

# WEST DEVON HUB COMMITTEE



West Devon  
Borough  
Council

**Minutes** of a meeting of the **West Devon Hub Committee** held  
on  
**Tuesday, 28th March, 2017** at **2.00 pm** at the **Chamber -  
Kilworthy Park**

Present: **Councillors:**

**Chairman** Cllr Sanders  
**Vice Chairman** Cllr Baldwin

Cllr Edmonds  
Cllr Oxborough  
Cllr Sampson  
Cllr Jory

Cllr Moody  
Cllr Parker  
Cllr Samuel

## **In attendance:**

Councillors:

Cllr Cheadle  
Cllr Moyse  
Cllr Yelland

Cllr Leech  
Cllr Sellis

Officers:

Darren Arulvasagam

Group Manager Business  
Development

Chris Brook  
Nadine Trout  
Sophie Hosking  
Steve Jordan

Localities Manager  
Executive Director  
Executive Director Head of Paid  
Service

## 63. **Declarations of Interest**

### **\*HC 63**

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

64. **Items Requiring Urgent Attention**

**\*HC 64**

The Leader advised that he had one item of urgent business by way of an update requested previously by Hub Committee Members on vehicle procurement and financing arrangements. He stated that the Options Appraisal had now been received back from the Council's advisors recommending that the Council undertake borrowing, rather than leasing, for the waste vehicles. Regarding the fleet procurement, the contract for the supply of refuse collection vehicles had been awarded.

65. **Confirmation of Minutes**

**\*HC 65**

The Minutes of the Hub Committee Meeting held on 28<sup>th</sup> February 2017 were confirmed and signed by the Chairman as a correct record.

66. **Our Plan Annual Report (Cllr Sanders)**

**HC 66**

Members were presented with a report that reviewed the Council's progress over the last financial year and set the scene for the year ahead. The Leader introduced the report and updated Members with the comments of the Overview and Scrutiny (External) Committee who had reviewed the report on 21 March 2017. Members suggested one or two minor amendments.

During discussion, Members praised the report for its clarity and asked that in respect of achievements listed, the efforts of the Senior Leadership Team and officers should be acknowledged.

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

- (i) Note the progress and achievements made by the Council; and
- (ii) Adopt and publish the West Devon Annual Report (as presented at Appendix A) for the financial year 16/17.

67. **Commercial Property Investment (Cllr Baldwin)**

**\*HC 67**

Members were presented with a report that recommended a proposed property investment strategy. The proposal presented the Council with significant achievable revenue streams in-year, whereas other opportunities would take longer to realise and were not solely capable of achieving the required quantum. The objective of the strategy was to generate revenue streams to contribute to the financial

sustainability of the Council, enabling it to continue to deliver frontline services in line with the Council's adopted strategy and objectives.

The Deputy Leader presented the report with a comprehensive introduction and Members had a detailed discussion on this item. A number of Members had concerns on the presented appendix C which set out the Terms of Reference for the Invest to Earn Working Group and it was suggested that a further recommendation be included that would request the Group to review its terms of reference.

It was then **RESOLVED** that:

1. The proposed commercial property investment strategy and proposed direction of travel as detailed in presented Appendices A and B be noted;
2. The allocation of up to £20,000 from the Invest to Earn Earmarked Reserve which has an uncommitted balance of £404,862, to gain specialist advice in order to develop a full business case for the commercial property investment proposals set out in the presented agenda report, which will be brought back to Council for a final decision, be approved;
3. Officers commence an appropriate procurement process to commission a property agent to work on behalf of the Council in relation to the proposed commercial property investment strategy be agreed; and
4. The Terms of Reference at presented Appendix C be referred back to the Invest to Earn Group for review.

68. **Review of Hub Committee and Overview and Scrutiny Function (Cllr Sanders)**

**HC 68**

Members were presented with a report of the Political Structures Working Group that made recommendations in respect of the future structure of Overview and Scrutiny, membership of Audit, Hub and Overview and Scrutiny Committees and the Hub Committee Forward Plan, all of which should improve the effectiveness of decision making at West Devon Borough Council.

The Leader introduced the report. Members made a number of comments regarding the Overview and Scrutiny function and the Chairman of the Overview and Scrutiny (External) Committee was able to give examples of what had worked well. The Executive Director (SD&CD) committed to finding examples of good practice from other authorities and the Executive Director (S&C) confirmed that the Terms of Reference for the Overview and Scrutiny Committee would be refreshed.

It was then **RESOLVED** to **RECOMMEND** to Council that:

1. The existing governance arrangements for Hub Committee are working well and should therefore be retained;

2. The Overview and Scrutiny function be carried out by one Committee (rather than two) with effect from the Annual Meeting in May 2017;
3. With effect from the Annual Meeting in May 2017, Members of West Devon Borough Council sit on either the Hub Committee, Audit Committee, or Overview and Scrutiny Committee. In so doing, substitutes will not be allowed on any of Audit, Hub and Overview and Scrutiny Committees;
4. The Hub Committee has a membership of 9, Overview and Scrutiny Committee has a membership of 15 and Audit Committee membership is increased to 7; and
5. The Hub Committee Forward Plan be improved to better enable more effective programming of agenda items for Overview and Scrutiny Committee.

69. **Community Housing (Cllr Parker and Cllr Jory)**

**HC 69**

*(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 set out the Community Housing Strategy and also detailed a land acquisition opportunity.

The Lead Members for Strategic Housing and Assets both presented their respective elements of the report.

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

- i. the Community Housing Strategy be approved as set out in the presented report, specifically approving:
- ii. The apportionment of the £247,620 Community Housing Fund (CHF) as per section 3 of the presented report, including support for the funding of up to 3 FTE for 2 years (shared with South Hams District Council);
- iii. The delegation of acquisition for sites up to £250,000 for the delivery of community housing from the CHF Grant, to the COP Lead Assets, in consultation with the Lead Member for Assets and s151 Officer;
- iv. To approve the proposals contained in section 1.11 of the presented report.

It is further **RESOLVED** that:

- v. The submission to Department for Community and Local Government (DCLG) of the Community Housing Strategy set out in the presented report and contained within Appendix A be noted.

70.

**Request for Long Lease Renewal (Cllr Jory)**

**\*HC 70**

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

Members were presented with a report that sought agreement to progress and conclude detailed negotiations of lease renewal for a term in excess of 15 years.

The Lead Member for Assets presented the report.

It was then **RESOLVED** that authority be delegated to progress and conclude detailed negotiations of the lease renewal to the Religious Society of Friends, to the COP Lead Assets in consultation with the s151 Officer and Lead Member for Assets, for a term in excess of 15 years.

The Meeting concluded at 3.50 pm

**Signed by:**

**Chairman**

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