

South Hams Executive



Title:	Agenda
Date:	Thursday, 29th June, 2017
Time:	10.00 am
Venue:	Repton Room - Follaton House
Full Members:	<p style="text-align: center;">Chairman Cllr Tucker Vice Chairman Cllr Wright</p> <p><i>Members:</i> Cllr Bastone Cllr Hopwood Cllr Gilbert Cllr Wingate</p>
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. Minutes | 1 - 8 |
| to approve as a correct record and authorise the Chairman to sign the minutes of the meeting of the Executive held on 20 April 2017; | |
| 2. Urgent Business | |
| brought forward at the discretion of the Chairman; | |
| 3. Division of Agenda | |
| to consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information; | |
| 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; | |
| 5. Public Question Time | 9 - 10 |
| a period of up to 15 minutes is available to deal with questions submitted to the Council in accordance with the Executive Procedure Rules; | |
| 6. Events Policy Update | 11 - 40 |
| 7. Pay and Display Charges Review | 41 - 48 |
| 8. O&S Panel Minutes - 16 May 2017 | 49 - 58 |

**MINUTES OF A MEETING OF
THE EXECUTIVE
HELD AT FOLLATON HOUSE ON THURSDAY 20 APRIL 2017**

Members in attendance:			
* Denotes attendance			
∅ Denotes apologies for absence			
*	Cllr H D Bastone	*	Cllr M J Hicks
*	Cllr D Brown	*	Cllr R J Tucker
*	Cllr R D Gilbert	*	Cllr S A E Wright

Also in attendance and participating		
Item 6	E.84/16	Cllrs Birch, Foss, Green, Hodgson, Hopwood, Pearce, Pennington and Smerdon
Item 7	E.85/16	Cllrs Birch, Green, Rowe and Wingate
Item 8	E.86/16	Cllrs Bramble, Cuthbert, Foss, Green, Hodgson, Hopwood, May, Saltern and Wingate
Item 10	E.88/16	Cllrs Green and Pearce
Also in attendance and not participating		
Cllr Holway		

Officers in attendance and participating		
All items		Executive Director (Strategy and Commissioning), Section 151 Officer and Senior Specialist – Democratic Services
Item 6	E.84/16	Commissioning Manager
Item 8	E.86/16	Operational Manager (Environment Services)

E.79/16 CHAIRMAN’S ANNOUNCEMENTS

The Chairman welcomed those in attendance and wished to congratulate Cllr Wright on his recent appointment as Deputy Leader of the Council.

In addition, since this was the last Executive meeting of the 2016/17 Municipal Year, the Chairman put on record his gratitude for the fantastic and tireless contributions that Cllr Hicks had made during his time serving on the Executive.

E.80/16 MINUTES

The minutes of the Executive meeting held on 9 March 2017 were confirmed as a true record and signed off by the Chairman.

E.81/16 DECLARATIONS OF INTEREST

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

Cllr H D Bastone declared a Disclosable Pecuniary Interest in Item 8: 'Parking Permit Review' (Minute E.86/16 below refers) by virtue of his business involvement in managing car parking spaces and garages and left the meeting during consideration of this agenda item.

E.82/16 URGENT BUSINESS

The Chairman advised that he had agreed for an urgent item to be raised at this meeting. This item related to the retrospective reporting of the use of urgent decision-making powers by the Head of Paid Service in relation to proposed Taxi Fares.

Paragraph 6.2 of the adopted Scheme of Delegation states that:

'Urgent Items

Matters of urgency, as determined by the Head of Paid Service (or in his absence another Senior Officer) shall be delegated to the relevant officer in consultation with the Leader and Deputy Leader or the Chairman and Vice Chairman of the relevant Committee, subject to a report being made to the next meeting of the Executive or the appropriate Committee.'

By way of background, it was noted that a Licensing Committee meeting had been scheduled to take place on 10 April 2017 to consider the proposed Taxi Fares. Unfortunately, only six Members of the Committee attended this meeting and it was therefore declared inquorate. The six Members proceeded to meet on an informal basis and were of the collective view (by 5 votes in favour and 1 against) that the taxi fare table should be set in accordance with Appendix A of the agenda report that had been presented to the Committee and that this should come into effect from 1 May 2017.

Since the Licensing Committee was not due to meet again before 1 May 2017, the Head of Paid Service had subsequently exercised his urgent decision-making powers to approve the recommendations arising from the informal meeting.

It was then:

RESOLVED

That it be noted that the Head of Paid Service has exercised his urgent decision-making powers to approve the recommendations arising from the informal Licensing Committee meeting held on 10 April 2017 in respect of the proposed revisions to the Taxi Fares table with this coming into effect from 1 May 2017.

E.83/16 PUBLIC QUESTION TIME

It was noted that no public questions had been received.

E.84/16 ANNUAL REPORT

Members considered a report that presented the Council's Annual Report for 2016/17 and reviewed the Council's progress over the last financial year.

In his introduction, the Chairman highlighted a number of the Council achievements during 2016/17 and felt that the authority should be proud of a number of aspects of its performance. In taking the point a step further, the Chairman was of the view that there was too much negativity expressed in respect of the Council's performance.

In discussion, reference was made to:-

- (a) the number of affordable homes delivered. Members welcomed the level of delivery of affordable homes that would help to ensure that some young residents were able to continue to live in the South Hams;
- (b) the future. A Member commented that the Annual Report should be considered as the basis of a foundation for the Council to build upon in the future;
- (c) the Joint Local Plan (JLP). Since it was highlighted in the Annual Report, a detailed debate ensued on the JLP. Whilst some Members expressed their specific concerns over the housing numbers contained within the JLP and the lack of real consultation, these points were countered by other Members. Following an extensive debate, all Members acknowledged the importance of interested parties being actively encouraged to submit their representations during this current consultation exercise;
- (d) town and parish councils. A Member echoed the Chairman's introductory comments about negativity and highlighted a number of recent personal experiences he had encountered at parish council meetings. As a consequence, the Member requested that, once approved by the Council, a copy of the Annual Report should be circulated to all town and parish council clerks;
- (e) Village Housing Initiatives (VHIs). In making reference to some concerns over VHIs, a Member requested that the Overview and Scrutiny Panel conduct a future review. In response, the Chairman of the Panel confirmed his willingness to present this request to the next Panel meeting for further consideration;

- (f) the presentation of the Report. A number of Members wished to put on record their support for the format and visual presentation of the document. In so doing, these Members congratulated the lead officer for her hard work in the production of the Report and proceeded to wish her every success in her newly acquired role with the Council.

It was then:

RECOMMENDED

That Council be **RECOMMENDED** that:

1. the challenges that have occurred throughout the year be acknowledged and the progress and achievements made by the Council be endorsed; and
2. the South Hams Annual Report for the financial year 2016/17 (as outlined at Appendix A of the presented agenda report) be adopted and published.

E.85/16

100% BUSINESS RATES RETENTION CONSULTATION RESPONSE

A report was considered that presented the Council's proposed response to the Department for Communities and Local Government (DCLG) published consultation document entitled: '*100% Business Rates Retention: Further Consultation on the Design of the Reformed System*'.

In discussion, the following points were raised:-

- (a) Despite the public perception being that the Council retained 100% of Business Rates, it was noted that, in reality, the Council currently only received 6p for every £1 it collected;
- (b) To recognise the potential benefits from being part of a Business Rates pilot in 2018/19, an additional recommendation was **PROPOSED** and **SECONDED** as follows:-

"That the Council agrees 'in principle' to apply to DCLG to become a Business Rates pilot for 2018/19, in alliance with Devon County Council, subject to the financial modelling being undertaken by Local Government Futures (on behalf of the Devon S151 Officers Group) demonstrating that there is no financial detriment to Authorities in doing so."

In support of this proposal, Members noted the ability to potentially have an input into the shaping of the future scheme and the hope that the Council may be able to retain more of the monies it collected than at present. When put to the vote, this addition was declared **CARRIED**.

It was then:

RESOLVED

1. That the proposed response to the 100% Business Rates Retention consultation (as attached at Appendix A of the presented agenda report) be noted; and
2. That the Council agrees 'in principle' to apply to DCLG to become a Business Rates pilot for 2018/19, in alliance with Devon County Council, subject to the financial modelling being undertaken by Local Government Futures (on behalf of the Devon S151 Officers Group) demonstrating that there is no financial detriment to Authorities in doing so.

E.86/16 **PARKING PERMIT REVIEW**

The Executive considered a report that requested that Members consider the recommendation whereby the Full and Commuter parking permits be eliminated and replaced with Town Centre, Peripheral and Rural parking permits.

During discussion, reference was made to:-

- (a) the technology that would underpin the 'virtual' permits. Officers gave an assurance that the new software had been purchased and would come into effect from 1 June 2017;
- (b) an additional detailed amendment to the recommendation was **PROPOSED** and **SECONDED** as follows:
 - *The 10% maximum occupancy of a car park no longer be applicable.*

In support of this addition, the lead Executive Member highlighted the number of objections (108) that had been raised to this proposal from throughout the South Hams and this amendment reflected the fact that he had taken on board these concerns.

In the subsequent discussion, the Overview and Scrutiny Panel Chairman highlighted the work of the Task and Finish Group that had undertaken the initial review into Parking Permits. In so doing, the Panel Chairman emphasised that the 10% limit was seen as being an integral part of the review and he expressed his disappointment at this amendment. However, when put to the vote, this amendment was declared **CARRIED**;

- (c) the proposed unlimited ability for permit holders to be able to change their car registration details online. A number of Members expressed their concerns that there were loopholes in this initiative that could be exploited by permit holders and questioned whether a limit should be applied to the number of cars that could be registered on a permit. As a consequence, officers and the lead Executive Member were tasked with revisiting this particular part of the Review before the matter was further considered at the Annual Council meeting on 11 May 2017.

It was then:

RECOMMENDED

That the Council be **RECOMMENDED** that the Full and Commuter parking permits be eliminated and replaced with Town Centre, Peripheral and Rural parking permits and that the Off-Street Parking Places Order be amended accordingly.

(NB. the detailed amendments are as follows:

- Full and Commuter permits to be eliminated and replaced with Town Centre, Peripheral and Rural permits which will be limited to specific towns/villages. The cost of permits to be reduced to reflect the new restrictions;
- The costs of permits to be as detailed at Paragraph 5.3 of the presented agenda report); and
- The 10% maximum occupancy of a car park no longer being applicable.

E.87/16 **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED

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

E.88/16 **INSURANCE CONTRACT**

Members were presented with an exempt report that sets out the detail of the Council current insurance contracts.

In discussion, Members emphasised the importance of maximising the savings in this respect and therefore requested that the Council also look beyond Devon when investigating joint procurement opportunities.

It was then:

RESOLVED

That the current insurance contracts be extended by 3 months to end on 31 December 2017.

(NOTE: THESE DECISIONS, WITH THE EXCEPTION OF E.82/16 and E.84/16 WHICH ARE RECOMMENDATIONS TO THE COUNCIL MEETING TO BE HELD ON 11 MAY 2017, WILL BECOME EFFECTIVE FROM 5.00PM ON TUESDAY, 2 MAY 2017 UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18).

(Meeting commenced at 10.00 am and concluded at 11.25 am)

Chairman

This page is intentionally left blank

PUBLIC QUESTIONS AT EXECUTIVE MEETINGS

The Council at its meeting on 21 June 2001 agreed that 15 minutes should be set aside at the beginning of the Council's monthly Executive meetings to allow members of the public to ask questions.

Any member of the public who wants to raise a question at a meeting should:-

- (a) submit the question in writing to the Democratic Services Manager by 5.00 pm on the Monday prior to the Executive meeting. This will allow a detailed answer to the question to be given at the meeting. If advance notice of the question cannot be given, the Chairman of the meeting has the discretion to allow questions on matters which are felt to be urgent;
- (b) ensure that normally questions are no longer than 50 words in length;
- (c) ensure that the question does not relate to a specific planning matter (this is specifically excluded from the public question time);
- (d) ensure that the question relates to something over which the Council has some control and is suitable to be considered, ie, that it is not derogatory to the Council or relates to matters which the Council could consider confidential.

For any further advice on questions for Executive meetings, please contact Kathryn Trant (Member Services Manager).

This page is intentionally left blank

Report to: **South Hams Executive**

Date: **29th June 2017**

Title: **Events Policy Update**

Portfolio Area: **Cllr Rufus Gilbert, Commercial Services**

Report of: **Events Task & Finish Group**
Chair: Cllr Ian Bramble

Wards Affected: **All**

Approval and clearance obtained: **Yes**

Urgent Decision: **No**

Date next steps can be taken: **After Full Council on 27 July 2017**

Authors: **Cllr Ian Bramble** Role: **Chair, SHDC Events Task & Finish Group**

Darren Arulvasagam **Business Development Group Manager**

Contact: Darren.Arulvasagam@swdevon.gov.uk
01803 861222

Recommendations: That Executive RECOMMEND to Council:

1. To approve the proposed policy as detailed in Appendix 1, subject to minor wording changes being delegated to the Group Manager, Commercial Services in consultation with the portfolio holder.
2. That the Events Task & Finish group is dissolved
3. Once live, the policy is reviewed annually and the fees levied are reviewed as part of the regular SHDC fee & charge setting process

1. Executive summary

- 1.1. In November 2015, the Overview and Scrutiny Panel requested that a Task & Finish group be formed to review the Council's events policy.
- 1.2. This group has now concluded its investigations and two public consultations and now recommends a revised policy which if approved, will come into effect from 1st April 2018.
- 1.3. The key change will see the new policy being applied consistently. The emerging policy is not designed to generate profit for the Council, instead it is designed to remove ambiguity and ensure that officers can more easily support event organisers by having a clear policy and charging regime to follow.

- 1.4. The administration fee for all confirmed event bookings is to be increased to £55 from its current £50 fee. This fee will apply to all event bookings and is non-negotiable.
- 1.5. Charges for the hire of any event land (other than when the right to hold the event is awarded via a tender process) are to be removed.
- 1.6. If a car park is required to be closed to enable the running of an event, then at the discretion of the Car Parks Senior Specialist, a fee equivalent to the estimated lost car park income will be levied where this can be justified based on historical data. Where it can be proved by officers that additional car parking space is available despite the event being held, then no loss of parking charge will be made.

2. Background

- 2.1. The Overview and Scrutiny panel recommended at its meeting on 19th November 2015 that a Member task and finish group was set up to review the events policy of the Council.
- 2.2. The existing SHDC events booking form is shown in Appendix 2. There is no specific events policy currently – the booking form is the only ‘policy’ in existence and this has led to deviations and inconsistencies in applying the current charging methodology.
- 2.3. A series of meetings between the Members and key officers were held. Two consultations with the public have also been undertaken, the first between June and August 2016, the second between March and April 2017.
- 2.4. Based on the views of the majority of the Task & Finish Group, a set of guiding principles on which to base a new SHDC events policy were drawn up and these were agreed by the Overview and Scrutiny Panel in February 2017.
- 2.5. These principles were converted into a guide and policy document, which was circulated to all of the respondents to the first events consultation, along with all Members, town and parish councils and chambers of commerce in March 2017.
- 2.6. 10 responses were received. The chair of the Task & Finish group carefully considered the comments received but on balance, decided to keep the policy as drafted.

3. Outcomes / Outputs

- 3.1. The events task and finish group have concluded their investigation into the events process and policy. After two public consultations, they have now prepared a guide and policy document which they recommend is adopted for April 1st, 2018. This policy looks to remove ambiguity, inequality and inconsistency within the current operational arrangements.
- 3.2. The changes from the current ‘policy’ and arrangements are as were agreed by the Overview & Scrutiny Panel in February 2017. These are detailed below for reference:

- 3.2.1. The administration fee for each confirmed event booking is to be increased to £55 from £50. This fee will apply to all event bookings and is now to be non-negotiable.
- 3.2.2. No charge will be made for the hire of any event land (other than when the right to hold the event is awarded via a tender process).
- 3.2.3. If a car park is required to be closed to enable the running of an event, then at the discretion of the Car Parks Senior Specialist, a fee for opportunity cost of lost car park income will be levied where this can be justified based on historical data. Where it can be proved that additional car parking space is available within the town or parish despite the event being held, then no loss of parking charge will be made.
- 3.3. Once set, the fees levied are to be reviewed as part of the annual fees and charges process. The policy should also be reviewed on an annual basis.
- 3.4. If approved by Executive & Council, the policy will come into effect from 1st April 2018. However, it will be published and circulated to all prior event organisers & consultation respondents as soon as possible (as they may wish to be aware of the new policy ahead of their decision making for 2018/19 events).
- 3.5. On page 7 of Appendix 1, the new policy refers to the need for all waste created by an event to be removed by a registered waste carrier. Members should note that this will only be enforced by officers where it is felt there could be a breach of the Commercial Waste Regulations.
- 3.6. On page 11 of Appendix 1, the new policy refers to Food Hygiene requirements for any persons handling food. Members should note that this will only be enforced by officers where it is felt there is a serious risk to public safety.
- 3.7. The Council is not looking to make a profit from events and in any case, is precluded from doing so under Government legislation and Local Authority powers.
4. **Options available and consideration of risk**
 - 4.1. The events task and finish group was formed to review the events process and charging methodology. The Executive could opt to leave the events policy as is (as shown in Appendix 2). However, the task and finish group was formed to focus on inconsistencies in the application of this policy.
 - 4.2. The events task and finish group conducted a public consultation to aid the review of the council's events policy. This was held twice, between June and August 2016 for the original guiding principles and in March/April 2017 for the revised set of guiding principles and policy. This was promoted by the Council's website, elected Members, press coverage and proactive contact with previous event organisers / consultees / chambers of commerce / town and parish Councils. 26 responses were received during the first period and 10 during the second.

- 4.3. The task & finish group and/or the chair carefully reviewed these responses before compiling the guide and policy appended to this report.
- 4.4. The subject of charging for events is highly emotive and the group Members have sought to achieve a practical solution which will limit impact on all groups, but which will achieve the aims of the Council to be consistent and fair in its dealings with event organisers.

5. Proposed Way Forward

- 5.1. The Executive are requested to approve the recommendations highlighted in this report and the appended guide and policy document (Appendix 1).
- 5.2. If required, the Group Manager, Commercial Services, in consultation with officers & the portfolio holder for Commercial Services will make minor amendments to the document shown in Appendix 1 and publish the policy as soon as possible. If approved, the new policy will come into effect from 1st April 2018, but changes to the application process to accommodate the new policy will also be made as soon as possible, in order for 2018/19 bookings to be made online.
- 5.3. Officers will ensure that the proposed fees and charges detailed in the new policy will be reviewed as part of the wider annual SHDC fee & charge setting process, scrutinised by the Overview & Scrutiny Panel.
- 5.4. The Task & Finish group is to be disbanded if this policy is to be adopted.

6. Implications

Implications	Relevant to proposals	Details and proposed measures to address
Legal / Governance	Y	The proposed policy has been built around recommendations approved by the SHDC Overview & Scrutiny Panel in February 2017. The Council cannot derive a profit from fees and charges. The approach presented in this report is for the Council to recover its costs.
Financial	Y	The new events policy will remove some previous inconsistency in application of fees, making it simpler operationally to administer. The aim of the events policy is not to make a profit from events and therefore there will be a negligible impact on the Council's financial position.
Risk	Y	The events task and finish group conducted a public consultation to aid the review of the council's events policy. This was held in two stages - between June and August 2016 & March/April 2017. It was promoted by the Council's website, elected members, press coverage and proactive contact with previous event organisers, town and parish councils and chambers of commerce. Overall, 36 responses were received and the group and/or Chair, reviewed these responses before compiling the recommendations contained in this report.

		The subject of charging for events is highly emotive and the group members have sought to achieve a practical solution which will limit impact on all groups, but which will achieve the aims of the Council to be consistent and fair in its dealings with event organisers.
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	N/A
Safeguarding	N	N/A
Community Safety, Crime and Disorder	N	N/A
Health, Safety and Wellbeing	N	N/A
Other implications	N	N/A

Supporting Information

Appendices:

Appendix 1: A guide and policy to organising outdoor events in the South Hams and West Devon

Appendix 2: Current SHDC Event Booking Form. *Note: The charges detailed in this document will be scrapped or change when the new policy comes into effect.*

Background Papers:

- Report entitles "Events Policy Update", presented to Overview & Scrutiny Panel, 23rd February 2017
- Report & appendices entitled "Events Policy Principles", presented to Overview & Scrutiny Panel, October 6th 2016
- Scrutiny Scope for Events Task & Finish Group

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	Yes
SLT Rep briefed	Yes
Relevant Exec Director sign off	Yes
Data protection issues considered	Yes
If exempt information, public (part 1) report also drafted. (Cabinet/Scrutiny)	N/A

This page is intentionally left blank

A Guide and policy for Organising
Outdoor Events
in the South Hams or West Devon





Welcome

This document has been produced to help you with organising your event, and highlights some of your responsibilities, so that you are prepared and your event is successful.

We also recommend that you review the information published by the Health and Safety Executive (HSE). This is available at www.hse.gov.uk.

We're here to help, and we look forward to working with you.

Planning your event

Points to consider

It will help you to be clear about why you are holding the event.

- What do you most want to achieve?
- This will help you decide what your event should be ... a concert, a fun day, or something else?

You also need to know who your audience is.

Remember your audience / attendees when making decisions.

- What will they need and want?
- Given these things, when would it be best to hold your event?
- How can you keep them safe?

Once you have determined these early details you should then look at venues.

- Consider the timing and duration of your event.
- When are your attendees most likely to arrive?
- Is your venue easy to get to?
- Is nearby car parking suitable?
- Is the event free or ticketed?
- How will tickets be sold or booked?

Try contacting someone with experience in running your type of event for tips and advice. We can help point you in the right direction.

We are here to help and, depending on the content of your event, we may ask other colleagues to offer advice, for example an Environmental Health Specialist or a Devon County Council colleague.

If you choose to consult with the Safety Advisory Group (SAG), please remember to allow enough time for all aspects of your event to be properly considered. Depending on the scale and type of

your event, you may want to think about submitting your plans up to a year in advance so that delegates have time to refer to their respective Authorities to make sure that any issues can be properly resolved before the event.

Allow time for the statutory authorities, e.g. police, fire, ambulance services, to consider their input to your event.

Always remember your budget, as costs can quickly rise. Make sure you have considered:

- Cost of venue (if event is in an off-street car park)
- Licence fees
- Security, health and safety costs
- Welfare (including toilets and first aid)
- Public Liability Insurance
- Production and entertainment costs
- Marketing and publicity
- Policing costs
- Miscellaneous costs (including transport, fuel, hazard tape, utilities and signs).

Your event management team

Page 20

The Safety Advisory Group (SAG) has delegates from the Police, Fire Brigade, the NHS, the South West Ambulance Service, Devon County Highways, Dartmoor National Park, Maritime Coastguard Agency, and neighbouring Local Authorities. Each will review your event management plan to ensure that they are happy with your proposal. In particular, the SAG will consider the likely impact that your event may have on the surrounding area and on the local community in the area.

Case Managers

Will deal with all initial enquiries and process your application. They will also be able to answer questions and queries.

Senior Specialists

Our Events Senior Specialist chairs the SAG and will offer advice and support, and will meet at your event venue if necessary. Our Car Parks Senior Specialist will offer advice and support in respect of events in car parks, in addition to considering whether an additional fee is payable.



Environment Services Manager

Will oversee the process and ensure that the Council supports you where we can with your event.

Commercial Services Team Leaders

Will be able to offer advice in respect of waste generated by your event and offer a service for dealing with this, should this be required.



Fees and payments

There is a standard administration fee payable for each event of **£55**.

Page 21 This is a non-negotiable one-off charge to process each application. The use of Council land is provided free of charge, on the basis that no damage or loss occurs as a result of your event.

An exception to this may be if an event is held in a Pay & Display car park, where the estimated loss of income would also be charged, and you will need to contact us to discuss this as the amount varies depending on location and time of year. If it is considered that neighbouring car parks within the same town or parish have the capacity to deal with the lost car parking space (based on recent historical data), this fee may be waived but this is entirely at the discretion of the Car Parks Senior Specialist.

If an event does not require a Pay & Display car park to be closed to the public and there is no reduction in the number of parking spaces available, no fee relating to lost car park income will be charged.

If a licence is required for the event, the Council's licensing policy must be followed and the appropriate fees paid.

If a formal occupancy licence is required for Council land / premises, the Council reserves the right to charge in order to cover its costs. Licences are required where the scale or location of the event increases the risk profile of the event. Applicants will be told if an occupancy licence is required upon making an event booking enquiry.

Please note that applications cannot be processed without the correct application fee. All fees and charges can be paid by card on our website.



Site preparation and event management



6
Page 22

For all events there must be plenty of space for the public to move around and have clear routes to exits for public safety purposes. There must be suitable lighting through the site, including emergency lighting if the event is planned to go on after dark.

Make sure that there are enough stewards on the day to support in the smooth running of the event. These people need to be readily identifiable in hi-vis. They need to be fully briefed on the event and familiar with the emergency and safeguarding procedures, site layout, and event timetable. They need to be able to communicate easily with the event organiser and vice versa.

Please ensure that, outside of your event, access to footpaths, cycle routes and roads is not hampered.

Provision of sanitary facilities

You will need to provide an adequate number, and types, of toilets for the number of people expected, including provision for people with disabilities. You will need to source and book your own temporary units for your event. Arrange for all the toilets to be serviced regularly to keep them fully operational, clean and hygienic throughout the event.

If your event is close to South Hams District Council (SHDC) or West Devon Borough Council (WDBC) charged public toilet facilities, we may be able to switch the charging mechanism off the length of your event, but please contact us to discuss.

Please provide directional signs to indicate the location of the toilets and provide suitable lighting if necessary.

People with disabilities

You are positively encouraged to provide facilities to enable people with disabilities to gain access, see and take part in your event. Make sure that the ground conditions in the public areas and access pathways are suitable for people with poor mobility and any carers, as well as families with pushchairs. We can provide advice and guidance on how to make your event more accessible.

Information point

For larger events, please provide a location where enquiries can be made about lost children, lost property and for information about the event.

Energy

We are unable to provide energy for your event so, if this is a requirement, please ensure that you arrange to hire an appropriate generator.

On the day of your event

Establish a control point which will act as a main base from which to manage the event, to monitor and direct resources as needed.

Check the weather forecast, test your communications and make sure that any contracted services (such as public toilets) are in place.

An officer from the Council may attend your event to make sure that health and safety requirements are being met.

Managing waste

As an event organiser it is your responsibility to make sure that an appropriate Waste Management Plan is put in place for your event. This will make sure that the venue you have chosen is left in the same condition as when you took over the site. Photographic evidence will be used to confirm standards.

Look after our environment: Please try to limit the waste created by your event. e.g. Wherever possible, ensure that recyclable takeaway food & drink containers are used.

You will need to provide a suitable number of rubbish and recycling bins. Make arrangements to make sure that bins are regularly emptied and that waste is disposed of responsibly. If you are planning a large event, we would recommend that you

employ a waste management company to make sure that all waste is dealt with appropriately and to reduce the risks and concerns linked with waste build-up, collection and final disposal. It is your responsibility to make sure that any waste removed from the event site is done so by a registered waste carrier.

If you would like the Council to manage the waste for your event, please contact one of our Commercial Services Team Leaders to discuss further.

Bouncy Castles & Other Inflatables

All inflatables (bouncy castles, etc.) to be located on Council land / premises must be PIPA, BIHA or ADIPS registered with a minimum of £5m Public Liability Insurance cover.

After the event

It is your responsibility to make sure that the venue you have chosen is left in the same condition as when you took over the site. For example, any damage caused to the ground must be restored.

If land / premises booked for an event are not left as they were found, then the Council reserves the right to carry out remedial works at its own cost and recover these costs from the event organiser. Event organisers will be given 5 working days after an event, to carry out any remedial works before the Council completes these works. Photographic evidence will be used to confirm standards and services provided.



Insurance

Public Liability Insurance (PLI)

Event organisers could be held legally liable for the costs or damages for any injuries which may occur during the event. You must be insured against this risk via a Public Liability Insurance (PLI) policy.

It is a requirement of the Council that this be arranged with a minimum limit of indemnity of £5 million. In many instances a greater level of cover may be needed, especially for large events. This insurance must cover the whole period of the event from start to finish. If you do not have this cover any claim could be made against all the organisers and their private finances. The Council reserves the right to insist on a higher indemnity limit if the nature of the event makes that appropriate. The £5 million is also unlimited in terms of multiple events.

You should also consider other forms of insurance for the event; for example an all risk cover against damage to the venue or against bad weather causing financial loss or event cancellation. We will require copies of your insurance documents.

Contractors Insurance

If you are using a specialist contractor you should check that the contractor has their own PLI and that the contractor complies with any policy terms and conditions. If necessary, ask to see a copy of their policy. We may also require a copy.

Insurance claims

It is essential for event organisers to have an accident reporting system. In the event of any injury or damage to property, full details of the incident must be written down, and the matter must be reported to your insurers without delay.

Be prepared!

On event day, in case of an emergency, the event organiser is solely responsible for removing **ANY** obstructions **IMMEDIATELY**. In addition to carrying out risk assessments in advance of and on the day of the event, you must also consider what could go wrong on the day and draw up a back-up plan to deal with each emergency or possibility.

This written plan should include details of what you intend to do in the event of an emergency such as fire, accident, crowd disturbance, bomb scare, harmful or bad weather, the need to evacuate the site etc.

It is extremely important that your back-up plan is discussed and agreed with all the emergency service, and that they are given a copy of the finished plan.

Council discretion

Consultation with Parish, Town or elected Ward Members will be conducted for major events. The final decision on whether an event on Council land / premises goes ahead rests solely with Council officers in agreement with the Member-approved events policy.

The following activities, which are considered potentially to be 'events', are **not permitted** to take place on Council land / premises:

- ◆ Party political activities
- ◆ Circuses with animals
- ◆ Any other activities which, at the sole discretion of the Council, are considered to be:
 - ◆ unlawful
 - ◆ extremist
 - ◆ likely to cause a legal nuisance
 - ◆ likely to cause offence to members of the public or have any element that might be abusive, racist, sexist, or otherwise insensitive to others
 - ◆ capable of bringing the Council into disrepute

If there is any doubt as to whether an event should be authorised on Council land / premises, the final decision will be made by a member of the Council's Leadership team in consultation with the Council's Monitoring Officer and the applicable Ward member(s). The Council reserves the right to refuse event bookings to organisers.

The Council reserves the right to require event organisers, traders and exhibitors to withdraw any goods from sale which it considers may cause a nuisance, an offence or which represent a serious hazard including, but not exclusively: firecrackers, toy weapons, knives, BB guns, Chinese lanterns or air guns.

Event application process

The South Hams and West Devon Events team helps facilitate events in open spaces across both areas. The team is professional, friendly and experienced, and can guide you through the process. We are here to make sure that you follow all legal and statutory requirements and are aware of the lead-in times to deliver an event that is safe and successful.

Page 25 South Hams and West Devon Safety Advisory Groups (SAG)

We have a Safety Advisory Group (SAG) which is chaired by our Events Senior Specialist, and attended and supported by all local emergency blue light services. The SAG meets routinely twice a year pre and post season and will meet specifically with organisers of larger events as necessary. The Events Senior Specialist and the Environment Services Manager will also offer support and advice on request.

All event organisers who notify the Council of their intended event are welcome to ask for advice from the SAG or any of its delegates, through the chair. An invitation can be extended to attend a SAG meeting, although this is not a statutory obligation.

The purpose of the SAG and its members is to offer guidance in order to help event organisers release their responsibilities for safety, certain areas of health and safety, and licensing legislation. The SAG cannot accept or adopt any of the responsibilities of event organisers nor accept the risk of any event.

Our events application form is on our website



website link here

All events will be assessed on the details given in the application form so it is important that this contains as much relevant information as possible. Our Case Managers will help guide you through this process and may ask for additional information if needed.

When you have completed the application form, please email it to us.

Event organiser obligations and undertakings

By holding an event on Council land / premises, the event organiser agrees:

1. Not to use or permit broadcasting or amplifying equipment to be used during an event on Council land / premises without prior Council permission.
2. To consider relevant safeguarding implications as discussed on page 12 of this guide.
3. The Council will not be liable nor responsible if the event is cancelled or shortened for any reason. The Council always hold the right to postpone an event due to severe weather or waterlogging and will give event organisers the maximum possible amount of advance notice.
4. All payments in connection with an event are non-refundable if the event is cancelled or postponed within 28 days of the event date. Where possible, cancelled or postponed bookings can be rearranged to alternative dates.
5. Receipt of an application and payment of applicable fees for an event does not mean the Council has accepted an event booking. Applicants will receive written confirmation that permission has been granted to use Council land or premises. At the Council's discretion, any fees paid will be refunded if an application is refused.

6. Event bookings must be submitted a minimum of 28 days prior to the event date. Only in exceptional circumstances will consideration be given to applications submitted with less than 28 days' notice.
7. The Council will not provide a park and ride service for events (other than where such a service already exists).
8. The Council will not provide access to utilities (telecoms / gas / electricity / water / sewage) for events taking place on its land.
9. Where events are held across land in multiple ownership, the Council will, when appropriate, consult with the neighbouring land / premises owners before accepting an event booking.
10. The data controller is the Council. The information supplied in connection with any event booking may be shared with all relevant services of the Council, the emergency services and other regulatory bodies unless such sharing of information is prohibited by statutory instrument.
11. If you require use of Council land or premises for filming or photo purposes – please contact the **Communications Office** for further information.

The Communications Office

Tel: 01803 861368

E-mail: communications@swdevon.gov.uk

Licensing information and compliance

Temporary Events Notice (TEN)

Under the Licensing Act 2003 various types of event require specific licensing to be in place – under what is called a Temporary Events Notice (TEN). Organisers are responsible for making sure that all necessary notices are obtained and that no illegal event takes place on the land. As a general guide you will have to obtain a Temporary Event Notice if your event is of the following nature:

- ◆ Retail sales of alcohol
- ◆ Performance of dance
- ◆ Provision of late night refreshment (hot food and drink) after 23:00 hours
- ◆ Provision of facilities for making music
- ◆ Boxing or wrestling for entertainment
- ◆ Provision of facilities for dancing
- ◆ Performance of live music
- ◆ Exhibition of a film
- ◆ Performance of recording music

To obtain a Temporary Event Notice or for further information refer to:

<http://southhams.gov.uk/article/1739/Temporary-Event-Notice-TEN> or www.westdevon.gov.uk/article/2666/Temporary-Event-Notice-TEN

The responsibility lies with the event organiser to submit the necessary Temporary Event Notice at least 10 working days before the event takes place accompanied with the relevant documentation.

Please Note – Royal Avenue Gardens in Dartmouth is covered by a Premises License – therefore submission of a Temporary Events Notice will not be required for this area only.

Music Performance License

It is a legal requirement for events containing music to ensure that the appropriate license is obtained for permission to use copyright music on behalf of the publishers. Please contact Performing Rights Society on 0800 068 4828 / musiclicence@prsformusic.com or visit www.prsformusic.com

Health & safety

Event organisers should undertake a risk assessment to calculate hazards which might rise during the event and plan procedures to reduce any risk. Organisers are also responsible for making sure that all activities meet the requirements of the Health and Safety at Work Act 1974 and all other relevant Health & Safety Legislation. You will need to submit a written Risk Assessment to accompany your Event Booking.

If you need advice please see the Purple Event Guide (www.thepurpleguide.co.uk) or the information contained on www.hse.gov.uk. In the case of visiting fairs (and other events where relevant), the Council will need to be satisfied that health and safety standards are met before the event is opened to the public.

Police Presence

Where the presence of police or ambulance at an event is wanted or necessary, it is the responsibility of the Organiser to arrange it, and to pay any charge made for this service. Guidance on the involvement of the police can be found at:

www.devon-cornwall.police.uk/YourRightInformation/FreedomInformation/Pages/Feesandcharges.aspx

Traffic Management

Both the event and traffic management of the event is the responsibility of the event organiser. Early contact with Devon County Council will help to deliver a successful event for the organisers and visitors and will reduce disruption to the local community and travelling public.

Therefore, if your event is likely to impact on the free flow of traffic on any highway, you must register your event with Devon County Council, who will communicate with the local police Traffic

Management and Road Casualty Reduction Officer. Devon County Council (DCC) will require at least 56 days' notice of the event. Please contact DCC on 0845 155 1004 or visit their website at:

www.devon.gov.uk/index/transport/roads/road_licences/eventaffectinghighway.htm

Please note there will be additional charges for road licenses/ police presence if needed.

What other issues need to be considered and addressed?

Noise Levels

Organisers of events must make sure that the activity will not cause major disturbance or nuisance to those living nearby. In particular, events involving amplified music or speech, the use of generators or plant, or those which will continue late into the evening must be carefully monitored and controlled. Where such events are planned, discussions with the Council's Environmental Health Service well in advance of the event is recommended. Further information can be found at:

www.westdevon.gov.uk/article/2333/Environmental-Health--Licensing and www.southhams.gov.uk/article/3391/Environmental-Health

Food Hygiene

Persons supplying and handling food must satisfy current food safety legislation and have received appropriate training or instruction in food hygiene. For further advice contact the Council's Environmental Health Service in advance of the event. Further information can be found at:

www.southhams.gov.uk/index/residents_index/ksp_environment/ksp_food_hygiene_and_safety.htm and <http://www.westdevon.gov.uk/article/2728/Food-Hygiene--Safety>

Fly posting

The Organisers are responsible for making sure that no posters or other advertisements for the event are displayed without any relevant statutory agreement having first been gained, particularly Advertisement Consent.

Balloons & Chinese Lanterns

Organisers are responsible for making sure that no balloons or Chinese lanterns are released from Council land. It is Council policy to stop balloon & Chinese lantern releases in view of the problems they cause in terms of fire, pollution, litter, and the danger posed to livestock and wildlife.

Circus

It is Council policy not to allow the use of its land by any circus or similar event which includes performing animals, and the Organisers are responsible for making sure that this policy is followed.

Safeguarding

Safeguarding is the action that is taken to promote the welfare of children, young people and vulnerable adults to protect them from harm. This means protecting children, young people and vulnerable adults from abuse and maltreatment, preventing harm to their health or development, making sure children, young people and adults have access to safe and effective care and taking action to enable all children, young people and vulnerable adults to have the best outcomes.

Our priorities in relation to safeguarding are:

- ◆ To protect children, young people and vulnerable adults from harm.
- ◆ To include safeguarding as part of the event planning process and, if applicable, the evaluation / review process through consultation with safeguarding lead officers

Below is a **checklist** that can be used to prompt event organisers to take proper account of safeguarding in the event planning process:

Safeguarding checklist

- Consider which safeguarding objectives can be achieved
- Consider safeguarding requirements within the relevant legislation
- Consult with partner agencies, services users, the Council's safeguarding lead officers, community safety partnership(s) about how best practise can be delivered
- Include measurable safeguarding requirements in event planning documents
- Make sure that evaluation is carried out and future recommendations documented

Data Protection

Information provided in relation to an event booking will be held by the Council. The information will be used for consultation purposes regarding this event and will be held securely at all times. The Council may share the information with local Councillors / Town or Parish Councils / emergency services / insurers as necessary to make sure the appropriate service is delivered, and with other organisations, if required by law. If you wish to see the personal data that the Council holds, please contact the Data Protection Officer.

Terms & Conditions

All persons applying to the Council to hold an event agree acceptance of the Council's terms and conditions (substantively these principles). If applying as an organiser you are assumed to be agreeing acceptance on behalf of the club, society, association or company undertaking the event.

PROCEDURES FOR STAGING AN EVENT ON COUNCIL PROPERTY

South Hams District Council owns numerous Parks, Gardens, Car Parks and other outdoor facilities. The Council recognises the opportunities for these sites to host a range of enjoyable, exciting and well managed private and community events.

Good quality events require careful preparation and management and these Procedures set out the matters that will need to be considered by anyone wishing to operate an event on SHDC land – and the terms and conditions under which events can be booked with SHDC.

You should read these Procedures in full and take the necessary actions set out. You should then sign a copy of this form, to acknowledge that you have read and understood these procedures, and return a copy with your Event Booking Form.

1) What Constitutes an Event?

An event is anything which is organised in advance and which visitors are expected or invited to attend.

The following activities, which are considered potentially to be “events”, would not be allowed to take place on SHDC property:

- a) Party political activities
- b) Circuses with animals
- c) Any other activities which are deemed to be –
 - o unlawful,
 - o likely to cause a legal nuisance,
 - o likely to cause offence to members of the public or have any element that might be abusive, racist, sexist, or otherwise insensitive to others or
 - o capable of bringing the council into disrepute

If there remains a concern as to whether an event should be authorised on SHDC land it is proposed that the matter be decided by the appropriate Head of Service in consultation with the Monitoring Officer and the Ward members(s).

2) What other Licences might I need?

Under the Licensing Act 2003 various types of event require specific licensing to be in place – under what is called a *Temporary Events Notice (TEN)*. Organisers are responsible for ensuring that all necessary notices are obtained and that no illegal event takes place on the land. As a general guide you will have to obtain a Temporary Event Notice if your event is of the following nature:-

• Retail sales of alcohol	• Performance of dance
• Provision of late night refreshment (hot food and drink) after 23:00 hours	• Provision of facilities for making music
• Boxing or wrestling for entertainment	• Provision of facilities for dancing
• Performance of live music	• Exhibition of a film
• Performance of recording music	

To obtain a Temporary Event Notice or for further information contact **South Hams District Council Licensing department on 01803 861234**

The responsibility lies with you to submit the necessary Temporary Event Notice **at least 10 working days** before the event takes place accompanied with the **fee of £21.00**. Please return completed Temporary Events Application Notices to the Licensing Department, South Hams District Council, Follaton House, Plymouth Road, Totnes TQ9 5NE

Please Note – Royal Avenue Gardens in Dartmouth is covered by a Premises License – therefore submission of a Temporary Events Notice will not be required for this area only.

Music Performance License – It is a legal requirement for events containing music to ensure that the appropriate license is obtained for permission to use copyright music on behalf of the publishers. Please contact Performing Rights Society on tel - 0800 068 4828 / musiclicence@prsformusic.com / fax – 01733 312 912 or visit www.prsformusic.com

3) What Insurance is required?

Where an event is proposed on SHDC property it is necessary that the event organisers retain their own public liability insurance to cover the additional risks that might occur with the event. The Organisers agree to indemnify South Hams District Council fully and effectively against all claims, loss, damages or costs arising out of the Organisers' use of the Council's land.

Organisers must have Third Party Insurance to a value of £5,000,000 minimum to cover against any accident or injury arising directly or indirectly as a result of the event. The Council reserves the right to insist on a higher indemnity limit if the nature of the event makes that appropriate. The £5,000,000 is also unlimited in terms of multiple events.

4) i) What Costs are involved?

Organisers must be aware that there will be a charge for Events on Council Land which will apply to all events taking place in Parks and Gardens from 1st April 2014.

Charity / Community Events *	No Charge	Administration Fee £50 <i>(applicable to all confirmed events)</i>
Commercial Events or Trading	£240 per day *	
Circus/Funfairs	£240 per day £60 per set up and stand down day and Utility Charges	

* Can be reduced at discretion of Natural Environment and Recreation Manager where specific benefits to Council priorities are identified by the event organiser.

ii) When an event is booked on a car park / town and civic squares a charge will be determined by the Head of Property Services.

When considering requests for activities on SHDC property the Council will use the following assessments when considering whether the event is for “community” or “commercial” benefit.

- a) The extent to which the commercial activity contributes to community benefit, community vibrancy or beneficial activity either in isolation or as part of a combined event on council property.
- b) The extent to which the commercial activity is likely to have a detrimental impact on existing trading or commercial activity in the locality
- c) The extent to which the proposed commercial activity as a stand alone or part of an overall event will contribute financial income to help support management of council property.

ii) If you require use of council land for filming / photo purposes – please contact the Communications Office on 01803 861369 or e-mail public.relations@southhams.gov.uk for booking details (please note a fee maybe charge).

5) Use of Site

- i) **Cleaning** - The Organisers of the event will be required to demonstrate how waste will be managed for the event by producing a waste management plan. They shall leave the site as found in a clean and tidy condition. Any excessive costs incurred by the Council for removal of waste, street cleaning or toilet cleaning will be recharged to the Organisers.

ii) **Damage to Site** – As the event organiser you are responsible for ensuring that there is no damage caused to Council property. You should leave the site in a clean and tidy condition and the cost of any repair or reinstatement necessary due to damage caused directly or indirectly as a result of the event shall be borne by the Organisers.

iii) **Services** – some of the Council sites have a power supply or water supply. If required there will be an additional charge for arrangements of supply and use.

6) **Health & Safety** - Organisers should undertake a risk assessment to quantify hazards which might arise during the event and devise procedures to minimise any risk. They are also responsible for ensuring that all activities comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant Health & Safety Legislation. You will need to submit a written Risk assessment to accompany your Event Booking Form. If you need advice please contact the Risk and Health & Safety Advisor, on 01803 861475 (pete.osborne@southhams.gov.uk). In the case of visiting fairs (and other events where relevant), he will need to be satisfied that health and safety standards are met before the event is opened to the public.

7) **Police Presence** - Where the presence of police or ambulance at an event is desirable or necessary, it is the responsibility of the Organiser to arrange it, and to pay any charge made for this service. Guidance on the involvement of the police can be found from the link below and information is available at the bottom right hand corner of the web page.
<http://www.devon-cornwall.police.uk/YourRightInformation/FreedomInformation/Pages/Feesandcharges.aspx>

8) **Traffic Management** – Both the event and traffic management of the event is the responsibility of the event organiser. Early liaison with Devon County Council will help to deliver a successful event for the organisers and visitors and will minimise disruption to the local community and travelling public. Therefore if your event is likely to impact on the free flow of traffic on any highway - you must register your event with Devon County Council, who will liaise with the local police Traffic Management and Road Casualty Reduction Officer. Devon County Council (DCC) will require at least 56 days notice of the event and please contact DCC on 0845 155 1004 or visit their website on http://www.devon.gov.uk/index/transport/roads/road_licences/eventaffectinghighway.htm
Please note there will be additional charges for road licenses / police presence if needed.

9) What other issues need to be considered and addressed?

(i) **Noise Levels** - Organisers of events must ensure that the activity will not cause significant disturbance or nuisance to those living nearby. In particular, events involving amplified music or speech, the use of generators or plant or those which will continue late into the evening must be carefully monitored and controlled. Where such events are planned, discussions with the Council's Environmental Health Service on 01803 861234 well in advance of the event is recommended. http://www.southhams.gov.uk/index/residents_index/ksp_environment/ksp_environment-noise.htm

(ii) **Food Hygiene** - Persons supplying and handling food must satisfy current food safety legislation and have received appropriate training or instruction in food hygiene. For further advice call the Council's Environmental Health Service on 01803 861234 / http://www.southhams.gov.uk/index/residents_index/ksp_environment/ksp_food_hygiene_and_safety.htm

(iii) **Fly posting** - The Organisers are responsible for ensuring that no posters or other advertisements for the event are displayed without any relevant statutory consent having first been obtained, particularly Advertisement Consent.

(iv) **Balloons** - Organisers are responsible for ensuring that no balloons are released from Council land. It is Council policy to prohibit balloon releases in view of the problems they cause in terms of pollution, litter and the danger posed to livestock and wildlife.

(v) **Circus** - It is Council policy not to permit the use of its land by any circus or similar event which includes performing animals, and the Organisers are responsible for ensuring that this policy is adhered to

10) Cancellation - The Council reserves the right to cancel the event without notice (although notice will be given if practicable) and without liability of any kind, should weather, ground conditions or other factors render this necessary.

All persons signing the application form should sign these conditions to confirm acceptance of them. If signing as an organiser you will be assumed to be signing on behalf of the club, society, association or company undertaking the event.

Signature/s

On behalf of Organisation.....Dated.....

Data Protection

The information that you have provided will be held by South Hams District Council.

The information will be used for consultation purposes regarding this event and will be held securely at all times.

The Council may share the information with local councillors / town/parish councils / emergency services / insurers as necessary to ensure the appropriate service is delivered and with other organisations, if required by law. If you wish to see the personal data that the Council holds, please contact the Data Protection Officer.

Event Application Booking Form South Hams District Council Sites and Premises

Please note – this form should be submitted at least 28 days prior to the event date. No consideration will be given to applications with less than 28 days notice. You will receive written confirmation that permission has been granted to use the site or premises.

The information on this form is required to ensure that all events on South Hams District Council (SHDC) sites and premises are organised safely. The information is also valuable to assess how SHDC's sites and premises are used.

Data Protection

The data controller is SHDC. The information supplied in this form may be shared with all relevant services of SHDC, the emergency services and other regulatory bodies unless such sharing of information is prohibited by statutory instrument.

Section 1 a) – Event Organiser Details

Name of organisation:	Contact Name:
Contact address:	
Post Code:	
Telephone – Daytime: Evening: Mobile:	Email:
Website (if applicable):	

1. The person listed first will be treated by the Council as the contact point for correspondence.
2. ALL persons listed must sign this event application form and the enclosed procedures form and will be responsible for ensuring that those procedures are complied with.

Section 1 b) – Event Details

Name of Event:	Proposed site/premises:
Proposed event date(s):	Proposed event times: Start: Finish:
Date/time site is required for set-up:	Date/time site will be vacated:
Detailed description of the proposed event (continue on a separate sheet if necessary)	
Anticipated attendance figure Anticipated age group	
Is your event a (please tick)	
Charity <input type="checkbox"/> / Community <input type="checkbox"/> Commercial <input type="checkbox"/> / Non-commercial <input type="checkbox"/> Civic Event <input type="checkbox"/> / Religious <input type="checkbox"/> Club <input type="checkbox"/> / Schools <input type="checkbox"/>	

Section 2 - Licensing (see point 2 on procedures guidelines)

You may be required to apply for a temporary event notice (TEN) which must be submitted a clear 10 working days before the event. **Please refer to point 2 of Procedure Guidelines.** This is a legal requirement under the licensing Act 2003. It is the event organiser's responsibility to ensure that the event is licensed appropriately.

The following are types of licensable activity (please tick which, if any, your event Involves)

• Retail sales of alcohol	• Performance of dance
• Provision of late night refreshment (hot food and drink) after 23:00 hours	• Provision of facilities for making music
• Boxing or wrestling for entertainment	• Provision of facilities for dancing
• Performance of live music	• Performance of a play
• Performance of recording music	• Exhibition of a film
• Other (please specify)	

Section 3 – Insurance

Event organisers are required to hold a current policy of Public Liability for Third Party risks (including product liability where appropriate). The limit of which should be a minimum of £5 million although SHDC reserves the right to require a higher limit if deemed necessary. Organisers are responsible for ensuring that any individual participant in the event has an adequate Public Liability Insurance of £5 million.

***Organisers must complete the Statement of Insurance Form and provide a copy of their up to date public liability cover note highlighting £5,000,000 cover.**

Section 4 – Charges

Organisers must be aware that there will be a charge for certain Events on Council Land – **please refer to point 4 of Procedures Guidelines.** An invoice will be sent to you after the event has taken place.

All event applications - **£50 administration charge**

Charity & Community Events – **no charge**

Commercial Events or Trading - **£240 per day (to include utility charges if applicable)**

Circus / Funfairs - **£240 per day (£60 per set up and stand down day and utility charges if applicable)**

Please do not send in cheques.

Please can you provide details of whom the invoice should be sent if different from the address above:

NameAddress.....

Post Code.....Tel No.Mob No.

E-mail

Section 5 – Use of Site

How will you keep the area free of litter and refuse?

The organisers of the event will be required to demonstrate how waste will be managed for the event and shall leave the sites as found in a clean and tidy condition (**please refer to point 5 of Procedure Guidelines**).

Section 6 – Health and Safety

Organisers must provide a **risk assessment (enclosed)** and **detailed site plan** showing the positions of proposed activities for e.g. stalls, marquees, arena, exhibition units, lighting, PA and generators etc. These plans must be submitted at least 28 days prior to the event. **Please refer to point 6 of Procedure Guidelines.**

Although your event will be considered by SHDC you are advised to inform all emergency services as soon as possible, if you think it is relevant and necessary for your event. This will enable them to fully consider all aspects of the event.

- Devon and Cornwall Police
- South West Ambulance Service
- Devon & Somerset Fire and Rescue Services
- Coastguard
- Civil Aviation Authority
- Salcombe Harbour Master
- Dartmouth Harbour Master

Please Note
 Power is not generally available on our sites. If you use a generator, please note all equipment must be Portable Appliance tested.

 No petrol-fuelled generators are permitted. All generators should be of a “super silenced” type. Please provide as much information as possible about these items. All electrical equipment has to be PAT tested

 Inflatables (bouncy castle etc) must be PIPA, BIHA or ADIPS registered with £5 million Public Liability

Terms and Conditions

If permission is granted for this event, I hereby agree to abide by the information given on this form and comply with South Hams District Council’s terms and conditions for event. I also agree to comply with any reasonable instructions given by all authorised officers and the Devon and Cornwall Police.

Signature:..... Name (in capitals)

Date.....

Checklist – Supplied documentation	
<input type="checkbox"/>	Signed terms and conditions
<input type="checkbox"/>	Public Liability Insurance (organiser)
<input type="checkbox"/>	Public Liability Insurance (participants/Contractors (if applicable))
<input type="checkbox"/>	Risk Assessment
<input type="checkbox"/>	Site plan/route map
<input type="checkbox"/>	Waste Management Plan
<input type="checkbox"/>	Event schedule/programme

Please complete and send this form and supporting documentation to: **Case Management (Customer First), South Hams District Council, Follaton House, Plymouth Road, Totnes TQ9 5NE – Tel No. 01803 861234 / jane.hoff@southhams.gov.uk**

PLEASE NOTE FAILURE TO PROVIDE 28 DAYS NOTICE WILL RESULT IN AUTOMATIC REFUSAL OF THE EVENT.

Admin Use Only:

Action	Date	Action	Date
Date Received		Date to consultation	
Queries to applicant		Charge (if applicable)	
Date approved		Invoice No. / Date sent	

STATEMENT OF INSURANCES HELD BY ORGANISATIONS OR INDIVIDUALS HOLDING EVENTS ON COUNCIL PROPERTY
--

Event organisers are required to hold a current policy of Public Liability for Third Party risks (including product liability where appropriate). The limit of which should be a minimum of £5 million although SHDC reserves the right to require a higher limit if deemed necessary. Organisers are responsible for ensuring that any individual participant in the event has an adequate Public Liability Insurance of £5 million.

All documentation (including Public Liability Insurance certificates must be sent to SHDC at least 28 days prior to the event. Failure to comply may result in SHDC refusing to grant permission for the event booking.

Organisation	
Address	
Venue of event	
Nature of Event	

This is to certify that the above organiser is holding the following insurance cover:-

Public Liability Insurance

Insurer's Name and Address	
Expiry Date	
Policy Number	
Sum Insured	Per incident £
	Per annum £

(To be not less than £5,000,000 per incident. Number of incidents in any one year to be unlimited. This limit may be increased at the discretion of the Council as circumstances dictate.)

I hereby authorise South Hams District Council to make a claim upon any of the above policies if necessary.

Signature Date

*On behalf of

*Organiser/Insurance Broker to Organiser/Insurer to Organiser (*Delete as appropriate)

Please enclose a copy of your public liability insurance cover note with your application.

Risk Assessment for Events on Council Premises

Location:	Date(s):	Details of event (please include anticipated numbers):
------------------	-----------------	---

Completed by:	Date:
----------------------	--------------

Contact details:	
Telephone:	Email address:

Risk Assessment – Preliminary Checklist (will any of the following be involved in the event?)

Hazards Present	Yes	What are the issues/risks to be considered	Is a Risk Assessment Required? YES/NO
Electrical/gas			
Electrical maintenance			
Pressure systems			
Harmful substances			
Noise			
Manual handling/ergonomics			
Storage of articles or substances			
Working environment			
Slips, trips and falls			
Structures and layout			
Access and egress			
Public			
Fire/explosion			
Working at height			

Risk Assessment (please continue on additional sheets if necessary)

What are the hazards?	Who might be harmed and how?	Measures to be put in place to control or remove the risk	Who is going to do it?	Date to be completed

Council Land Events Waste Management Plan

The Council needs to ensure that waste generated by an event is managed in accordance with legislation, please complete the following form in as much detail as possible.

Name of Event

Location of Event

Date and Times of Event

1) Commercial Waste Generated By Event

		Details
a)	Name of Company / Organisation	
b)	Type of Company / Organisation	
c)	Location at the event	
d)	Type of waste generated	
e)	How will the waste be stored?	
f)	Where will the containers be located? (please include on site plan if applicable)	
g)	Who will collect the waste?	
h)	Is there a duty of care in place? (anticipated amount of waste)	

**PLEASE NOTE IF THE ARRANGEMENTS CHANGE ON EACH DAY -
THEN A PLAN FOR EACH DAY WILL BE REQUIRED.**

For further Information please contact Waste Management – 01803 861234

Report to: **South Hams Executive**
Date: **29th June 2017**
Title: **Pay & Display Charges Review**
Portfolio Area: **Environment Services**
Wards Affected: **All**
Relevant Scrutiny Committee:

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

Date next steps can be taken: **After full Council on 27 July 2017**

Author: **Cathy Aubertin** Role: **Operational Manager (Environment Services)**

Contact: Cathy.Aubertin@swdevon.gov.uk

Recommendations:

1. That the Executive recommends to Council that Pay & Display charges be amended in accordance with Appendix 1, following consultation with local communities.
2. That the Executive agrees the public consultation in respect of the revised Pay & Display charges taking place ahead of the Council meeting.

1. Executive summary

- 1.1 This report requests that Members consider the recommendation to amend Pay & Display charges in accordance with the schedule at Appendix 1.

2. Background

- 2.1 As Members will be aware, South Hams District Council has a 'Community Led Parking Charges' policy, which allows for local Town and Parish Council, plus other stakeholders in each area, to work with the District Council in making recommendations about parking charges. This enables parking charges to be designed to meet the needs of individual communities.
- 2.2 Following the Council resolution to increase the overall Pay & Display income across the District by 2%, officers have been

engaging with Town and Parish Councils, and stakeholders, in order to carry out the review in accordance with each community's needs.

3. Outcomes/outputs

- 3.1 Details of the requirements made by each community are included in the schedule of revised Pay & Display charges.
- 3.2 It is requested that the public consultation in respect of the reviewed charges takes place ahead of the Council meeting, to ensure that the new tariffs are in place as soon as possible.

4. Options available and consideration of risk

- 4.1 Should the recommendation above be resolved, they will be the subject of a 21-day consultation period, which customers will be alerted to by a notice in the local press and on the Council's website, together with notices in all affected car parks. This will allow customers to object to the proposals, should they wish to do so. If a large number of objections is received, the matter will be referred to the Executive for further consideration.

5. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>The Council has power to provide off-street parking under the Road Traffic Regulation Act 1984 (as amended).</p> <p>The Council has the power to deal with the provision, management and control of car parks.</p> <p>The Council has the powers to provide this service under the General Powers of Competence in the Localism Act 2011.</p>
Financial		<p>The consultation exercise will cost approximately £600 to advertise, which will be funded by the Car Parks budget.</p> <p>The modelling has been undertaken which demonstrates that the proposed Pay & Display charges will generate an additional 2% income for the District Council.</p>
Risk		<p>That anticipated income levels will not be reached – to mitigate this risk, income levels will be closely monitored and, if necessary, further amendments</p>

		will be made. However, this is considered to be a very low risk.
Comprehensive Impact Assessment Implications		
Equality and Diversity		A comprehensive impact assessment has been completed in respect of this matter which shows that there are no groups of customers which are adversely affected more than others.
Safeguarding		No implications.
Community Safety, Crime and Disorder		No potential positive or negative impact on crime and disorder reduction.
Health, Safety and Wellbeing		No implications.
Other implications		None.

Supporting Information

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	Yes/No
SLT Rep briefed	Yes/No
Relevant Exec Director sign off (draft)	Yes/No
Data protection issues considered	Yes/No
If exempt information, public (part 1) report also drafted. (Cabinet/Scrutiny)	Yes/No

This page is intentionally left blank

Pay & Display review

Summary of amendments

Town/ village **Aim (where applicable)**

Bigbury Better management of parking
Introduce 24-hour charges and eliminate overnight tariff
Reduce types of coins required

Dartmouth Increase key tariffs to encourage more use of Park & Ride during season
Generate some of the 2% increase from busiest time of the year

Hope Cove

Ivybridge Continue with successful £2.00 tariff
Improve use of Glanville's Mill car park

Kingsbridge Encourage more use of outer car parks by residents, shoppers and commuters
Use of Quay car park to be focussed on visitors to the town
Duncombe Park car park to remain unchanged

Current tariffs to be amended		Revised tariffs	
-------------------------------	--	-----------------	--

Bigbury			
1 hour	£1.30	1 hour	£1.20
2 hours	£2.60	2 hours	£2.50
3 hours	£3.90	3 hours	£4.00
All day	£6.50	All day	£8.00
Overnight	£2.00	Overnight	N/ A

Mayor's Avenue			
3 hours	£3.90	3 hours	£4.20
4 hours	£5.20	4 hours	£5.60

Park & Ride regatta (only when staff on site)			
All day	£10.00	All day	£15.00 (to include programme)

Inner Hope Lay-by			
2 hours	£2.00	2 hours	£2.10

Glanville's Mill			
1 hour	£0.50	1 hour	£0.60
2 hours	N/A	2 hours	£1.60

Harford Road & Leonard's Road			
1 hour	£0.50	1 hour	£0.60

Lower Union Road			
1/2 hour	£0.40	1/2 hour	£0.50
1 hour	£0.90	1 hour	N/ A

2 hours	£1.80	2 hours	N/ A
3 hours	£2.40	3 hours	£1.00
4 hours	£3.70	4 hours	N/ A
All day	N/ A	All day	£2.00

Cattlemarket			
1/2 hour	£0.40	1/2 hour	£0.50
1 hour	£0.90	1 hour	N/ A
2 hours	£1.80	2 hours	N/ A
3 hours	£2.40	3 hours	£1.00
4 hours	£3.70	4 hours	N/ A
All day	£7.00	All day	£2.00

Fore Street			
1/2 hour	£0.40	1/2 hour	£0.50
1 hour	£0.90	1 hour	N/ A
2 hours	£1.80	2 hours	N/ A
3 hours	£2.40	3 hours	N/ A
4 hours	£3.70	4 hours	£1.00
All day	N/ A	All day	£7.00

Quay			
1/2 hour	£0.40	1/2 hour	£0.50
1 hour	£0.90	1 hour	£1.00
2 hours	£1.80	2 hours	N/ A
3 hours	£2.40	3 hours	£3.00
4 hours	£3.70	4 hours	£5.00
All day	£7.00	All day	£8.00

Modbury Awaiting for response from Parish Council - to be presented at Executive meeting

Salcombe Awaiting for response from Town Council - to be presented at Executive meeting

**Slapton Line
& Torcross**

Increased income to be generated from overnight parking only

Totnes

Encourage more use of Longmarsh car park

Encourage visitors to stay longer, so increase added to short-stay only

All car parks			
Overnight	£2.00	Overnight	£3.00

All car parks except Longmarsh			
1/2 hour	£0.50	1/2 hour	£0.60
1 hour	£1.00	1 hour	£1.20

Longmarsh			
1/2 hour	£0.50	1/2 hour	£0.20
1 hour	£1.00	1 hour	£0.50
2 hours	£2.00	2 hours	£1.00
3 hours	£2.50	3 hours	£1.50
4 hours	£3.00	4 hours	£2.00
All day	£6.00	All day	£4.00

This page is intentionally left blank

**MINUTES OF THE MEETING OF THE
OVERVIEW & SCRUTINY PANEL
HELD AT FOLLATON HOUSE, TOTNES ON
THURSDAY, 16 MAY 2017**

Panel Members in attendance:			
* Denotes attendance		∅ Denotes apology for absence	
*	Cllr K J Baldry	*	Cllr E D Huntley
∅	Cllr J P Birch	*	Cllr D W May
*	Cllr J I G Blackler	*	Cllr J T Pennington
∅	Cllr B F Cane	*	Cllr K Pringle
*	Cllr J P Green	*	Cllr M F Saltern (Chairman)
*	Cllr J D Hawkins	*	Cllr P C Smerdon (Vice Chairman)
∅	Cllr M J Hicks		

Other Members also in attendance:
Cllrs H D Bastone, I Bramble, J Brazil, D Brown, P K Cuthbert, R D Gilbert, T R Holway, N A Hopwood, J A Pearce, R C Steer, K R H Wingate and S A E Wright

Item No	Minute Ref No below refers	Officers in attendance and participating
All		Head of Paid Service; Executive Director (Service Delivery and Commercial Development); and Senior Specialist – Democratic Services
8	O&S.6/17	Senior Specialist – Environmental Health
9	O&S.7/17	Specialist – Performance and Intelligence
11	O&S.9/17	Group Manager: Commercial Services; Lead Specialist – Waste Strategy; and Operations Manager

O&S.1/17 WELCOME

The Chairman welcomed Cllr Huntley to her first meeting of the Overview and Scrutiny Panel.

O&S.2/17 MINUTES

The minutes of the meeting of the Overview and Scrutiny Panel held on 6 April 2017 were confirmed as a correct record and signed by the Chairman.

O&S.3/17 DECLARATIONS OF INTEREST

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

O&S.4/17 PUBLIC FORUM

In accordance with the Public Forum Procedure Rules, there were no issues received for consideration.

O&S.5/17 EXECUTIVE FORWARD PLAN

The Panel was presented with the most recently published Executive Forward Plan.

In response to a query, it was confirmed that the 'Productivity Plan Joint Committee' agenda item had evolved from the Devolution proposals and would ultimately be presented to the Council for determination.

O&S.6/17 UPDATE PRESENTATION ON EMERGENCY PLANNING AND BUSINESS CONTINUITY

The Senior Specialist – Environmental Health conducted a presentation that provided an update with regard to Emergency Planning, Response and Resilience.

In so doing, the Panel noted that the Council was a Category 1 responder (as defined by the Civil Contingencies Act 2004) and duties of the authority were therefore:

- To produce, maintain and test plans on how the Council would respond to emergencies;
- To warn and inform the public in regards to emergencies and provide advice before emergencies;
- To work with other Category 1 responders through the Local Resilience Forum;
- To ensure that the Council could continue to deliver its services during an emergency; and
- To provide advice on Business Continuity to others.

To meet these duties, the Council:

- adopted an Emergency Response Plan in February 2017;
- actively warned the public utilising social media and its website about potential emergencies;
- remained an active member of the Devon, Cornwall and Isles of Scilly Local Resilience Forum; and
- remained a member of both the Devon Emergency Planning Service and the Devonport Off-site Emergency Planning Group.

In the ensuing discussion, reference was made to:-

- (a) related information being circulated to the wider membership outside of this meeting. The Panel requested that Members be in receipt of:
- o a copy of the presentation;

- a link to the Community Risk Register;
 - the adopted Guidance for Elected Members on Responses to Major Emergencies; and
 - additional explanatory information on the Devon Resilience Forum;
- (b) Strategic Rest Centres (SRCs) in the South Hams. Members were informed that the SRC plan for Devon was currently under review. At present, the Panel noted that there were 6 SRCs across the South Hams in various locations (e.g. Leisure Centres and Colleges) which could each accommodate up to 1,000 people. With regard to the management of each SRC, such were the resource implications that local authorities were heavily reliant upon support from the voluntary sector.
- As part of the review, it was confirmed that usage levels would be taken into account. In recent times, it was noted that a SRC had only been used once in the South Hams and it was acknowledged that, in every likelihood, affected residents would tend to go and stay with friends and family instead;
- (c) the role of town and parish councils. The Panel noted that a number of proactive town and parish councils had adopted their own local emergency plan and the view was expressed that all councils should follow suit;
- (d) reacting to emergencies. Officers confirmed that, regardless of the time of day or night, the Council was in a position to react immediately to an emergency in the district, with six officers being on call at all times. Whilst this level of resource was currently deemed appropriate by officers, it was recognised that this would need to be subject to regular review by lead officer(s) and Executive Member(s).

In conclusion, the Chairman wished to thank the Senior Specialist – Environmental Health for his informative presentation and responses to Member questions and it was then:

RESOLVED

That the Panel recognise that the Council has a robust approach to Emergency Planning in place, which is supported by hard working and diligent lead officers.

O&S.7/17 QUARTER 4 2016/17 PERFORMANCE INDICATORS

The Panel considered a report that presented the Quarter 4 performance indicators for 2016/17.

In discussion, the following points were raised:-

- (a) The Panel was broadly supportive of the suggestion to re-establish a Joint Task and Finish Group with West Devon Borough Council Members to undertake an in-depth review of the Performance Indicators and targets. However, before a final decision was taken, it was requested that the Terms Of Reference be presented to the next Panel meeting for ultimate approval;
- (b) The Panel debated at length the performance of the Planning Enforcement service amidst concerns that the backlog of cases was again on the increase. Some Members expressed their frustration that the Executive had not overseen improvements to the service and reiterated the levels of criticism that they were receiving at town and parish council meetings. In addition, the view was expressed that, if the local knowledge of ward Members was being appropriately used, then this could assist in reducing the backlog.

Having been informed that officers were undertaking a review of the service to ensure that the backlog trend was reversed, Panel Members gave a strong steer to the Executive and officers regarding the importance of this piece of work and requested that it be in receipt of a detailed report at its meeting on 27 July 2017.

- (c) Members highlighted and welcomed some positive performance improvements in the following areas:
 - Number of days lost due to long-term sickness;
 - Number of days lost due to short-term sickness; and
 - The percentage of customer contact through online interaction (demonstrating Channel Shift);
- (d) Some confusion was expressed over the presentation of the performance information relating to complaints resolved. In response, officers took the Panel through the indicator and advised that the total number of complaints received was 100, with 45 being logged as 'corporate' complaints. Specifically regarding the complaints that had taken an average of 39 days, this was largely attributed to particularly complex matters that required responses to the Local Government Ombudsman for which time extensions had been sought and agreed;
- (e) With regard to the Contact Centre, a number of previously raised concerns were reiterated in relation to the time taken to answer calls. Whilst a number of Members considered the 20 second call answer target to be unrealistic, they equally felt that customers who had to wait a number of minutes to have their calls answered was unacceptable. The lead Executive Member reminded those present of the opportunity for Members to visit the Contact Centre and shadow an officer and confirmed that she had requested that officers set up additional such sessions in the upcoming months.

In response to a request, it was agreed that the Member Hotline Number should be re-circulated and the benefits of using the Skype facility to contact officers was also emphasised.

Finally, the Panel also expressed its wish, in principle, to carry out a detailed review of the Contact Centre and asked that the draft Terms Of Reference for this piece of work be presented to the next Panel meeting prior to a final decision being made. Upon drafting the terms of reference, the need to work closely with the Performance Measures Task and Finish Group was recognised.

RESOLVED

1. That the principle of establishing a joint SH/WD Task and Finish Group to review the Performance Indicators and targets be supported, subject to the draft Terms Of Reference being presented to the next Panel meeting on 6 July 2017 for approval;
2. That the Panel receive a detailed report entitled: 'Planning Enforcement Service Review' at its meeting on Thursday, 27 July 2017;
3. That the principle of establishing a Contact Centre Review Task and Finish Group be supported, subject to the draft Terms Of Reference being presented to the next Panel meeting on 6 July 2017 for approval;

O&S.8/17 OVERVIEW AND SCRUTINY ANNUAL REPORT

The Panel considered a report that presented its draft Annual Report. It was noted that it was a constitutional requirement for the Panel to report annually to full Council on its workings and to make recommendations for future work programmes and amended working methods (if deemed appropriate).

During discussion, reference was made to:-

- (a) the work carried out by the Panel. As a general point, Members highlighted the extensive amount of work that had been undertaken by the Panel during 2016/17 and wished to thank the lead officers for their commitment and support to the Overview and Scrutiny function;
- (b) the Sherford Development. The Panel requested that, before being ultimately approved, the paragraph relating to the Sherford Development (page 44 of the presented agenda refers) be amended;
- (c) beach and water safety. Whilst the item had been exempt from the public and press at the time of its consideration by the Panel, officers confirmed that this matter was now in the public arena;

- (d) publication of the Annual Report. The Panel was advised that the Report would be distributed widely once it had been approved by the Council.

It was then:

RECOMMENDED

That Council be **RECOMMENDED** to approve the Annual Report for 2016/17, subject to the Sherford Development paragraph (page 44 of the presented agenda report refers) being amended.

O&S.9/17 **TASK AND FINISH GROUP UPDATES**

(a) Dartmouth Lower Ferry

The Chairman of the Task and Finish Group read the following statement to the meeting:-

‘Since the last Panel meeting, officers have continued negotiations with the Lower Ferry workforce. These were in conjunction with the UNITE union regional representative. Negotiations would be concluded by the middle of June with a start date for the new terms and conditions due to commence from 1 July. Officers were hopeful that agreement could now be reached, but should this not be the case, they would report back to the Task and Finish Group.

Work to improve efficiency within operational service delivery and review of future tariffs was already underway, with the service now being overseen by the Salcombe Harbour Master.’

In the ensuing debate, reference was made to:-

- (a) the lack of information contained within the statement. A Member expressed his frustration at the lack of information provided by the statement and sought more clarity regarding the review. In reply, other Members countered that, until the negotiations had been concluded, it would not be appropriate to disclose any further information. However, assurances were given that the negotiations were being carried out in accordance with the direction of travel that had already been set by Members;
- (b) the wish to re-convene the Task and Finish Group. Members recognised the need to re-convene the Group and those in attendance were reminded of the ability for all Members to be able to attend and partake at these meetings.

(b) Waste and Recycling

The Panel considered a report that highlighted areas that had been explored to try and identify savings within Waste Operations whilst meeting the Council's obligations under the Devon Resource & Waste Management Strategy that looked to align recycling and waste practices regionally and in line with best environmental practice.

In his introduction, the lead Executive Member for Commercial Services advised that the Group recommendations had been amended in light of the views expressed and feedback gleaned from the Member Workshop on 27 April 2017.

In discussion, reference was made to:-

- (i) the garden waste charging proposals. The majority of Members welcomed the recommendation to delay further consideration of the proposals to charge for garden waste;
- (ii) recycling cartons. The ability for the Council to now recycle cartons was also welcomed by the Panel;
- (iii) the potential income generating measures (as outlined in paragraphs 3.12 to 3.14 of the presented agenda report). Some Members advised that they were unable to support those potential income generating measures as currently stated in paragraphs 3.12 to 3.14 of the presented agenda report. For the projected sums of money anticipated, these Members felt that it was simply not worth pursuing these measures at this current time. However, the majority of Panel Members were supportive of the suggestion that a £35 charge could be imposed on new standard 180 litre wheeled bins for any newly built properties and for any householder requests to be in receipt of additional bins;
- (iv) round optimisation. For certain remote areas on the outskirts of the South Hams boundaries, a Member made the point that it would be more cost effective for neighbouring local authorities to collect their waste and recycling. In reply, officers informed that this issue had been raised at the Devon Authorities Waste Reduction and Recycling Committee, who had opted against pursuing this suggestion any further;
- (v) the work of the Task and Finish Group. Since this was the last meeting of the Group before it was re-constituted as a Working Group, some Members expressed their disappointment at the apparent lack of progress that had been made. In accepting that there was an element of risk in any recommendations made, these Members reminded the Panel that the waste and recycling service was responsible for a number of the budgetary pressures and customer complaints faced by the Council;

(vi) the service relationship with Devon County Council (DCC). Whilst a number of concerns were raised over the potential rise in disposal costs, the lead Executive Member did give an assurance that dialogue continued between the Council and DCC and it was still hoped that a satisfactory way forward could be established for both authorities;

(vii) the notes arising from meetings of the SH/WD Joint Steering Group (JSG). To ensure that the Panel was able to maintain a watching brief on the work of the JSG, it was **PROPOSED** and **SECONDED** that:-

'the notes arising from meetings of the SH/WD Joint Steering Group be presented to future Panel meetings for consideration.'

When put to the vote, this proposal was declared **CARRIED**.

It was then:

RECOMMENDED

That the Executive be **RECOMMENDED** that

1. the key findings of the Waste Working Group be referred to the SH/WD Joint Steering Group and used to inform the Budget Setting process for 2018/19;
2. with immediate effect, the Council furthers discussions with Devon County Council related to disposal costs linked to service design and transfer station use;
3. efficiencies linked to current service delivery (as outlined in the Working Group scope) and at paragraphs 3.4 – 3.11 inclusive are delivered during 2017/18 where proven to be operationally feasible;
4. a charge of £35 per container be imposed on new standard 180 litre wheeled bins for any newly built properties and for any householder requests to be in receipt of additional bins; and
5. the notes arising from meetings of the SH/WD Joint Steering Group be presented to future Panel meetings for consideration.

O&S.10/17 ACTIONS ARISING / DECISIONS LOG

The contents of the latest version of the Log was presented.

In response to a question, officers gave an assurance that they would ask for a progress update to be circulated to all Members on the pre-application service review.

O&S.11/17 DRAFT ANNUAL WORK PROGRAMME 2017/18

In consideration of its Annual Work Programme, the following comments, additions and amendments were made:-

- (a) It was agreed that a Planning Enforcement Service review would be scheduled on to the Work Programme for the Panel meeting on 27 July 2017;
- (b) Members were informed that, instead of being presented to a future Panel meeting, a Briefing on the 'New Single Council' proposal had been arranged for all Members to take place on the afternoon of Thursday, 29 June 2017;
- (c) Bearing in mind the likely length of the next Panel meeting agenda on 6 July, Members agreed that the following items should be deferred to a later meeting:
 - An overview of the Sickness Absence Monitoring Report; and
 - Health and Safety Policy Progress Report;
- (d) That an update on Village Housing Initiatives be scheduled on to the Work Programme for the Panel meeting on 24 August 2017.

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

Chairman

This page is intentionally left blank