



West Devon
Borough
Council

West Devon Council

Title:	Summons																																													
Date:	Tuesday, 24th July, 2018																																													
Time:	4.00 pm																																													
Venue:	Chamber - Kilworthy Park																																													
Full Members:	<p style="text-align: center;">Mayor Cllr Davies Deputy Mayor Cllr Leech</p> <p><i>Members:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Cllr Baldwin</td> <td style="width: 33%;">Cllr Musgrave</td> <td style="width: 33%;"></td> </tr> <tr> <td>Cllr Ball</td> <td>Cllr Oxborough</td> <td></td> </tr> <tr> <td>Cllr Cann OBE</td> <td>Cllr Parker</td> <td></td> </tr> <tr> <td>Cllr Cheadle</td> <td>Cllr Pearce</td> <td></td> </tr> <tr> <td>Cllr Cloke</td> <td>Cllr Ridgers</td> <td></td> </tr> <tr> <td>Cllr Edmonds</td> <td>Cllr Roberts</td> <td></td> </tr> <tr> <td>Cllr Evans</td> <td>Cllr Sampson</td> <td></td> </tr> <tr> <td>Cllr Hockridge</td> <td>Cllr Samuel</td> <td></td> </tr> <tr> <td>Cllr Jory</td> <td>Cllr Sanders</td> <td></td> </tr> <tr> <td>Cllr Kimber</td> <td>Cllr Sellis</td> <td></td> </tr> <tr> <td>Cllr Lamb</td> <td>Cllr Sheldon</td> <td></td> </tr> <tr> <td>Cllr McInnes</td> <td>Cllr Stephens</td> <td></td> </tr> <tr> <td>Cllr Moody</td> <td>Cllr Watts</td> <td></td> </tr> <tr> <td>Cllr Mott</td> <td>Cllr Yelland</td> <td></td> </tr> <tr> <td>Cllr Moyse</td> <td></td> <td></td> </tr> </table>	Cllr Baldwin	Cllr Musgrave		Cllr Ball	Cllr Oxborough		Cllr Cann OBE	Cllr Parker		Cllr Cheadle	Cllr Pearce		Cllr Cloke	Cllr Ridgers		Cllr Edmonds	Cllr Roberts		Cllr Evans	Cllr Sampson		Cllr Hockridge	Cllr Samuel		Cllr Jory	Cllr Sanders		Cllr Kimber	Cllr Sellis		Cllr Lamb	Cllr Sheldon		Cllr McInnes	Cllr Stephens		Cllr Moody	Cllr Watts		Cllr Mott	Cllr Yelland		Cllr Moyse		
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Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																																													
Committee administrator:	Member.Services@swdevon.gov.uk																																													

1. Apologies for Absence

2. Confirmation of Minutes

1 - 10

To approve and adopt as a correct record the Minutes of the Meeting of Council held on 22 May 2018

3. Declarations of Interest

Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting.

If Councillors have any questions relating to predetermination, bias or interests in items on this Summons, then please contact the Monitoring Officer in advance of the meeting.

4. To receive communications from the Mayor or person presiding

5. Business brought forward by or with the consent of the Mayor

6. To respond to any questions submitted by the public and to receive deputations or petitions under Council Procedure Rule 21

7. To consider question(s) (if any) submitted under Council Procedure Rule 21

8. To consider motions (if any) of which notice has been duly submitted by Members in accordance with Council Procedure Rule 15

9. To receive the Minutes of the following Committees, to note the delegated decisions and to consider the adoption of those Unstarred Minutes which require approval

11 - 42

(i) Overview and Scrutiny Committee

Meeting held on 8 May 2018

Meeting held on 26 June 2018

O&S 10 Overview and Scrutiny – Draft Annual Report

That the Council be **RECOMMENDED** to approve the Overview and Scrutiny Draft Annual Report for 2017/18, subject to delegated authority being given to the Senior Specialist – Democratic Services, in consultation with the Committee Chairman, to make the necessary amendments as referred to above.

(ii) Development Management and Licensing Committee

Meeting held on 15 May 2018

Meeting held on 19 June 2018

(iii) Hub Committee

Meeting held on 5 June 2018

HC 4 Council Owned Asset Investment and Development

That Council be **RECOMMENDED** to:

1. approve the expenditure of up to £90,000 in order to prepare a detailed business case for each of the proposed council owned asset investment and development opportunities detailed in section 3 and Appendix 1 of the presented report to the Hub Committee; and
2. agree that officers conclude an appropriate procurement process to commission the work required to produce individual business cases for the identified Asset Investment & Development opportunities.

Meeting held on 17 July 2018 (*to follow*)

(iv) Audit Committee

Meeting held on 19 June 2018

10. Waste Review

11. Formation of Members' Planning Code of Practice Working Group

43 - 48

Dated this 16th day of July 2018

Sophie Hosking
Head of Paid Service

Agenda Item 2

At the Annual Meeting of the **WEST DEVON BOROUGH COUNCIL** held in the **COUNCIL CHAMBER, KILWORTHY PARK, TAVISTOCK** on **TUESDAY** the **22nd** day of **MAY 2018** at **11.00am** pursuant to Notice given and Summons duly served.

Present

Cllr J B Moody – The Mayor (In the Chair)

Cllr R E Baldwin	Cllr K Ball
Cllr W G Cann OBE	Cllr R Cheadle
Cllr D W Cloke	Cllr M Davies
Cllr C Edmonds	Cllr J Evans
Cllr L J G Hockridge	Cllr N Jory
Cllr B Lamb	Cllr A F Leech
Cllr J R McInnes	Cllr C Mott
Cllr D E Moyse	Cllr C R Musgrave
Cllr R J Oxborough	Cllr G Parker
Cllr T G Pearce	Cllr P J Ridgers
Cllr A Roberts	Cllr R F D Sampson
Cllr L Samuel	Cllr P R Sanders
Cllr D K A Sellis	Cllr J Sheldon
Cllr L Watts	Cllr J Yelland

Head of Paid Service
Monitoring Officer
Senior Specialist – Democratic Services
Specialist – Democratic Services

CM 1 MINUTE'S SILENCE

Prior to consideration of the formal agenda items at this meeting, the Mayor called on everyone in attendance to observe a minute's silence in remembrance of Mrs Jo Hawkins, who had been a longstanding West Devon Borough Councillor and who had sadly recently passed away.

CM 2 APPOINTMENT OF MAYOR

Cllr R Cheadle moved the appointment of Cllr M Davies as Mayor for the ensuing year and Cllr K Ball subsequently seconded the motion.

No other nominations were received and upon the motion being submitted to the meeting, it was declared to be **CARRIED** and "**RESOLVED** that Cllr M Davies be appointed Mayor for the ensuing year".

The retiring Mayor and newly elected Mayor left the Council Chamber so that Cllr M Davies could be invested with the civic regalia. The retiring Mayor also invested Mrs Davies with the Mayoress's Badge of Office.

Upon returning to the Council Chamber, the newly elected Mayor, Cllr M Davies, made the Declaration of Acceptance of Office, signed the Register and addressed the Council.

Cllr M Davies then chaired the remainder of the meeting.

Cllr N Jory proposed a vote of thanks to the retiring Mayor. The proposition was seconded by Cllr R F D Sampson.

Cllr M Davies then invested Cllr J B Moody and Mrs Moody with the Past Mayor's and his Consort's Medallions.

The retiring Mayor, Cllr J B Moody proceeded to address the meeting.

CM 3 APPOINTMENT OF DEPUTY MAYOR

The Mayor called for nominations for the position of Deputy Mayor.

One nomination was received as follows:

Cllr A F Leech	proposed:	Cllr J Yelland
	seconded:	Cllr L J G Hockridge

There being no other nominations, it was declared to be **CARRIED** and **"RESOLVED** that Cllr A F Leech be appointed as Deputy Mayor for the ensuing year".

The Deputy Mayor then made the Declaration of Acceptance of Office and signed the register and the Mayor invested Cllr A F Leech with the Deputy Mayor's Insignia.

Cllr A F Leech then addressed the Council.

CM 4 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllrs P Kimber and B Stephens.

CM 5 DECLARATION OF INTEREST

The Mayor invited Members to declare any interests in the items of business to be considered during the course of the meeting, but there were none made.

CM 6 CONFIRMATION OF MINUTES

It was moved by Cllr P R Sanders, seconded by Cllr L Samuel and upon the motion being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that the Council agree the Minutes of the 27 March 2018 meeting as a true record, subject to the following amendment being made to Minute CM 67: *'Minutes of Committees c ii Hub Committee – 13 March 2018 HC 71: West Devon Parking Strategy.*

"(NOTE: in accordance with Council Procedure Rule 19(6), Cllr D K A Sellis asked that her vote against this recommendation be formally recorded)."

CM 7

REVIEW OF HUB COMMITTEE AND MEETING START TIMES

A report was considered that presented the recommendations of the Political Structures Working Group with regard to:

- the size of the Hub Committee;
- whether or not exploratory work should be undertaken into a potential change of governance structure to a Cabinet/Executive model;
- the individual roles and responsibilities of the Members of the Hub Committee; and
- the start time for future meetings of full Council.

In the ensuing discussion, reference was made to:-

- (a) the work of the lead officers who had supported the review. When questioned, the Working Group Chairman confirmed that detailed consideration had been given to each of the issues that had been raised prior to these recommendations being generated. In emphasising the time taken, the Chairman also thanked those officers who had supported the Group throughout this review;
- (b) the views of the membership on whether to progress a change of governance structure to a Cabinet/Executive model. In the debate, the view of the overwhelming majority of Members was that there was no appetite to explore any such change in governance arrangements at this time. In particular, a number of Members highlighted that the cross party political working on the Hub Committee was of great benefit to the Council and its residents;
- (c) the size of the Hub Committee. Whilst a Member informed that he had presented an alternative proposal to the Working Group that would see a reduction in the Hub Committee membership to 7, he accepted that the rest of the Group had supported a retention of the status quo. That being said, he did wish to make the point that, in recent years, the Council had undergone extensive change, however the membership had been almost untouched during this period;
- (d) performance appraisals. Several Members endorsed the comments of the Working Group in the presented agenda report whereby Lead Members and Committee Chairs should be in receipt of a performance appraisal. It was agreed that this point would be followed up with the Devon and Somerset Shared Member Development Service;
- (e) feedback from Hub Committee Members. Whilst it was acknowledged that some Members did provide regular feedback to the wider membership, the view was expressed that this was not the case for all Hub Committee Members.

In emphasising the importance of communication, it was felt that means of providing regular feedback (suggestions included at Informal Council sessions; prior to a formal Council meeting starting; at Overview and Scrutiny Committee meetings; and via the Members' Bulletin) should be further explored;

- (f) attracting prospective candidates for the upcoming Borough Council elections. A Member stated her hope that innovative ideas would come forward as part of the pre-election process to ensure that those candidates who stood for election in May 2019 were more reflective of the demographics of the West Devon area.

It was then moved by Cllr J R McInnes, seconded by Cllr R F D Sampson and upon being submitted to the Meeting was declared to be **CARRIED** and **“RESOLVED** that:

1. the existing number of Members on the Hub Committee (9) should be retained;
2. having sought the views of the membership, the Council is not minded to explore a change of governance structure to a Cabinet/Executive model at this time;
3. the individual roles and responsibilities of Hub Committee Members be amended as set out in Appendix A of the presented agenda report; and
4. the start time of full Council meetings be changed to 4.00pm (from 4.30pm) to take effect after the Annual Meeting in May 2018.

CM 8

ANNUAL REVIEW OF THE COUNCIL'S CONSTITUTION

The Council considered a report that sought to approve formal adoption of Parts 1, 2 and 3 of its Constitution.

In the ensuing debate, particular reference was made to:-

- (a) the draft Members Code of Planning Practice. Whilst appreciating the wishes of the Audit Committee for a draft version of the Code to be '*presented for approval as soon as is practically possible*' (Minute AC 40 refers) had been achieved, some Members felt that greater consideration should be given to its contents. As a consequence, the following alternative recommendation was moved and seconded to read as follows:-

'That the draft 'Members' Code of Planning Practice (as outlined at Appendix A of the presented agenda report) be deferred to the Council Meeting on 24 July 2018 for further consideration.'

When put to the vote, it was declared **CARRIED**.

- (b) 'Permission in Principle' (PiP) applications. The need to update the Planning Scheme of Delegation to reflect the fact that the 'PiP Regulations came into effect on 1 June 2018 was noted. In light of these Regulations only allowing five weeks to determine a PiP application, officers were recommending that, whilst Members could refer the Technical Details Consent aspect to the Development Management and Licensing Committee, they would not be able to refer a PiP application.

A number of Members were not willing to support this proposal and considered it important that, initially on a temporary basis, they retained the ability to call PiP applications to Committee. Whilst fully aware of the challenging timeframe within which PiP applications must be determined, these Members were hopeful that government guidance would be forthcoming to underpin the Regulations.

As a consequence of the strength of views expressed, a revised draft Planning Scheme of Delegation was tabled to the meeting that proposed that PiP applications could be called to Committee. On the basis that the impact of this tabled version would be reviewed within the next six months, approval of this document was moved and seconded and when put to the vote was declared **CARRIED**.

It was then moved by Cllr C Edmonds, seconded by Cllr C Mott and upon the motion being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that:

1. the amendments to Parts 1, 2 and 3 of the West Devon Borough Council Constitution (as summarised in paragraph 2.8 of the presented agenda report and fully outlined on the Council website) be approved and formally adopted, subject to the Planning Scheme of Delegation being amended (as tabled to the meeting) and reviewed again within the next six months; and
2. the draft 'Members' Code of Planning Practice' (as outlined at Appendix A of the presented agenda report) be deferred to the Council Meeting on 24 July 2018 for further consideration."

CM 9

MINUTES OF COMMITTEES

a. Overview and Scrutiny Committee – 27 February 2018

It was moved by Cllr J Yelland, seconded by Cllr P Ridgers and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that the Minutes of the 27 February 2018 meeting be received and noted".

b. Development Management and Licensing Committee – 20 March 2018 and 17 April 2018

It was moved by Cllr P R Sanders, seconded by Cllr R E Baldwin and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 20 March 2018 and 17 April 2018 meetings be received and noted”.

c. Audit Committee – 20 March 2018

It was moved by Cllr M Davies, seconded by Cllr B Lamb and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 20 March 2018 meeting be received and noted”.

d. Hub Committee – 24 April 2018

It was moved by Cllr P R Sanders, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 24 April 2018 meeting be received and noted, with the exception of Unstarred Minutes HC 80, HC 81 and HC 82”.

In respect of the Unstarred Minutes:

i. HC 80 – Corporate Strategy Review

It was moved by Cllr P R Sanders, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the West Devon Corporate Strategy be formally adopted and published.”

ii. HC 81 – Annual Report

It was moved by Cllr P R Sanders, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that:

1. the progress and achievements made by the Council be noted; and
2. the West Devon Annual Report for the 2017/18 Financial Year (as presented at Appendix A to the published Hub Committee minutes) be formally adopted and published.”

iii. HC 82 – Devon Wide Housing Assistance Policy

It was moved by Cllr P R Sanders, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the existing Homes Assistance Policy be updated and then adopted in line with the Devon Housing Assistance Policy.”

CM 10 APPOINTMENT OF LEADER AND DEPUTY LEADER OF THE COUNCIL

a. Leader

It was moved by Cllr C Mott, seconded by Cllr A Roberts and upon the motion being submitted to the Meeting was declared (by virtue of a paper ballot) to be **CARRIED** and “**RESOLVED** that Cllr P R Sanders be appointed Leader of the Council for the ensuing year.”

b. Deputy Leader

It was moved by Cllr K Ball, seconded by Cllr G Parker and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that Cllr L Samuel be appointed Deputy Leader of the Council for the ensuing year.”

CM 11 REPORT OF THE FORMATION OF POLITICAL GROUPS

Members noted the schedule of officially appointed political groups as follows:

- 21 Conservative Group Members; and
- 10 Independent Group Members.

CM 12 COMMITTEE STRUCTURE

It was moved by Cllr P R Sanders, seconded by Cllr R F D Sampson and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Committee structure be as follows for the coming year:

Audit	7 Members;
Hub	9 Members;
Overview & Scrutiny	15 Members;
Development Management & Licensing	10 Members; and
Standards	5 Members

with all of the appointments to the above Committees being politically balanced”.

CM 13 MEMBERSHIP OF COMMITTEES

A list of appointments made to the Committees by the two political groups for the ensuing year had been circulated and were duly approved. The Leaders of the two political groups were named as:

Conservative	Cllr P R Sanders (Deputy: Cllr L Samuel)
Independent	Cllr R F D Sampson (Deputy: Cllr W G Cann OBE)

CM 14 APPOINTMENT OF CHAIRMEN AND VICE CHAIRMEN OF COMMITTEES

- (i) Development Management and Licensing Committee: Vice-Chairman**

Two nominations were put forward to the role of Vice-Chairman of the Development Management and Licensing Committee as follows:

- o Cllr T G Pearce; and
- o Cllr A Roberts.

In accordance with Council Procedure Rule 19(3), it was declared that Cllr A Roberts be appointed as the Vice-Chairman of the Development Management and Licensing Committee for the ensuing year.

(ii) Overview and Scrutiny Committee: Chairman

Two nominations were put forward to the role of Chairman of the Overview and Scrutiny Committee as follows:

- o Cllr D W Cloke; and
- o Cllr J Yelland.

In accordance with Council Procedure Rule 19(3), it was declared that Cllr J Yelland be appointed as the Chairman of the Overview and Scrutiny Committee for the ensuing year.

The remaining appointments were then proposed by Cllr P R Sanders and seconded by Cllr R F D Sampson and when put to the vote were declared to be **CARRIED**:

- | | |
|---|---|
| - Audit Committee: | Cllr M Davies (Chairman);
Cllr K Ball (Vice Chairman) |
| - Hub Committee: | Cllr P R Sanders (Chairman);
Cllr L Samuel (Vice Chairman); |
| - Overview & Scrutiny Committee: | Cllr R Cheadle (Vice-Chairman); |
| - Development Management & Licensing Committee: | Cllr P R Sanders (Chairman); |
| - Standards Committee: | Cllr A F Leech (Chairman); and
Cllr J Sheldon (Vice Chairman). |

CM 15

APPOINTMENT OF REPRESENTATIVES TO THE LIST OF OUTSIDE BODIES FOR THE ENSUING YEAR

Members considered a report that presented the Group Leader's nominations to fill the vacancies on the list of Outside Bodies.

It was then proposed by Cllr P R Sanders, seconded by Cllr R F D Sampson and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that:

1. The Council should be represented on the list of Outside Bodies as presented to the meeting;

2. Appropriate representatives be appointed as this Council's appointments to those Bodies for the 2018/19 Municipal Year and that for the purposes of Members' Allowances, attendance at meetings of these Bodies be regarded as an approved duty; and
3. Members appointed to Outside Bodies provide regular feedback and consultation on issues affecting the Bodies concerned".

CM 16 APPOINTMENT OF REPRESENTATIVES TO THE LIST OF OTHER GROUPS

It was proposed by Cllr P R Sanders, seconded by Cllr R F D Sampson and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that the appointments as presented to the meeting be endorsed for the ensuing year".

CM 17 DARTMOOR NATIONAL PARK AUTHORITY

It was noted that the two Council representatives appointed to the Dartmoor National Park were:-

Cllr W G Cann OBE (Independent)
Cllr D E Moyse (Conservative)

(NOTE: These appointments formed part of the Political Balance Table.)

CM 18 JOINT LOCAL PLAN – DELEGATED AUTHORITY ARRANGEMENTS

The Council considered a report that sought approval to delegate authority to the Head of Paid Service, in consultation with the Leader of the Council and the Members of the Joint Local Plan Joint Steering Group, to authorise the final version of the Joint Local Plan for consultation.

In debate, a number of Members paid tribute to the amount of work that had been undertaken by Cllrs Baldwin and Parker in reaching this point of the project.

It was then proposed by Cllr G Parker, seconded by Cllr R E Baldwin and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that the Council delegates authority to the Head of Paid Service, in consultation with the Leader and the Joint Local Plan Joint Steering Group Members, to authorise the final version of the Joint Local Plan for consultation".

(The Meeting terminated at 1.10 pm)

Mayor

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Agenda Item 9

At a Meeting of the **OVERVIEW & SCRUTINY COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **8th** day of **MAY 2018** at **2.00 pm**.

Present:

Cllr J Yelland – Chairman
Cllr R Cheadle – Vice-Chairman

Cllr R E Baldwin	Cllr D W Cloke
Cllr J Evans	Cllr P Kimber
Cllr A F Leech	Cllr D E Moyse
Cllr C R Musgrave	Cllr A Roberts
Cllr D K A Sellis	Cllr J Sheldon

Group Manager – Support Services and Customer First
Asset Specialist
Specialist – Performance and Intelligence
Senior Specialist – Democratic Services

Also in Attendance:

Cllrs C N Edmonds, B Lamb, C Mott, G Parker and R F D Sampson

***O&S 89**

APOLOGIES FOR ABSENCE

Apologies for absence for this meeting were received from Cllrs J R McInnes, T G Pearce and P J Ridgers.

***O&S 90**

CONFIRMATION OF MINUTES

The minutes of the Meeting of the Overview and Scrutiny Committee held on 27 February 2018 were confirmed and signed by the Chairman as a true and correct record.

***O&S 91**

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 but there were none made.

***O&S 92**

PUBLIC FORUM

There were no issues raised during the Public Forum session at this meeting.

***O&S 93**

HUB COMMITTEE FORWARD PLAN

During consideration of the most recently published Hub Committee Forward Plan, the Committee made reference to:-

- (a) the anticipated length of the next Hub Committee meeting agenda. Some Members highlighted the number (and significance) of the agenda items that were currently scheduled for consideration by the Hub Committee at its meeting on 5 June 2018. In accepting the point, officers agreed to raise this matter with the Leader and relevant lead Hub Committee Members;
- (b) the IT Procurement agenda item. Prior to its final presentation to the Hub Committee, the request was made for the Overview and Scrutiny Committee to have the opportunity to consider the IT Procurement agenda item first.

***O&S 94 FUSION ANNUAL REVIEW PRESENTATION: JANUARY TO DECEMBER 2017**

The Chairman welcomed the Business Development Manager and the Business Manager from Fusion Lifestyle to their first Committee meeting since the Leisure Contract had been awarded and invited them to introduce their annual review presentation. In so doing, the representatives made the point that, since this was the first annual presentation, there were no comparative baseline figures available.

Upon conclusion of the presentation, the following points were raised:-

- (a) The representatives informed that the difficulties that had been experienced with regard to the ease of making bookings on the website had been a massive challenge to the organisation. Indeed, the representatives recognised that the deficiencies with the website throughout the final quarter of 2017 had been the single biggest failure of the organisation;
- (b) It was acknowledged that the issues in relation to the air handling unit at Parklands had now been fixed. Other specific issues relating to Parklands were also highlighted that included:
 - the reasons for the works being re-tendered;
 - the design of the turnstiles;
 - some surprise being raised that the Centre had only received a QUEST accreditation of 'good' during its last assessment. The Fusion representatives informed the meeting that this was expected progression during the first year of the contract;
 - some concern being raised amongst the User Group over the limited information that was available for future meeting dates and times. In reply to a formal request being made for an annual schedule of consultation meetings to be produced, the representatives gave a commitment to look at this matter outside of this Committee meeting; and

- the on-site public toilet provision. In reply to some concerns over the provision for only one public toilet for the local park and community users, the request was made for this to be reconsidered, with feedback then being provided to Members in due course.
- (c) With regard to OCRA (Okehampton Community Recreational Association), the representatives commended the contributions made by the organisation. In addition, the representatives advised that the two organisations had already developed an excellent working relationship and it was recognised that OCRA would be instrumental in progressing the community outreach work that Fusion was so keen to enhance;
- (d) Specifically regarding the 'sugar smart' and 'Tavistock Health and Wellbeing Alliance' initiatives, the representatives gave a commitment to discuss these matters further with a Member outside of this Committee meeting;
- (e) A Member who attended the Meadowlands User Group meetings highlighted the positive approach of both the Leisure Centre staff and users and asked for his positive comments to be noted and fed back to staff;
- (f) In respect of the customer satisfaction and performance information, it was agreed that the reporting format would be amended for future reports and would also be annotated with explanatory notes;
- (g) A Member questioned whether the current number of GP Referral cases was a cause of concern for the representatives. In reply, the representatives acknowledged that there was scope for improvement and, whilst emphasising that the GP Centres also had a key role to play, they were confident that the current figures would exponentially grow.

In conclusion, the Committee Chairman thanked the representatives and the Assets Specialist for their attendance and informative presentation and looked forward to receiving future progress reports.

It was then:

RESOLVED

That the Annual Review Presentation be received and noted.

***O&S 95**

QUARTER 4 PERFORMANCE MEASURES

A report was considered that presented the performance measures for Quarter 4.

In discussion, reference was made to:-

- (a) the % of Benefits change of circumstances completed online. The Committee was advised that the target remained challenging and a social media campaign would be used to increase numbers. In the ensuing debate, a Member was of the view that, in many instances, those residents who were financially challenged did not have the capability to register online;
- (b) an inaccuracy in the published papers. Members were informed that the number of calls answered within five minutes should have read '75%' and not '65%' as was suggested in the published agenda papers;
- (c) long term sickness absence. By way of an update, officers confirmed that the Council currently had no members of staff who were absent through long term sickness;
- (d) planning enforcement statistics. A Member reiterated his previously raised concerns relating to the upward trend of planning enforcement cases and questioned whether the targets set out in the adopted Planning Enforcement Plan were appropriate. Whilst it was noted that a Member Planning Enforcement session was to be held in the upcoming weeks, the Committee nonetheless still wished to review the targets prescribed in the Plan at a future meeting;
- (e) a review into the performance measures. In the event of the revised Corporate Strategy being approved at the Annual Council meeting to be held on 22 May 2018, the Committee felt it would then be timely to revisit the appropriateness of the performance measures (and supporting targets) that were currently being reported to Members.

It was then:

RESOLVED

That the performance levels against target communicated in the Balanced Scorecard and the performance figures supplied in the background and the exception report be noted.

***O&S 96 JOINT LOCAL PLAN: STANDING AGENDA ITEM**

As a Member of the Joint Local Plan (JLP) Joint Steering Group, Cllr Parker introduced the update and particular reference was made to:

- the recent Member Briefing session held on 17 April 2018. It was noted that Member attendance at this session had been high and it had seemingly been well received;

- the current status of the JLP. Whilst it currently did not have the full status of an adopted Plan, the Committee was advised that a recent appeal decision had made reference to the emerging JLP. Members acknowledged that this was a significant milestone in the process;
- the interim findings from the Examination in Public. It was intended that the interim findings would be received by mid-June 2018;
- governance of the process beyond adoption of the Plan. In terms of the need to monitor the Plan, it was currently being proposed that approval would be sought to establish a Monitoring Group to supersede the JLP Joint Steering Group;
- the five year land supply. The Committee was informed that the position remained unchanged from the most recent update that it had received on 27 February 2018 (Minute *O&S 84 refers);
- potential revisions to the Neighbourhood Planning Policy Framework (NPPF) regulations. Having been informed that some revisions were currently being considered by Government, clarification was being sought from the Ministry of Housing, Communities and Local Government (MHCLG) in this regard. For their information, Members also requested receipt of a copy of the response that had been sent to the MHCLG to the consultation exercise on these potential revisions. In hoping that these revisions would have no impact upon the JLP, a Member highlighted that the MHCLG had been very supportive throughout the JLP process;
- resourcing to support the Neighbourhood Planning process. When questioned, officers advised that the Council had just recruited a temporary (twelve month) resource to support the process. Furthermore, the Council was also intending to upskill its Locality Engagement Officers in order to provide additional support.

***O&S 97 TASK AND FINISH GROUP UPDATES**

(a) Partnership Grant Funding Review

The Chairman of the Group made reference to:-

- the poor Member response rate to the recent Member Survey. In emphasising the importance of all Members completing the Survey, it was agreed that a reminder would be circulated to all Members;
- the intention still being for the Group to report its final recommendations to the Committee meeting on 26 June 2018;
- the Commissioning Manager being in the process of writing to partners to inform them that the Council was undertaking a review in light of the future funding uncertainties that the authority was facing.

***O&S 98 RURAL BROADBAND WORKING GROUP UPDATE**

During the update, reference was made to:-

- (a) the Connecting Devon and Somerset Programme Board. The Group Manager – Support Services and Customer First informed that he was now a member of the Board and it was his intention to invite the Programme Manager to provide a full update to the next Committee meeting;
- (b) new development sites. In reply to a specific request, it was agreed that the lead officer would seek to clarify whether or not all new development sites (regardless of size) required adequate Broadband provision as a pre-requisite. In addition, the officer agreed to raise at the next Board meeting whether or not the additional £5 million funding would be targeted towards improving provision within the most deprived areas.

***O&S 99 ANNUAL WORK PROGRAMME 2018/19**

The Chairman introduced the latest version of the Work Programme for the next 12 months. In discussion, the following points were raised:-

- In making reference to a future Work Programming meeting to be held on 15 May 2018 between lead officers and the Chairman and Vice-Chairman of the Committee, Members were asked to feed any initial views that they had into that meeting;
- Members were of the view that a Garden Waste Service Update should be considered by the Committee at its 31 July 2018 meeting;
- It was agreed that a proposal to establish a Task and Finish Group to review Performance Measures and Targets should be presented to the Committee at its next meeting on 26 June 2018.

***O&S 100 MEMBER LEARNING AND DEVELOPMENT OPPORTUNITIES ARISING FROM THIS MEETING**

In discussion, reference was made to future Member IT Provision. Since this had been the first 'paperless' Committee meeting, Members suggested some minor improvements to make the process more user friendly. Looking further ahead, it was acknowledged that the wider issue of Member IT Provision would need to be refreshed in time for the May 2019 elections.

(The meeting terminated at 4.05 pm)

Chairman

At a Meeting of the **OVERVIEW & SCRUTINY COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **26th** day of **JUNE 2018** at **2.00 pm**.

Present: Cllr J Yelland – Chairman

Cllr D W Cloke	Cllr J Evans
Cllr P Kimber	Cllr D E Moyse
Cllr C R Musgrave	Cllr G Parker
Cllr T G Pearce	Cllr P J Ridgers
Cllr D K A Sellis	Cllr J Sheldon

Head of Paid Service
Group Manager – Support Services and
Customer First
Section 151 Officer
Commissioning Manager
COP Lead – Environmental Health
Senior Specialist – Democratic Services

Also in Attendance: Cllrs C Edmonds, B Lamb and C Mott

***O&S 1 APOLOGIES FOR ABSENCE**

Apologies for absence for this meeting were received from Cllrs R E Baldwin, R Cheadle, J R McInnes and J B Moody.

***O&S 2 CONFIRMATION OF MINUTES**

The minutes of the Meeting of the Overview and Scrutiny Committee held on 8 May 2018 were confirmed and signed by the Chairman as a true and correct record.

In respect of Minute *O&S 94 (*'Fusion Annual Review Presentation: January to December 2017'*), a Member informed that he had still to receive a response to his query for greater clarity over the £27,882 funding that had been achieved in 2017 and particularly the £13,500 to the Okehampton Community Recreational Association (OCRA). In response, officers gave a commitment to follow up this meeting outside of this Committee meeting.

***O&S 3 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. These were recorded as follows:-

Cllr J Yelland declared a personal interest in Item 13(a): 'Task and Finish Group Updates – Partnership Grant Funding Review' (Minute O&S 12(a) below refers) by virtue of knowing of a number of individuals who were

involved in Partnerships and remained in the meeting during the debate and vote thereon; and

Cllr G Parker declared a personal interest in Item 13(a): 'Task and Finish Group Updates – Partnership Grant Funding Review' (Minute O&S 12(a) below refers) by virtue of being the President of the Rotary Club, which was instrumental in the running of the South West Rotary Youth Games and remained in the meeting during the debate and vote on this agenda item.

***O&S 4 PUBLIC FORUM**

There were no issues raised during the Public Forum session at this meeting.

***O&S 5 DRAFT HUB COMMITTEE FORWARD PLAN**

During consideration of the most recently published Hub Committee Forward Plan, the Committee was advised that:-

(a) the following Hub Committee agenda items were to be deferred to the meeting on 11 September 2018:

- GDPR / Data Protection 2018 Compliance;
- Council Tax Reduction Draft Scheme; and
- Policy for Civil Penalties for breaches of Housing Standards Enforcement Notices.

(b) the Annual Treasury Management Report 2017/18 would now be considered by the Audit Committee instead of the Hub Committee;

(c) the following reports that were linked to the Joint Local Plan (JLP) would need to be added to the Hub Committee Forward Plan:

- a recommendation to Council to approve the JLP itself;
- proposed future governance arrangements for monitoring the progress of the Plan; and
- the preparation of the Tavistock Conservation Area Management Plan.

***O&S 6 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.

***O&S 7 FINANCIAL STABILITY REVIEW GROUP: PROGRESS UPDATE**

The Committee considered an exempt Briefing Note that had also been presented to the Hub Committee meeting on 5 June 2018 for consideration (Minute *HC 5 refers).

Following an introduction by the lead Hub Committee Member, reference was made to:-

- (a) the role of the wider membership in the work of the Review Group. In agreement with the lead Hub Committee Member, the Committee recognised that there was a need for wider engagement with all Members as the work of the Group continued to evolve;
- (b) the Public Toilet Review. It was confirmed that more information on the Review would be considered by the Hub Committee at its next meeting on 17 July 2018.

It was then:

RESOLVED

That the contents of the Briefing Paper be received and noted.

***O&S 8 RE-ADMITTANCE OF PUBLIC AND PRESS**

RESOLVED

That the public and press be re-admitted to the meeting.

***O&S 9 UPDATE REPORT ON FOOD SAFETY AUDIT ACTION PLAN**

Members considered a report that provided an update on the Food Safety Audit Action Plan and gave an opportunity for the Committee to comment upon the Food Safety Service Plan for 2018/19.

In discussion, the following points were raised:-

- (a) Committee Members wished to thank and pay tribute to the achievement whereby 100% of due food safety inspections had been completed during 2017/18. In expressing their thanks, the Committee asked that their congratulations be passed on to lead officers;
- (b) When questioned, it was confirmed that resources had been reallocated from External Health and Safety activities to Food Safety work. The

Committee was also informed that resources would need to be reappraised upon the conclusion of the twelve month temporary specialist post that had been referred to in the presented agenda report;

- (c) With regard to fees and income, officers advised that, in line with Better Business for All guidance, the Council charged between £60 and £80 per hour to deliver the service. Furthermore, the Committee was informed that there was potential to generate income through the delivery of higher education training.

It was then:

RESOLVED

That the Committee welcomes the update on the Food Safety Audit Action Plan and has been given the opportunity to comment upon the Food Safety Service Plan 2018/19.

O&S 10 OVERVIEW AND SCRUTINY – DRAFT ANNUAL REPORT

The Committee considered a paper that presented its draft Annual Report for 2017/18.

In discussion, the following points were raised:-

- (a) Some minor typographical errors were highlighted and, as a way forward, it was **PROPOSED** and **SECONDED** that delegated authority be given to the Senior Specialist – Democratic Services, in consultation with the Committee Chairman, to make the necessary amendments;
- (b) Members were of the view that the Annual Report helped to illustrate the amount of work (and added value) that the Committee had undertaken during 2017/18. In addition, Members expressed the view that the Overview and Scrutiny function was now much more effective and efficient than it had been in previous years;
- (c) A Member queried the reference in the Annual Report to the principle of holding the Hub Committee to account. In expanding upon the point, it was noted that the Leader was particularly keen on the Committee monitoring and scrutinising the work of the Hub Committee. Furthermore, officers made the point that, with almost half of the Council membership serving on it, the levels of influence that the Overview and Scrutiny Committee could exert were very significant.

It was then:

RESOLVED

That the Council be **RECOMMENDED** to approve the Overview and Scrutiny Draft Annual Report for 2017/18, subject to delegated authority being given to the Senior Specialist – Democratic Services, in consultation with the Committee Chairman, to make the necessary amendments as referred to above.

***O&S 11 JOINT LOCAL PLAN: STANDING AGENDA ITEM**

By way of an update, one of the Joint Steering Group (JSG) Members advised the Committee that:-

- Due to illness, it was noted that there had been a delay in the receipt of the interim findings from the Examination in Public. It was now hoped that the report would be received during mid-July; and
- In respect of the current status of the Plan, whilst it depended upon the specific policy (and the context), elements of it could now be given 'significant weight' in planning terms.

During the ensuing discussion, reference was made to the Neighbourhood Planning process and the current disillusionment amongst Groups and parish councils. The JSG Member shared the frustrations that were being raised but emphasised the importance of the Groups continuing to plough on. The Member also gave an assurance that things would begin to get easier once the Plan had been formally adopted.

O&S 12 TASK AND FINISH GROUP UPDATES

(a) Partnership Funding Review

A report was considered by the Committee that presented the final report of the Partnership Funding Review Task and Finish Group.

The Group Chairman introduced the report and informed that the membership of the Task and Finish Group had been expanded following Council consideration of the draft Budget for 2018/19. In addition, the Chairman wished to thank those 26 Members who had recently completed the Member Survey and emphasised that the results of this Survey had been given great recognition by the Group when it reached its final recommendations.

During the ensuing debate, particular reference was made to:-

- (i) the Heart of the South West Local Enterprise Partnership (LEP). Widespread disappointment was expressed amongst Committee Members that the Group had not recommended any reduction to the £5,000 annual grant allocated to the LEP. Further doubts were raised over whether the Council was obtaining value for money for its £5,000 annual grant and the point was also made that these

monies would be much better used to support other more local partnership arrangements that were being proposed to face reductions (e.g. the Youth Games; Junior Life Skills; Okehampton Community Transport; and Tavistock Ring and Ride);

- (ii) interpretation of the supporting comments in the presented agenda report that underpinned the Member Survey results. Some Members took issue with some of the comments and felt that, in certain instances, they were rather misleading and therefore made it difficult to reach definite conclusions;
- (iii) those Partnerships deemed as being 'statutory'. A number of Members were unconvinced that those partnerships that were listed as being 'statutory' (Tamar Estuaries Consultative Forum; Tamar Valley AONB; and the World Heritage Site) provided sufficient value for money. In addition, discontent was expressed that the Task and Finish Group had seemingly accepted that the funding for these was 'fixed' and therefore unable to be reduced. Such was the strength of feeling that some Members were firmly of the view that there was scope to reduce the funding allocated to these instead of some of the other partnerships that were proposed to lose monies;
- (iv) the work undertaken by the Task and Finish Group to reach this point. A Member of the Group expressed his deep frustrations at the general direction that the debate had taken and, once again, highlighted the amount of time and effort that had been put in to produce this set of recommendations. In addition, the Member reminded his fellow Committee Members that the Council was faced with meeting a significant budget gap and there was a need to take difficult decisions now;
- (v) the recommendations being to 2023/24. Such were the difficulties in predicting the future financial position for the Council (coupled with the vast difference in Member opinions expressed), that a number of Committee Members questioned the actual need to make a series of recommendations that were looking so far in advance (i.e. to 2023/24).

As a consequence, it was **PROPOSED** and **SECONDED** and on being put to the vote declared **CARRIED** that the future funding should at this time only be agreed for 2019/20.

It was then:

RECOMMENDED

That the Hub Committee **RECOMMEND** to Council that:

1. the Task and Finish Group future funding recommendations should at this time only be agreed for 2019/20; and
2. all organisations be encouraged to seek alternative funding by drawing their attention to other potential income streams that are funded by WDBC.

(b) 'Digital by Default' Proposal

The Committee considered the merits of setting up a Task and Finish Group to review access to the Council's services. In conclusion, the Committee recognised the intention of this proposal, but felt that it should be deferred for further consideration after the results of the Customer Satisfaction Survey had been published.

(c) Performance Measures and Targets Review Proposal

Members were informed that the lead Hub Committee Member was currently undertaking a review into both the measures reported and the appropriateness of the targets that were aligned to these measures. As a result, the Committee was assured that it would be in receipt of the concluding report following this review and it was therefore agreed that the proposal to establish a Task and Finish Group in this regard would not be pursued any further at this time.

***O&S 13 RURAL BROADBAND WORKING GROUP UPDATE**

During the update, reference was made to:-

- (a) an invite having been extended to the Connecting Devon and Somerset Programme Manager to attend a future Committee meeting. At the time of this meeting, it was noted that officers were still awaiting a response to this invitation;
- (b) a meeting of the 'Connecting Dartmoor and Exmoor' Board had been scheduled to take place on 14 August 2018;
- (c) Ultrafast Broadband rollout. A Member informed that he had met with representatives from BT and he was hopeful that a couple of cabinets would be upgraded in the Borough to ensure that nearby residents could be in receipt of Ultrafast Broadband provision.

***O&S 14 ANNUAL WORK PROGRAMME 2018/19**

The Chairman introduced the latest version of the Work Programme for the next 12 months. In discussion, it was agreed that an update on the IT Procurement project would be presented to the Committee meeting on 4 September 2018.

***O&S 15 MEMBER LEARNING AND DEVELOPMENT OPPORTUNITIES ARISING FROM THIS MEETING**

In discussion, the Committee was reminded of the contacts details for the recently appointed Member IT Support Officer and Members were urged to utilise his expertise.

(The meeting terminated at 4.20 pm)

Chairman

At a Meeting of the **DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **15th** day of **MAY 2018** at **10.00am**

Present: Cllr P R Sanders – Chairman
Cllr A Roberts – Vice-Chairman

Cllr R E Baldwin	Cllr L J G Hockridge
Cllr A F Leech	Cllr C Mott
Cllr D E Moyse	Cllr G Parker
Cllr T G Pearce	Cllr J Yelland

Senior Specialist Development Management (AHS)
Planning Specialist (CS)
Solicitor (SN)
Senior Specialist Democratic Services (DW)

***DM&L 63 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr W G Cann OBE for whom Cllr A F Leech substituted.

***DM&L 64 DECLARATION OF INTEREST**

Members were invited to declare any interests in the items of business to be considered and the following were made:

Whilst not a Member of the Committee, Cllr J B Moody declared a Disclosable Pecuniary Interest in application 4426/17/FUL: Land adjacent to 24 Glanville Road, Tavistock – Application for demolition of western boundary wall(s) and erection of 4 no. dwellings (two pairs of semi-detached dwellings) by virtue of living in close proximity to the application site. Upon the advice of the Council Solicitor, he proceeded to leave the meeting room during consideration of this application;

Cllr J Yelland declared a Personal Interest in application 4426/17/FUL: Land adjacent to 24 Glanville Road, Tavistock – Application for demolition of western boundary wall(s) and erection of 4 no. dwellings (two pairs of semi-detached dwellings) by virtue of having received representations from Cllr Moody on this application. She remained in the meeting and took part in the debate and vote on this application;

Cllr T G Pearce declared a personal interest in all applications by virtue of being a Member of the Devon Building Control Partnership. He remained in the meeting and took part in the debate and vote on each item.

***DM&L 65 CONFIRMATION OF MINUTES**

The Minutes of the Development Management and Licensing Committee Meeting held on 17 April 2018 were confirmed and signed by the Chairman as a correct record, subject to inclusion of the following amendment on page 1 of the agenda:

Minute Reference *DM&L 58 (Declaration of Interest):

That '*Cllr A Roberts declared a Disclosable Pecuniary Interest in application.....*' be replaced with the words: '*Cllr A Roberts declared a prejudicial interest in application.....*'

The Minutes of the Licensing Sub-Committee Meeting held on 30 January 2018 were confirmed and signed by the Chairman as a correct record, subject to inclusion of the following amendment on page 7 of the agenda:

Minute Reference *LSC 10 (To Determine An Application for a New Premises Licence at Meavy Parish Hall, The Green, Meavy, Yelverton PL20 6PJ): 5. Address by Cllr Moyse objecting to the application:

To include the following addition: '*....but I know the village as I was the Parish Clerk for three years..*'

***DM&L 66 PLANNING PERFORMANCE INDICATORS**

The Chairman advised the Committee that, in light of the recent decision to present these on a quarterly basis, the Performance Indicators would not be considered at this meeting.

***DM&L 67 PLANNING, LISTED BUILDING, TREE PRESERVATION ORDER AND ENFORCEMENT REPORTS**

The Committee considered the applications prepared by the Development Management Specialists and considered also the comments of Town and Parish Councils together with other representations received, which were listed within the presented agenda reports and summarised below, and **RESOLVED**:

(a) Application No: 4426/17/FUL Ward: Tavistock North

Site Address: Land adjacent to 24 Glanville Road, Tavistock PL19 0EB

Application for demolition of western boundary wall(s) and erection of 4 no. dwellings (two pairs of semi-detached dwellings)

Case Officer Update: At the offset of the officer presentation, concerns were raised from the public gallery that the site plans that were being displayed were inaccurate. In light of these concerns, a number of Members did not feel that the Committee was in a position to determine the application at this time. It was therefore **PROPOSED** and **SECONDED** and on being put to the vote was declared **CARRIED** that the application be deferred for consideration at a future meeting.

RECOMMENDATION: Conditional Approval

COMMITTEE DECISION: Deferral

(b) Application No: 4043/17/OPA Ward: Bere Ferrers

Site Address: 8 Drakes Park, Bere Alston PL20 7DY

Outline planning application for the erection of one dwelling

Case officer Update: N/A

Speakers included: Parish Council Representative: Cllr Hilary Boot-Handford and local Ward Member: Cllr Brian Lamb (only to clarify a point on the status of the local Neighbourhood Plan)

RECOMMENDATION: Conditional Approval

COMMITTEE DECISION: Conditional Approval

***DM&L 68 PLANNING APPEALS UPDATE**

The Committee received and noted the updated list of Planning Appeals including Enforcement Appeals.

In the ensuing discussion, particular reference was made to the decision to dismiss (refuse) the appeal listed at Land adjacent to Station Road, Bere Ferrers. Whilst Members welcomed this decision, some concern was raised that, in citing another recent appeal matter, the Area of Outstanding Natural Beauty (AONB) team was acting inconsistently in its approach to responding to planning applications. As a result, some Members were of the view that there was a need for a protocol to be developed between the Development Management service and the AONB team in order to establish a consistent approach for the team to respond to relevant planning applications.

(The Meeting terminated at 10.45 am)

Chairman

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At a Meeting of the **DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **19th** day of **JUNE 2018** at **11.00am**

Present: Cllr P R Sanders – Chairman
Cllr A Roberts – Vice-Chairman

Cllr W G Cann OBE	Cllr J Evans
Cllr L J G Hockridge	Cllr B Lamb
Cllr C Mott	Cllr G Parker
Cllr T G Pearce	Cllr J Yelland

COP Lead Development Management (PW)
Planning Specialist (MJ)
Solicitor (SN)
DCC Highways Officer (PT)
Senior Specialist Affordable Housing (AR)
Specialist Assets (RJ)
Specialist Democratic Services (KT)

***DM&L 01 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr R E Baldwin for whom Cllr B Lamb substituted and Cllr D E Moyses for whom Cllr J Evans substituted.

***DM&L 02 DECLARATION OF INTEREST**

Members were invited to declare any interests in the items of business to be considered and the following were made:

Cllr J Evans declared a Personal Interest in application **2424/17/OPA**: Outline application with some matters reserved for erection of 13 dwellings (9 open market and 4 affordable) and access road – Development site at SX 447 766, East of Summer Green, Lamerton by virtue of having taken part in the debate and vote on this item at the Parish Council meeting and there could therefore be a perception that she had predetermined the application. Cllr Evans remained in the meeting for the duration of this item but took no part in the debate or vote on this application;

Cllr C Mott declared a Personal Interest in application **2472/17/OPA**: Outline application with some matters reserved for residential development of up to 24 dwellings and associated works – Development site at SX 511 893, Town Meadow, Bridestowe by virtue of being present during the debate and vote on this item at the Parish Council meeting but taking no part. Cllr Mott remained in the meeting for the duration of this item and took part in the debate and vote on this application;

Cllr T G Pearce, Cllr J Yelland, Cllr G Parker and Cllr P R Sanders each declared a personal interest in application **2424/17/OPA**: Outline application with some matters reserved for erection of 13 dwellings (9 open market and 4 affordable) and access road – Development site at SX 447 766, East of Summer Green, Lamerton by virtue of having received correspondence related to the application;

Cllr T G Pearce declared a personal interest in all applications by virtue of being a Member of the Devon Building Control Partnership. He remained in the meeting and took part in the debate and vote on each item.

***DM&L 03 CONFIRMATION OF MINUTES**

The Minutes of the Development Management and Licensing Committee Meeting held on 15 May 2018 were confirmed and signed by the Chairman as a correct record.

***DM&L 04 PLANNING, LISTED BUILDING, TREE PRESERVATION ORDER AND ENFORCEMENT REPORTS**

The Committee considered the applications prepared by the Development Management Specialists and considered also the comments of Town and Parish Councils together with other representations received, which were listed within the presented agenda reports and summarised below, and **RESOLVED:**

(a) Application No: 1549/18/FUL Ward: Exbourne

Site Address: Land west of High Street, known as Batheway Fields, North Tawton

Full planning application for 65 residential dwellings with associated roads, footpaths, parking, landscaping and drainage (resubmission of 3836/16/FUL)

Case Officer Update: None

Speakers included: Supporter – Mr Jamie Grant; Parish Council representative – Cllr Jean Trewitt; local Ward Member – Cllr Louise Watts

RECOMMENDATION: To delegate authority to the COP Lead Development Management, in consultation with the Chairman, to conditionally grant planning permission, subject to a s106 legal obligation

COMMITTEE DECISION: To delegate authority to the COP Lead Development Management, in consultation with the Chairman, to conditionally grant planning permission, subject to a s106 legal obligation

NB: The application was approved by virtue of a Chairman's casting vote

(b) Application No: 2472/17/OPA Ward: Bridestowe

Site Address: Development site at SX 511893, Town Meadow, Bridestowe

Outline application with some matters reserved for residential development of up to 24 dwellings and associated works

Case officer Update: The application had been presented to a previous DM&L Committee meeting (20 March 2018) but was deferred for further information in respect of concerns over localised flooding on site; there was an error in the report within the section Planning Obligations and a slide was presented that showed the corrections.

Speakers included: Objector – Mr Alistair Hodgson; Supporter – Mr Alister King-Smith; Parish Council Representative - Cllr Thirtle; local Ward Members: Cllrs Caroline Mott and John Hockridge

RECOMMENDATION: Delegate authority to COP Lead DM in consultation with the Chairman to conditionally grant planning permission, subject to a s106 legal obligation

However, in the event that the s106 legal agreement remains unsigned six months after this resolution, that the application is reviewed by the COP Lead DM, in consultation with the Chairman of the Committee, and if no progress is being made delegated authority is given to the COP Lead to refuse the application in the absence of an agreed s106.

COMMITTEE DECISION: Delegate authority to COP Lead DM in consultation with the Chairman to conditionally grant planning permission, subject to a s106 legal obligation

However, in the event that the s106 legal agreement remains unsigned six months after this resolution, that the application is reviewed by the COP Lead DM, in consultation with the Chairman of the Committee, and if no progress is being made delegated authority is given to the COP Lead to refuse the application in the absence of an agreed s106.

(c) Application No: 0878/18/FUL Ward: Exbourne

Site Address: Hayfield House, Hayfield Road, Exbourne

Erection of 2 storey, 3 bedroom house, detached single storey store/workshop/office building and provision of two car parking spaces

Case officer Update: None

Speakers included: Objector – Mr Roderick Stewart; Supporter – Mr John Wilde; Parish Council Representative - Cllr Adam Hedley; local Ward Member: Cllr Louise Watts

RECOMMENDATION: Conditional Approval

During discussion, some Members raised concerns over the impact of the proposal on neighbour amenity, and the right of residents to peaceful enjoyment of their gardens. Members were also concerned over the scale of the proposal within a garden site. Members also took account of the proposal being within a Conservation Area, and the parish council comments objecting to the application.

COMMITTEE DECISION: Refusal

Reasons:

1. By reason of its scale and design, the proposal presents an incongruous visual impact at odds with the character of the street scene which fails to preserve the character and appearance of Exbourne Conservation Area. The proposal is therefore in conflict with West Devon Development Plan policies SP1, SP17, SP18, SP20, BE1 and H28, and paragraphs 8, 14, 17, 58, 60, 61, 64, 134 and 135 of the National Planning Policy Framework

2. By reason of overlooking, over dominance and loss of light, the proposed development will have an unacceptable detrimental impact upon the residential amenity of neighbouring dwellings and inhibit the quiet and peaceful enjoyment of neighbouring garden areas. The proposal is therefore at odds with West Devon Development Plan policies SP1 and H28 and paragraphs 17, 58 and 61 of the National Planning Policy Framework.

(d) Application No: 2424/17/OPA Ward: Lamerton

Site Address: Development site at SX 447 766, East of Summer Lane, Lamerton

Outline application with some matters reserved for erection of 13 dwellings (9 open market and 4 affordable) and access road

Case officer Update: There was an error in the report as the application included access and layout, not just access as stated in the report.

Speakers included: Objector – Mrs Walton-Waters (statement read); Supporter – Mr Ed Perse; Parish Council Representative - Cllr John Edgar; local Ward Member: Cllr Baldwin (statement read)

RECOMMENDATION: Delegate authority to COP Lead DM in consultation with the Chairman to conditionally grant planning permission, subject to a s106 legal obligation

However, in the event that the s106 legal agreement remains unsigned six months after this resolution, that the application is reviewed by the COP Lead DM, in consultation with the Chairman of the Committee, and if no progress is being made delegated authority is given to the COP Lead to refuse the application in the absence of an agreed s106.

During discussion, Members noted that existing development in the village was in linear form and felt that this application, by reason of it's 'back fill' design, departed from existing character and represented development in the countryside. Members also felt that there were few services in the village and, due to the distance to services and the unsafe highways environment for pedestrians, did not feel that the application demonstrated sustainable development.

Members took account of the comments of the local Ward Member who had considered the application in the context of the emerging JLP.

COMMITTEE DECISION: Refusal

Reasons:

1. By reason of its scale, location and the layout design, the proposal represents an incongruous incursion into the landscape which is back fill development which fails to respond to the character of the street scene and sets an undesirable pattern of development. The proposal is therefore in conflict with West Devon Development Plan policies SP1, SP5, SP17, SP20, SP24, NE10 and H31, and paragraphs 8, 14, 17, 58, 60 and 109 of the National Planning Policy Framework.

2. By reason of the inaccessibility of the site through the distance to services, absence of pedestrian footways, speed of passing vehicles and subsequently hostile highways environment, the proposed development would not be accessible to all and would lead to a dependence on unsustainable transport forms. The proposal is therefore in conflict with West Devon Development Plan policies SP1, SP5, SP14 and T5 and paragraphs 8, 14, 17, 32, 34, 35 and 58 of the National Planning Policy Framework.

(e) Application No: 4426/17/FUL Ward: Tavistock

Site Address: Land adjacent to 24 Glanville Road, Tavistock

Application for demolition of western boundary wall(s) and erection of 4no. dwellings (two pairs of semi detached dwellings)

Case officer Update: None

Speakers included: Objector – Mrs Caroline Whitehead; Supporter – Mr Damon Pearce.

RECOMMENDATION: Conditional Approval

COMMITTEE DECISION: Conditional Approval

***DM&L 05 PLANNING APPEALS UPDATE**

The Committee received and noted the updated list of Planning Appeals including Enforcement Appeals.

(The Meeting terminated at 17.10 pm)

Chairman

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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 **5th** day of **JUNE, 2018** at **2.00pm**

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

Cllr C Edmonds	Cllr A F Leech
Cllr C Mott	Cllr R Oxborough
Cllr A Roberts	Cllr R F D Sampson

In attendance: Executive Director (Service Delivery and Commercial Development)
Group Manager Customer First and Support Services
Section 151 Officer
Group Manager Business Development
Group Manager Commercial Services
Commissioning Manager
Senior Specialist Affordable Housing
Specialist Democratic Services

Other Members in attendance:
Cllrs Cann OBE, Lamb, Musgrave and Yelland

***HC 1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Jory.

***HC 2 DECLARATIONS OF INTEREST**

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

***HC 3 MINUTES**

The Minutes of the Hub Committee meeting held on 24 April 2018 were confirmed and signed by the Chairman as a correct record.

HC 4 COUNCIL OWNED ASSET INVESTMENT AND DEVELOPMENT

(Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information))

Members were presented with an exempt report that sought approval for funding to prepare a business case in relation to investment and development opportunities.

The Leader introduced the report.

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

1. Approve the expenditure of up to £90,000 in order to prepare a detailed business case for each of the proposed council owned asset investment and development opportunities detailed in section 3 and Appendix 1 of the presented report; and
2. Agree that officers conclude an appropriate procurement process to commission the work required to produce individual business cases for the identified Asset Investment & Development opportunities

***HC 5**

FINANCIAL STABILITY REVIEW GROUP UPDATE

(Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information))

In accordance with the Council decision at its meeting on 27 March 2018 (Minute CM 73 refers) for updates to be included as a standing agenda item, the Lead Member for Resources and Performance presented Members with an exempt briefing note that updated the recent work of the Financial Stability Review Group.

***HC 6**

ENABLING HOMES TO MEET THE NEEDS FOR ALL

Members were presented with a report that summarised the Council's investigation into the range of options available to deliver affordable housing in West Devon for those who found it difficult to purchase their own property and/or find suitable rented accommodation.

The Leader presented the report in the absence of the Lead Member for Environment and Assets. During discussion, a number of Members expressed support for the principle, and the Senior Specialist Affordable Housing confirmed that the proposal would work well with Community Land Trusts. Some Members raised concerns and queried how Right to Buy would affect a wholly owned company. The Group Manager Business Development confirmed that the proposal would have multiple objectives.

Finally, one Member proposed a joint business case with South Hams District Council and as a result an additional recommendation was included. Some Members agreed that joint working would be beneficial, but Members wanted to ensure that any joint working did not prevent progress for West Devon.

It was then **RESOLVED** that:

1. The work already carried out to support the Council's strategic aim of enabling homes to meet the needs for all as outlined in section 3 of the report be acknowledged;
2. The principles outlined in section 4 of the presented report be agreed and supported; and
3. A detailed business case for the formation of a West Devon Borough Council Wholly Owned Company which will increase the Council's capability to enable homes to meet the needs for all be considered and agreed; and
4. The Leader of Council approach South Hams District Council with a view to discussing the formation of a Wholly Owned Company with South Hams District Council to increase the Council's capability to enable homes to meet the needs for all.

***HC 7**

CROWDFUND DEVON

Members were presented with a report that provided an overview of the Crowdfund Devon initiative and in particular a mechanism to award West Devon Borough Council funding.

The Deputy Leader presented the report. The Commissioning Manager responded to questions and set out how the crowdfunding would work for projects within West Devon. It was confirmed that there is no cost to West Devon Borough Council to be part of the crowdfunder website.

It was then:

RESOLVED

That the proposed Crowdfund West Devon application process (as detailed in paragraph 5 of the presented agenda report) be approved.

***HC 8**

TRANSFORMATION PROGRAMME (T18) CLOSEDOWN

Members were presented with a report that set out the detail of the Transformation Programme (T18) project, which was a radical transformation that led to the most significant change in the way that the Council worked for more than 40 years. The workforce had been reduced by 30% with all staff roles changed to be flexible and responsive to the needs of the customer. The report set out the details of the different workstreams within the overall Transformation Programme.

The Leader presented the report. A number of Members were supportive of the staff and one Member stated that the success of the project was testament to the skill and determination of the staff. Another Member noted the recent staff survey results which have shown significant improvement over the past three years and stated that the staff should have a massive thank you.

It was then **RESOLVED** that the contents of the T18 Transformation Programme Closedown report and the benefits realised (as set out in Section 8 of the presented agenda report) be endorsed.

***HC 9**

LEAD MEMBER UPDATE

There was no Lead Member update presented at this meeting.

(The meeting terminated at 4.00pm)

Chairman

(NOTE: THESE DECISIONS, WITH THE EXCEPTION OF HC 4 WHICH IS A RECOMMENDATION TO THE COUNCIL MEETING TO BE HELD ON 24 JULY 2018, WILL BECOME EFFECTIVE FROM WEDNESDAY 13 JUNE 2018 UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18).

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At a Meeting of the **AUDIT COMMITTEE** held in Meeting Room 3, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the 19th day of **June 2018** at **9.30am**

Present: Cllr M Davies (Chairman)

Cllr W G Cann OBE

Cllr B Lamb

Cllr L Watts

Officers in attendance:

Section 151 Officer;

Finance Community Of Practice Lead;

Finance Business Partner;

Support Services Specialist Manager;

Monitoring Officer;

Internal Audit Manager; and

Senior Specialist – Democratic Services.

Also in attendance: Cllr C Edmonds (lead Hub Committee Member)

*** AC 1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs K Ball, L J G Hockridge and B Stephens.

*** AC 2 CONFIRMATION OF MINUTES**

The Minutes of the Committee Meeting held on 20 March 2018 were confirmed and signed by the Chairman as a correct record.

*** AC 3 DRAFT STATEMENT OF ACCOUNTS 2017-18 AND ANNUAL GOVERNANCE STATEMENT 2017-18**

The Committee considered a report that presented draft versions of the Statement of Accounts for 2017-18 and the Annual Governance Statement for 2017-18.

In particular, the report advised Members that an underspend of £72,000 was generated in 2017/18, which had been transferred to the General Fund Balance.

In discussion, the following points were raised:-

- (a) The Committee and lead Hub Committee Member paid tribute to the achievements of the Finance Community Of Practice in meeting the requirement to publish the Council's Accounts a month earlier than in 2016/17;

- (b) In reply to a question, the Section 151 Officer expressed the view that the financial standing of the Council was 'sound' for the short to medium term. Whilst Members were optimistic at this view, it was recognised that there was still much work for the Council to do to improve its financial standing for the medium to long term;
- (c) The Committee noted that officers were aiming to present the Council's Pension Strategy to the meeting scheduled for 24 July 2018. Should this not be possible, then it was confirmed that this agenda item would be presented to the Committee meeting on 9 October 2018;
- (d) Officers confirmed that the audit work in relation to the Council's Housing Benefit Subsidy Claim for 2018-19 had been separated out from the main audit. As a consequence, expressions of interest had been sought and, having submitted the cheapest quotation, officers had opted to recommend the appointment of KPMG to undertake this piece of work.

It was then **RESOLVED** that:

1. the Draft Statement of Accounts and the Draft Annual Governance Statement for the financial year ended 31 March 2018 be noted; and
2. the Council notifies the Department for Work and Pensions that it will appoint KPMG as its appointed 'Reporting Accountant' for 2018-19 for the Housing Benefit subsidy claim (as detailed in Section 4 of the presented agenda report).

*** AC 4 INTERNAL AUDIT ANNUAL REPORT 2017/18**

The Committee was presented with a report that summarised the work undertaken by the Council's Internal Audit team during 2017/18. The report also sought to review the performance of the Internal Audit service and provided an audit opinion on the adequacy of internal control.

In discussion, reference was made to:-

- (a) those projects that had been issued a 'fundamental weaknesses' Audit Opinion. The Internal Audit Manager confirmed that both identified areas (Section 106 Agreements and Business Continuity Plan) had made demonstrable progress and the Committee received assurances that both would be kept under regular review;
- (b) counter fraud arrangements. The Internal Audit Manager confirmed that counter fraud arrangements remained a high priority for the Council and it was acknowledged by Members that these assisted in the protection of public funds and accountability;
- (c) the Internal Audit Team. By way of an update, the Committee noted that the member of the team who had suffered a serious accident had now returned to work. Whilst elements of the absence had been backfilled by the Devon Audit Partnership, Members were advised that the Audit Plan for 2017/18 had not been fully completed.

It was then **RESOLVED** that:

1. The Committee approve that, overall and based on work performed during 2017/18 and that of our experience from the previous year's audit, the Head of Internal Audit's Opinion is of "Significant Assurance" on the adequacy and effectiveness of the Authority's internal control framework; and
2. Members approve the satisfactory performance and achievements of the Internal Audit Team during 2017/18.

*** AC 5 ANNUAL REPORT OF THE STATUTORY OFFICERS' PANEL**

The Committee considered a report that informed Members of the work that the Statutory Officers' Panel had carried out between April 2017 and March 2018.

In discussion, it was confirmed that the Panel had operational responsibility for ensuring Council compliance with its strategic risk management function.

It was then **RESOLVED** that the report be noted.

*** AC 6 GRANT THORNTON EXTERNAL AUDIT FEE LETTER**

The Committee considered correspondence from Grant Thornton that outlined the planned Audit Fee for 2018/19.

In discussion, the following points were raised:-

- (a) The Committee welcomed the news that the Council would be paying, in comparison to the previous year, 23% less in its External Audit Fees for 2018/19;
- (b) In noting that Grant Thornton would become the Council's External Auditor, the Committee was pleased that it would be retaining the same Audit Manager as it had on the last occasion that the organisation had been responsible for this function. In particular, Members acknowledged that the Audit Manager already had some understanding of both the Shared Services agenda and the Council's Transformation Programme and it was felt that this would ensure a smoother transition of External Auditor.

It was then **RESOLVED** that the content of the External Audit Fee Letter be noted.

*** AC 7 AUDIT COMMITTEE WORK PROGRAMME 2018/19**

Members considered a report that presented the draft Committee work programme for 2018/19.

In discussion, Members were informed that the Council's Financial Procedure Rules had not been reviewed for a period of time. As a consequence, a review of these Rules had been scheduled for the Committee meeting to be held on 9 October 2018.

It was then **RESOLVED** that the draft Work Programme for the 2018/19 Financial Year (as outlined at Appendix A of the presented agenda report) be approved.

(The Meeting terminated at 10.15 am)

Dated this

Chairman

Report to: **Council**

Date: **24 July 2018**

Title: **FORMATION OF MEMBERS' PLANNING CODE OF PRACTICE WORKING GROUP**

Portfolio Area: **All**

Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken:
(e.g. referral on of recommendation or implementation of substantive decision) **Immediately following this meeting.**

Author: **Darryl White**
Senior Specialist
– Democratic Services

Contact: darryl.white@swdevon.gov.uk

RECOMMENDATION

That the Council RESOLVES, with immediate effect and for the remainder of the 2018/19 Municipal Year, that:

- 1. a Members' Planning Code of Practice Working Group be formally established;**
- 2. Cllrs Cheadle, Lamb, Mott, Parker, Pearce and Roberts be appointed to serve on this Working Group; and**
- 3. the draft Terms of Reference (as set out at Appendix A) be approved.**

1. Executive summary

- 1.1 This report seeks to formally establish the Members' Planning Code of Practice Working Group.

2. Background

- 2.1 At its Annual meeting held on 22 May 2018, the Council considered the review of the Council Constitution (Minute CM 8 refers).
- 2.2 In so doing, the Council recognised the wishes of the Audit Committee for a draft version of the Members' Code of Planning Practice to be '*presented for approval as soon as is practically possible*' (Minute AC 40 refers).
- 2.3 Whilst this objective had been achieved and a draft version had been presented for approval, some Members felt that greater consideration should be given to its contents. As a result, the Council resolved that:
- 'The draft Members' Code of Planning Practice (as outlined at Appendix A of the presented agenda report) be deferred to the Council meeting on 24 July 2018 for further consideration.'*
- 2.4 Since this decision was made, further consideration has been given to the most appropriate means of undertaking this review. On balance, it is felt most appropriate for a cross party Working Group of Members to be appointed for this purpose.
- 2.5 Both Group Leaders have been consulted and the following nominations have been put forward: Cllrs Cheadle, Lamb, Mott, Parker, Pearce and Roberts.
- 2.6 A draft set of Terms of Reference for this Working Group have been produced and are set out at Appendix A for approval.

3. Options available and consideration of risk

- 3.1 It is hoped that a detailed review by the Working Group will ensure that a version of the Code is approved in line with the wishes of the Audit Committee (i.e. as soon as is practically possible).

4. Implications

Legal/Governance		As part of the formal appointments process, it is a Council requirement to approve such matters.
Financial		There are no additional financial implications directly related to this report
Risk		There are no additional risks directly related to this report.
Comprehensive Impact Assessment Implications		

Equality and Diversity		There are no equality and diversity implications directly related to this report.
Safeguarding		There are no safeguarding implications directly related to this report.
Community Safety, Crime and Disorder		There are no community safety or crime and disorder implications directly related to this report.
Health, Safety and Wellbeing		There are no health, safety and wellbeing implications directly related to this report.
Other implications		N/A

Supporting Information

Appendices:

A – Draft Working Group Terms of Reference

Background Papers:

Council Constitution

Audit Committee agenda and minutes – 20 March 2018 meeting

Annual Council summons and minutes – 22 May 2018 meeting

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Terms of Reference: Members' Code of Planning Practice Working Group

Context

The Audit Committee is responsible for undertaking an Annual Review of the Council Constitution and, during its latest review, the Committee (at its meeting on 20 March 2018) resolved that: '*A Members' Code of Planning Practice be drafted and presented for approval as soon as is practically possible.*'

Subsequent to this resolution, a draft Code was presented to the Annual Council meeting held on 22 May 2018 for approval. The Council felt that the draft Code required further consideration before it could approve it and it was consequently resolved that: '*The draft 'Members Code of Planning Practice' be deferred to the Council Meeting on 24 July 2018 for further consideration.*'

Purpose

To review the draft Members Code of Planning Practice before presenting, as soon as is practically possible, a final draft version to the Council for its approval.

Objectives

To recommend approval of a Code that will promote good practice and ensure that, in the planning process, there are no grounds for suggesting that a decision has been biased, partial or not well founded in any way.

The Operation of the Group

- The Group will determine how many meetings it requires before it makes its recommendations to the Council;
- The Group will be supported by officers from the Legal, Democratic Services and Development Management Community Of Practices;
- The Group will comprise of 6 Members; a Chairman will be elected at the first meeting;
- In the event of an equal number of votes for and against a motion, the Chairman will be entitled to a second (or 'casting') vote;
- The wider membership will be made aware of meeting date(s) and time(s) via the Members' Bulletin; and
- Action points will be recorded for all meetings.

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