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West Devon  
Borough  
Council

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Date:

Dear Councillor

**WEST DEVON COUNCIL - TUESDAY, 12TH FEBRUARY, 2019**

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

<b>Agenda No</b>	<b>Item</b>
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| 9. | <b><u>To receive the Minutes of the following Committees to note the delegated decisions and to consider the adoptions of those Unstarred Minutes which require approval (Pages 1 - 8)</u></b> |
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(i) **Hub Committee**  
Meeting held on 4 December 2018

Unstarred Minute to agree:

**HC 57 Revenue Budget Monitoring 2018/19**

That the Council be **RECOMMENDED** to transfer £100,000 of the additional planning income into the Planning Policy and Major Developments Earmarked Reserve at the end of the 2018/19 Financial Year.

Meeting held on 29 January 2019

Unstarred Minutes to agree:

**HC 67 Capital Budget Monitoring 2018/19**

That the Council be **RECOMMENDED** to fund the capital requirement of the Public Conveniences Pay on Entry equipment of up to £50,000 from the Strategic Change Earmarked Reserve.

**HC 70 Business Continuity Management Strategy and Work Programme**

That the Council be **RECOMMENDED** that the Management Strategy and Work Programme be adopted.

**HC 73 Commercial Development Financing**

That the Council be **RECOMMENDED** to:

1. undertake prudential borrowing of £10.631 million to fund the Commercial Developments as set out in Exempt Appendix A of the presented agenda report to the Hub Committee meeting;
2. allocate £468,700 of Section 106 funding (as described in paragraph 3.26 of the presented agenda report to the Hub Committee meeting) to part fund the Tavistock temporary accommodation development;
3. utilise £139,000 of Affordable Housing budget to part fund the Tavistock temporary accommodation development;
4. utilise the £100,000 Okehampton capital receipt to part fund the Okehampton retail hospitality pod development; and
5. fund the £502,385 upfront borrowing costs during the construction period of the projects (as set out in Exempt Appendix A of the presented agenda report to the Hub Committee meeting).

*(Members will note that Unstarred Minutes HC 68 'Budget Proposals 2019-20 Onwards Update Report' and HC 74 'Capital Budget Proposals 2019/20' are to be considered later in the Summons under agenda items xx and xx respectively)*

(ii) **Development Management and Licensing Committee**  
Meeting held on 11 December 2018

Yours sincerely

Darryl White  
Senior Specialist – Democratic Services

Encs

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At a Meeting of the **HUB COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **29<sup>th</sup>** day of **JANUARY, 2019** at **2.00 pm**

**Present:** Cllr P R Sanders – Chairman  
Cllr L Samuel – Vice Chairman

Cllr C Edmonds	Cllr N Jory
Cllr C Mott	Cllr R Oxborough
Cllr A Roberts	Cllr R F D Sampson

**In attendance:** Head of Paid Service  
Section 151 Officer  
Commissioning Manager (Waste)  
Senior Specialist Environmental Health  
Head of Environment Services Practice  
Commissioning Manager  
Group Manager Business Development  
Specialist Democratic Services

**Other Members in attendance:**  
Cllrs Cheadle, Evans, Lamb, Moody, Moyse, Musgrave, Parker, Sellis and Yelland.

**\*HC 61 APOLOGIES**

Apologies for absence were received from Cllr A F Leech.

**\*HC 62 DECLARATIONS OF INTEREST**

Members were invited to declare any interests in the items of business to be discussed but none were made.

**\*HC 63 URGENT BUSINESS**

The Chairman agreed that the Commissioning Manager could raise an item that was considered urgent as it related to a workshop for Members that would take place the following week on Tuesday 5 February, 2019 regarding the Council's Corporate Strategy. The Commissioning Manager confirmed that the workshop would be led by Hub Committee Members who would each lead on a theme. The Leader confirmed that it was important for all Members to attend and share their experience to help develop the vision and delivery plan for each theme and in doing so set down the future of the Council through the Corporate Strategy.

**\*HC 64 MINUTES**

The Minutes of the Hub Committee meeting held on 4 December 2018 were confirmed and signed by the Chairman as a correct record, subject to a correction to the minute numbering being made.

**\*HC 65 HUB COMMITTEE FORWARD PLAN**

Members were presented with the Hub Committee Forward Plan setting out items on the agenda for Hub Committee meetings for the next four months. Minor amendments were noted and it was confirmed that the meeting of Hub Committee provisionally scheduled for 16 April 2019 has been cancelled.

**\*HC 66 QUARTER 3 REVENUE BUDGET MONITORING 2018/19**

Members were presented with a report that enabled them to monitor income and expenditure variations against the approved budget for 2018/19, and provided a forecast for the year end position.

The Lead Member for Performance and Resources introduced the report.

It was then **RESOLVED** that the forecast income and expenditure variations for the 2018/19 financial year and the overall projected underspend of £65,000 be noted.

**HC 67 CAPITAL BUDGET MONITORING 2018/19**

Members were presented with a report that advised them of the financial position as at 31 December 2018 for the purposes of budget monitoring. The majority of the capital projects were within the individual capital budgets approved by Members, with the exception of two schemes which were slightly overspent by £2,249 and £4,703 respectively (this equates in total to 0.03% of the 18/19 Capital Budget).

The Lead Member for Performance and Resources introduced the report.

It was then **RESOLVED** that:

- (i) the contents of the report be endorsed; and
- (ii) Council be **RECOMMENDED** to fund the capital requirement of the Public Conveniences Pay on Entry equipment of up to £50,000 from the Strategic Change Earmarked Reserve.

**HC 68 BUDGET PROPOSALS 2019-20 ONWARDS UPDATE REPORT**

Members were presented with a report that set out the Revenue Budget proposals for 2019/20, in line with the Medium Term Financial Strategy approved by Council on 25 September 2018. The Council was currently forecasting a £504,242 budget gap by 2020/21 and the report set out proposals for the Council to achieve a balanced budget in 2019/20, as shown in Appendix B.

The Leader introduced the report. He advised Members that there were two updates since the publication of the report, being a proposal to increase the establishment by one Level 5 Planning Officer and secondly, that Devon County Council (DCC) had confirmed that the Communities Together Fund (a Grant Fund whereby DCC allocated £1 per resident and WDBC allocated 10p per resident) would cease. The result was a budget pressure for the WDBC allocation of the Planning Officer post and a saving of approximately £5,000 from the Communities Together Fund, as the previous papers had included this allocation.

In light of the loss of the Communities Together Fund, and the difficulties Members faced in reducing grants to community groups and partnerships, Members discussed the possibility of creating a moderate fund (eg. £500 per Member) for each Member to be able to allocate to a specific purpose within their ward. The rules of the fund could enable pooling to create a larger grant. It was agreed that such a scheme should be proposed for consideration within the report to be presented to Council on 12 February 2019 setting out revenue budget proposals.

A number of Members thanked the Group Manager for Strategic Finance and her team for the work undertaken in producing the budget, and one Member quoted the positive comments in the recent Peer Review report. The work of the Financial Stability Review Group and the Invest to Earn Group was also recognised.

The Leader concluded by thanking Members for their comments, and by stating that whilst it looked possible for the Council to balance its 2019/20 Budget, there were still difficult decisions to take and hard work to do in the future.

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

- i) The increase in Council Tax for 2019/20 of 2.99% (Band D of £231.63 for 2019/20 – an increase of 13 pence per week or £6.72 per year).
- ii) The financial pressures shown in Appendix A of £420,000\*
- iii) The contributions to Earmarked Reserves of £120,000 and transferring the one-off 2019-20 budget surplus of £73,135 into the Future Financial Stability Earmarked Reserve to assist in meeting the predicted budget gap of £504,242\* in 2020/21.
- iv) The savings of £684,700\* as shown in Appendix A
- v) The use of £375,000 of New Homes Bonus funding to fund the 2019/20 Revenue Budget as set out in 4.6 of the report
- vi) The recommendations of the Financial Stability Review Group on Earmarked Reserves (set out in 10.2 and 10.3) and to agree for these to be recommended in the final Budget Proposals report for 2019/20 presented to Council on 12<sup>th</sup> February 2019.
- (vii) To delegate authority to the S151 Officer, in consultation with the Leader and Deputy Leader to agree the final amount of New Homes Bonus funding for the Dartmoor National Park Sustainable Community Fund for 19/20
- (viii) The utilisation of a collection fund surplus of £84,000 in 2019/20
- (viii) the Total Net Expenditure of the Council is £7,049,096\* for 2019-20.
- (ix) the Council Tax Support Grant paid to Town and Parish Councils being reduced by 8.6% for 2019/20 as per Appendix A.
- (xi) the fees and charges set out in Appendix D (Planning) and E (Environmental Health) for 2019/20.

- (xii) the recommendation of the Waste Working Group to commence the garden waste subscription period from the 1<sup>st</sup> April 2019 instead of the current October renewal date. (Current subscriptions will be extended until the 1<sup>st</sup> April 2020 without additional charge.) Any shortfall income from 2019/20 and 2020/21 whilst service growth is achieved should be covered from reserves (the Strategic Waste Earmarked Reserve) and paid back through increased income generated in future years. (This is set out in 4.21 to 4.25 of the report).
- (xiii) That the level of reserves as set out within this report and the assessment of their adequacy and the robustness of budget estimates be noted. This is a requirement of Part 2 of the Local Government Act 2003.

(NB. \* It was noted that the figures marked with an asterisk would be changed for the budget report being presented to the February Council meeting, to take account of the Level 5 planning specialist post, the cessation of the Communities Together Fund and the proposal for a moderate fund (e.g. £500 per Member) for each Member to be able to allocate to a specific purpose within their ward.)

#### **\*HC 69 FUTURE GOVERNANCE ARRANGEMENTS FOR FRONTLINE SERVICES (WASTE AND CLEANSING)**

Members were presented with a report that sought approval to amend the Memorandum of Understanding to enable the mobilisation of the contract, since the Council approved the award of a partnership contract for the delivery of the services in scope, in December 2018. The report also set out the details of the setting up of a Partnership Board, as required under the terms of the contract.

The Lead Member for Commercial Services introduced the report.

It was then **RESOLVED** that:

- (i) the recommendation of the Frontline Services Project Board that the Memorandum of Understanding be amended to include the mobilisation of the contract be approved; and
- (ii) the setting up of a Partnership Board as outlined in principle and as required under the terms of the contract be noted.

#### **HC 70 BUSINESS CONTINUITY MANAGEMENT STRATEGY AND WORK PROGRAMME**

Members were presented with a report that presented a Business Continuity Strategy and Work Programme for recommendation to Council for approval. The report set out how the Council was under a legal duty through the Civil Contingencies Act 2004 to have a suitable and sufficient Business Continuity Strategy to ensure that at times of an emergency the Council could continue to support the emergency services.

The Leader introduced the report.

It was then **RESOLVED** that

- (i) the Business Continuity Management Strategy, and proposed work programme had been considered; and
- (ii) that Council be **RECOMMENDED** that the Management Strategy and work programme be adopted.

**\*HC 71 PUBLIC TOILET REVIEW UPDATE**

Members were presented with a report that requested that Members note and endorse the progress made in respect of the public toilet review, in consultation with Parish Councils and local Ward Members. This report also includes an update on the consultation feedback received from Okehampton Town Council and Tavistock Town Council in order that Members receive a complete service view. The report further requested that Members make a recommendation to Council that the following public toilets should close by 31 March 2019:

- Buckland Monachorum – Bedford Bridge
- Dartmoor Forest – Princetown
- Okehampton – Market Street
- Tavistock – Bedford or Bus Station (depending on proposal from Tavistock Town Council).

The Lead Member for Commercial Services introduced the report and reminded Members that this was not an opportunity to reconsider facilities for closure. The Head of Paid Service explained the reason for the revised Appendix A that had been circulated.

In respect of the figures within Appendix A, some Members queried the accuracy of the figures. In response, the Head of Environmental Services Practice advised that not all facilities had specific meters and in some instances the costs were apportioned, for example across the cleansing contract. To conclude the discussion, it was agreed that where the Council held the level of detail required, precise figures per individual facility would be circulated to Members in respect of the information presented in Appendix A. Further, in view of the presented information not showing a breakdown of the costs, the Lead Member for Commercial Services amended the wording of the first recommendation to note rather than endorse.

It was then **RESOLVED** that:

- (i) the information in respect of the public toilet review for rural toilet facilities be noted; and
- (ii) in accordance with the resolution of 16 October 2018, the facilities which were not being taken over or in respect of which the requested contribution was not being made, the Committee noted that they will be referred to the Council meeting of 12 February 2019 for closure.

**\*HC 72 CORPORATE STRATEGY KEY PERFORMANCE INDICATORS**

Members were presented with a report that detailed progress made to date in developing key performance indicators related to the Corporate Strategy and also recommended next steps to improve Corporate Strategy reporting.

The Lead Member for Performance and Resources introduced the report.

It was then **RESOLVED** that the proposed actions as detailed in section 5 of the report be endorsed.

## HC 73 **COMMERCIAL DEVELOPMENT FINANCING**

Members were presented with a report that provided an update on the three in-borough developments that had been approved under delegated authority, and sought approval for how they would be funded through the pre-development, construction and initial letting period.

The Lead Member for Assets introduced the report and provided more detail on each of the proposed developments. He confirmed that there was considerable public interest in the proposals for Tavistock, and the Leader confirmed that a public meeting had been arranged to provide more details of the project to take place on the evening of 18 February, 2019.

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

1. Undertake prudential borrowing of £10.631 million, to fund the commercial developments set out in Exempt Appendix A
2. Allocate £468,700 of S106 funding (as described in paragraph 3.26) to part fund the Tavistock temporary accommodation development
3. Utilise £139,000 of Affordable Housing budget to part fund the Tavistock temporary accommodation development
4. Utilise the £100,000 Okehampton capital receipt to part fund the Okehampton retail hospitality pod development  
Fund the £502,385 upfront borrowing costs during the construction period of the projects (as set out in Exempt Appendix A) from earmarked reserves as described in paragraph 3.29.

[NB: Cllr Mott left the meeting during this item and before the vote]

## HC 74 **CAPITAL BUDGET PROPOSALS 2019/20**

Members were presented with a report that set out the Capital Bids to the 2019/20 Capital Programme and a suggested way they could be funded. All items within the Capital Programme were based on budget estimates and would be subject to the normal project appraisal procedures.

The Leader introduced the report.

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

- (i) approve the Capital Programme proposals for 2019/20, which total (£500,000 (set out in Appendix A);
- (ii) approve the Capital Programme proposals for 2019/20, which total £5,553,000 (set out in Exempt Appendix C); and
- (iii) finance the 2019/20 Capital Programme of £6,053,000 from the funding sources set out in Section 4.

(The meeting terminated at 16.20 pm)

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Chairman

**(NOTE: THESE DECISIONS, WITH THE EXCEPTION OF  
HC 67 (2), HC 68, HC 70 (2), HC 73 and HC 74 WHICH ARE  
RECOMMENDATIONS TO FULL COUNCIL  
ON 12 FEBRUARY 2019, WILL BECOME EFFECTIVE  
FROM WEDNESDAY 6 FEBRUARY, 2019 UNLESS CALLED IN,  
IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18).**

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