



West Devon  
Borough  
Council

# West Devon Council

<b>Title:</b>	<b>Agenda</b>																																
<b>Date:</b>	<b>Tuesday, 10th May, 2016</b>																																
<b>Time:</b>	<b>11.00 am</b>																																
<b>Venue:</b>	<b>Chamber - Kilworthy Park</b>																																
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b></p> <p style="text-align: center;"><b>Vice Chairman</b></p> <p><i>Members:</i></p> <table style="width: 100%; border: none;"> <tr> <td>Baldwin</td> <td>Oxborough</td> </tr> <tr> <td>Ball</td> <td>Pearce</td> </tr> <tr> <td>Cllr M J R Benson</td> <td>Ridgers</td> </tr> <tr> <td>Cann</td> <td>Roberts</td> </tr> <tr> <td>Cllr R Cheadle</td> <td>Sampson</td> </tr> <tr> <td>Cloke</td> <td>Samuel</td> </tr> <tr> <td>Davies</td> <td>Sanders</td> </tr> <tr> <td>Edmonds</td> <td>Sellis</td> </tr> <tr> <td>Evans</td> <td>John</td> </tr> <tr> <td>Cllr J Hockridge</td> <td>Stephens</td> </tr> <tr> <td>Jory</td> <td>Watts</td> </tr> <tr> <td>Kimber</td> <td>Yelland</td> </tr> <tr> <td>Leech</td> <td>Moody</td> </tr> <tr> <td>McInnes</td> <td>Musgrave</td> </tr> <tr> <td>Mott</td> <td>Parker</td> </tr> <tr> <td>Moyse</td> <td></td> </tr> </table>	Baldwin	Oxborough	Ball	Pearce	Cllr M J R Benson	Ridgers	Cann	Roberts	Cllr R Cheadle	Sampson	Cloke	Samuel	Davies	Sanders	Edmonds	Sellis	Evans	John	Cllr J Hockridge	Stephens	Jory	Watts	Kimber	Yelland	Leech	Moody	McInnes	Musgrave	Mott	Parker	Moyse	
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<b>Substitutes:</b>	Councillors:																																
<b>Interests – Declaration and Restriction on Participation:</b>	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.																																
<b>Committee administrator:</b>	Member.Services@swdevon.gov.uk																																

- 1. To elect The Mayor of the Borough for the ensuing year**
- 2. To elect The Deputy Mayor for the ensuing year**
- 3. Apologies for Absence**
- 4. 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.

- 5. Confirmation of Minutes** **1 - 8**

To approve and adopt as a correct record the Minutes of the Meeting of Council held on 5 April 2016.

- 6. To receive communications from the Mayor or person presiding**
- 7. Business brought forward by or with the consent of the Mayor**
- 8. To formally sign the Council's Constitution**

A copy of the Constitution can be found at [www.westdevon.gov.uk/constitution](http://www.westdevon.gov.uk/constitution)

- 9. The Mayor or the person presiding to answer questions which people in West Devon can ask and to receive deputations or petitions under Council Procedure Rule 21**
- 10. To consider motions of which notice has been duly submitted by Members in accordance with Council Procedure Rule 15**
- 11. To consider any questions submitted under Council Procedure Rule 21**

- 12. To receive the Minutes of the following Committees, to note the delegated decisions and to consider the adoption** **9 - 16**

**of those Minutes which require approval:**

- (i) **Hub Committee**  
Meeting held on 19<sup>th</sup> April 2016

**Unstarred Minutes to agree**  
Members are recommended to agree:

**HC 73 Options for Future Garden Waste Service Design**

**RESOLVED** to **RECOMMEND** that the Waste Working Group Option C (as set out in the agenda report presented to the Hub Committee) to provide an opt in, charged garden service with collection from reusable sacks, be approved, to take effect from 1 April 2017 or on commencement of the waste contract (if later).

**HC 74 Review of Long Term Parking Scheme**

**RESOLVED** to **RECOMMEND** approval of the continuation of the long stay parking scheme in Okehampton and Tavistock.

**HC 75 Review of Corporate Complaints Policy**

**RESOLVED** to **RECOMMEND** that:-

1. the revised Corporate Complaints Policy (as presented at Appendix 1 of the agenda report to the Hub Committee meeting) be adopted; and
2. authority be delegated to the Monitoring Officer in consultation with the lead Hub Committee Member to make any minor amendments as deemed necessary.

**HC 76 Draft Calendar of Meetings 2016/17**

**RESOLVED** to **RECOMMEND** that the Calendar of Meetings for 2016/17 be approved (as set out in Appendix A of the published Hub Committee minutes).

**HC 77 Resources to Deliver Income Generation Proposals**

**RESOLVED** to **RECOMMEND** that a permanent level four grade specialist post, shared between South Hams and West Devon (on a 60% SH / 40% WD split) be recruited to support the further investigation and delivery of income generation proposals approved at full Council on 5 April 2016 (as detailed in paragraph 3 of the agenda report presented to the Hub Committee meeting).

- 13. To appoint a Leader and Deputy Leader of the Council for the ensuing year**

**14. To report on the composition of political groups**

**15. To approve the Committee Structure for the coming year:**

Audit	5 Members + Named Substitutes
Hub	9 Members (membership to include Leader and Deputy Leader)
Overview & Scrutiny (External)	11 Members
Overview & Scrutiny (Internal)	11 Members
Planning & Licensing	10 Members + Named Substitutes
Standards	9 Members

With all of the Borough Council Member appointments to the above Committees being politically balanced.

**16. To receive the appointments from the Political Groups of the Members they have selected to serve on the Committees. To appoint the requisite number of Members from the Members of the Council who, at the date of this meeting, are not members of a Political Group. 17 - 18**

**17. To appoint the Chairman and Vice-Chairman to the Committees of the Council 19 - 20**

**18. To appoint representatives to the list of Outside Bodies for the ensuing year 21 - 22**

**19. To appoint representatives to the list of Other Groups for the ensuing year 23 - 24**

**PLEASE NOTE:** A Procedural Note will be published and circulated prior to Council's Annual Meeting and this will include information to enable full consideration of this agenda.

**PART TWO – ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PUBLIC AND PRESS ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCLOSED (if any).**

If any, Council is recommended to pass the following resolution:

**“RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting on the grounds that exempt information may be disclosed as defined in Part I of Schedule 12(A) to the Act.”

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# Agenda Item 5

At the Meeting of the **WEST DEVON BOROUGH COUNCIL** held in the **COUNCIL CHAMBER, KILWORTHY PARK, TAVISTOCK** on **TUESDAY** the **5<sup>th</sup>** day of **APRIL 2016** at **4.30pm** pursuant to Notice given and Summons duly served.

## Present

Cllr D W Cloke – The Mayor (In the Chair)

Cllr R E Baldwin	Cllr M J R Benson
Cllr R Cheadle	Cllr M Davies
Cllr C Edmonds	Cllr J Evans
Cllr L J G Hockridge	Cllr N Jory
Cllr P Kimber	Cllr A F Leech
Cllr J R McInnes	Cllr J B Moody
Cllr C Mott	Cllr D E Moyse
Cllr C R Musgrave	Cllr R J Oxborough
Cllr G Parker	Cllr T G Pearce
Cllr A Roberts	Cllr R F D Sampson
Cllr L Samuel	Cllr P R Sanders
Cllr D K A Sellis	Cllr B Stephens
Cllr J Yelland	

Head of Paid Service  
Monitoring Officer  
Senior Specialist – Democratic Services  
Section 151 Officer

## CM 57 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs K Ball, W G Cann OBE, P J Ridgers, J Sheldon and L Watts.

## CM 58 DECLARATION OF INTERESTS

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 59 CONFIRMATION OF MINUTES

It was moved by Cllr P R Sanders, seconded by Cllr R E Baldwin and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Council agree the Minutes of the 16 February 2016 meeting as a true record.”

## CM 60 COMMUNICATIONS FROM THE MAYOR

In providing his update, the Mayor made reference to his Mayoral Awards and Charity Cheque presentations, which were both due to take place on the rising of this Council meeting. The Mayor hoped that as many Members as possible would be able to attend these presentations.

MINUTES OF COMMITTEES

a. **Planning and Licensing Committee – 2 February 2016, 1 March 2016 and 29 March 2016**

It was moved by Cllr D K A Sellis, seconded by Cllr M J R Benson and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 2 February 2016, 1 March 2016 and 29 March 2016 meetings be received and noted”

In respect of the Unstarred Minute:

i. **P&L 62 Planning Scheme of Delegation**

It was moved by Cllr D K A Sellis, seconded by Cllr M J R Benson and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that:

1. The revised Planning Scheme of Delegation (as presented at Appendix A of the published minutes (page 23 refers), be adopted; and
2. Authority to make any further minor amendments prior to adoption be delegated to the Community of Practice lead Specialist Development Management, in consultation with the Chairman and Vice Chairman of P&L Committee.”

b. **Hub Committee – 25 February 2016 and 22 March 2016**

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 25 February 2016 and 22 March 2016 meetings be received and noted, with the exception of Unstarred Minutes HC 56, 63, 64, 65, 66, 67, 68 and 69”.

In respect of the Unstarred Minutes:

i. **HC 56 Planning Enforcement**

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 costs for resourcing the planning enforcement team be met from the 2015/16 predicted revenue budget underspend of £70,000 (as per Table 1 and Table 2 of the agenda report that had been presented to the Hub Committee).”



ii. **HC 63 Review of Roles and Responsibilities for the Hub Committee**

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 existing governance arrangements are working well and should therefore be retained, subject to the approval of some minor amendments as outlined in section 5 of the presented agenda report.”

iii. **HC 64 Corporate Debt Recovery Policy**

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 Joint Corporate Debt Recovery Policy be adopted.”

iv. **HC 65 Communications Policy and Protocols**

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:

- (i) joint Communications and Social Media Policies be adopted for West Devon Borough Council; and
- (ii) protocols in the revised Communications protocol be acknowledged and adopted.”

v. **HC 66 The future of the Devon Authorities Waste Reduction and Recycling Committee (DAWRRC)**

It was moved 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 proposal to wind up the Devon Authorities Waste Reduction and Recycling Committee be supported;
2. the establishment of the joint Devon Authorities Strategic Waste Committee be agreed on the draft terms of reference as set out in the Operating Rules attached at Appendix 1 of the presented agenda report and that any significant changes to the terms of reference be brought back to Council for further approval;
3. the Lead Hub Committee Member for Commercial Services be appointed as the West Devon Member of the Devon Authorities Strategic Waste Committee, and that a named substitute, with full voting rights, will attend in the absence of the Lead Hub Committee Member for Commercial Services; and

4. any changes considered necessary to the terms as highlighted be delegated to the Lead Specialist Waste Strategy (Strategy & Commissioning) in consultation with the Lead Hub Committee Member for Commercial Services.”

vi. **HC 67 Procurement Strategy**

It was moved 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 Devon Districts Procurement Strategy 2015-18 be formally adopted and the contents therein be implemented; and
2. a lead Member for Procurement be established, as per output 21 under Theme C: Leadership of the draft Strategy.”

vii. **HC 68 Reports of Other Bodies: Overview and Scrutiny (External) Committee Meeting – 15 March 2016**

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:

1. the progress on the 2015/16 Our Plan: Annual Activity Programme (appendix 1 of the presented agenda report to the Overview and Scrutiny Committee refers) be noted;
2. the West Devon Our Plan (as outlined at appendix 2 of the presented agenda report to the Committee) be adopted and published for the 2016/17 Financial Year as a document that:-
  - recognises West Devon Our Plan as the single comprehensive Council Plan;
  - restates the Council’s Corporate Vision and Objectives;
  - establishes the common basis for the Council’s Financial Plan, Asset Management Plan, Local Plan and all other Plans and Strategies;
  - establishes priorities for delivery, including a delivery plan commencing in 2016/17 (appendix 4 of the presented agenda report refers);
  - establishes mechanisms for delivery;
  - establishes engagement, monitoring and review procedures;
  - provides context for subsequent incorporation of the Local Plan element currently subject to separate preparation.

Subject to any amendments, which are to be delegated to the Lead Specialist – Place and Strategy, in consultation with the Leader of Council and the Hub Committee Lead Member for Strategic Planning.

3. a joint WD/SH Member Working Group be established to agree the scope and details of the economic development work; and
4. further work be undertaken to identify Key Measures for the 8 Our Plan themes that are clear expressions of the Councils intentions and which can be measured and readily promoted. Agreement of these to be delegated to the Lead Specialist – Place and Strategy, in consultation with the Leader of Council and the Hub Committee lead Member for Strategic Planning.”

#### viii. **HC 69 Income Generation Proposals**

Having been moved by Cllr P R Sanders and seconded by Cllr R E Baldwin, some Members sought clarity in respect of the reference in some of the recommendations to ‘the relevant delegated authority.’ In response, officers advised that the delegated authority often depended on the nature of the issue. For example, any decision which would require prudential borrowing would have to be determined by Council whereas a proposal that required an asset disposal may be approved by the Hub Committee.

Upon being submitted to the Meeting, it was then declared to be **CARRIED** and “**RESOLVED** that:

1. the income generation and business development principles (as outlined in the presented agenda report to the Committee) be agreed and approved in principle, subject, as appropriate, to individual business case sign off and consideration of the full legal and financial implications;
2. the sum which is uncommitted New Homes Bonus funding (as detailed in paragraph 2.7 of the presented agenda report to the Committee) is allocated to an earmarked “Invest to Earn” reserve to fund income generating initiatives;
3. the sum which is currently a Capital Budget for Affordable Housing be reallocated as a Capital Budget for “Invest to Earn” income generating initiatives;

4. where funding for these initiatives is not available from the “Invest to Earn” reserve or capital budget, funding could be drawn from prudential borrowing, subject, as appropriate, to individual business case sign off by the relevant delegated authority and consideration of the full legal and financial implications;
5. the Developments and Disposals (as detailed in paragraph 3.1.9 of the presented agenda report to the Committee), be supported in principle in accordance with the adopted Asset Management Strategy and subject to consideration of the full legal and financial implications;
6. the amount estimated to complete the feasibility work in relation to development proposals detailed in paragraphs 3.1.9.1 to 3.1.9.4 of the presented agenda report to the Committee be approved. This will be financed from the ‘Invest to Earn’ budget. Once complete, individual business cases will be presented for approval by the relevant delegated authority enabling consideration of the full legal and financial implications; and
7. the proposal to invest monies from the “Invest to Earn” reserve to acquire 2 properties within West Devon, as detailed in paragraph 3.3 of the presented agenda report to the Committee, be approved in principle, subject, as appropriate, to individual business case sign off by the relevant delegated authority and consideration of full legal and financial implications.”

**c. Overview & Scrutiny (Internal) Committee – 8 March 2016**

Having been moved by Cllr C R Musgrave and seconded by Cllr J Yelland, a Member highlighted an inaccuracy in the minutes which would be amended in time for their sign-off as a true and correct record at the next Committee meeting.

A Member questioned the implications of removing the letters of representation from the website for those determined planning applications that were then appealed against. In reply, the Head of Paid Service advised that he would provide a written response to this question outside of the meeting and ensure that all Members received a copy.

Upon being submitted to the Meeting, it was then declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 8 March 2016 meeting be received and noted”.

**d. Standards Committee – 15 March 2016**

It was moved by Cllr A F Leech, seconded by Cllr J Yelland and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 15 March 2016 meeting be received and noted.

e. **Audit Committee – 15 March 2016**

It was moved by Cllr M Davies, seconded by Cllr J Moody and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 15 March 2016 be received and noted, with the exception of Unstarred Minute AC 32, 33 and 34”.

In respect of the Unstarred Minutes:

i. **AC 32 – Treasury Management Strategy**

It was moved by Cllr M Davies, seconded by Cllr J B Moody and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that approval be given to the:

1. prudential indicators and limits for 2016/17 to 2018/19 (as contained within Appendix A of the presented agenda report to the Committee);
2. Minimum Revenue Position (MRP) statement contained within Appendix A of the presented agenda report to the Committee which sets out the council’s policy on MRP;
3. Treasury Management Strategy 2016/17 and the treasury prudential indicators 2016/17 to 2018/19 that are contained within Appendix B of the presented agenda report to the Committee;
4. Investment Strategy 2016/17 (as contained within Appendix C of the presented agenda report to the Committee) and the detailed criteria included in Appendix D of the presented agenda report to the Committee.”

ii. **AC 33 – Review of the Council’s Constitution**

It was moved by Cllr M Davies, seconded by Cllr J B Moody and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that:

1. the amendments to the Council Constitution (as summarised in paragraph 2 of the agenda report presented to the Committee and fully outlined on the website) be approved; and
2. the revised Constitution be formally adopted at the Annual Council Meeting in May 2016.”

iii. **AC 34 – Strategic Risk Assessment – Regular Update**

It was moved by Cllr M Davies, seconded by Cllr J B Moody and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Audit Committee has reviewed the strategic risks and has been given the opportunity to make recommendations to Council on any further action that should be considered.”

- f. **Overview and Scrutiny (External) Committee – 15 March 2016**  
It was moved by Cllr D W Cloke, seconded by Cllr T G Pearce and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 15 March 2016 meeting be received and noted”.

(The Meeting terminated at 5.05 pm)

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**Mayor**

# Agenda Item 12

At a Meeting of the **HUB COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **19<sup>th</sup>** day of **APRIL, 2016** at **2.00pm**

**Present:**

	Cllr P R Sanders – Chairman
	Cllr R E Baldwin – Vice-Chairman
Cllr M J R Benson	Cllr W G Cann OBE
Cllr J B Moody	Cllr R J Oxborough
Cllr R D Sampson	Cllr L Samuel

**Apologies:** Cllr G Parker

**In attendance:** Executive Director (Strategy and Commissioning)  
Executive Director (Service Delivery and Commercial Development)  
Operational Manager – Environment Services  
Group Manager Business Development  
Senior Case Manager

**Other Members in attendance:**

Cllrs Ball, Cheadle, Cloke, Edmonds, Leech, Moyse, Musgrave, Pearce and Yelland

**\*HC71      DECLARATIONS OF INTEREST**  
Members were invited to declare any interests in the items of business to be discussed but none were made.

**\*HC 72      MINUTES**  
The Minutes of the Hub Committee Meeting held on 22 March 2016 were confirmed and signed by the Chairman as a correct record.

**HC 73      OPTIONS FOR FUTURE GARDEN WASTE SERVICE DESIGN**  
The Lead Hub Member for Commercial Services presented a report that sought approval of recommendations from the Waste Working Group in relation to the future of the garden waste service. As part of his introduction, the Lead Hub Member amended the first recommendation to reflect the fact that the matter required the approval of full Council.

During discussion on this item, a number of Members expressed disquiet at the proposal to charge for collection of garden waste, although some Members appreciated the need to introduce the proposal at this stage rather than wait until a new contract was in place. One Member expressed the view that the first recommendation was of such significance that it should be discussed at full Council.

It was then **RESOLVED** that:

1. Council be **RECOMMENDED** that Waste Working Group Option C as set out in the presented report – to provide an opt in, charged garden service with collection from reusable sacks, be approved, to take effect from 1 April 2017 or on commencement of the waste contract if later;
2. The Council steps up the promotion of home composting as the best environmental option for garden waste and a targeted campaign in tandem with any changes brought about by recommendation 1 be introduced; and
3. Any changes considered necessary to the terms as highlighted are delegated to the Lead Specialist Waste Strategy (Strategy and Commissioning) in consultation with the Lead Hub Member for Commercial Services.

#### **HC 74**

#### **REVIEW OF LONG TERM PARKING SCHEME**

The Lead Hub Member for Commercial Services presented a report that recommended to Council to approve the continuation of the long stay parking scheme in Okehampton and Tavistock. He referred to the detailed information contained within the appendices and the information circulated separately.

The majority of Members were in favour of the proposal. The Operations Manager Environment Services reported that both local Chambers of Commerce were in favour of the proposals. One Member admitted he had initially been sceptical of the proposals when introduced, but accepted that they had proven to increase income and footfall to the towns. Another Member raised concerns and felt the number of empty shops indicated that the proposal was not increasing footfall into the town centres.

It was then **RESOLVED** that Council be **RECOMMENDED** to approve the continuation of the long stay parking scheme in Okehampton and Tavistock.

#### **HC 75**

#### **REVIEW OF CORPORATE COMPLAINTS POLICY**

The Lead Hub Member for Performance and Resources introduced a report that sought approval to adopt the revised Corporate Complaints Policy. The Executive Director (SD & CD) advised that the document presented at Appendix 1 set out the formal procedure, but that in all possible instances the intention would be to deal with a complaint before it reached the formal stage. A number of staff were receiving complaints training and complaints should be seen as an opportunity to solve a problem rather than a position to be defended.



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

1. To adopt the revised Corporate Complaints Policy as presented at Appendix 1 to the report; and
2. That authority be delegated to the Monitoring Officer in consultation with the Lead Hub Member to make any minor amendments as necessary.

**HC 76 DRAFT CALENDAR OF MEETINGS**

The Leader presented a report that set out the draft calendar of meetings for the municipal year 2016/17.

The Executive Director (S&C) requested that an eighteen month calendar be presented to full Council to enable better forward planning for both Members and officers over the summer season.

It was then **RESOLVED**:

That Council be **RECOMMENDED** to approve the calendar of meetings for 2016/17 as set out in presented Appendix A.

**HC 77 RESOURCES TO DELIVER INCOME GENERATION PROPOSALS**

The Deputy Leader introduced a report that set out the rationale for the recruitment of a Development Surveyor. He noted that neither West Devon Borough Council nor South Hams District Council had the appropriate expertise at the present time to bring forward income generation capital projects. In responding to questions, he confirmed that it would be important to monitor the performance of the post holder. The Leader noted that this post could refer to third party reasons for lack of achievement and appropriate performance management would be essential. The Executive Director (S&C) explained how the postholder performance would be monitored. It was also confirmed that this post would be reviewed and evaluated after two years.

It was then **RESOLVED**:

That Council be **RECOMMENDED** to recruit a permanent level four grade specialist post, shared between South Hams and West Devon, on a 60% SH/40% WD split to support the further investigation and delivery of income generation proposals approved at full council on 5 April 2016, as detailed in para 3 of the presented report.

(The Meeting terminated at 3.15 pm)

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Chairman

## DRAFT CALENDAR OF MEETINGS 2016 - 2017

### May 2016

- 10 WD ANNUAL COUNCIL
- 12 Devon County Council
- 12 West Devon Site Inspections
- 19-21 Devon County Show
- 24 Planning and Licensing Committee
- 30 Bank Holiday

### June 2016

- 07 Hub Committee
- 09 WD Site Inspections
- 14 Overview and Scrutiny External Committee
- 16 WD Site Inspections
- 20-24 EU Referendum this week
- 28 Planning and Licensing Committee
- 28 Special Council meeting

### July 2016

- 05-07 LGA Conference
- 05 WD Audit Committee
- 12 Hub Committee
- 14 WD Site Inspections
- 15 Devon Building Control Partnership
- 19 WD Audit Committee am
- 19 Overview and Scrutiny Internal Committee
- 23 July – 31 August – School Holiday
- 26 Planning and Licensing Committee
- 26 Special Council

### August 2016

- 02 Overview and Scrutiny External Committee
- 11 WD Site Inspections
- 23 Planning and Licensing Committee
- 29 Bank Holiday

## DRAFT CALENDAR OF MEETINGS 2016 - 2017

### September 2016

- 06 Overview and Scrutiny Internal Committee
- 08 WD Site Inspections
- 20 Planning and Licensing Committee
- 20 Hub Committee pm
- 27 WD Audit Committee am

### October 2016

- 04 WD Council
- 06 Devon County Council meeting
- 06 WD Site Inspections
- 11 Overview and Scrutiny External Committee
- 12-14 SOLACE Conference
- 18 Planning and Licensing Committee
- 24-28 Half Term

### November 2016

- 01 Hub Committee
- 03 WD Site Inspections
- 08 Overview and Scrutiny Internal Committee
- 11 Devon Building Control Partnership
- 15 Planning and Licensing Committee
- 29 Standards Committee
- 29 Hub Committee

### December 2016

- 01 WD Site Inspections
- 06 WD Council
- 08 Devon County Council meeting
- 13 Planning and Licensing Committee
- 17 – 2 Jan School Holidays
- 22 WD Site Inspections

### January 2017

- 10 Planning and Licensing Committee
- 10 WD Audit Committee
- 17 WD Joint Overview and Scrutiny Committee

## DRAFT CALENDAR OF MEETINGS 2016 - 2017

- 24 Hub Committee
- 26 WD Site Inspections

### February 2017

- 07 Planning and Licensing Committee
- 07 WD Council
- 13-17 Half Term
- 16 Devon County Council meeting
- 21 WD CTSP
- 23 WD Site Inspections
- 28 Hub Committee

### March 2017

- 07 Planning and Licensing Committee
- 07 Overview and Scrutiny External Committee
- 14 WD Audit Committee
- 23 WD Site Inspections
- 24 Devon Building Control Partnership
- 28 Hub Committee

### April 2017

- 03-17 School Holidays
- 04 Planning and Licensing Committee
- 11 WD Council
- 13 WD Site Inspections
- 14 Good Friday
- 17 Easter Monday
- 18 Overview and Scrutiny Internal Committee
- 25 Planning and Licensing Committee

### May 2017

- 01 Bank Holiday
- 02 Hub Committee
- 09 Overview and Scrutiny External Committee
- 18 WD Site Inspections
- 23 WD Annual Council
- 30 Planning and Licensing Committee
- 30-2 June Half Term

## DRAFT CALENDAR OF MEETINGS 2016 - 2017

### June 2017

- 06 Overview and Scrutiny Internal Committee
- 15 WD Site Inspections
- 20 Hub Committee
- 20 WD Audit Committee
- 27 Planning and Licensing Committee

### July 2017

- 10 Overview and Scrutiny External Committee
- 13 WD Site Inspections
- 18 WD Audit Committee
- 18 Hub Committee pm
- 25 Planning and Licensing Committee
- 27 School Holidays

### August 2017

- 01 WD Council
- 10 WD Site Inspections
- 22 Planning and Licensing Committee
- 28 Bank Holiday

### September 2017

- 07 WD Site Inspections
- 12 Hub Committee
- 19 Planning and Licensing Committee
- 26 WD Council

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# Agenda Item 16

## Members of the Bodies of the Council for 2016/17 – Agenda Item 16

### A. Audit Committee

Cllr M Davies  
Cllr N Jory  
Cllr J B Moody  
Cllr B Stephens  
Cllr L Watts

#### **Substitutes:**

Cllr W G Cann OBE  
Cllr D K A Sellis  
Cllr J Sheldon  
Cllr J Yelland

### B. Dartmoor National Park

Cllr W G Cann OBE  
Cllr D E Moyse

### C. Hub Committee

Cllr R E Baldwin  
Cllr M J R Benson  
Cllr C Edmonds  
Cllr J B Moody  
Cllr R Oxborough  
Cllr G Parker  
Cllr R F D Sampson  
Cllr L Samuel  
Cllr P R Sanders

### D. Overview and Scrutiny (Internal)

Cllr W G Cann OBE  
Cllr M Davies  
Cllr J Evans  
Cllr L J G Hockridge  
Cllr P Kimber  
Cllr J McInnes  
Cllr C Mott  
Cllr D Moyse  
Cllr C R Musgrave  
Cllr P J Ridgers  
Cllr J Yelland

### E. Overview and Scrutiny (External)

Cllr K Ball  
Cllr R Cheadle  
Cllr D W Cloke  
Cllr N Jory  
Cllr A F Leech  
Cllr T G Pearce  
Cllr A Roberts  
Cllr D K A Sellis  
Cllr J Sheldon  
Cllr B Stephens  
Cllr L Watts

### F. Planning and Licensing Committee

Cllr R E Baldwin  
Cllr M J R Benson  
Cllr W G Cann OBE  
Cllr L J G Hockridge  
Cllr C Mott  
Cllr D E Moyse  
Cllr G Parker  
Cllr T G Pearce  
Cllr A Roberts  
Cllr P R Sanders

#### **Substitutes:**

Cllr K Ball  
Cllr R Cheadle  
Cllr C Edmonds  
Cllr J Evans  
Cllr A F Leech  
Cllr J R McInnes  
Cllr J B Moody  
Cllr D K A Sellis  
Cllr J Sheldon  
Cllr J Yelland

### G. Standards Committee

Cllr L Evans  
Cllr A F Leech  
Cllr C R Musgrave  
Cllr J Sheldon  
Cllr J Yelland

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## Nominations for Chairman and Vice Chairman of Council Bodies for 2016/2017 – Agenda Item 17

### **A Audit Committee**

**Cllr M Davies – Chairman**

**Cllr J B Moody – Vice Chairman**

### **B Hub Committee**

**Cllr P R Sanders – Chairman**

**Cllr R E Baldwin – Vice-Chairman**

### **C Overview and Scrutiny (Internal) Committee**

**Cllr C R Musgrave – Chairman**

**Cllr J Yelland – Vice-Chairman**

### **D Overview and Scrutiny (External) Committee**

**Cllr D K A Sellis – Chairman**

**Cllr D W Cloke – Vice-Chairman**

### **E Planning and Licensing Committee**

**Cllr P R Sanders – Chairman**

**Cllr G Parker – Vice-Chairman**

### **F Standards Committee**

**Cllr A F Leech – Chairman**

**Cllr J Sheldon – Vice-Chairman**

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## REPRESENTATIVES ON OUTSIDE BODIES 2016/17 – Agenda Item 18

1. **Cornwall and West Devon Mining Landscape World Heritage Site Partnership**  
Cllr M J R Benson
2. **Dartmoor National Park – Joint Advisory Committee on Housing**  
Cllrs A F Leech and D E Moyse
3. **Crowndale Recreational Association**  
Cllr C R Musgrave
4. **Dartmoor National Park Forum**  
Cllr T G Pearce
5. **Devon Authorities Strategic Waste Committee**  
Lead Hub Committee Member for Commercial Services (Substitute: Cllr P J Ridgers)
6. **Devon Building Control Partnership**  
Cllrs T G Pearce and P Kimber
7. **Devon Districts Forum**  
Leader of Council
8. **District Councils' Network**  
Leader of Council
9. **Highways & Traffic Orders Committee**  
Cllrs M J R Benson and A F Leech
10. **iESE Transformation Limited**  
Deputy Leader of Council
11. **Local Action for Greater Dartmoor (LEAF)**  
Cllr T G Pearce
12. **PATROL Adjudication Joint Committee**  
Cllr D W Cloke
13. **Plymouth and Peninsula City Deal**  
Leader of Council
14. **Police and Crime Commissioners Scrutiny Panel**  
Leader of Council
15. **South Devon and Dartmoor Community Safety Partnership**  
Cllr C R Musgrave
16. **South West Councils Employers Panel**  
Leader of Council
17. **South West Councils**  
Leader of Council

- 18. SPARSE Rural**  
Chairman of Hub Committee (and Vice-Chairman as Substitute)
- 19. Tamar Estuary Consultative Forum**  
Cllr M J R Benson
- 20. Tamar Valley AONB Partnership**  
Cllr M J R Benson (voting capacity) and Cllr C R Musgrave (in a non-voting capacity)
- 21. Tavistock College Endowment Fund Trustees**  
Cllr J Evans
- 22. Tavistock Townscape Heritage Partnership**  
Cllr P R Sanders
- 23. Torridge, North, Mid and West Devon Citizens Advice Bureau**  
Cllr A F Leech

**(a) Rural Broadband Working Group**

Cllr K Ball  
Cllr D W Cloke  
Cllr J B Moody  
Cllr J Sheldon

**(b) Car Parking Strategy Group**

Cllr K Ball  
Cllr P Kimber  
Cllr A F Leech  
Cllr J Moody  
Cllr R F D Sampson  
Cllr D K A Sellis

**(c) Discretionary Business Rate Relief Decision Panel**

Deputy Leader of Council  
Leader of Council  
Mayor of Council

Substitutes:

Chairman of Overview and Scrutiny (External) Committee  
Lead Hub Committee Member for Economy

**(d) Joint WD/SH Leisure Board**

Cllr R Musgrave  
Cllr R Oxborough  
Cllr R Sampson

**(e) Joint WD/SH/Plymouth Local Plan Steering Group**

Cllr R E Baldwin  
Cllr G Parker

**(f) Member Development Steering Group**

Cllr K Ball  
Cllr R Cheadle  
Cllr A F Leech  
Cllr L Samuel  
Cllr J Yelland

**(g) Okehampton Consultative Liaison Group**

Cllr A F Leech  
Cllr J Sheldon  
Cllr J Yelland

**(h) Political Structures Working Group**

Cllr R E Baldwin  
Cllr W G Cann OBE  
Cllr L J G Hockridge  
Cllr J R McInnes  
Cllr C R Musgrave  
Cllr P R Sanders

**(i) Rate Relief Panel**

Cllr M J Benson  
Cllr A F Leech  
Cllr C R Musgrave

Cllr T G Pearce  
Cllr B Stephens  
Cllr L Watts

**(j) Tavistock Consultative Liaison Group**

Cllr D W Cloke  
Cllr M Davies  
Cllr C R Musgrave

**(k) Waste Working Group**

Cllr K Ball  
Cllr M J R Benson  
Cllr N Jory  
Cllr J B Moody  
Cllr R Musgrave  
Cllr T G Pearce  
Cllr R F D Sampson