

# Public Document Pack



## SOUTH HAMS COUNCIL - THURSDAY, 9TH MAY, 2013

Agenda, Reports and Minutes for the meeting

### Agenda No    Item

1.    **Agenda Letter** (Pages 1 - 4)

2.    **Reports**

Reports to Council:

- a)    Item 8 - Appointment of Members of the Bodies of the Council (Pages 5 - 6)
- b)    Item 9 - Election of Chairman and Vice-Chairman of Bodies of the Council (Pages 7 - 8)
- c)    Item 10 - Appointment of Representatives on Outside Bodies (Pages 9 - 16)
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- e)    Item 12 - Salcombe Harbour Board - Appointment of Co-Opted Members (Pages 19 - 22)
- f)    Item 22 - Electoral Review of South Hams - Draft Warding Arrangements (Pages 23 - 48)
- g)    Item 23 - Review of the Connect Partnership and Related Delivery Arrangements (Pages 49 - 58)
- h)    Item 24 - Calendar of Meetings 2013/14 (Pages 59 - 66)

3.    **Minutes** (Pages 67 - 92)

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# Agenda Item 1

Please reply to: Darryl White  
Service: Corporate Services  
Direct Telephone: 01803 861247 Direct Fax: 01803 866669  
E-Mail: darryl.white@southhams.gov.uk

To: Chairman & Members of South Hams District Council

Our Ref: CS/DW

cc: Usual press and officer circulation

30 April 2013

Dear Councillor

The Annual Meeting of the **South Hams District Council** will be held in the **Council Chamber**, Follaton House, Plymouth Road, Totnes, on **Thursday, 9 May 2013 at 2.00 pm** when your attendance is requested.

Yours sincerely



Richard Sheard  
Chief Executive

<p><b>FOR ANY QUERIES ON THIS AGENDA, PLEASE CONTACT DARRYL WHITE THE DEMOCRATIC SERVICES MANAGER ON DIRECT LINE 01803 861247</b></p>
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## A G E N D A

- 1. Election of the Chairman of the Council;**  
(The Chairman will then sign the declaration of acceptance of office).
- 2. Address by the New Chairman of Council;**
- 3. Vote of thanks to Retiring Chairman;**
- 4. Response by the Retiring Chairman;**
- 5. Appointment of Vice Chairman of the Council;**  
(The Vice Chairman will then sign the declaration of acceptance of office).
- 6. Minutes** – to approve as a correct record and authorise the Chairman to sign the minutes of the meeting of the Council held on 4 April 2013 (pages 1 to 6);
- 7. Representation on Political Groups** – to approve a review carried out in consultation with leaders of the Political Groups. This is reflected in the list of Council Bodies (circulated separately) – see item 8 below;

8. **Appointment of Members of the Bodies of the Council** – to appoint the Members of the following Council Bodies for the 2013/14 Municipal Year:-
- a) Audit;
  - b) Community Life and Housing Scrutiny Panel;
  - c) Corporate Performance and Resources Scrutiny Panel;
  - d) Development Management Committee (and to decide upon its size);
  - e) Devon Building Control Partnership;
  - f) Economy and Environment Scrutiny Panel;
  - g) Executive;
  - h) Licensing Committee; and
  - i) Salcombe Harbour Board.
9. **Election of Chairman and Vice-Chairman of Bodies of the Council** – to elect the Chairman and Vice-Chairman of the following Bodies of the Council for the 2013/14 Municipal Year:-
- a) Audit Committee;
  - b) Community Life and Housing Scrutiny Panel
  - c) Corporate Performance and Resources Scrutiny Panel;
  - d) Development Management Committee;
  - e) Economy and Environment Scrutiny Panel;
  - f) Licensing Committee; and
  - g) Salcombe Harbour Board (Chairman only).
10. **Appointment of Representatives on Outside Bodies** – to consider a report concerning the appointment of Members as representatives on Outside Bodies for the 2013/14 Municipal Year (circulated separately);
- NOTE:** Although some of these appointments are accepted by the “Outside Bodies” for a period of years, it is the Council’s practice where possible to review all appointments annually.
11. **Appointment of Other Groups** – to agree to the appointment of the following Groups for the 2013/14 Municipal Year:-
- a) Council Tax Setting Panel;
  - b) Design and Conservation Panel;
  - c) Joint Staff Consultative Forum;
  - d) Political Structures Working Group;
  - e) Programming Panel;
  - f) Public Spaces Working Group;
  - g) Shared Services Joint Steering Group;
  - h) Strategic Planning Working Group.
12. **Salcombe Harbour Board – Appointment of Co-Opted Members** – to consider a report which seeks to approve the appointment of four Co-opted Members to the Salcombe Harbour Board following the recommendations of the Appointments Panel (circulated separately);
13. **Urgent Business** – the Chairman to announce if any item not on the agenda should be considered on the basis that he considers it as a matter of urgency (any such item to be dealt with under item 18 below);
14. **Confidential Business** – the Chairman to inform the meeting of any confidential

item of business;

15. **Exempt Information** – to consider whether the consideration of any item of business would be likely to disclose exempt information and if so the category of such exempt information;
16. **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;
17. **Chairman's Announcements**;
18. **Business Brought Forward by the Chairman** – to consider business (if any) brought forward by the Chairman as reported under item 2 above;
19. **Questions** – to consider the following question received in accordance with Council Procedure Rule 8:

**From Cllr Baldry to Cllr Tucker, Leader of the Council**

A neighbouring local District Council recently had significant media coverage because of a recommendation not to use the apostrophe in street names. Mid Devon DC subsequently decided not to go ahead with the ban.

Is the Executive Member aware that South Hams DC has in place a ban on the use of the apostrophe in street names? What is his opinion of this failure to apply a basic rule of English grammar?

20. **Notice of Motion** – to consider the following motions received in accordance with Council Procedure Rule 10.1;

**(a) By Cllrs Hodgson and Baldry**

I propose that we SHDC Councillors reconsider our motion and decision taken last September regarding reducing the number of elected district Councillors in South Hams from 40 to 30. in the light of the submissions in response to the consultation carried out by the Boundaries Commission and the flaws in the process of representing these views, that we take the vote again at Full Council on May 9th. This is based on the number of submissions from the Parish Council and Public that clearly indicated that there was strong opposition and that this was the strong majority view.

**(b) By Cllrs Pennington and Hodgson**

That in view of the majority of responses from South Hams Parish Councils following consultation. As the majority has not agreed to a reduction of members from 40 to 30, the Boundary Commission be requested to urgently and directly consult with all South Hams Parish Councils giving their reasons why they consider a reduction is necessary and requesting the views from all Parish Councils before they reach a final decision in accordance with THE GOVERNMENT'S LOCALISM ACT and also in the interests of grass roots local democracy.

21. **Annual Address by the Leader of Council;**
22. **Electoral Review of South Hams – Draft Warding Arrangements** – to consider a report which seeks to make a recommendation to the Local Government Boundary Commission for England on alternative warding arrangements for South Hams District Council (circulated separately);
23. **Review of the Connect Partnership and Related Delivery Arrangements** – to consider a report which seeks to present a review of the Partnership and the related delivery arrangements (circulated separately);
24. **Calendar of Meetings 2013/14** – to consider a report which presents the Calendar of Meetings for the 2013/14 Municipal Year (circulated separately);
25. **Reports of Bodies** – to receive and as may be necessary approve the minutes and recommendations of the under-mentioned Bodies:-

<b>Council Body</b>		<b>Date of Meeting</b>	<b>Minute Nos.</b>	<b>Page Nos.</b>
a	Executive *	21 March 2013	E.81/12 – E.93/12	7 - 15
b	Salcombe Harbour Board	8 April 2013	SH.57/12 – SH.66/12	16 - 18
c	Audit Committee *	11 April 2013	A.25/12 – A.33/12	19 - 25
d	Development Management Committee	17 April 2013	DM.55/12 – DM.59/12	26 - 40
e	Corporate Performance and Resources Scrutiny Panel	18 April 2013	CP&R.34/12 – CP&R.42/12	41 - 48

\* Indicates minutes containing recommendations to Council.

**Members of the public may wish to note that the Council's meeting rooms are accessible by wheelchairs and have a loop induction hearing system.**

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**An optional lunch will be available for all Members  
in the Dining Room at 1.00 pm**

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**MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER  
THIS AGENDA HAS BEEN PRINTED ON ENVIRONMENTALLY FRIENDLY PAPER**

If you or someone you know would like this publication in a different format, such as large print or a language other than English, please call Darryl White on 01803 861247 or by email at: [darryl.white@southhams.gov.uk](mailto:darryl.white@southhams.gov.uk)

### A) Executive

Cllr H D Bastone  
Cllr R D Gilbert  
Cllr J D Hawkins  
Cllr M J Hicks  
Cllr M F Saltern  
Cllr R J Tucker  
Cllr L A H Ward  
Cllr S A E Wright

### B) Development Management Committee

*(NOTE: the Council is required to set the size of the Committee before it approves the appointments. If the Council is minded to agree a revised Committee of 13, the political balance provisions will result in an entitlement of 10 seats for the Conservative Group, 2 seats for the Lib Dem Group and 1 seat for the Green Party Group. However, during the nominations process, 15 nominations have been received.)*

Cllr H D Bastone  
Cllr A D Barber  
Cllr J Brazil  
Cllr P Coulson  
Cllr P K Cuthbert  
Cllr R J Foss  
Cllr M J Hicks  
Cllr T R Holway  
Cllr J T Pennington  
Cllr J W Squire  
Cllr R C Steer  
*(Cllr R J Vint OR Cllr J M Hodgson)*  
*(Cllr J A Westacott MBE)*  
Cllr S A E Wright

### C) Corporate Performance and Resources Scrutiny Panel

Cllr K J Baldry  
Cllr J H Baverstock  
Cllr I Bramble  
Cllr C G Bruce-Spencer  
Cllr R J Foss  
Cllr P W Hitchins  
Cllr J W Squire  
Cllr J A Westacott MBE

### D) Economy and Environment Scrutiny Panel

Cllr A D Barber  
Cllr J I G Blackler  
Cllr B F Cane  
Cllr B S Cooper  
Cllr P Coulson  
Cllr C M Pannell  
Cllr J T Pennington  
Cllr R Rowe  
Cllr P C Smerdon  
Cllr M Stone  
Cllr R J Vint  
Cllr K R H Wingate

### E) Community Life and Housing Scrutiny Panel

Cllr J Brazil  
Cllr B E Carson  
Cllr R J Carter  
Cllr S E Cooper  
Cllr P K Cuthbert  
Cllr A S Gorman  
Cllr M Hannaford  
Cllr J M Hodgson  
Cllr T R Holway  
Cllr L P Jones  
Cllr D W May  
Cllr R C Steer

### F) Audit Committee

Cllr I Bramble  
Cllr C G Bruce-Spencer  
Cllr A S Gorman  
Cllr L P Jones  
Cllr J T Pennington

### G) Licensing Committee

Cllr J H Baverstock  
Cllr J I G Blackler  
Cllr B E Carson  
Cllr R J Carter  
*(Cllr B S Cooper OR Cllr J A Westacott MBE)*  
Cllr P K Cuthbert  
Cllr R D Gilbert  
Cllr D W May  
Cllr C W Pannell  
Cllr M F Saltern  
Cllr J W Squire  
Cllr S A E Wright

## Membership of Council Bodies for 2013 / 2014

### **H) Devon Building Control Partnership**

Cllr H D Bastone

Cllr M J Hicks

### **I) Salcombe Harbour Board**

Cllr R J Carter

Cllr M J Hicks

Cllr S A E Wright

Cllr K R H Wingate



**A. Audit Committee**

Cllr J T Pennington – Chairman  
Cllr C G Bruce-Spencer – Vice Chairman

**B. Community Life and Housing Scrutiny Panel**

Cllr T R Holway – Chairman  
Cllr P K Cuthbert – Vice Chairman

**C. Corporate Performance & Resources Scrutiny Panel**

Cllr R J Foss – Chairman  
Cllr K J Baldry – Vice Chairman

**D. Development Management Committee**

Cllr R C Steer – Chairman  
Cllr R J Foss – Vice Chairman

**E. Economy and Environment Scrutiny Panel**

Cllr A D Barber – Chairman  
Cllr P C Smerdon – Vice Chairman

**F. Licensing Committee**

Cllr J H Baverstock – Chairman  
Cllr P K Cuthbert – Vice Chairman

**G. Salcombe Harbour Board**

Cllr R J Carter - Chairman

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AGENDA  
ITEM

**10**

## SOUTH HAMS DISTRICT COUNCIL

AGENDA  
ITEM

**10**

<b>NAME OF COMMITTEE</b>	<b>COUNCIL</b>
<b>DATE</b>	9 May 2013
<b>REPORT TITLE</b>	<b>APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2013/14</b>
<b>Report of</b>	Democratic Services Manager
<b>WARDS AFFECTED</b>	All

**Summary of report:**

To approve the Council's representation on Outside Bodies and appoint the appropriate representatives to serve on these Bodies

**Financial implications:**

There are no financial implications arising directly from this report.

**RECOMMENDATIONS:**

**That the Council RESOLVES that:-**

1. **The Council should be represented on the list of Outside Bodies (as attached at appendix A);**
2. **Appropriate representatives be appointed as this Council's appointments to those Bodies for the 2013/14 Municipal Year and that for the purposes of Members' Allowances, attendance at meetings of these Bodies be regarded as an approved duty; and**
3. **Members appointed to Outside Bodies provide regular feedback and consultation on issues affecting the Bodies concerned.**

**Officer contact:**

*Darryl White, Democratic Services Manager, Email: [darryl.white@southhams.gov.uk](mailto:darryl.white@southhams.gov.uk)*

**Lead Member contact:**

*Cllr John Tucker, Leader of Council, Email: [cllr.tucker@southhams.gov.uk](mailto:cllr.tucker@southhams.gov.uk)*

## **1. BACKGROUND**

- 1.1 The Council makes appointments to a large number of Outside Bodies.
- 1.2 Some Members will recall that an extensive review was undertaken into the list of Outside Bodies during 2010. The current list (attached at Appendix A) is now subject to an ongoing review.

## **2. ISSUES FOR CONSIDERATION**

### **Providing Feedback to the Wider Membership**

- 2.1 Since Members are appointed to represent the Outside Bodies on behalf of the Council, there is an agreed Council practice (minutes 12/03 and 27/03 refer) of reporting back on the work of the body and highlighting issues of interest to the Council. Some Members adhere to this and produce reports for the Members' Bulletin. However, in general, feedback and consultation remains at only a moderate level.
- 2.2 Therefore, Members are reminded that appointment to Outside Bodies includes:
  - a commitment to provide regular feedback on issues raised at such Bodies;
  - consultation with other Members and relevant officers on issues coming up before the Bodies; and
  - briefing / debriefing relevant officers as soon as possible after becoming aware of issues which may be of interest to the Council.
- 2.3 These requirements will help the Council in assessing whether continued membership of those Bodies remains in line with the Council's agreed Corporate Priorities.

### **Conflicts of Interest**

- 2.4 With some of the organisations concerned, conflicts of interests due to Council representation can arise. In such cases, Members should be aware that, even though they may be the Council's representative, the first legal duty is to act in the best interests of that Outside Body when participating in the affairs of that organisation. Fortunately, commonality of interests is a more frequent situation than circumstances of conflicts of interests, but if situations do arise which may put the Council or the Member in a difficult situation advice should be sought from the Monitoring Officer.
- 2.5. Any Member serving on an Outside Body should seek advice at an early stage from that organisation as to the duties and liabilities of Members. The extent of any liability (and insurance) will depend on the nature of the organisation (e.g. is the organisation a company limited by guarantee or is it unincorporated? Am I acting as a trustee or as a Director?). If clarity of advice cannot be offered by that outside body the advice of the Monitoring Officer should be sought. Fortunately, mishaps are few and far between but Members do need to be clear as to both their responsibilities and liabilities.

- 2.6. When acting for an Outside Body, the Member is not acting for the Council as the outside organisation will invariably have a legal status independent of the Council. If the outside organisation has a Code of Conduct, it is that Code which will apply; otherwise the Member should observe this Authority's adopted Code of Conduct.
- 2.7 Members are also reminded of their obligations regarding the Register of Interests. Amongst other things, the register should show membership of, or position of general control or management in organisations where a Member represents his / her authority.

### 3. RISK MANAGEMENT

The Risk Management implications are shown at the end of this report in the Strategic Risks Template.

<b>Corporate priorities engaged:</b>	In some form or another, this report is linked to all of the Council Corporate Priorities
<b>Statutory powers:</b>	Local Government Act 2000.
<b>Considerations of equality and human rights:</b>	None directly related to this report.
<b>Biodiversity considerations:</b>	None directly related to this report.
<b>Sustainability considerations:</b>	None directly related to this report
<b>Crime and disorder implications:</b>	None directly related to this report.
<b>Background papers:</b>	Survey results of the 2010 Outside Bodies review; and Council Constitution.
<b>Appendices attached:</b>	<b>A.</b> List of Outside Bodies

## STRATEGIC RISKS TEMPLATE

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
1	Conflicts of interest.	Members may find themselves in positions where interests conflict potentially damaging their own and the Council's reputation.	2	2	4	↔	By seeking early advice of the Monitoring Officer.	Members

Direction of travel symbols ↓ ↑ ↔

- 1. Avon Estuary Forum**  
Cllr B E Carson
- 2. CYPP Improving Access & Sustainable Travel Group**  
Cllr J H Baverstock
- 3. Dart Harbour Navigation Authority (Non-Beneficiary User Group)**  
Cllr B S Cooper
- 4. Dartmoor National Park Authority**  
Cllr P W Hitchins
- 5. Dartmoor National Park Forum**  
*(One Vacancy)*
- 6. Devon Authorities Waste Reduction & Recycling Committee**  
Cllr R D Gilbert
- 7. Devon and Cornwall Housing Association**  
Cllr R C Steer
- 8. Devon County/South Hams Highways and Traffic Orders Committee**  
Cllrs P Coulson and M Hannaford
- 9. Devon Districts Forum have made the following appointment:-**
  - a. The Investment and Pension Fund Committee -  
Cllr M J Hicks (in substitute capacity)
- 10. Devon Economic Partnership**  
Cllr M J Hicks
- 11. Devon Playing Fields Association**  
Cllr R D Gilbert
- 12. English Heritage**  
Cllr P W Hitchins
- 13. Governance Board (South Devon Healthcare NHS Foundation Trust)**  
Cllr L A H Ward
- 14. Greater Dartmoor Local Enterprise Action Fund**  
Cllr P W Hitchins
- 15. Hope Harbour**  
Cllr R J Carter
- 16. Joint Advisory Committee on Housing for Local Needs in the Dartmoor National Park (JAC)**  
Cllrs J I G Blacker and C M Pannell

17. **Langage Local Liaison Committee**  
Cllrs J I G Blackler and J W Squire
18. **Local Government Association:-**
  - (i) **General Assembly** - Cllr M J Hicks
  - (ii) **South West Branch** – Leader
  - (iii) **Rural Commission** - Leader or Deputy Leader
  - (iv) **LGA Committee, Panel, etc appointments**

**(NB: These appointments are made via an Electoral College process through the LGA. Council has been given delegated authority to the Monitoring Officer, in consultation with the Leaders of the political groups, to agree any such appointments).**
19. **PATROL – Parking and Traffic Regulations Outside London.**  
*Vacancy*
20. **Police and Crime Commissioners Scrutiny Panel**  
Cllr M F Saltern
21. **River Yealm Harbour Authority**  
Cllr S E Cooper
22. **Salcombe-Kingsbridge Estuary Conservation Forum**  
Cllr S A E Wright and Chairman of Salcombe Harbour Board (or nominee).
23. **South Devon AONB Partnership Committee**  
Cllrs R J Foss and R Rowe
24. **South Devon Coastal Local Action Group**  
Cllr M J Hicks
25. **South Devon and Dartmoor Community Safety Partnership**  
Cllr J D Hawkins
26. **South Hams Citizens' Advice Bureau**  
Cllr L A H Ward
27. **South Hams Community and Voluntary Services - Executive Committee**  
Cllrs P C Smerdon and J W Squire
28. **South Hams Locality (County) Committee**  
Cllrs M J Hicks and R J Tucker
29. **South West Councils**  
Cllr R J Tucker
30. **SPARSE Rural and Rural Services Network**  
Cllr M J Hicks



**31. Tamar Estuary Consultative Forum**

Cllr B E Carson

**32. Tor Homes Board**

Cllr B E Carson

*(NB. Appointment made for a three-year term and not up for renewal in 2013/14).*

**33. Totnes and Dartmouth Ring and Ride Service**

Cllr M Stone

**34. Totnes and District Swimming Pool Association**

Cllrs B E Carson and J A Westacott MBE

**35. Totnes Lifelong Learning Committee**

Cllrs J T Pennington and J A Westacott MBE

**36. Visit South Devon**

Cllr P C Smerdon

**37. Yealm Estuary Forum**

Cllr S E Cooper

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## Appointment of Other Groups 2013/2014

**(a) Council Tax Setting Panel**

Chairman of Council  
Leader of Council  
Chairman of Corporate Performance and Resources Scrutiny Panel  
Leader of the Opposition

**(b) Design and Conservation Panel**

Cllr A D Barber  
Cllr B E Carson  
Cllr P W Hitchins

**(c) Joint Staff Consultative Forum**

Leader of Council  
Lead Executive Member for Corporate Services  
Leader of the Opposition

**(d) Political Structures Working Group**

Cllr K J Baldry  
Cllr B S Cooper  
Cllr M J Hicks  
Cllr P W Hitchins  
Cllr J T Pennington  
Cllr M F Saltern  
Cllr R J Tucker  
Cllr J A Westacott MBE

**(e) Programming Panel**

Chairman of the Executive  
Chairman of the 3 Scrutiny Panels  
Vice-Chairman of the Corporate Performance and Resources Scrutiny Panel

**(f) Public Spaces Working Group**

Cllr B E Carson  
Cllr C M Pannell  
Cllr R C Steer  
Cllr S A E Wright

**(g) Shared Services Joint Steering Group**

Leader and Deputy Leader of the Council  
Leader of the Opposition

**(h) Slapton Line Steering Group**

Cllr J H Baverstock  
Cllr R J Foss

**(i) Strategic Planning Working Group**

Cllr A D Barber  
Cllr M J Hicks  
Cllr J T Pennington  
Cllr P C Smerdon  
Cllr R C Steer  
Cllr R J Vint

AGENDA  
ITEM

**12**

## SOUTH HAMS DISTRICT COUNCIL

AGENDA  
ITEM

**12**

<b>NAME OF COMMITTEE</b>	<b>ANNUAL COUNCIL</b>
<b>DATE</b>	9 May 2013
<b>REPORT TITLE</b>	<b>SALCOMBE HARBOUR BOARD – APPOINTMENT OF CO-OPTED BOARD MEMBERS</b>
<b>Report of</b>	<b>Member Services Manager</b>
<b>WARDS AFFECTED</b>	<b>Kingsbridge East, Kingsbridge North, Salcombe and Marlborough, Saltstone, Stokenham, Thurlestone, Westville &amp; Alvington</b>

**Summary of report:**

To approve the appointment of four Co-opted Members to the Salcombe Harbour Board following the recommendations of the Appointments Panel

**Financial implications:**

None

**RECOMMENDATIONS:**

**That Council RESOLVES that, with immediate effect:-**

- 1. Mr Geoff Burrell, Mr Christopher Harling CBE, Mr Hugh Marriage and Mr Mark Taylor be appointed to the Salcombe Harbour Board as Co-opted Members for the period to the date of the Annual Council meeting in May 2016; and**
- 2. The process in respect of Council Member appointments be amended as outlined in paragraph 2.8 below.**

**Officer contact:**

Kathryn Trant, Tel. (01803) 861185 Email: [Kathryn.trant@southhams.gov.uk](mailto:Kathryn.trant@southhams.gov.uk)

**Member contact:**

Cllr John Carter, Tel. (01548) 560086 Email: [Cllr.Carter@southhams.gov.uk](mailto:Cllr.Carter@southhams.gov.uk)

## **1. BACKGROUND**

- 1.1 On 20 July 2006, the Council considered and approved proposals for the reconstitution of the Salcombe Harbour Board. This was to ensure that the Council could best govern as a Harbour Authority for the future in line with Department of Transport's (DfT) 'Guide to Good Governance' and the Municipal Ports Review which had been published.
- 1.2 As part of that reconstitution, Members approved the establishment of a 'fit for purpose' Board consisting of up to ten members, of which up to six could be co-opted and four made up by nominated District Councillors. A recruitment process was agreed with appointments being based upon a range of technical skills demonstrated by applicants together with other relevant criteria which would make them suitable Board Members. This applied to both co-opted members and Council nominees.
- 1.3 To provide sufficient continuity, the appointment of co-opted Members has been staggered and there are currently four vacancies to be filled on the Board.

## **2. RECRUITMENT PROCESS**

### **Co-Opted Members**

- 2.1 In order to maximise the recruitment opportunities for potential Board Members, adverts were placed in the local press as well as on the Council's website. A recruitment pack was created which set out the requirements for a Board Member, job specification, technical skills, and other important experience / knowledge required and clear instructions for making an application.
- 2.2 A number of application packs were requested with the deadline being set for Friday 5 April 2013.
- 2.3 Ten applications were received and the Council interviewed nine applicants.
- 2.4 The interviews took place on Friday, 26 April 2013, with the Panel consisting of Cllr John Carter (current Harbour Board Chairman), Cllr Michael Saltern (Executive Portfolio Holder for Corporate Services) and David Vaughn (Teignmouth Harbour Master and Maritime Advisor to Exeter City Council and external advisor).
- 2.5 As a result of the interview process, Messrs Geoff Burrell, Christopher Harling CBE, Hugh Marriage and Mark Taylor were assessed by the Panel as the four most suitable applicants for appointment (when judged against the criteria) and were recommended for the vacant positions on the Board.
- 2.6 In making these recommendations, the Board wishes to formally put on record its gratitude to Messrs Barrett and Waring for all their work during their terms of office.

## District Council Appointments Process

2.7 The current process for appointing District Council Members to serve on the Board is that they are appointed annually by the Council.

2.8 It is suggested that this process should be amended to read as follows:-

*'Members of the Council shall be appointed to the Board at the first annual meeting of Council following a District Council Election for a four year term. In the event of a casual vacancy arising during the four year term, the Member who was felt during the recruitment process to be the next most 'fit for purpose' Member to serve on the Board shall be recommended for appointment.*

*(In the event of there being no other 'fit for purpose' Members serving on the Council, expressions of interest will be invited from all Members, with interviews then taking place.)'*

### 3. RISK MANAGEMENT

The Risk Management implications are shown at the end of this report in the Strategic Risks Template.

<b>Corporate priorities engaged:</b>	Economy, Community Life and Environment.
<b>Statutory powers:</b>	Local Government Act 2000 Local Government Act 1972 and the Pier and Harbour Order (Salcombe) Confirmation Act 1954.
<b>Considerations of equality and human rights:</b>	No impact assessment required.
<b>Biodiversity considerations:</b>	N/A
<b>Sustainability considerations:</b>	N/A
<b>Crime and disorder implications:</b>	None
<b>Background papers:</b>	Council Constitution; Department of Transport's (DfT) 'Guide to Good Governance'; and The Municipal Ports Review
<b>Appendices attached:</b>	None.

## STRATEGIC RISKS TEMPLATE

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
1	Failure to appoint a 'fit for purpose' Board Member	The Council fails to appoint Members to the Board who are 'fit for purpose' and who are unable to provide the required strategic direction for the future.	2	1	2	↔	Robust recruitment process judging applications against clear criteria.	Salcombe Harbour Master
2	No acceptance of appointment or failure to complete term on Board	The prospective Board Members may fail to accept an appointment or not remain on the Board for the term of their appointment.	2	2	4	↔	Interview addressed this potential risk in clarifying as part of the process.	Salcombe Harbour Master

Direction of travel symbols ↓ ↑ ↔



AGENDA  
ITEM  
**22**

## SOUTH HAMS DISTRICT COUNCIL

AGENDA  
ITEM  
**22**

<b>NAME OF COMMITTEE</b>	Annual Council
<b>DATE</b>	9 May 2013
<b>REPORT TITLE</b>	Electoral Review of South Hams – Draft Warding Arrangements
<b>Report of</b>	Political Structures Working Group
<b>WARDS AFFECTED</b>	All

**Summary of report:** To consider a report which seeks to make a recommendation to the Local Government Boundary Commission for England (LGBCE) on alternative warding arrangements for South Hams District Council.

**Financial implications:** None arising directly from this report.

**RECOMMENDATIONS:**

1. That the Council agrees that either Option A (Cllr Hicks' Submission) or Option B (Cllr Pannell's Submission) be submitted to the Local Government Boundary Commission for England as the Council's preferred new pattern of warding arrangements.
2. That, based upon this decision, delegated authority be granted to the Head of Corporate Services, in consultation with the Leader of Council, to prepare the Council's submission to the Local Government Boundary Commission for England before the deadline of Tuesday, 4 June 2013.

**Officer contact:** Darryl White, Democratic Services Manager  
[darryl.white@swdevon.gov.uk](mailto:darryl.white@swdevon.gov.uk)

**Member contact:** Cllr Tucker, Leader of Council [cllr.tucker@southhams.gov.uk](mailto:cllr.tucker@southhams.gov.uk)

**1. BACKGROUND**

- 1.1 The LGBCE is responsible for reviewing local authority electoral arrangements, administrative boundaries and structure.

- 1.2 Members will recall that the Council resolved at its meeting on 20 September 2012 that *'the Council's submission to the LGBCE recommends that, to come into effect for the May 2015 Local Elections, the Council size (e.g. number of Members elected) should be 30 Members (or thereabouts)'* (Minute 38/12 refers).
- 1.3 At the conclusion of the consultation phase on Council size, the LGBCE met on 12 March 2013 to confirm its views. The Chief Executive was then informed on 26 March 2013 of the LGBCE decision to adopt a Council size of thirty Members for the purposes of the consultation on warding arrangements (letter attached at Appendix A).

## **2. ISSUES FOR CONSIDERATION**

### **Next Stage of the Review**

- 2.1 This stage of the review began upon the receipt of the letter on 26 March 2013 and runs until 4 June 2013. The LGBCE has extended a general invitation to all interested parties to propose a new pattern of warding arrangements for the Council, with proposals being based upon a Council size of thirty Members.
- 2.2 The LGBCE has provided an indicative timetable for the review and the remaining stages are as follows:
- 26 March 2013: Beginning of information gathering stage on warding arrangements;
  - 4 June 2013: End of information gathering stage on warding arrangements;
  - 9 July 2013: LGBCE meeting to agree draft recommendations on warding arrangements;
  - 20 August 2013: Publication (and beginning) of public consultation on draft recommendations;
  - 11 November 2013: End of public consultation on draft recommendations;
  - January 2014 (date to be confirmed): LGBCE meeting to confirm final recommendations on warding arrangements; and
  - February 2014 (date to be confirmed): Publication of final recommendations.

### **Political Structures Working Group Deliberations**

- 2.3 All Members were invited to consider submitting their alternative warding proposals to a Political Structures Working Group meeting which was held on 15 April 2013.
- 2.4 Proposals were received from four Members. With all Members having been invited to attend and partake during the Working Group meeting, a lengthy debate ensued on each of these proposals.
- 2.5 The Working Group concluded that there was merit in two of the four proposals being formally presented to the Council for consideration. In so doing, the Working Group also requested that the Members who had submitted these proposals review them in an attempt to overcome some of the concerns raised at the meeting.

- 2.6 The Members have reviewed their submissions and the final versions are attached at Appendix B (Cllr Hicks' Submission) and Appendix C (Cllr Pannell's Submission).
- 2.7 During its deliberations, the Working Group also wished to again reaffirm the point that all Members, local town and parish councils, community groups and residents were perfectly entitled to submit their own patterns of warding arrangements for the Council to the LGBCE ([www.lgbce.org.uk](http://www.lgbce.org.uk)) before the deadline of 4 June 2013.
- 2.8 Once the Council has reached a view on its preferred pattern of warding arrangements for the Council, then it is recommended that the Head of Corporate Services be given delegated authority, in consultation with the Leader of Council, to finalise the Council's Submission to the LGBCE before the deadline of 4 June 2013.

### 3. LEGAL IMPLICATIONS

- 3.1 There is provision within the Local Democracy, Economic Development and Construction Act 2009, which established the ability for the LGBCE to conduct an Electoral Review.

### 4. RISK MANAGEMENT

- 4.1 The risk management implications are shown at the end of this report in the strategic risks template.

<b>Corporate priorities engaged:</b>	All
<b>Statutory powers:</b>	Local Democracy, Economic Development and Construction Act 2009.
<b>Considerations of equality and human rights:</b>	Not affected by this report
<b>Biodiversity considerations:</b>	Not affected by this report
<b>Sustainability considerations:</b>	Not affected by this report
<b>Crime and disorder implications:</b>	Not affected by this report
<b>Background papers:</b>	Council Constitution Political Structures Working Group Agenda – 15 April 2013
<b>Appendices attached:</b>	Appendix A: LGBCE letter to the Chief Executive dated 26 March 2013 Appendix B: Option A (Cllr Hicks' Submission) Appendix C: Option B (Cllr Pannell's Submission)

**STRATEGIC RISKS TEMPLATE**

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
1	Reaching a decision on a preferred option	Failure to reach a decision on a preferred option may result in the LGBCE producing a more unacceptable pattern of warding arrangements for the Council.	4	3	12	↔	By the Council being able to reach a decision on a preferred option which is reasoned and justified.	Head of Corporate Services

Direction of travel symbols ↓ ↑ ↔

The  
Local Government  
Boundary Commission  
for England

Mr Richard Sheard  
Chief Executive  
South Hams District Council  
Follaton House  
Plymouth Road  
Totnes  
Devon  
TQ9 5NE



26 March 2013

Dear Mr Sheard,

**ELECTORAL REVIEW OF SOUTH HAMS**

Following my letter of 8 January 2013, I am writing to formally announce the next stage of the electoral review of South Hams District Council.

Following a public consultation, the Commission considered the representations received on its proposal for a council size of 30 members at its meeting on 12 March 2013. The Commission did not consider the arguments against such a council size to be persuasive and decided that sufficient evidence had been received from the Council at the preliminary stage to support a council size of 30. The Commission has therefore adopted a council size of 30 for South Hams District Council for the purpose of the consultation on warding arrangements.

**Review timetable**

This stage of the review begins today with a general invitation to all interested parties to propose a new pattern of warding arrangements for South Hams District Council. Proposals should be based on a council size of 30 councillors. This stage of the review will run from 26 March 2013 to 4 June 2013.

A copy of the Commission's press release and posters advertising the start of this stage of the review are being sent to your Council. It would be much appreciated if you could publicise this stage of the review by placing copies on display at local information points, and by taking such other steps as you consider appropriate to bring the review to the attention of the public and other interested parties. Once the Commission has considered all the proposals received, it will take a provisional decision on warding arrangements. It is intended that the draft recommendations will be published in August 2013.

The draft recommendations will be available on our website at [www.lgbce.org.uk](http://www.lgbce.org.uk), be sent to your Council, to those organisations and

Local Government Boundary Commission for England, 3rd Floor Layden House, 76-86 Turnmill Street, London EC1M 5LG

Tel: 0207 664 8534; [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk); [www.lgbce.org.uk](http://www.lgbce.org.uk)

individuals listed at the end of this letter, and to all those who submit proposals during this stage. There will be a twelve week period of consultation on the draft recommendations before the Commission considers all representations received and formulates its final recommendations. The final recommendations are expected to be published in February 2014.

A detailed technical guidance document, *Electoral reviews: technical guidance* is available on our website, at [www.lgbce.org.uk/guidance-policy-and-publications/guidance](http://www.lgbce.org.uk/guidance-policy-and-publications/guidance). This document contains all the statutory information about the review process and information regarding the warding patterns. Hard copies are also being sent to your council.

### **Understanding South Hams' communities**

The Commission aims to recommend a pattern of wards that achieves good electoral equality, reflects community identities and interests and provides for effective and convenient local government. It will also seek to use strong, easily-identifiable boundaries.

To further these aims, the Commission needs a good understanding of community identity in South Hams. In particular, it is interested in developing an understanding as to which areas communities identify with and how and why, and would welcome all local information which enhances this understanding. For example –

- Economic/demographic data and mapping
- Community village usage mapping
- Local place surveys
- Partner/stakeholder details

### **Creating a warding pattern**

All proposals for warding patterns should demonstrate how any pattern of wards aids the provision of effective and convenient local government and why any deterioration in equality of representation or community identity should be accepted. Representations that are supported by evidence and argument will carry more weight with the Commission than those which merely assert a point of view.

The Commission will make recommendations on the number of councillors, the number and boundaries of wards, and the names of wards. It can also recommend changes to the electoral arrangements of parish and town councils such as the number, names and boundaries of parish wards, and the number of parish councillors for each parish ward. However, this is only in circumstances where the parished area is to be divided between wards. The Commission cannot, as part of this review, consider changes to the external boundaries of a parish, or create new parishes. Under the Local Government



and Public Involvement in Health Act 2007, changes to external parish boundaries are the responsibility of local authorities.

An interactive map of existing wards in South Hams, electoral figures and guidance on how to propose a pattern of wards are available in the consultation area [consultation.lgbce.org.uk](http://consultation.lgbce.org.uk).

Please feel free to contact us at any time (details below) should you have any questions. Officers at the Commission will be happy to assist with technical aspects of your warding scheme if you require, either in person or via email or telephone. This is an open offer, which can be utilised at any point during the information gathering period.

### **Correspondence and enquiries**

All correspondence relating to this review should be addressed to:

Review Officer (South Hams)  
Local Government Boundary Commission for England  
Layden House  
76-86 Turnmill Street  
London  
EC1M 5LG

or direct to your main contacts at the Commission who will be:

- Simon Keal, Review Officer, with specific responsibility for the day-to-day running of the review  
email: [simon.keal@lgbce.org.uk](mailto:simon.keal@lgbce.org.uk); tel: 020 7644 8529;
- Danny Edwards, Review Manager, who leads the team dealing with this and other reviews  
email: [daniel.edwards@lgbce.org.uk](mailto:daniel.edwards@lgbce.org.uk); tel: 020 7644 8536.

I am copying this letter to the organisations and individuals listed below.

Yours sincerely

**Archie Gall**  
**Director of Reviews**  
[archie.gall@lgbce.org.uk](mailto:archie.gall@lgbce.org.uk)  
020 7664 8509

cc MPs and MEPs with constituency interests in South Hams  
Headquarters of the main political parties

Devon Police and Crime Commissioner  
Devon Strategic Health Authority  
Devon Fire and Rescue Service  
Parish councils, town councils and other local organisations in South  
Hams



**Proposal for the Ward Boundary Arrangement for a 30 Councillor District**

1. Attached is a set of proposal details consisting of a Council area map showing new proposed boundaries, a detail sheet listing the components and a summary sheet which outlines the way such a proposal would look.
2. The details include a projected population as required by the Local Authority Boundary Commission for England and endeavours to forecast accurately where this area will be in six years time as far as is practicable.
3. Bearing in mind the requirement to work to Parish boundaries and the aim to equalise the electors amongst the Councillors, this has been a real challenge and the result has not been entirely successful. Six of the proposed new wards do not meet the 10% above or below average target.
4. Although it is not perceived to be an important consideration, we have, as a result of 3. above, spent some considerable time considering the geographical challenges of this large, predominately rural, area. This again has not been entirely successful but it has provided a solution which keeps all newly proposed wards within the 20% variation.

With these notes we submit this solution for consideration by the Committee.

Cllr Michael Hicks  
Deputy Leader  
South Hams District Council

8<sup>th</sup> April 2013

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# Alternative (30 Cllrs)SHDC Ward Boundary Proposals

Total Electors 74585

Average/Cllr	2486
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Ref.	Parishes in Ward	No. of Cllrs.	No. of Electors	Electors per Cllr.	Dev. from average	Notes
1	Bickleigh, Shaugh Prior & Sparkwell	2	4897	2449	-1.52%	
2	Brixton	1	2717	2717	9.28%	
3	Wembury	1	2447	2447	-1.58%	
4	Newton & Noss & Holbeton	1	2094	2094	-15.77%	
5	Yealmpton & Ermington	1	2704	2704	8.76%	
6	Ivybridge	4	9639	2410	-3.07%	To be re-warded
7	Cornwood, Harford & Ugborough	1	2831	2831	13.87%	
8	Modbury, Kingston, Ringmore & Bigbury	1	2536	2536	2.00%	
9	Aveton Gifford, Loddiswell, Churchstow & Buckland tout Saints	1	2192	2192	-11.83%	
10	Salcombe & Marlborough	1	2535	2535	1.96%	
11	South Huish, South Milton, West Alvington & Thurlstone	1	2010	2010	-19.15%	
12	Kingsbridge & Charleton	2	5660	2830	13.83%	To be re-warded
13	South Pool, East Portlemouth, Chivelstone, Stokenham & Frogmore/Sherford	1	2671	2671	7.43%	
14	Slapton, Strete, East Allington, Woodleigh, Halwell and Moreleigh & Diptford	1	2463	2463	-0.93%	
15	Stoke Fleming, Blackawton, Dittisham & Cornworthy	1	2631	2631	5.83%	
16	Kingswear & Stoke Gabriel	1	2320	2320	-6.68%	
17	Totnes, Ashprington, Littlehempston & part Berry Pomeroy	3	7935	2645	6.39%	To be re-warded
18	Marldon & Berry Pomeroy	1	2222	2222	-10.63%	
19	Dartington & Staverton	1	2394	2394	-3.71%	
20	South Brent & North Huish	1	2623	2623	5.50%	
21	Darmouth & Townstal	2	4596	2298	-7.57%	To be re-warded
22	Brentmoor, Dean Prior, West Buckfastleigh, Holne, Rattery & Harberton	1	2468	2468	-0.73%	
	Totals	30	74585			

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	Parish 1	Parish 2	Parish 3	Parish 4	Parish 5	Parish 6	No.of Cllrs	Total	
1	Bickleigh	Shaugh Prior	Sparkwell				2	Bickleigh	
	3128	690	1079						4897
2	Wembury						1	Wembury	
	2447								2447
5	Brixton						1	Brixton	
	2717								2717
6	Cornwood	Harford	Ugborough				1	Cornwood	
	909	68	1854						2831
7	Yealmpton	Ermington					1	Yealmpton	
	1915	789							2704
8	Newton & Noss	Holbeton					1	Newton & Noss	
	1565	529							2094
9	Modbury	Ringmore	Kingston	Bigbury			1	Modbury	
	1527	189	329	491					2536
10	Salcombe	Malborough					1	Salcombe	
	1693	842							2535
11	South Huish	South Milton	West Alvington	Thurlestone			1	South Huish	
	412	341	479	778					2010
12	Ivybridge (Woodlands)	Ivybridge (Central)	Ivybridge (Filham)				4	Ivybridge (Woodlands)	Should be
	3473	2182	3984						9639 re-warded.
13	Aveton Gifford	Loddiswell	Churchstow	Buckland tout Saints			1	Aveton Gifford	
	760	891	400	141					2192
14	Kingsbridge North	Kingsbridge East	Kingsbridge Westville	Charleton			2	Kingsbridge North	
	1854	1799	1546	461					5660
15	South Pool	East Portlemouth	Chivelstone	Stokenham	Frogmore & Sherford		1	South Pool	
	145	140	234	1745	407				2671
16	Halwell & Moreleigh	Diptford	Slapton	Strete	East Allington	Woodleigh	1	Halwell & Moreleigh	
	407	473	391	434	595	163			2463
17	Stoke Fleming	Blackawton	Dittisham	Cornworthy			1	Stoke Fleming	
	1206	716	388	321					2631
18	Kingswear	Stoke Gabriel					1	Kingswear	





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**Proposal for the Ward Boundary Arrangement for a 30 Councillor District**

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2. The details include a projected population as required by the Local Authority Boundary Commission for England and endeavours to forecast accurately where this area will be in six years time as far as is practicable.
3. Bearing in mind the requirement to work to Parish boundaries and the aim to equalise the electors amongst the Councillors, this has been a real challenge and the result has not been entirely successful. Six of the proposed new wards do not meet the 10% above or below average target.
4. Although it is not perceived to be an important consideration, we have, as a result of 3. above, spent some considerable time considering the geographical challenges of this large, predominately rural, area. This again has not been entirely successful but it has provided a solution which keeps all newly proposed wards within the 20% variation.

With these notes we submit this solution for consideration by the Committee.

Cllr Michael Hicks  
Deputy Leader  
South Hams District Council

8<sup>th</sup> April 2013

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**SHDC Boundary Commission Electoral Review - Alternative Warding proposal**

**Submission by Cllr. Cathie Pannell, South Brent**

If it is resolved that South Hams should become a 30 member council, I wish to submit a proposal which will move a small number of parishes between four wards to achieve a better balance of numbers of electors in line with the Boundary Commission's target of 2,486 electors per councillor. It will also result in a reunification of the whole of South Brent Parish into one ward. At present this appears to be the only rural parish divided between two wards. South Brent Parish and Brentmoor belong to the same civil parish and have much more in common than they do with neighbouring wards. This solution would better achieve the Commission's stated aim of reflecting, as far as possible, the interests and identities of communities across the district.

This proposal will have no impact on the remaining wards of the South Hams, other than those listed.

1. Move Churchstow (Electorate 400) into South Huish, Malborough, South Milton, Thurlestone, Salcombe and West Alvington. It is currently proposed that this ward should have two councillors, but will be 9% below the target. This proposal will increase the total electorate from 4,545 to 4,945, 2,472 electors per councillor, a variance of less than one per cent. This proposal has sound geographic reasons, with Churchstow adjoining three of its neighbours in the new ward.
2. Move North Huish (Electorate 385) into Aveton Gifford, Woodleigh, Loddiswell and Buckland-Tout-Saints giving an electorate of 2340(-6%) only 15 electors less than the current proposal (less than one per cent difference).
3. Reunite Brentmoor (Electorate 285) with South Brent Parish, giving an electorate of 2,523, which is 100 less than the current proposal, resulting in an improved variance of plus 1.5% as opposed to plus 6%. These two areas are part of the same civil parish.
4. Removing Brentmoor from the two-member ward of Dartington, Harberton, Rattery, Holne, West Buckfastleigh, Staverton and Littlehempston reduces the electorate from 5,057 to 4,772, giving 2,386 electors per councillor, a variance of minus 4%, compared with plus 2% under the current proposal. It also reduces the very large geographic area to be covered by the two councillors and the number of parishes from eight to seven.

Should members wish to avoid, as far as possible, multi-member wards in rural areas I would propose the following amendments:

1. Newton & Noss & Holbeton, Yealmpton & Ermington.

Presently proposed as a two-member ward with an electorate of 4,798 (-4%).

Divide into two one-member wards:

Newton & Noss & Holbeton, Electorate 2,094 (-16%)

Yealmpton & Ermington, Electorate 2,704 (+9%)

2. S. Huish, Malborough, S. Milton, Thurlestone, Salcombe, Churchstow & W. Alvington.

Presently proposed as a two-member ward with an electorate of 4,945 (-1%)

Divide into two one-member wards:

Salcombe & Malborough, Electorate 2,535 (+2%)

S.Huish, W. Alvington, S.Milton, Thurlestone & Churchstow, Electorate 2,410 (-3%)

3. Dartington, Harberton, Rattery, Holne, W. Buckfastleigh, Staverton, Littlehempston & Dean Prior

Presently proposed as a two-member ward with an electorate of 4,772 (-4%)

Divide into two one-member wards:

Dartington, Staverton & Littlehempston, Electorate 2,589 (+4%)

Harberton, Rattery, Dean Prior, W. Buckfastleigh & Holne, Electorate 2,183 (-12%)

- I can see no way of dividing Bickleigh, Shaugh and Sparkwell into one-member wards without dividing Bickleigh parish.
- The towns of Ivybridge, Totnes, Dartmouth and Kingsbridge, which are proposed as multi-member wards, could be looked at with a view to warding within their boundaries.
- Members may wish to set up a working group to propose names for the new wards.

Cathie Pannell

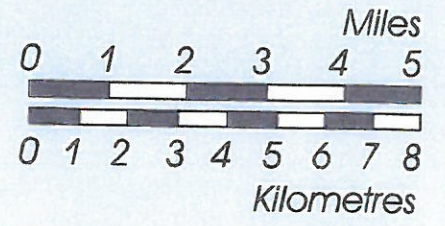
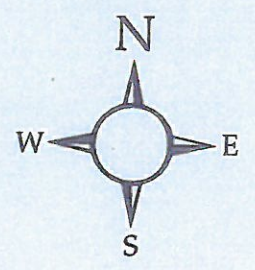
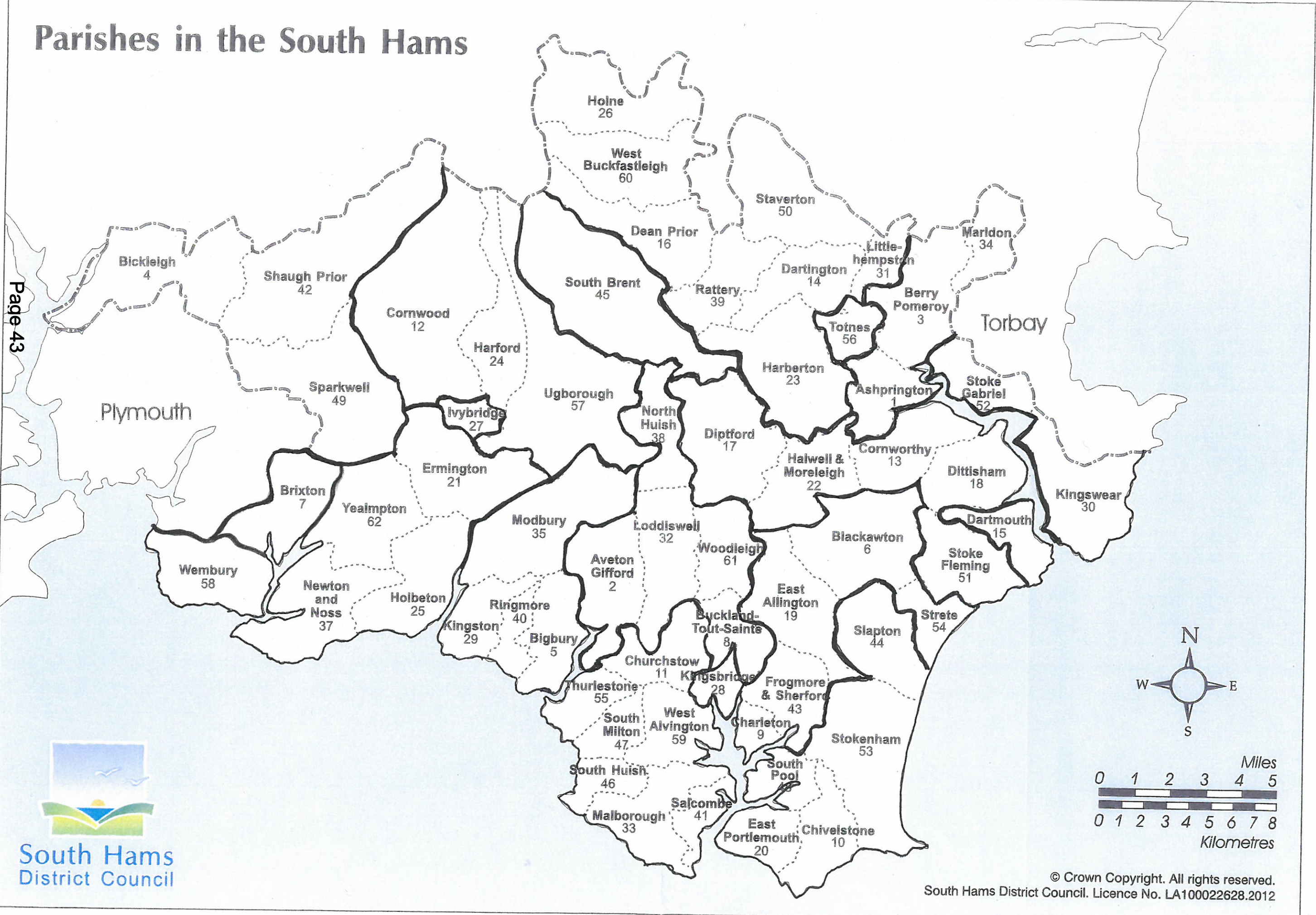
<b>Parishes</b>	<b>No of Members</b>	<b>Electorate</b>	<b>Variance</b>
Bickleigh, Shaugh Prior and Sparkwell	2	4,897	-2%
Brixton	1	2,717	9%
Wembury	1	2,447	-2%
Newton & Noss, Holbeton, Yealmpton and Ermington	2	4,798	-4%
Ivybridge	4	9,639	-3%
Ugborough, Harford and Cornwood	1	2,831	14%
Modbury, Kingston, Ringmore and Bigbury	1	2,536	2%
Aveton Gifford, Woodleigh, Loddiswell, Buckland Tout-Saints and North Huish	1	2,340	-6%
South Huish, Malborough, South Milton, Thurlestone, Salcombe, West Alvington and Churchstow	2	4,945	-1%
Kingsbridge	2	5,199	5%
South Pool, East Portlemouth, Slapton, Chivelstone and Stokenham	1	2,655	7%
Blackawton, East Allington, Strete, Frogmore Charleton and Sherford	1	2,613	5%
Stoke Fleming, Halwell and Moreleigh, Diptford, Dittisham and Cornworthy	1	2,795	12%
Kingswear and Stoke Gabriel	1	2,320	-7%
Totnes and Berry Pomeroy (Bridgetown)	3	7,372	-1%
Marldon, Berry Pomeroy and Ashprington	1	2,590	4%
Dartington, Harberton, Rattery, Dean Prior, Holne, West Buckfastleigh, Staverton and Littlehempston	2	4,772	-4%
South Brent and Brent Moor	1	2,523	1%
Dartmouth and Dartmouth Townstal	2	4,596	-8%
	30	74,585	

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# Parishes in the South Hams

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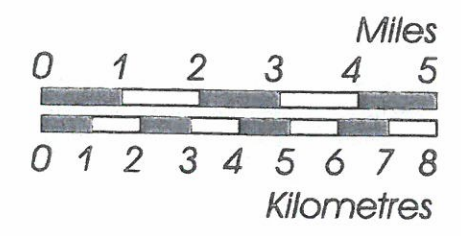
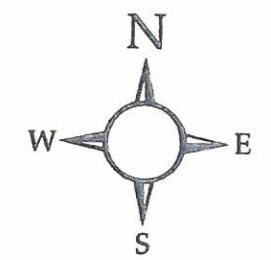
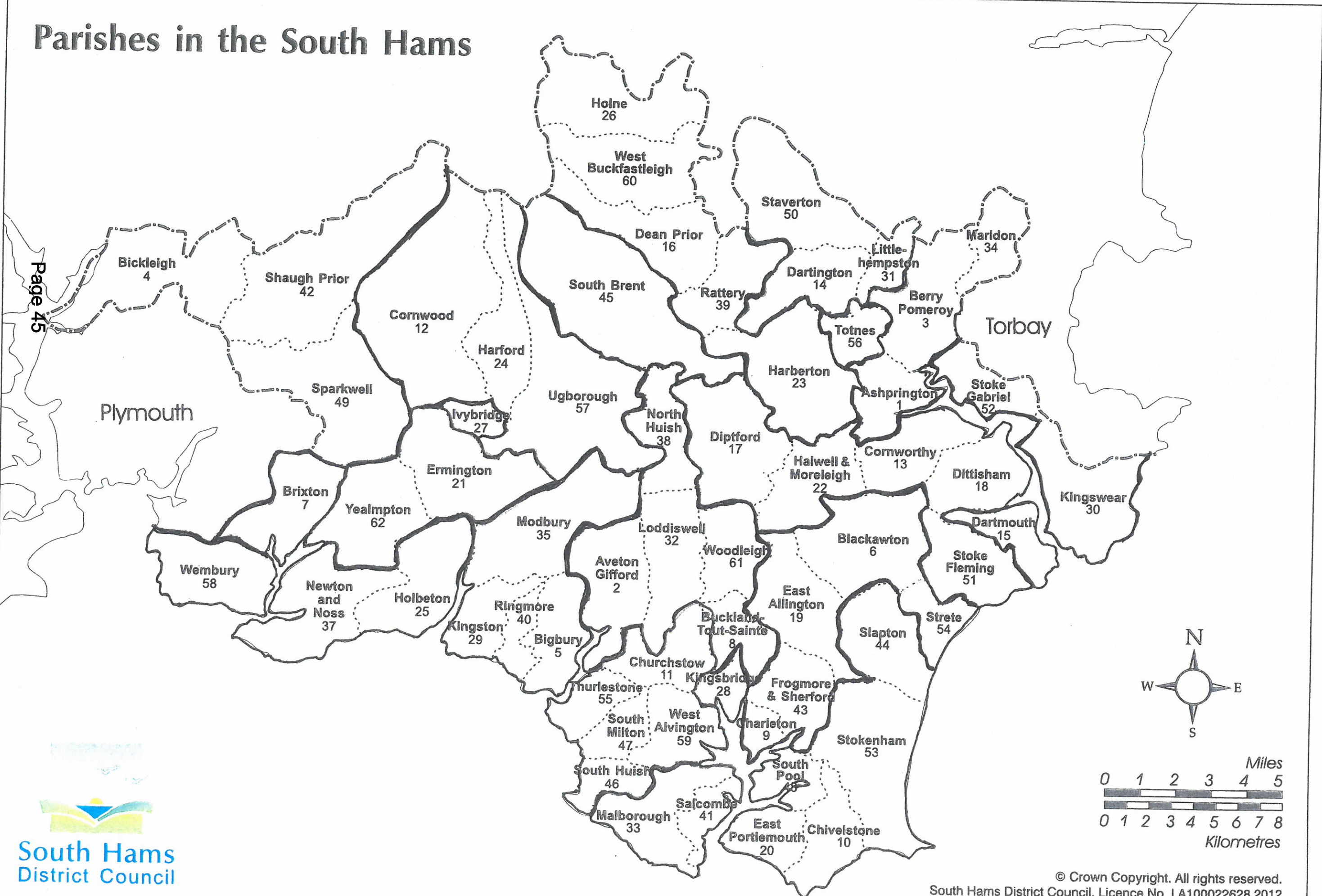
South Hams  
District Council



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# Parishes in the South Hams

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Parishes	No of Members	Electorate	Variance
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Totnes and Berry Pomeroy (Bridgetown)	3	7,372	-1%
Marldon, Berry Pomeroy and Ashprington	1	2,590	4%
Dartington, Staverton and Littlehempston	1	2,589	4%
Holne, West Buckfastleigh, Dean Prior, Rattery and Harberton	1	2,183	-12%
South Brent and Brent Moor	1	2,523	1%
Dartmouth and Dartmouth Townstal	2	4,596	-8%
	30	74,585	

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## SOUTH HAMS DISTRICT COUNCIL

<b>NAME OF COMMITTEE</b>	<b>Annual Council</b>
<b>DATE</b>	<b>9 May 2013</b>
<b>REPORT TITLE</b>	<b>Review of the Connect Partnership and Related Delivery Arrangements</b>
<b>REPORT OF</b>	<b>CORPORATE DIRECTOR (AR)</b>
<b>WARDS AFFECTED</b>	<b>ALL</b>

### Summary of report:

The Connect Partnership and related delivery arrangements for the four corporate priorities (community life, economy, environment and homes) have been reviewed. The review was prompted by a combination of member feedback, the outcome from the Peer Review and reduced staffing and financial capacity both within the Council and in partner agencies.

The issues included in this report have also been considered by:

- the Economy and Environment Scrutiny Panel (7 March 2013),
- the Community Life and Housing Scrutiny Panel (14 March), and
- Corporate Performance & Resources Scrutiny Panel (18 April)

as the three member groups responsible for either monitoring progress of the Delivery Plans or the effectiveness of Partnerships.

As a key partner in the Connect Partnership, West Devon's Overview & Scrutiny Committee considered a similar report on 12 March. On 16 April West Devon's Council resolved that the suggested way forward for the Connect Partnership and related delivery arrangements be adopted.

### Financial implications:

No specific financial implications arising from this report, although the proposals are designed to streamline the current arrangements.

## RECOMMENDATION

**That Council adopts the proposals for the Connect Partnership and related delivery arrangements, as set out at paragraph 6 of the report.**

**Officer contact:**

Alan Robinson, Corporate Director

tel: 01822 813629;

email: alan.robinson@swdevon.gov.uk

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### 1. BACKGROUND

- 1.1 Officers have reviewed the Connect Partnership and related delivery arrangements for the four corporate priorities (community life, economy, environment and homes). The review was prompted by a combination of member feedback, the outcome from the Peer Review and reduced staffing and financial capacity both within the Council and in partner agencies.
- 1.2 The Connect Partnership comprises the Leaders of South Hams and West Devon Councils and representatives of Devon County Council, Dartmoor National Park Authority, NHS Devon, Devon & Somerset Fire & Rescue Service, Devon & Cornwall Police Service, the Environment Agency, South Hams & West Devon Community and Voluntary Services (CVS) and the Federation of Small Businesses (FSB).
- 1.3 The Connect Strategy and Delivery Plans are the Corporate Plans of both Councils, particularly focusing on those actions that generally require a partnership approach for implementation. In many cases, the Delivery Plans have replaced or streamlined a wide range of previous policies and strategies, such as the former Housing and Prosperity Strategies, some of which were a statutory requirement.
- 1.4 Members were involved in developing the Delivery Plan actions and the Community Life & Housing Scrutiny Panel and the Economy & Environment Scrutiny Panel have been receiving regular progress updates at their respective meetings. The Leader of the Council also summarises the outcome of some of the actions undertaken that support the delivery of the Council's priorities in his address to the Annual Council meeting.

### 2. SUMMARY OF THE CONNECT PARTNERSHIP BOARD VIEWS

- 2.1 At the Connect Partnership Board meeting on 6 December 2012, the Partnership considered the attached report (see Appendix 2) and made suggestions as follows:
  - To refresh representation on the Board by including a representative of Town and Parish Councils from each Council area, nominated by the Devon Association of Local Councils;

- To reduce the number of Connect Partnership Board meetings to two per annum and ensure these meetings have a stronger strategic focus, including support for town teams and other localism initiatives;
- To reduce the number of actions within the Delivery Plans to make them more focussed and to address capacity issues;
- To use existing fora (e.g. Voice initiatives) to engage with stakeholders, rather than holding separate stakeholder events for each priority and simplify the engagement arrangements by removing the stakeholder groups as illustrated in attachment 2 to the report to the Board;
- To incorporate the Connect Strategy and the four separate Delivery Plans into a single document;
- To rationalise monitoring of the Delivery Plans so that the Board only receives exception reports, particularly where it is a partner organisation that is contributing to the identified issue;
- Further consideration will be required to assess how partners can more effectively support emerging town visions/strategies, in the current climate of reduced financial and staff resources.

### **3. SUMMARY OF THE VIEWS OF THE LEAD OFFICERS WITHIN THE TWO COUNCILS RESPONSIBLE FOR THE DELIVERY PLANS**

- 3.1 The lead officers felt that the Delivery Plans are important documents for coordinating partnership actions and that joint working is important for effective implementation. It was concluded that the 'Connect' identity provides a positive brand for cross agency working and is helpful when engaging with wider stakeholders.
- 3.2 There was support for rationalising the documentation and creating shorter, sharper action plans. It was also suggested that existing monitoring arrangements involving various member groups and the Connect Board could be rationalised.
- 3.3 Further clarity could also be provided in terms of key member involvement, particularly to simplify officer and member liaison arrangements. On-going member engagement in the development of action plans for homes and economy is clear (i.e. appropriate Lead Members from the Community Services Committee at WDBC and Portfolio Holders at SHDC i.e. Planning Economy and Community and Environmental Health and Housing). However, for community life and environment, the action plans cut across a number of member roles. Community life encompasses, amongst other issues, active communities (sport and recreation), localism, and children and young people, while the environment theme incorporates a wide range of issues, including recycling, renewable energy, and the built and natural environment.

- 3.4 As an interim arrangement, in relation to community life, informal discussions with key Members resulted in the Planning, Economy & Community Portfolio Holder and the Chair of the Community Life & Housing Scrutiny Panel Chair agreeing to represent South Hams. In West Devon, it was informally agreed that one member on the Localism Board and one of the Healthy and Active Lead Members would be the representatives.
- 3.5 Member representation/liaison has not been resolved in relation to the Environment Delivery Plan for either Council. Member engagement in one of our key external delivery plans might be helped by a more formal approach to future member appointments.
- 3.6 It is therefore suggested that support be given to the principle of appointing Lead Members for the Community Life and Environment Action Plans, and that the Leader be asked to nominate an appropriate Member for both these roles.

#### **4. SUMMARY OF THE VIEWS OF THE THREE SCRUTINY PANELS**

##### Economy & Environment Scrutiny Panel

- 4.1 At the Panel meeting, a number of Members expressed concerns that the Connect arrangements appeared bureaucratic and did not support localism. The Panel was advised that the Partnership incurred limited costs and the intention of the review is to further rationalise the number of meetings and supporting documentation. The Chairman of the Panel proposed that as the report dealt with matters of corporate control, it should be referred to the Corporate Performance & Resources Scrutiny Panel with a suggestion that the costs and resources associated with the Connect Programme be considered.

##### Community Life & Housing Scrutiny Panel

- 4.2 It was noted that a report would be presented to a future meeting of the Executive or Council, but it would be helpful to incorporate the views of the three Scrutiny Panels, as each panel had different responsibilities in relation to the Connect Strategy and associated arrangements.
- 4.3 The Leader of the Council informed the Panel that the Partnership had initially struggled to work effectively but that it was now working well. However, partners had concluded that the processes in relation to the Connect Strategy were ready for a review.
- 4.4 Following debate, the Panel concluded that the Executive recommend to Council that the suggested way forward for the Connect Partnership and the related delivery arrangement be adopted.

## Corporate Performance and Resources Scrutiny Panel

- 4.5 The Panel considered value-for-money issues in relation to the Partnership and discussed the outcomes from the Connect Strategy arrangements. The Panel agreed to recommend that the Council retains the Connect Partnership and that the Partnership continues to support the work of the Delivery Teams, in particular ensuring that partner agencies contribute to achieving the Council's four priorities.

### **5. SUMMARY OF THE VIEWS OF WEST DEVON'S OVERVIEW & SCRUTINY COMMITTEE**

- 5.1 The Committee supported the changes, in particular the proposal to combine the Connect Strategy and the four Delivery Plans into one document. The Committee resolved to recommend to the Borough Council that the suggested way forward be adopted.

### **6. THE PROPOSAL**

- 6.1 The amendments to the current arrangements can be summarised as follows:

- That the Councils retain the 'Connect Brand' in terms of engaging with partners and wider stakeholders.
- The Connect Strategy to become a single document that includes focussed action plans for each of the four corporate priorities and clearly identifies the roles of specific partners in any actions.
- The Connect Partnership to become more strategic in terms of both its agenda and levels of representation and to meet six monthly rather than quarterly.
- Delivery teams to continue to meet as necessary to drive progress on the action plans.
- Future stakeholder events to be arranged using scheduled meetings linked to various Voice arrangements, rather than organised as separate events.
- Monitoring of the action plans to be undertaken on an annual basis by appropriate scrutiny groups within each Council, but in-year exception reporting to the appropriate scrutiny meeting where problems may be occurring or targets unlikely to be met.
- Member appointments to lead each theme to be adopted at Annual Council Meetings.

- A revised annual corporate timetable for the Delivery Plans is proposed as follows:
  - Autumn – stakeholder events linked to Voice initiatives
  - Winter – key Delivery Team meetings
  - March – progress report relating to current action plan and draft future action plans presented for each priority to appropriate scrutiny groups
  - Late spring/early summer – formal adoption of the Delivery Plans by both Councils.

## **7. LEGAL IMPLICATIONS**

- 7.1 The Connect Strategy is one of the Councils' key policy documents that defines priorities and the Councils' strategic direction, and must be approved by both Councils.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 No specific financial implications arising from this report, although the recommended approach will create a streamlined process and reduce time pressures for members, partners and staff.
- 8.2 Concerns have been expressed by some Members about the costs associated with the Connect arrangements. Staff within the two Councils do not carry out such a level of detailed time recording that the costs directly associated with this specific partnership can be accurately identified. In general the majority of staff actions within any individual service are designed to support the Councils' strategic priorities. In relation to the Connect Partnership Board meetings, it is estimated the officer preparation, general support and attendance at each meeting amounts to approximately 3 full time equivalent days. In the absence of regular partnership meetings, officers would have to find other ways of engaging with partner agencies, which would probably result in comparable or even higher costs than those currently incurred.
- 8.3 The Corporate Performance and Scrutiny Panel considered the issues set out in paragraph 8.2 and noted that while the Council records and monitors the costs of each of its services, the time recording system is not so detailed that it records individual meetings of officers with a range of partners, whether part of the Connect Delivery Plans or meetings associated with other work activities. In terms of specifically recording time associated with the Connect Partnership, it was suggested that the Council needs to strike a balance between the resources required to record and monitor time compared to the level of officer resources involved in attending Connect Partnership meetings.
- 8.4 The Connect Strategy and Delivery Plans operate as the Councils' Corporate Plans and comparable documents will be required in some form to define the Councils' priorities and the actions required to be taken to support those priorities. The Connect Strategy and four Delivery Plans have also replaced and reduced a large number of policies and strategies that were previously produced. The costs of publishing the documents are reduced by limiting the number of printed copies and making the documents available on line.



- 8.5 There is a cost to engaging with communities and stakeholders as part of the Connect Strategy, but community engagement is a core area of work for the Councils, which underpins the Councils' Vision 'Shared Services and Beyond'. The Councils' ambition embodied in the vision is to work in partnership and build positive relationships, ensure that local communities feel supported and to engage with local people. The proposed changes to the arrangements are intended to streamline the current approach without undermining the adopted Vision of the two Councils.

## **9. CONCLUSION**

- 9.1 The review has highlighted the need to streamline the processes to reduce time pressures on staff, Members and partners. The suggested changes include rationalising the Connect Delivery documentation into a single document with sharper, more focused action plans, and future monitoring to be undertaken on an annual basis, supported by in-year exception reporting to the appropriate Scrutiny Panel where there are significant issues adversely affecting an agreed action.
- 9.2 The proposed amendments will simplify the current Connect Strategy and Delivery Plan arrangements and respond to feedback received from the Peer Review, the Connect Partnership Board, informal comments from Members and a representative sample of officers.

## **10. RISK MANAGEMENT**

- 10.1 The risk management implications are appended to this report (Appendix 1)

## 11. OTHER CONSIDERATIONS

<b>Corporate priorities engaged:</b>	Homes; Economy; Community Life; Environment
<b>Statutory powers:</b>	The scrutiny groups are responsible for monitoring and influencing the Connect Strategy and delivery plans. The delivery plans operate as the Corporate Plan but the only statutory requirement remaining is to produce a Homelessness Strategy, which has been embodied within the Homes Action Plan.
<b>Considerations of equality and human rights:</b>	An impact assessment was carried out on the overall delivery plans in 2011 and there are no significant consequences of the suggested amendments to the arrangements to necessitate a new assessment.
<b>Sustainability considerations:</b>	An impact assessment was carried out on the delivery plans in 2011 and there are no significant differences to necessitate a new assessment.
<b>Crime and disorder implications:</b>	An impact assessment was carried out on the delivery plans in 2011 and there are no significant differences to necessitate a new assessment.
<b>Background papers:</b>	Connect Strategy 2011- 2015/ Connect Strategy Annual Update 2012/13 Community Life delivery plan 2011-2015/ Community Life Annual Update 2012/13 Economy delivery plan 2011-2015 Environment delivery plan 2011-2015/ Environment Annual Update 2012/13 Homes delivery plan 2011-2015/ Homes Annual Update 2012/13 Connect Strategy and Delivery Progress Report
<b>Appendices attached:</b>	Appendix 1 - Strategic Risk Table Appendix 2 - Report to Connect Partnership Board on 6 December 2012 and associated attachments.

## STRATEGIC RISKS

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
1	Strategic Direction	Provide strategic direction setting out how we will improve the quality of life in West Devon and South Hams working with our partners and the community.	4	3	12	↔	Local priorities identified and delivery plans offer clear strategic direction to meet local needs in West Devon and South Hams.	Delivery Plan Lead Officers
2	Community Engagement	Effectively engage communities in developing plans for their locality to meet local needs.	3	3	9	↔	Up to date evidence used to develop plans. Voice initiatives used to inform the development of plans. Delivery Groups to comprise key partners and community representatives.	Delivery Plan Lead Officers
3	Economic Conditions and Funding	Difficult economic conditions and reducing funding could impact on delivery.	4	3	12	↔	Resource requirements identified in Financial Strategies. Regular monitoring and updating to identify and address emerging issues.	Delivery Plan Lead Officers
4	New Government Policy	Actions need to be in conformity with Government legislation.	3	2	6	↔	Maintain understanding of Government legislation/policy guidance.	Delivery Plan Lead Officers
5	Differences in view emerging between SHDC and WDBC regarding the role of the Connect Strategy	There are opportunities and challenges arising from the current Connect arrangements.	3	3	9	↔	Ensure Members remain engaged in the process with the Leaders of SHDC and WDBC playing a key role in the Connect Partnership.	Corporate Director (AR)

Risk Score: 20-25: very high; 12-19: high; 8-12; medium ;< 8: low Direction of travel symbols = ↓ ↑ ↔

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<b>NAME OF COMMITTEE</b>	<b>COUNCIL</b>
<b>DATE</b>	09 May 2013
<b>REPORT TITLE</b>	CALENDAR OF MEETINGS 2012/13
<b>Report of</b>	Member Services Manager
<b>WARDS AFFECTED</b>	All

**Summary of report:**

To seek Members approval of the calendar of meetings of Council bodies for the 2013/14 municipal year.

**Financial implications:**

There are no financial implications arising directly from this report.

**RECOMMENDATION:**

That the Council **RESOLVES** to adopt the Calendar of Meetings for the 2013/14 municipal year (as per Appendix A to this report).

**Officer contact:**

*Kathryn Trant, Member Services Manager. Email: [kathryn.trant@southhams.gov.uk](mailto:kathryn.trant@southhams.gov.uk)*

**1. BACKGROUND**

- 1.1 Council Procedure Rule 1.1(x) states that the Annual Meeting will:-  
“approve a programme of ordinary meetings of the Council for the year”

**2. ISSUES FOR CONSIDERATION**

- 2.1 Set out at Appendix A is a programme of meetings from May 2013. As in previous years, meeting dates for a period of 18 months have been drafted, so that Members are aware in advance of the next Annual Council meeting of the dates for a further six months of meetings. This also aids the necessary programming of meetings.

2.2 In drawing up the calendar of meetings, a number of parameters are set which include:-

- Constitutional requirements which, for some Council bodies, sets the number and frequency of meetings to be held annually;
- The wishes of Members that Thursdays are seen as 'Member days' and therefore, as many meetings as possible are arranged to take place on this day;
- The wishes of Members to avoid clashes with meetings of other organisations and events where possible;
- The wishes of Members to, wherever possible, avoid meetings of the Development Management Committee falling in the same week as the Executive or Council meeting;
- Financial timescales and requirements; and
- Attempting to ensure that Council and Executive meetings are held in close proximity to the equivalent meetings at West Devon Borough Council.

2.3 It should be noted that the calendar only lists those meetings which can or need to be programmed (for constitutional, financial or other reasons). Meetings of other Council bodies such as the Licensing Committee are arranged as and when required. In addition, task and finish groups arising from the work of the Scrutiny Panels can be programmed on an ad-hoc basis.

2.4 Members are also asked to note that the dates shown at Appendix A marked with an asterisk have previously been agreed at the Council meeting held on 10 May 2012 (Minute 19/12 refers). In some instances it is suggested that these dates be amended as follows:

<b>Meeting</b>	<b>Move from</b>	<b>To</b>
Salcombe Harbour Board	3 June 2013	20 May 2013
Economy and Environment Scrutiny Panel	30 May 2013	23 May 2013
Community Life and Housing Scrutiny Panel	30 May 2013	23 May 2013
Development Management Committee	31 July 2013	24 July 2013
Development Management Committee	4 September 2013	28 August 2013
Community Life and Housing Scrutiny Panel	19 September 2013	5 September 2013
Executive	5 September 2013	19 September 2013
Audit Committee	26 September 2013	19 September 2013
Development Management Committee	2 October 2013	25 September 2013
Council	12 September 2013	26 September 2013

- 2.5 In line with the recommendations of the Political Structures Working Group that were agreed at Council on 4 April 2013 (minute 79/12 refers) the previously arranged Council meeting of 25 July 2013 has been removed from the calendar.

### 3. RISK MANAGEMENT

- 3.1 The Risk Management implications are shown at the end of this report in the Strategic Risks Template.

<b>Corporate priorities engaged:</b>	None directly related to this report.
<b>Statutory Powers</b>	Local Government Act 1972.
<b>Considerations of equality and human rights:</b>	None directly related to this report.
<b>Biodiversity considerations:</b>	None directly related to this report.
<b>Sustainability considerations:</b>	None directly related to this report.
<b>Crime and disorder implications:</b>	None directly related to this report.
<b>Background papers:</b>	Council Constitution
<b>Appendices attached:</b>	A. Draft Calendar of Meetings

## STRATEGIC RISKS TEMPLATE

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
		Constitutional requirements regarding the number and frequency of meetings are missed.	2	1	2	↔	Setting the Council at the Annual meeting of Council each year, and setting for 18 months, will ensure constitutional requirements are met by enabling forward planning	Member Services Manager
		Attempting to avoid any potential Member meeting clashes and ensure that constitutional requirements are provided for and Member wishes, where possible, are taken into account.	2	2	4	↔	A calendar of meetings enables forward planning to avoid meeting clashes	Member Services Manager

Direction of travel symbols ↓ ↑ ↔



## CALENDAR OF MEETINGS 2013 - 2014

### May 2013

- 09 \*ANNUAL COUNCIL (pm)
- 16/17/18 Devon County Show
- 20 \**Salcombe Harbour Board (moved from 3 June)*
- 22 \*Development Management Committee
- 23 \**Economy and Environment Scrutiny Panel am (moved from 30 May)*
- 23 \**Community Life and Housing Scrutiny Panel pm (moved from 30 May)*
- 23 DCC Annual Council

### June 2013

- 06 \*Executive
- 13 \*Audit Committee
- 20 \**Corporate Performance and Resources Scrutiny Panel*
- 26 \*Development Management Committee

### July 2013

- 15 \*Salcombe Harbour Board (Annual Inspection)
- 18 \*Executive am
- 18 Audit (draft SOA) pm
- 24 \**Development Management Committee (moved from 31 July)*
- 25 \**COUNCIL (To be removed)*
- 28 Totnes Show
- 31 Yealmpton Show

### August 2013

- 28 \**Development Management Committee (was 4 Sept)*

### September 2013

- 05 \*Economy and Environment Scrutiny Panel am
- 05 \**Community Life and Housing Scrutiny Panel pm (moved from 19 Sept)*
- 19 \**Executive am (moved from 5 Sept)*
- 19 \**Audit Committee (SOA/AGS) (moved from 26 Sept)*
- 23 \*Salcombe Harbour Board
- 25 \**Development Management Committee (moved from 2 Oct)*
- 26 \**COUNCIL (was 12 Sept)*

## CALENDAR OF MEETINGS 2013 - 2014

### October 2013

- 03 \*Corporate Performance & Resources Scrutiny Panel
- 10 Executive
- 17 Licensing Committee
- 30 Development Management Committee

### November 2013

- 07 Executive
- 14 Economy and Environment Scrutiny Panel
- 18 Salcombe Harbour Board
- 21 Community Life and Housing Scrutiny Panel
- 28 Corporate Performance and Resources Scrutiny Panel

### December 2013

- 04 Development Management Committee
- 12 Executive (draft Budget)
- 19 COUNCIL

### January 2014

- 09 Joint Scrutiny Panel Budget Meeting am
- 15 Development Management Committee
- 16 Audit Committee
- 23 Executive (Budget)

### February 2014

- 03 Salcombe Harbour Board
- 13 COUNCIL (Budget)
- 19 Development Management Committee
- 20 DCC Budget setting
- 27 Council Tax Setting Panel

### March 2014

- 06 Executive
- 13 Corporate Performance and Resources Scrutiny Panel
- 19 Development Management Committee
- 20 Economy and Environment Scrutiny Panel
- 27 Community Life and Housing Scrutiny Panel
- 31 Salcombe Harbour Board

## CALENDAR OF MEETINGS 2013 - 2014

### April 2014

- 03 Audit Committee
- 16 Development Management Committee
- 18 Good Friday
- 21 Easter Monday
- 24 Executive

### May 2014

- 08 ANNUAL COUNCIL
- 14 Development Management Committee
- 15/16/17 Devon County Show
- 22 Devon County Council Annual Council Meeting

### June 2014

- 03 Salcombe Harbour Board
- 05 Executive am
- 05 Audit Committee pm
- 11 Development Management Committee
- 12 Economy and Environment Scrutiny Panel
- 19 Community Life and Housing Scrutiny Panel
- 26 Corporate Performance and Resources Scrutiny Panel

### July 2014

- 09 Development Management Committee
- 14 Salcombe Harbour Board – Annual Inspection
- 24 Executive
- 31 Audit Committee

### August 2014

- 06 Development Management Committee

### September 2014

- 03 Development Management Committee
- 04 Economy and Environment Scrutiny Panel
- 11 Executive (am)
- 11 Community Life and Housing Scrutiny Panel (pm)
- 18 Audit Committee (SOA/AGS)
- 25 COUNCIL
- 29 Salcombe Harbour Board

## CALENDAR OF MEETINGS 2013 - 2014

### October 2014

- 01 Development Management Committee
- 02 Corporate Performance and Resources Scrutiny Panel

# Agenda Item 3

## MINUTES OF THE ANNUAL MEETING OF THE SOUTH HAMS DISTRICT COUNCIL HELD AT FOLLATON HOUSE, TOTNES ON THURSDAY 9 MAY 2013

### MEMBERS

\* Cllr R Rowe – Chairman

\* Cllr B E Carson – Vice-Chairman

* Cllr K J Baldry	* Cllr M J Hicks
* Cllr A D Barber	* Cllr P W Hitchins
* Cllr H D Bastone	* Cllr J M Hodgson
* Cllr J H Baverstock	∅ Cllr T R Holway
* Cllr J I G Blackler	∅ Cllr L P Jones
* Cllr I Bramble	* Cllr D W May
* Cllr J Brazil	* Cllr C M Pannell
∅ Cllr C G Bruce-Spencer	* Cllr J T Pennington
* Cllr B F Cane	* Cllr M F Saltern
* Cllr R J Carter	* Cllr P C Smerdon
∅ Cllr B S Cooper	* Cllr J W Squire
* Cllr S E Cooper	* Cllr R C Steer
* Cllr P Coulson	* Cllr M Stone
* Cllr P K Cuthbert	* Cllr R J Tucker
* Cllr R J Foss	* Cllr R J Vint
* Cllr R D Gilbert	* Cllr L A H Ward
* Cllr A S Gorman	* Cllr J A Westacott MBE
* Cllr M Hannaford	* Cllr K R H Wingate
* Cllr J D Hawkins	* Cllr S A E Wright

\* Denotes attendance

∅ Denotes apology for absence

Officers in attendance and participating:

For all items: Chief Executive, Corporate Directors, Monitoring Officer and  
Democratic Services Manager

01/13

### ELECTION OF THE CHAIRMAN OF COUNCIL

#### RESOLVED

That Cllr B E Carson be elected Chairman of the Council  
for the period expiring on the date of the Annual Meeting  
of the Council in 2014.

Cllr Carson subsequently declared and signed his acceptance of office.

**02/13 ADDRESS BY THE NEW CHAIRMAN OF COUNCIL**

In addressing the Council, Cllr Carson expressed his honour at being elected as Chairman of Council and wished to thank his fellow Members for their vote of confidence.

In his address, Cllr Carson also made specific reference to:-

- his enjoyment at being Vice-Chairman last year and the sterling work undertaken by the previous Chairman;
- his vision whereby the role of the Chairman should act as champion for the Council;
- the financial pressures facing the Council and his hope to develop income generation opportunities further; and
- his chosen charity being the Alzheimer's Society.

**03/13 VOTE OF THANKS TO RETIRING CHAIRMAN****RESOLVED**

That the thanks of the Council be extended to Cllr Rowe for the manner in which she performed her duties during her term of office as Chairman of the Council.

**04/13 RESPONSE OF THE RETIRING CHAIRMAN**

Cllr Rowe addressed the Council and made particular reference to her enjoyment at having served the Council in the capacity of Chairman. In addition, Cllr Rowe wished to extend her thanks to her fellow Members and officers for their support throughout her year of office.

**05/13 APPOINTMENT OF VICE CHAIRMAN OF COUNCIL****RESOLVED**

That Cllr P W Hitchins be appointed Vice Chairman of the Council for the period expiring on the date of the Annual Meeting of the Council in 2014.

Cllr Hitchins subsequently declared and signed his acceptance of office.

**06/13 MINUTES**

The minutes of the meeting of the Council held on 4 April 2013 were confirmed as a correct record and signed by the Chairman.

07/13

**REPRESENTATION ON POLITICAL GROUPS**

The Chairman advised Members that a review of the representation of the political groups on the Council's Bodies had been carried out in consultation with the Leaders of the Political Groups.

The Chairman then reminded Members that the number of seats on the Council's Bodies was set by the Constitution, with the exception of the Development Management Committee.

In respect of the size of the Development Management Committee, two alternative proposals were **PROPOSED** and **SECONDED**. These proposals were for the Committee size to be set at either twelve or twenty. When put to the vote, the majority of Members were in favour of a Committee size of twelve.

It was then:

**RESOLVED**

That the:-

1. allocation of seats on Council Bodies, as agreed with the Leaders of the Political Groups, be approved;
2. political balance rules be disapplied in the case of the Elected Member representation on the Salcombe Harbour Board; and
3. number of seats on the Development Management Committee be approved at twelve for the 2013/14 Municipal Year.

08/13

**APPOINTMENT OF MEMBERS OF THE BODIES OF THE COUNCIL**

The Council received nominations for the membership of the Bodies of the Council.

It was then:

**RESOLVED**

That, for the 2013/14 Municipal Year, Members be appointed to the Bodies of the Council as set out in Appendix A to these minutes.

09/13

**ELECTION OF CHAIRMEN AND VICE CHAIRMEN OF THE BODIES OF THE COUNCIL**

The Council received nominations for the positions of Chairmen and Vice Chairmen of the Bodies of the Council.

It was then:

### **RESOLVED**

That the Chairmen and Vice Chairmen of the Bodies of the Council for the 2013 / 2014 Municipal Year be as indicated below:-

<b>Body</b>	<b>Chairman</b>	<b>Vice Chairman</b>
Audit Committee	Cllr J T Pennington	Cllr C G Bruce-Spencer
Community Life and Housing Scrutiny Panel	Cllr T R Holway	Cllr P K Cuthbert
Corporate Performance and Resources Scrutiny Panel	Cllr R J Foss	Cllr K J Baldry
Economy and Environment Scrutiny Panel	Cllr A D Barber	Cllr P C Smerdon
Licensing Committee	Cllr J H Baverstock	Cllr P K Cuthbert
Salcombe Harbour Board	Cllr R J Carter	Co-opted Member

10/13

### **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

A report was considered which set out details of those Outside Bodies to which the Council appointed representatives and included a list of nominations for representation on these Outside Bodies.

### **RESOLVED**

1. That the Council should be represented on the list of Outside Bodies as presented to the meeting;
2. That the Members named in Appendix B to these minutes be appointed as the Council's representatives to those Bodies for the 2013/14 Municipal Year, and that for the purposes of Members' Allowances, attendance at meetings of these bodies be regarded as an approved duty;
3. That Members appointed to Outside Bodies provide regular feedback and consultation on the issues affecting the Bodies concerned.



11/13      **APPOINTMENT OF OTHER GROUPS**

Members confirmed the appointment for the 2013/2014 Municipal Year of:-

- (a) Council Tax Setting Panel;
- (b) Design and Conservation Panel;
- (c) Joint Staff Consultative Forum;
- (d) Political Structures Working Group;
- (e) Programming Panel;
- (f) Public Spaces Working Group;
- (g) Shared Services Joint Steering Group;
- (h) Slapton Line Steering Group
- (i) Strategic Planning Working Group.

Council then considered the appointments to the above bodies.

**RESOLVED**

That the appointment of the Other Groups of the Council for the 2013/2014 Municipal Year be approved, as shown in Appendix C to these minutes.

12/13      **SALCOMBE HARBOUR BOARD – APPOINTMENT OF CO-OPTED MEMBERS**

Council considered a report which sought to approve the appointment of two Co-opted Members to the Salcombe Harbour Board following the recommendations of the Appointments Panel.

It was then:

**RESOLVED**

1. That, with immediate effect, Messrs Geoff Burrell, Christopher Harling CBE, Hugh Marriage and Mark Taylor be appointed to the Salcombe Harbour Board as Co-opted Members for the period to the date of the Annual Council meeting in May 2016; and
2. That the process in respect of Council Member appointments on to the Harbour Board be amended as outlined in paragraph 2.8 of the presented agenda report.

13/13      **DECLARATIONS OF INTEREST**

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

14/13

**CHAIRMAN'S ANNOUNCEMENTS**

The Chairman advised that he was exercising his discretion to enable for an update to be given on the construction work to rebuild and refurbish the Dartmouth Lower Ferry slipways.

Some Members expressed their disappointment at the project being delayed for a number of weeks, which had been to the detriment of the local economy. In acknowledging these concerns, it was noted that the delay had been caused by unforeseen circumstances. However, assurances were given that the Lower Ferry would be back in operation within the next fortnight.

The Council proceeded to note a list of Civic Engagements attended by the previous Chairman. In so doing, particular reference was made to:-

- the Devon Stage of the Tour of Britain, which had been held on Saturday, 15 September 2012; and
- the Exercise Tiger Memorial Event, which was held at Slapton Sands on Sunday, 28 April 2013.

15/13

**QUESTIONS**

It was noted that one question had been received in accordance with Council Procedure Rule 8.

**From Cllr Baldry to Cllr Hicks, lead Executive Member for Planning, Economy and Community**

A neighbouring local District Council recently had significant media coverage because of a recommendation not to use the apostrophe in street names. Mid Devon DC subsequently decided not to go ahead with the ban.

Is the Executive Member aware that South Hams DC has in place a ban on the use of the apostrophe in street names? What is his opinion of this failure to apply a basic rule of English grammar?

Cllr Hicks replied that the Council did not have a ban on apostrophes. However, in light of the national Gazetteer not having any provisions in their records to use them, the Council in turn opted not to use apostrophes.

In response to a supplementary question, Cllr Hicks advised that whilst he had more important matters to consider in his new Executive role, he would give consideration to the principle of using apostrophes in this regard.

16/13

**NOTICE OF MOTIONS**

It was noted that two motions had been received in accordance with Council Procedure Rule 10.1.

**(a) By Cllrs Hodgson and Baldry**

I propose that we SHDC Councillors reconsider our motion and decision taken last September regarding reducing the number of elected district Councillors in South Hams from 40 to 30. in the light of the submissions in response to the consultation carried out by the Boundaries Commission and the flaws in the process of representing these views, that we take the vote again at Full Council on May 9<sup>th</sup>. This is based on the number of submissions from the Parish Council and Public that clearly indicated that there was strong opposition and that this was the strong majority view.

In her introduction, the proposer made reference to:-

- her belief that the process had to date been undemocratic. In addition, the proposer was aware of instances where comments had been sent to the Boundary Commission during the consultation phase, but these had not been uploaded on to their website;
- the merits of this exercise when the Council had much more pressing matters to focus upon;
- her wish for the motion to be revisited. In addition to her own views, the proposer had also received a request from Staverton Parish Council for this matter to be re-considered.

In discussion, reference was made to:-

- (a) the Electoral Review being imposed upon the Council by the Boundary Commission. Unless there were exceptional circumstances, it was noted that the Commission would not change its decision on Council size. In addition, the Commission had set the guidelines for the Review and the Council was required to comply with these requirements;
- (b) the comments of local town and parish councils. A Member stated that the overwhelming majority of town and parish councils did not support the reduction to thirty Members and the consequent loss of local representation. However, it was recognised that during the initial consultation phase, the majority of public responses had supported the proposed reduction;
- (c) the view that residents felt over-governed. Whilst residents did feel over governed, a Member stated that these comments did not tend to relate to local councillors, who had the key role of being the voice of the community. A consequence of any reduction in Council size would therefore be a loss of community representation, which was likely to become an increasing issue as local councils become more remote. The Member concluded by stating that he had not heard one argument as to why local residents would be better off through such a reduction.

In accordance with Council Procedure Rule 15.5, a recorded vote was then demanded on the motion. The voting on the motion was recorded as follows:-

- For the motion (9):- Cllrs Baldry, Barber, Brazil, Gorman, Hannaford, Hodgson, Pannell, Vint and Westacott
- Against the Motion (26):- Cllrs Bastone, Baverstock, Blackler, Bramble, Cane, Carson, Carter S Cooper, Coulson, Cuthbert, Foss, Gilbert, Hawkins, Hicks, Hitchins, May, Rowe, Saltern, Smerdon, Squire, Steer, Stone, Tucker, Ward, Wingate and Wright.
- Abstentions (1):- Cllr Pennington.
- Absent (4):- Cllrs Bruce-Spencer, B Cooper, Holway and Jones.

When put to the vote, the motion was declared **LOST**.

**(b) By Cllrs Pennington and Hodgson**

That in view of the majority of responses from South Hams Parish Councils following consultation, as the majority has not agreed to a reduction of members from 40 to 30, the Boundary Commission be requested to urgently and directly consult with all South Hams Parish Councils giving their reasons why they consider a reduction is necessary and requesting the views from all Parish Councils before they reach a final decision in accordance with THE GOVERNMENT'S LOCALISM ACT and also in the interests of grass roots local democracy.

In discussion, the proposer stated his belief that the Boundary Commission had undertaken a woefully inadequate consultation process. As a result, the proposer felt that the Commission should start the process again.

In discussion, reference was made to:-

- the lack of public interest. A Member commented that the Commission did consult but the process had not attracted much interest, which unfortunately reflected the current levels of public apathy in the democratic process;
- the Council only being a consultee during the Review;
- confirmation that the Commission did attend a Super Cluster meeting to which all town and parish councils were invited to attend;
- the importance of quality rather than quantity of councillors. A Member was of the view that thirty good hardworking councillors were better than forty average councillors;
- the request for a letter to be written to the Commission asking for an explanation in to how, following the consultation responses received, they had reached their decision on a Council size of thirty Members.

In accordance with Council Procedure Rule 15.5, a recorded vote was then demanded on the motion. The voting on the motion was recorded as follows:-

For the motion (10):- Cllrs Baldry, Barber, Brazil, Gorman, Hannaford, Hodgson, Pannell, Pennington, Vint and Westacott

Against the Motion (26):- Cllrs Bastone, Baverstock, Blackler, Bramble, Cane, Carson, Carter S Cooper, Coulson, Cuthbert, Foss, Gilbert, Hawkins, Hicks, Hitchins, May, Rowe, Saltern, Smerdon, Squire, Steer, Stone, Tucker, Ward, Wingate and Wright.

Absent (4):- Cllrs Bruce-Spencer, B Cooper, Holway and Jones.

When put to the vote, the motion was declared **LOST**.

17/13

#### **ANNUAL ADDRESS BY THE LEADER OF COUNCIL**

A paper was tabled to the meeting (as attached at Appendix D to these minutes) which outlined some of the main Council achievements during 2012/13.

Cllr Tucker felt that such achievements were to the credit of both Members and officers and an example of the good working relations which continued to exist in the Council.

18/13

#### **ELECTORAL REVIEW OF SOUTH HAMS – DRAFT WARDING ARRANGEMENTS**

A report was considered which sought to make a recommendation to the Local Government Boundary Commission for England (LGBCE) on alternative warding arrangements for South Hams District Council.

Cllr Pannell presented her submission and made reference to her alternative model, which had been tabled to the meeting and was referred to as Option 'C'. Cllr Pannell advised that it was her wish for Option 'C' to replace Option 'B' in light of the LGBCE indicating its preference for alternative warding arrangements to contain as many single Member wards as possible.

A number of Members wished to put on record their thanks to Cllr Hicks and Cllr Pannell for taking the time and effort to produce their submissions in what was a very difficult and complicated exercise.

It was then:

**RESOLVED**

1. That both Option A (Cllr Hicks' Submission) and Option C (Cllr Pannell's Submission No. 2) be submitted to the Local Government Boundary Commission for England (LGBCE) for consideration during their deliberations for a preferred new pattern of warding arrangements; and
2. That, based upon this decision, delegated authority be granted to the Head of Corporate Services, in consultation with the Leader of Council, to prepare the Council's submission to the LGBCE before the deadline of Tuesday, 4 June 2013.

19/13

**REVIEW OF THE CONNECT PARTNERSHIP AND RELATED DELIVERY ARRANGEMENTS**

A report was considered which sought to present a review of the Partnership and to the related delivery arrangements.

A Member questioned the merits of the Connect Strategy and felt that greater focus should be given to outputs.

It was then:

**RESOLVED**

1. That the proposals for the Connect Partnership and related delivery arrangements (as set out in paragraph 6 of the agenda report) be adopted; and
2. That the Member appointments to lead each theme be the Chairman and Vice Chairman of the relevant Scrutiny Panel and the relevant lead Executive Member.

20/13

**CALENDAR OF MEETINGS 2013/14**

The Council considered a report which sought Member approval of the Calendar of Meetings for the 2013/14 Municipal Year.

In light of the tradition whereby August tended to be kept clear of Council meetings, an amendment to the Calendar was **PROPOSED** and **SECONDED** which sought to move a Development Management Committee meeting back a week from 28 August 2013 to 4 September 2013. When put to the vote, this amendment was declared **LOST**.

It was then:

**RESOLVED**

That the Calendar of Meetings for the 2013/14 Municipal Year be adopted (as per Appendix E to these minutes).

21/13

**REPORTS OF BODIES**

**RESOLVED**

That the minutes and recommendations of the undermentioned bodies be received and approved subject to any amendments listed below:-

(a) Executive 21 March 2013

**E.84/12: South Hams and West Devon Shared Local Plan**

**RESOLVED**

That a Local Plan for the South Hams be prepared that would on adoption, replace the existing adopted Local Development Documents.

**E.87/12: Review of Free Car Parking**

**RESOLVED**

That the following free car parking areas be added to the District Council's Off Street Parking Places Order:

- a. Bayards Cove, Dartmouth;
- b. The Embankment, Dartmouth;
- c. Beesands; and
- d. Employment Sites.

**E.89/12: Treasury Management Strategy and Annual Investment Strategy for 2013/14**

**RESOLVED**

1. That the prudential indicators and limits for 2013/14 to 2015/16 (as contained within Appendix A of the presented agenda report) be approved;
2. That the Treasury Management Strategy 2013/14 and the Treasury Prudential Indicators 2013/14 to 2015/16 (as contained within Appendix B of the presented agenda report) be approved; and

3. That the Investment Strategy 2013/14 contained in the Treasury Management Strategy and the detailed criteria included in Appendix C of the presented agenda report be approved.

- |     |                        |               |
|-----|------------------------|---------------|
| (b) | Salcombe Harbour Board | 8 April 2013  |
| (c) | Audit Committee        | 11 April 2013 |

#### **A.32/12: Annual Review of the Council's Constitution**

#### **RESOLVED**

That the amendments to the South Hams District Council Constitution 2013 (as summarised in paragraph 2.2 of the presented agenda report) be approved, subject to the terms of reference of the Corporate Performance and Resources Scrutiny Panel being updated to include responsibility for Member Development.

- |     |  |               |
|-----|--|---------------|
| (d) | Development Management Committee                 | 17 April 2013 |
| (e) | Corporate Performance & Resources Scrutiny Panel | 18 April 2013 |

(Meeting commenced at 2.00 pm and concluded at 4.55 pm)

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Chairman



**Membership of Council Bodies 2013/14****Appendix A****A. Audit Committee**

Cllr I Bramble  
 Cllr C G Bruce-Spencer  
 Cllr A S Gorman  
 Cllr L P Jones  
 Cllr J T Pennington

**B. Community Life & Housing Scrutiny Panel**

Cllr J Brazil  
 Cllr B E Carson  
 Cllr R J Carter  
 Cllr S E Cooper  
 Cllr P K Cuthbert  
 Cllr A S Gorman  
 Cllr M Hannaford  
 Cllr J M Hodgson  
 Cllr T R Holway  
 Cllr L P Jones  
 Cllr D W May  
 Cllr R C Steer

**C. Corporate Performance & Resources Scrutiny Panel**

Cllr K J Baldry  
 Cllr J H Baverstock  
 Cllr I Bramble  
 Cllr C G Bruce-Spencer  
 Cllr R J Foss  
 Cllr P W Hitchins  
 Cllr J W Squire  
 Cllr J A Westacott MBE

**D. Development Management Committee**

Cllr H D Bastone  
 Cllr J Brazil  
 Cllr P Coulson  
 Cllr P K Cuthbert  
 Cllr R J Foss  
 Cllr M J Hicks  
 Cllr T R Holway  
 Cllr J T Pennington  
 Cllr J W Squire  
 Cllr R C Steer  
 Cllr R J Vint  
 Cllr S A E Wright

**E. Devon Building Control Partnership**

Cllr H D Bastone  
 Cllr P W Hitchins

**F. Economy & Environment Scrutiny Panel**

Cllr A D Barber  
 Cllr J I G Blackler  
 Cllr B F Cane  
 Cllr B S Cooper  
 Cllr P Coulson  
 Cllr C M Pannell  
 Cllr J T Pennington  
 Cllr R Rowe  
 Cllr P C Smerdon  
 Cllr M Stone  
 Cllr R J Vint  
 Cllr K R H Wingate

**G. Executive**

Cllr H D Bastone  
 Cllr R D Gilbert  
 Cllr J D Hawkins  
 Cllr M J Hicks  
 Cllr M F Saltern  
 Cllr R J Tucker  
 Cllr L A H Ward  
 Cllr S A E Wright

**H. Licensing Committee**

Cllr J H Baverstock  
Cllr J I G Blackler  
Cllr B E Carson  
Cllr R J Carter  
Cllr P K Cuthbert  
Cllr R D Gilbert  
Cllr M Hannaford  
Cllr D W May  
Cllr C M Pannell  
Cllr M F Saltern  
Cllr J W Squire  
Cllr S A E Wright

**I. Salcombe Harbour Board**

Cllr R J Carter  
Cllr M J Hicks  
Cllr K R H Wingate  
Cllr S A E Wright

**Representation on Outside Bodies 2013 / 2014****Appendix B**

	<b>ORGANISATION</b>	<b>Nominee(s)</b>
1.	Avon Estuary Forum	Cllr B E Carson
2.	CYPP Improving Access & Sustainable Travel Group	Cllr J H Baverstock
3.	Dartmoor National Park Authority	Cllr P W Hitchins
4.	Dartmoor National Park Forum	Cllr P C Smerdon
5.	Devon Authorities Waste Reduction & Recycling Committee	Cllr R D Gilbert
6.	Devon and Cornwall Housing / Devon CIC	Cllr B E Carson
7.	Devon County/South Hams Highways and Traffic Orders Committee	Cllrs P Coulson & M Hannaford
8.	Devon Districts Forum have made the following appointment:- The Investment and Pension Fund Committee - Cllr M J Hicks (in substitute capacity)	
9.	Devon Economic Partnership	Cllr M J Hicks
10.	Governance Board (South Devon Healthcare NHS Foundation Trust)	Cllr L A H Ward
11.	Greater Dartmoor Local Enterprise Action Fund	Cllr P W Hitchins
12.	Hope Harbour	Cllr R J Carter
13.	Joint Advisory Committee (JAC) on Housing for Local Needs in the Dartmoor National Park	Cllrs J I G Blackler and C M Pannell
14.	Langage Local Liaison Committee	Cllrs J I G Blackler and J W Squire
15.	Local Government Association:- (i) General Assembly - Cllr M J Hicks (ii) South West Branch – Leader (iii) Rural Commission - Leader or Deputy Leader (iv) LGA Committee, Panel, etc appointments (NB: These appointments are made via an Electoral College process through the LGA. Council has been given delegated authority to the Monitoring Officer, in consultation with the Leaders of the political groups, to agree any such appointments).	
16.	PATROL – Parking and Traffic Regulations Outside London	Cllr J H Baverstock

17.	Police and Crime Commissioners Scrutiny Panel	Cllr M F Saltern
18.	River Yealm Harbour Authority	Cllr S E Cooper
19.	Salcombe-Kingsbridge Estuary Conservation Forum	Cllr S A E Wright and Chairman of Salcombe Harbour Board (or nominee)
20.	South Devon AONB Partnership Committee	Cllrs R J Foss and R Rowe
21.	South Devon Coastal Local Action Group	Cllr M J Hicks
22.	South Devon and Dartmoor Community Safety Partnership	Cllr J D Hawkins
23.	South Hams Citizens' Advice Bureau	Cllr L A H Ward
24.	South Hams Community and Voluntary Services - Executive Committee	Cllrs P C Smerdon and J W Squire
25.	South Hams Locality (County) Committee	Cllrs M J Hicks and R J Tucker
26.	South West Councils	Cllr R J Tucker
27.	SPARSE Rural and Rural Services Network	Cllr M J Hicks
28.	Sport South Hams	Cllr R D Gilbert
29.	Tamar Estuary Consultative Forum	Cllr B E Carson
30.	Totnes and Dartmouth Ring and Ride Service	Cllr M Stone
31.	Totnes and District Swimming Pool Association	Cllrs B E Carson and J A Westacott MBE
32.	Totnes Lifelong Learning Committee	Cllrs J T Pennington and J A Westacott MBE
33.	Visit South Devon	Cllr P C Smerdon
34.	Yealm Estuary Forum	Cllr S E Cooper

## **Appointment of Other Groups 2013/2014**

## **Appendix C**

### **Council Tax Setting Panel**

Chairman of Council

Leader of Council

Chairman of Corporate Performance and Resources Scrutiny Panel

Leader of the Opposition

### **Design and Conservation Panel**

Cllr A D Barber

Cllr B E Carson

Cllr P W Hitchins

### **Joint Staff Consultative Forum**

Leader of Council

Lead Executive Member for Corporate Services

Leader of the Opposition

### **Political Structures Working Group**

Cllr K J Baldry

Cllr B S Cooper

Cllr M J Hicks

Cllr P W Hitchins

Cllr J T Pennington

Cllr M F Saltern

Cllr R J Tucker

Cllr J A Westacott MBE

### **Programming Panel**

Chairman of the Executive

Chairmen of the 3 Scrutiny Panels

Vice-Chairmen of the Corporate Performance and Resources Scrutiny Panel

### **Public Spaces Working Group**

Cllr B E Carson

Cllr C M Pannell

Cllr R C Steer

Cllr S A E Wright

### **Shared Services Joint Steering Group**

Leader and Deputy Leader of the Council

Leader of the Opposition

### **Slapton Line Steering Group**

Cllr J H Baverstock

Cllr R J Foss

### **Strategic Planning Working Group**

Cllr A D Barber

Cllr M J Hicks

Cllr J T Pennington

Cllr P C Smerdon

Cllr R C Steer

Cllr R J Vint

## SHDC ACHIEVEMENTS 2012-13

## Appendix D

## Community Life

- Expanded the delivery of outreach services to rural communities –
  - a roving service to ten locations in South Hams during a week in May 2012, and
  - a quarterly outreach service from Rattery Village Hall
- Thirty three projects delivered through the Town and Parish (TAP) Fund utilising all the County and District allocated funding. South Hams best in Devon at enabling parishes to work together in this way to deliver local solutions to local issues.
- Good progress made by the Member Task and Finish Group in engaging with Young People with an event held in Totnes in October and a survey completed both on-line and with young people at schools and events to find out how they wish to engage with us. Further work agreed for coming year.
- New outcomes based service agreements agreed with the CVS and CAB to build on the excellent and ongoing voluntary sector work in the District.
- Processes approved for Community Right to Bid and Community Right to Challenge to ensure we are compliant with the Localism Act – guidance circulated to communities.
- Neighbourhood Planning Protocol approved to setting the process for communities who want to develop a neighbourhood plan for their area.
- We have successfully introduced all aspects of the Localism Act, including the community right to bid for assets of social value;
- We have introduced our localisation of services model.

## Economy

- Nearly one hundred food businesses within South Hams attended training sessions at Follaton, to assist them in gaining a '5' rating under the national Food Hygiene Rating System. Feedback from businesses was extremely positive and they were impressed with the quality of training delivered.
- We worked with partners to submit the City Deal Expression of Interest meeting the Government's challenging timetable. We are now working with partners to develop the City Deal with the objective of improving rural economic opportunities.
- **Fishing and marine industry development.** A successful bid of £450,000 was made to the Coastal Communities Fund for development of the South Devon fishing industry which will include: a lobster hatchery, shellfish waste recycling, supply chain and distribution networks, The Crab Shed (café and interpretation) and an enhanced apprenticeship scheme for the fishing and marine industry.
- **Funding streams.** South Devon Coastal LAG & Greater Dartmoor LEAF continue to be in the top three of high performing LAGs. The Greater Dartmoor LEAF initially secured £1.8 million and a further £143,000 has been secured. Ninety one projects have been supported equating to £4.8million spend. The South Devon Coastal LAG has delivered 102 projects to date and both the LAG and LEAF are likely to benefit from an additional £30,000-£40,000 each in transition funding.

- **Business support and advice.** Over one hundred existing businesses and forty start up businesses have received assistance from the Business Information Point since Autumn 2012. A series of business workshops have also taken place some of which were hosted at Totnes Work Hub. A comprehensive business survey was also conducted for the area and the Business Voice initiative provided a series of newsletters and business networking opportunities.

## Homes

- The S106 for the Sherford development has now largely been resolved and we have been encouraged by Central Government to bid for funding to help bring forward the development.
- Successfully bid for money from government as part of a Devonwide initiative to combat fraud in social housing - £200k. This is people making applications and allocated a home through Devon Home Choice fraudulently and also people illegally subletting their home.
- Have launched the Southern Outreach project for Rough Sleepers, with funding from Government - £73k. Part time outreach worker from Shekinah working with rough sleepers in South Hams, breaking down the barriers to accessing accommodation. Also have a weekly presence at the drop in centre and committed to the aims and objectives of the “No Second Night Out Initiative” This has resulted in us accommodating ten people rough sleeping or at risk of Rough Sleeping and assisting an additional 4 into alternative accommodation.
- Prevented Homelessness in 316 cases an increase from 275 the year before
- Abolition of social fund and new service set up in local council
- Disabled Facilities Grants - Marked improvement in performance in time taken from referral to delivery of adaptations from greater than 200 working days in 2010/11 to less than 80 days in first three quarters of 12/13. This results in ensuring that people are able to continue living independently and safely.
- Home Energy Conservation Act (HECA) and Green Deal/Energy Company Obligations(ECO)
- New requirement to produce a HECA report and publish it on the website has been complied with. Work underway with the Energy Savings Trust through the EU funded ‘Ready for Retrofit’ project to secure maximum uptake of ECO funded energy efficiency measures within the South Hams housing stock.

## Corporate Transformation

- The Council is now saving approximately £700,000 per annum as a result of shared services. This would equate to a council tax increase of approximately 14%.
- Of the seventeen projects introduced under the 2015 Transformation Programme, eleven have been successfully completed or embedded as “business as usual”, e.g. improving community engagement, establishing robust shared services governance and financial arrangements, reviewing corporate performance indicators, introducing an enhanced complaints system and implementing the new website.

- The Council has begun to develop the 2018 Transformation Programme in order to make the Authority fit-for-purpose in a rapidly changing world. Key projects will include further development of aspects of the 2015 Transformation Programme to take us to 2018, e.g. greater agile working and a strategic review of our current use of assets, including office accommodation.
- New website rolled out across both councils providing up to date, accurate and easy to find information as well as providing a base to expand our self service offering.
- Aligned Revenues and Benefits systems, saving £59k per year for South Hams and providing more resilience to periods of high workload.
- Introduced 24 hour self service telephone line for Council Tax and Business Rates, helping to reduce waiting times and allowing access to information and services outside office hours.
- Implemented a Council Tax Support scheme that protected our most vulnerable residents at a time of enormous change in the welfare system.
- Completed a review of our hardware and software, aligning contracts, removing duplication and generating £50K per year savings for South Hams.

### ***Challenges ahead***

- Ongoing challenges of implementing welfare reform changes including a review of our Council Tax Support scheme and preparing for Universal Credit
- Maximising income through collection of council tax and business rates in the current economic climate.
- Preventing homelessness in the backdrop of low availability of affordable private sector housing.

## **General**

- Twitter successful launch, impressive number of followers 2,876. Facebook launched.
- National finalists in Chartered Institute of Public Relations for 'internal communications through change'
- Negotiated, agreed and implemented a new and innovative Travel and Subsistence Policy including significant changes to essential car users and mileage payments – the new approach puts us ahead of virtually all other authorities in agreeing a change to the NJC rate.
- Legal review undertaken, processes streamlined, backlog under control, change programme in progress.
- Members' case management system introduced.
- New Member 360 degree appraisal process introduced

### ***Challenges ahead:***

- New employment model (T18)
- Electoral review with Boundary Commission
- Individual Electoral Registration

## **Property Services**

- Commenced major capital works in Dartmouth Lower Ferry and Salcombe Fish Quay
- DCC in occupation and project came within budget
- Employment Estate 93.7% occupancy



## NER

- Opening of new play galleon with local community in Totnes
- Supported Salcombe Town Council in taking on a new park and play space at Bonfire Hill
- New community use football pitch opened in Totnes
- Supporting continued successful delivery of Active Village programmes on SH

## Devon Building Control Partnership

- Enabled 28% savings in expenditure to the service by reducing support costs through centralising Technical support, vacation of office accommodation at Follaton House and removal duplication of support services.
- Continued to reduce expenditure across the Partnership in line with falling income levels, due to the economy.
- Electronic building control submissions have increased to around 40%. Eliminating paper building control files across 3 Councils, will be 100% complete during 2013.
- Introduced the ability to receive applications over the telephone, saving staff time, scanning and making it very easy for customers.
- Appointed an apprentice surveyor, funded through savings and helping to achieve staff succession for the future

## Ongoing priorities

- Ensure that current service standards remain by maintaining staff levels and continuing to develop efficient systems and remote working
- Continue to seek out ways of reducing costs while maintaining a competitive service.
- Ensure staff succession so the business can respond if/whenever there is an upturn in the economy.
- Maintain/increase current market share. All chargeable work is open to competition and currently the private sector has 23% market share which is valued at around £200,000.
- Investigate further sharing of costs and greater efficiency through increasing Partners.

## Salcombe Harbour

The Harbour has continued to make tangible progress in line with the strategic objectives which were agreed by the Harbour Board and ratified by South Hams District Council in March 2012. The following details progress made during financial year 2012/13.

The Harbour Board has:

- Regularly checked all water supplies for the risk of legionnaire's disease.
- Operated a night security patrol

- Supported Mr Phil Goodhead, a Harbour employee, to study for the Harbour Master's Diploma. Phil was awarded a bursary from the UKHMA for half of the cost of the distance learning course; the Harbour Authority paid the balance.
- Successfully prosecuted one boat owner for contravening Harbour Byelaws associated with dangerous navigation.
- To manage the Harbour during the busy summer months the Harbour Authority employ an additional 10 staff each summer. The contribution of these highly motivated and capable staff to fulfilling the requirements of the PMSC and a high standard of customer service cannot be underestimated.
- Supported the UK Hydrographic Office with sponsored field trips for their students
- Following submission of survey data in 2009 and 2011 to the UKHO, Chart 28 has been updated and reissued.
- The introduction of a fast-response craft, Eddystone, during last summer greatly improved the Harbour Authority's ability to respond quickly and in more difficult weather conditions than was previously possible.
- Let a three-year contract for diving support for the maintenance of the deep water moorings.
- Conducted a sixth annual Customer Satisfaction Survey.
- Published 2013 Salcombe Harbour Guide
- Published the sixth annual Harbour Newsletter
- Frozen harbour charges for craft visiting Salcombe from the sea for the seventh consecutive year
- Frozen the yacht taxi charges for the eighth consecutive year
- Kept costs under control which has enabled price rises to be kept below the rate of inflation.
- Operated a Twitter account for the dissemination of Harbour information
- Provided the Devon and Cornwall Police with a base in Salcombe, a desk in the Harbour Office, following the closure of the Salcombe Police Station.
- Introduced a marine crime initiative with the Devon & Cornwall Police in an attempt to reduce the number of marine crime opportunities.
  - Marine crime down by 22% on 2011/12 figures
- The Moorings policy was revised and published. The review process included two rounds of consultation.
- The Harbour Office, with the support of the District Council, provided a link to the Web page which allows customers to pay invoices on line.
- Extended the Duty Boatman's shifts to give a full service during April and September weekends.
- Developed a new web page in cooperation with South Hams District Council.
- Managed the winter lift out and storage of boats within the Boatpark on behalf of South Hams District Council.

The following projects have been delivered in financial year 2012/13:

- After almost forty years of work, the Harbour Board has, in co-operation with the District Council, provided shower facilities at Whitestrand for the crews of visiting yachts.

- Considerable progress has been made towards the project to improve the berthing arrangements at Kingsbridge. Following an extended period of public consultation a decision was made in November to progress the project. The remaining hurdles to the delivery of the berthing improvements for the start of the 2014 season are to obtain planning permission and a licence from the Marine Management Organisation.
- Replaced all the plastic floats on the Batson Pontoons with concrete floats. This upgrade was in cooperation with the contractor who supplied the pontoons in 2009. The plastic floats were beginning to fail so all were changed at no cost to the Harbour Authority.
- Manufactured and fitted the replacement steps at Cliff House Gardens.
- A new garbage reception pontoon with facilities for the reception of landfill waste, glass bottle bank, paper and card and plastic and cans on the Visitors' Pontoon.
- The introduction of red gash bags for landfill waste
- The provision of two alongside berths with Water and Electricity on the Whitestrand Commercial berth from 1900-0800.
- Purchased an additional 20m of plastic pontoon to improve the remote tender parking service in July and August.
- Continued with the Phosphate-Free Estuary campaign.
- Supported the District Council with the preparations for the refurbishment of the Fish Quay.
- South Sands Beach was awarded a Blue Flag for the second consecutive year.
- Recycled 26% of all yacht waste collected. This was disappointing compared to previous years and was plagued by contamination of recyclables.
- Fitted four finger berths to the Coad Cove Residents' Pontoons to accommodate small craft up to 8m and to generate some larger berths to help move on the waiting list.

#### Long term security of tenure

The current lease with the Duchy of Cornwall runs until 24 March 2028. This gives security of tenure to the Harbour Authority for at least the next fifteen years which will enable long-term planning and improvements to be undertaken.

The Board met in October to consider the longer term issues which are likely to affect the Harbour 2016 and beyond. This work would will continue and form the basis of the Strategic Business Plan 2018-2022.

**Calendar of Meetings 2013/14****Appendix E****May 2013**

- 09 ANNUAL COUNCIL (pm)
- 20 Salcombe Harbour Board
- 22 Development Management Committee
- 23 Economy and Environment Scrutiny Panel am
- 23 Community Life and Housing Scrutiny Panel pm

**June 2013**

- 06 Executive
- 13 Audit Committee
- 20 Corporate Performance and Resources Scrutiny Panel
- 26 Development Management Committee

**July 2013**

- 15 Salcombe Harbour Board (Annual Inspection)
- 18 Executive am
- 18 Audit (draft SOA) pm
- 24 Development Management Committee

**August 2013**

- 28 Development Management Committee

**September 2013**

- 05 Economy and Environment Scrutiny Panel am
- 05 Community Life and Housing Scrutiny Panel pm
- 19 Executive am
- 19 Audit Committee (SOA/AGS) pm
- 23 Salcombe Harbour Board
- 25 Development Management Committee
- 26 COUNCIL

**October 2013**

- 03 Corporate Performance & Resources Scrutiny Panel
- 10 Executive
- 17 Licensing Committee

**30 Development Management Committee****November 2013**

- 07 Executive**
- 14 Economy and Environment Scrutiny Panel**
- 18 Salcombe Harbour Board**
- 21 Community Life and Housing Scrutiny Panel**
- 28 Corporate Performance and Resources Scrutiny Panel**

**December 2013**

- 04 Development Management Committee**
- 12 Executive (draft Budget)**
- 19 COUNCIL**

**January 2014**

- 09 Joint Scrutiny Panel Budget Meeting**
- 15 Development Management Committee**
- 16 Audit Committee**
- 23 Executive (Budget)**

**February 2014**

- 03 Salcombe Harbour Board**
- 13 COUNCIL (Budget)**
- 19 Development Management Committee**
- 27 Council Tax Setting Panel**

**March 2014**

- 06 Executive**
- 13 Corporate Performance and Resources Scrutiny Panel**
- 19 Development Management Committee**
- 20 Economy and Environment Scrutiny Panel**
- 27 Community Life and Housing Scrutiny Panel**
- 31 Salcombe Harbour Board**

**April 2014**

- 03 Audit Committee**
- 16 Development Management Committee**

24 Executive

**May 2014**

08 ANNUAL COUNCIL

14 Development Management Committee

**June 2014**

02 Salcombe Harbour Board

05 Executive am

05 Audit Committee pm

11 Development Management Committee

12 Economy and Environment Scrutiny Panel

19 Community Life and Housing Scrutiny Panel

26 Corporate Performance and Resources Scrutiny Panel

**July 2014**

09 Development Management Committee

14 Salcombe Harbour Board – Annual Inspection

24 Executive

31 Audit Committee

**August 2014**

06 Development Management Committee

**September 2014**

03 Development Management Committee

04 Economy and Environment Scrutiny Panel

11 Executive (am)

11 Community Life and Housing Scrutiny Panel (pm)

18 Audit Committee (SOA/AGS)

25 COUNCIL

29 Salcombe Harbour Board

**October 2014**

01 Development Management Committee

02 Corporate Performance and Resources Scrutiny Panel