **RESOLVED** that Council be **RECOMMENDED** to:

1. Approve the Senior Leadership Team structure, roles and salaries set out in Section 3, paragraph 4.5 (Option 4) and Appendix A of the report, with effect from 1 September 2019;
2. Request that the Chief Executive review and implement changes to the Extended Leadership Team and pay structure to take account of the new Senior Leadership Team structure, other recent changes in the organisation and benchmarking data by the end of December 2019; and
3. Note that the combined restructures will achieve ongoing annual revenue savings estimated to be at least £120,000 per annum (£60,000 for each Council).

#### E.25/19 **EXCLUSION OF PUBLIC AND PRESS**

##### **RESOLVED**

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item of business as the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Act is involved.

#### E.26/19 **IT PROCUREMENT**

Members were presented with an exempt report that considered the options available for procuring an IT platform to meet the Council's customer satisfaction aspirations, and digital vision, and described the rationale and methodology used in arriving at a recommendation.

The Deputy Leader introduced the report and the Head of IT Practice responded to questions of clarity.

It was then:

##### **RESOLVED**

1. That the approach for the IT Procurement as set out in the presented report be noted and the way forward proposed in paragraph 4 be supported; and
2. That the Head of IT Practice commence development of a detailed implementation plan for a low code solution (Option 2 in paragraph 4 of the presented report).

**(NOTE: THESE DECISIONS, WITH THE EXCEPTION OF E.17/19, E.18/19 (2), E.19/19(3), E.22/19, AND E.24/19 WHICH WERE RECOMMENDATIONS TO THE SPECIAL COUNCIL MEETING TO BE HELD ON 25 JULY 2019, WILL BECOME EFFECTIVE FROM 5.00PM ON MONDAY 29 JULY 2019 UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18).**

(Meeting commenced at 10.00 am and concluded at 1.05 pm)

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Chairman