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SOUTH HAMS EXECUTIVE - THURSDAY, 24TH JULY, 2014

Agenda, Reports and Minutes for the meeting

Agenda No Item

1. **Agenda Letter** (Pages 1 - 2)

2. **Reports**

Reports to Executive:

a) Item 7 - Transformation Programme 2018 (Pages 3 - 18)

b) Item 8 - Connect Strategy and Priority Action Plan Update 2014-15 (Pages 19 - 32)

c) Item 9 - Capital Programme Monitoring (Pages 33 - 40)

d) Item 10 - Car Parking Tariff Review in Kingsbridge (Pages 41 - 46)

e) Item 13 - Steamer Quay Road (Pages 47 - 52)

3. **Minutes** (Pages 53 - 60)

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Agenda Item 1

To: Members of the Executive
(Cllrs Bastone, Gilbert, Hicks,
Saltern, Tucker, Ward and Wright)

Our Ref. CS/KT

cc: Remainder of Council (for information)
Usual officer and press circulation

16 July 2014

Dear Member

A meeting of the **Executive** will be held in the **Cary Room**, Follaton House, Plymouth Road, Totnes on **Thursday, 24 July 2014** at **10.00 am** when your attendance is requested.

Yours sincerely

Kathryn Trant
Member Services Manager

<p>FOR ANY QUERIES ON THIS AGENDA, PLEASE CONTACT KATHRYN TRANT MEMBER SERVICES MANAGER ON DIRECT LINE 01803 861185</p>
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AGENDA

1. **Minutes** - to approve as a correct record and authorise the Chairman to sign the minutes of the meeting of the Executive held on 5 June 2014 (previously circulated);
2. **Members in Attendance** – the Chairman is advised of non Executive Members wishing to speak;
3. **Urgent Business** - brought forward at the discretion of the Chairman;
4. **Division of Agenda** - to consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information;
5. **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;
6. **Public Question Time** – a period of up to 15 minutes is available to deal with questions submitted to the Council in accordance with the Executive Procedure Rules (page 1 only);

7. **Transformation Programme 2018** – to consider a report that provided a budget monitoring update report, which included a request for the release of the funding (£2,272,800) for key programme expenditure milestones two and three (pages 2 to 14);
8. **Connect Strategy and Priority Action Plan Update 2014-15** – to consider a report of the final Connect Strategy update with actions for 2014/15 and request that they consider the update and recommend its approval to Council (pages 15 to 28);
9. **Capital Programme Monitoring** – to consider a report that advises Members of the progress on individual schemes within the approved capital programme including an assessment of their financial position (pages 29 to 35);
10. **Car Parking Tariff Review in Kingsbridge** – to consider a report that makes recommendations in respect of Pay & Display tariffs and charging periods in Kingsbridge car parks (pages 36 to 41);
11. **Reports of Other Bodies:** to receive, and as maybe necessary to approve, the minutes and any recommendations of the under-mentioned body:-
 - (a) Community Life and Homes Scrutiny Panel: 19 June 2014 (pages 42 to 47);
 - (b) Economy and Environment Scrutiny Panel: 26 June 2014 (pages 48 to 53);
 - (c) Corporate Performance and Resources Scrutiny Panel: 3 July 2014 (pages 54 to 60);
12. **Exclusion of Public and Press** - to consider the following resolution to exclude the public and press:-

“That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following items of business in order to avoid the likely disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”;
13. **Steamer Quay Road** - to consider a report that seeks approval to grant an access easement (pages 61 to 66).

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

Please note that this agenda is available on audio cassette for those with a visual impairment

**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 Kathryn Trant on 01803 861185 or by email at: kathryn.trant@southhams.gov.uk

NOT FOR PUBLICATION

Exempt information – Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) – applies to Appendices A and B

AGENDA
ITEM

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SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM

7

NAME OF COMMITTEE	EXECUTIVE
DATE	24 JULY 2014
REPORT TITLE	TRANSFORMATION PROGRAMME 2018
REPORT OF	HEAD OF FINANCE AND AUDIT
WARDS AFFECTED	ALL

Summary of report: To provide a budget monitoring update report, which includes a request for the release of the funding (£2,272,800) for key programme expenditure milestones two and three.

Financial implications:

Members are requested to release the remainder of the funding for the Transformation Programme 2018. This equates to £2,272,800 as detailed in Appendix A. This is £1,050,400 for Key Milestone 2 and £1,222,400 for Key Milestone 3.

The investment costs required for the T18 programme are £2.95 million (SHDC's share of the overall budget of £4.85 million), generating annual recurring revenue savings of £2.5 million (SHDC's share of the savings of £3.8 million). The Programme will be self-financing from the end of year 2 (2015/16) onwards. The payback period for the Programme is 2 years. The business case demonstrates that T18 can deliver a major contribution to the budget gap faced by South Hams District Council to 2018.

RECOMMENDATIONS:

To recommend:

- 1 To note progress to date on the Transformation Programme 2018
- 2 To authorise the release of the funding for key programme expenditure milestones two and three totalling £2,272,800 as shown in Appendix A.

Officer contact: Lisa Buckle – Head of Finance and Audit
Email: lisa.buckle@swdevon.gov.uk – 01803 861413

1. BACKGROUND

- 1.1 On 31 October 2013 the Council agreed to adopt the T18 Programme which aims to deliver a new operating model in partnership with West Devon Borough Council which will ensure that both Councils can continue to deliver quality services for its customers and communities.
- 1.2 As part of this decision, Members agreed to authorise the release of the funding for key programme expenditure milestone one (Appendix A) consisting of business process redesign, ICT procurement and accommodation up to £682,800 (SHDC's share of £1.275 million) within the total budget of £4.85 million (Appendix A).
- 1.3 It was also agreed (CM 34/13) that authority be delegated to the Executive to release the funding for key programme expenditure milestones two and three.
- 1.4 Since this time considerable work has taken place to develop the Programme in detail and to ensure its successful delivery.
- 1.5 The Programme is structured with a number of workstreams and progress on these is set out below.

2. WORKSTREAM PROGRESS

2.1 *Human Resources*

- 2.1.1 The detail of our current position is set out in the Council report of 19 June 2014. This workstream is on target to deliver the Phase 1a (Support Services) restructure on the 29 September 2014.
- 2.1.2 Work has been undertaken to ensure an appropriate selection process is in place and there has been significant engagement with Unison and staff during the past few months.

2.2 *ICT*

- 2.2.1 A five year contract was agreed with Civica which includes the following benefits:
 - The software, implementation and support costs have been successfully secured at a figure of £200,000 under the budget allocated in the business case.
 - The ongoing support and maintenance costs have been fixed for 5 years with no CPI or RPI increase.
 - A reward model has been agreed whereby we will receive a fee for any additional partners that procure Civica software through our procurement framework. The value of the reward will vary dependent upon the size of the partner but is likely to be between £35,000 to £80,000 per new partner.
 - A clause was added, which allows for us to benefit from Intellectual Property Rights at the end of the programme where we have developed the existing software.

- We will receive a reduction of £2,500 per year on our existing support and maintenance agreement for the Financials software we already use.

2.2.2 Project initiation meetings were held in May and a team of both Civica and internal resources are now fully engaged in the initial stages of software installation and development planning.

2.2.3 Workshops have started with staff across the organisation looking at how the new software will enable the new model; early feedback from staff has been very positive with regard to the functionality of this software. Wider demonstrations will be available for staff and Members in the near future which will show how customer requests will flow through the software.

2.2.4 A new version of the website will be launched this month for those using mobile devices such as Smartphones and Tablets (30% of our users). This introduces an 'app' feel to touch screen devices and provides users with a user friendly way of interacting on small screens.

2.3 ***Business Processes***

2.3.1 In order to reduce the number of staff required to deliver our services we need to review and reengineer a large number of our existing processes. By doing this we can maximise the technology that is being procured by the ICT workstream. This Business Processes workstream is responsible for delivering over 35% of the total programme savings.

2.3.2 Preparations for Phase 1a began in April with the secondment of four additional staff into the Business Development Team. A survey of service representatives from across the two councils guided the team towards the key areas of focus. A four week period of process mapping was completed in May and the results were fed into the HR workstream in order to produce an Organisational Design and the staff resource recommendations for the Support Services Delivery Unit.

2.3.3 The next steps for Phase 1a will include developing a plan to ensure a smooth transition into the new way of working and the new team structure.

2.3.4 For Phase 1b which is due to go live in June 2015 the Business Development team will need to work closely with the ICT workstream to create the end-to-end processes, online portal and call operator scripts required to operate the New Model. The outcome of process development work will be fed into the HR workstream to inform the Organisational Design for the Customer Contact Teams.

2.4 ***Accommodation***

2.4.1 Desking and layout plans are being developed apace for Follaton House (2nd floor). We anticipate drawing up a specification and trialling furniture over the next 2 months.

2.4.2 Heads of terms have been agreed with public sector partner (PHE) on a significant proportion of the identified surplus accommodation in Follaton House post 2015. Subject to PHE progressing, the lease start is anticipated in November 2014 and occupation, following tenant fit-out, January/February 2015. This early tenant take-up in advance of profiled model does impact on decanting staff but this is being managed to enable tenant occupation to maximise income opportunities but also to enable phase 1a of T18 to be accommodated in advance of 1b and 2.

2.4.3 Additional capital and repair and maintenance works on Follaton House, outside T18 programmed work, will be progressed in tandem with the refurbishment within scope of T18. The combined programme of work provide a co-ordinated approach to the provision of suitable accommodation; avoids disruptions to staff, whilst enhancing the surplus accommodation offer to other third parties looking to lease accommodation.

2.5 **Customer**

2.5.1 The Customer Workstream relates to the engagement required with our customers to maximise the benefits of the future operating model. These benefits are both for the customer, in terms of improved customer service and greater access to on-line services and for the Authority through reduced costs.

2.5.2 This workstream is in its early planning and development phase as the current emphasis is on the internally focussed elements of the Programme.

2.6 **Finance**

2.6.1 Appendix B attached shows the predicted expenditure profile for the £4.85 million budget for the Transformation Programme 2018 between now and March 2016.

2.6.2 As of the 31st March 2014 (the year end), £129,536 of the £4.85 million budget has been spent (Appendix B). This was £28,265 for ICT workstation costs, £18,736 on accommodation costs and £82,535 on blueprinting work with iESE.

2.6.3 To date (June), £338,642 of the £4.85 million budget has been spent as shown in the Appendix. The profiled budget for Quarter 1 (April – June 2014) was £569,225 – therefore the spend of £338,642 is £230,583 lower than the profiled budget. This is merely due to the timing of payments. By the end of next quarter (Sept 2014), it is anticipated that the spend will be £1,574,850 as shown.

2.6.4 We are currently re-profiling both expenditure and savings as the decision to create an earlier Phase (Phase 1a for Support Services) was taken after the initial Business Plan was agreed. Although the earlier Phase now brings forward the timing of some staff exit costs, the financial benefit of the earlier saving being achieved will benefit the overall payback period of the Programme in a positive way.

- 2.6.5 The Phase 1a selection process has started and the costs associated with staff exits cannot be finalised until the completion of the recruitment process.
- 2.6.6 The overall Programme is currently on target.
- 2.6.7 In addition, both Councils have made a further joint bid to the Transformation Funding being made available. The Government are committed to transformation and if we are successful with our expression of interest, there will be somebody made available to work with us on shaping our bid for funding.

3. LEGAL IMPLICATIONS AND STATUTORY POWERS

- 3.1 It was agreed (CM 34/13) that authority be delegated to the Executive to release the funding for key programme expenditure milestones two and three.
- 3.2 Since there is commercially sensitive information in this report, there are grounds for Appendices A and B of the report's publication to be restricted, and considered in exempt session. Having applied the public interest test, it is felt that the public interest lies in non-disclosure due to the commercial sensitivity of Appendices A and B. Accordingly this report (Appendices A and B) contain exempt information as defined in Paragraph 3 of Schedule 12A to the Local Government Act 1972.

4. FINANCIAL IMPLICATIONS

- 4.1 Members are requested to release the remainder of the funding for the Transformation Programme 2018. This equates to £2,272,800 as detailed in Appendix A. This is £1,050,400 for Key Milestone 2 and £1,222,400 for Key Milestone 3 (see second page of Appendix A).
- 4.2 The investment costs required for the T18 programme are £2.95 million (SHDC's share of the overall budget of £4.85 million), generating annual recurring revenue savings of £2.5 million (SHDC's share of the savings of £3.8 million). The Programme will be self-financing from the end of year 2 (2015/16) onwards. The payback period for the Programme is 2 years. The business case demonstrates that T18 delivers a major contribution to the budget gap faced by South Hams District Council to 2018.
- 4.3 The Head of Finance and Audit will be responsible for providing budget monitoring reports on T18 to the Executive on a quarterly basis. This will detail the expenditure and the level of savings generated to date.

5. RISK MANAGEMENT

- 5.1 A Programme of this size and complexity clearly brings a significant number of risks which have to be carefully managed. The Risk Management implications are shown at the end of this report in the Strategic Risks Template and the comprehensive Programme risks are reviewed every four weeks by the Transformation Programme Board.

6. OTHER CONSIDERATIONS

Corporate priorities engaged:	This report relates to the future delivery of the council's four corporate priorities during a period of increasing financial constraint.
Considerations of equality and human rights:	This report updates Members on the opportunity for developing improved access to a range of council services and meeting a wide range of customer needs.
Biodiversity considerations:	None.
Sustainability considerations:	The emerging model is designed to ensure that both councils are sustainable in the medium term. Greater agile working linked to better use of technology should reduce the councils' carbon footprints.
Crime and disorder implications:	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.	Financial risk	Funding availability for initial investment to implement the Programme	5	2	10	↓	<ul style="list-style-type: none"> Profile investment and the availability of resources in the context of a business plan Explore external funding opportunities 	Directors and Head of Finance and Audit
2.	Financial risk	Higher than anticipated costs and/or lower than anticipated savings arising from the Programme. Key variable risk is the cost of staff redundancies.	4	3	12	↔	<ul style="list-style-type: none"> Proof of concept work has demonstrated high level business case Detailed business case in place before committing to implementation of the Programme Sensitivity analysis undertaken Ongoing monitoring of costs and savings within the Programme In recognition of uncertainty of some costs, introduce contingency sum into detailed business plan 	Directors and Head of Finance and Audit
3.	Financial risk	Unexpected events leading to a delay in delivery which could include delays in recruitment or external cost pressures which divert funding from the Programme.	3	3	9	↔	<ul style="list-style-type: none"> Use of unearmarked reserves to fund a delay in delivery of the programme. Each month of delay could cost between £50,000 at the start of the programme to £250,000 at the end (combined figure). Review the level of corporate priority of the Programme against any new cost pressure 	SMT

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			
4.	Management risk	Management capacity to deliver the Programme	4	2	8	↔	<ul style="list-style-type: none"> • Programme identified as the key corporate priority • Commission external support as required to ensure the Programme is delivered in line with the timetable 	SMT
5.	Management risk	Maintaining the shared vision for the Programme during a period of significant changes	4	3	12	↔	<ul style="list-style-type: none"> • Effective communication strategy to engage with Members, staff and other stakeholders embedded within the Programme 	Directors
6.	Management risk	Managing organisational transition to the new operating model, in particular reduction in customer satisfaction and/or drop in service standards	4	2	8	↔	<ul style="list-style-type: none"> • Create sufficient organisational capacity to achieve programme timeframes • Managing ongoing individual service performance 	Directors Heads of Service
7.	Management risk	Loss of key staff during implementation of the Programme	4	4	16	↑	<ul style="list-style-type: none"> • Ensure effective transition plan in place 	Directors and Head of Corporate Services
8.	Political risk	Early interest from potential partner organisations to join Programme	3	3	9	↔	<ul style="list-style-type: none"> • New partners able to join Programme but based on SH/WD model and timelines, following assessment of risk to the Programme • Create flexible model that enables new partners to join at different 'levels' of the model, provided there is no adverse impact on service delivery within SH/WD 	Directors

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			
9.	Staffing risk	Officer capacity and retention of staff morale during significant corporate change	4	3	12	↔	<ul style="list-style-type: none"> • Effective communication strategy embedded as part of the Programme • Maintain the pace of the change to ensure that key staff are not lost to the organisation 	Directors and Head of Corporate Services
10.	Staffing risk	Securing successful implementation of major cultural change in relation to the development of skills and approaches to working arrangements within the new operating model	4	2	8	↔	<ul style="list-style-type: none"> • Support cultural change with a comprehensive corporate training and development programme and develop recruitment, induction, appraisal and performance management frameworks • Communication strategy embedded as a key element of the Programme • Procure external skills to respond to expertise or capacity gaps • Ensure new systems and processes are resilient and sustainable 	Directors and Head of Corporate Services Directors and Head of ICT and Customer Services

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			
11.	Staffing risk	Potential Union/staff response to elements of the Programme	4	2	8	↔	<ul style="list-style-type: none"> • Ongoing engagement with key staff stakeholder groups and develop corporate understanding of those issues which are essential to successful implementation of the Programme and therefore must be subject to change • Communicate potential staff benefits within the model such as developing skills and achieving better work/life balance through agile working 	Directors and Head of Corporate Services

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AGENDA
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SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM

8

NAME OF COMMITTEE	Executive
DATE	24 July 2014
REPORT TITLE	Connect Strategy and Priority Action Plan Update 2014-15
Report of	Community Manager
WARDS AFFECTED	All

Summary of report:

To present to Members of the Executive the final Connect Strategy update with actions for 2014/15 and request that they consider the update and recommend its approval to Council.

Financial implications:

The resource implications of the actions proposed are already incorporated into the Council's Budget. There are no further resource implications arising directly from the actions being proposed.

RECOMMENDATIONS:

That Members of the **EXECUTIVE** recommend to Council that the Connect Strategy annual update for 2014-15 be approved and adopted.

Officer contact:

Debbie Bird, Community Manager, debbie.bird@swdevon.gov.uk 01822 813515

1. BACKGROUND

- 1.1 In order to ensure that it manages and targets resources where they are most needed, the Council regularly reviews its corporate priorities to ensure that they are relevant to the local area. At the Council meeting in December 2010, Members approved four high level priorities for the authority and authorised the development of detailed delivery plans for each priority.

- 1.2 The high level priorities approved were:
- Community Life
 - Economy
 - Environment
 - Homes
- 1.3 The full delivery plans for each of these priorities were approved by Executive in July 2011. Annual updates for 2012-13 were produced for Community Life, Environment and Homes and approved in July 2012. The Economy plan was updated following a review of the Service and an update document covering the period 2012-14 was approved in October 2012.
- 1.4 Following a review changes to the Connect Partnership and delivery arrangements were approved in May 2013 and rather than a Connect Strategy and four separate delivery plans there is now one annual strategy update, which includes actions for each priority area.
- 1.5 The current Connect Strategy runs up until April 2015 and with a requirement to also produce a new Local Plan a review of the corporate planning framework was undertaken and in May this year Council approved the principle of 'Our Plan' as the Council's single, overarching strategic plan for South Hams. The plan will include planning policies and is currently being developed with the aim to submit those policies for examination by 1st April 2015 and adopt the non-planning policy areas of the plan from that date.

2 CONNECT STRATEGY UPDATE 2014-15

- 2.1 The Connect Strategy update for 2014-15 is included at Appendix A.
- 2.2 As this is the final update of the plan and work is underway to develop "Our Plan" with officer capacity directed towards its development, a light touch approach has been adopted for the update, with a small number of actions centred on work with partners towards the delivery of key strategic goals and aspirations.

3. LEGAL IMPLICATIONS

- 3.1 Council is responsible for approving the Connect Strategy as a key strategic document.
- 3.2 Localism Act 2011 - General Powers of Competence giving a local authority power to do anything that individuals of full legal capacity may do, giving authorities the power to take reasonable action they need 'for the benefit of the authority, its area or persons resident or present in its area'.
- 3.3 The Local Government Act 2000 gave the Council the power to work in partnership with others in the public, private and voluntary sectors to promote the economic, social and environmental wellbeing of the area.

4. FINANCIAL IMPLICATIONS

- 4.1 The resource implications of the actions proposed are already incorporated into the Council's Budget. There are no further resource implications arising directly from the actions being proposed.

5. RISK MANAGEMENT

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

Corporate priorities engaged:	Community Life Economy Environment Homes
Statutory powers:	Localism Act 2011 Local Government Act 2000
Considerations of equality and human rights:	A 360 degree assessment was carried out on the original Connect Strategy and Delivery Plans – no further assessment is required unless the priorities change significantly.
Biodiversity considerations:	A 360 degree assessment was carried out on the original Connect Strategy and Delivery Plans – no further assessment is required unless the priorities change significantly.
Sustainability considerations:	A 360 degree assessment was carried out on the original Connect Strategy and Delivery Plans – no further assessment is required unless the priorities change significantly.
Crime and disorder implications:	A 360 degree assessment was carried out on the original Connect Strategy and Delivery Plans – no further assessment is required unless the priorities change significantly.
Background papers:	Connect Strategy 2011- 2015/ Connect Strategy Annual Update 2012/13 Community Life delivery plan 2011-2015/ Community Life Annual Update 2012/13 Homes delivery plan 2011-2015/ Homes Annual Update 2012/13 Economy delivery plan 2011-2015/Economy Annual Update 2012/14 Connect Strategy Update 2013/14
Appendices attached:	Appendix A – Connect Strategy and Priority Action Plan Update 2014/15

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	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.	Action plans that don't meet local needs.	Low	6 ↔	Plans and priorities reviewed annually to ensure there is clear strategic direction to meet local needs. Actions define outcomes for local communities.	SMT
2	Community Engagement	Effectively engage communities in developing plans for their locality to meet local needs.	Local People unable to influence and shape plans.	Medium	9 ↔	Up to date evidence and community engagement used to develop plans. Revised Corporate Engagement Strategy approved with annual engagement timetable put in place. This will be reviewed and updated regularly.	Community Manager
3	Economic Conditions and Funding	Difficult economic conditions and reducing funding could impact on delivery.	Unable to deliver outcomes to meet local needs.	High	12 ↔	Resources identified in action plans and Financial Strategies. Regular monitoring and updating to identify and address emerging issues.	SMT
4	New Government Policy	Actions need to be in conformity with Government legislation.	Actions don't deliver outcomes in line with Government policy	Low	6 ↔	Maintaining understanding of Government legislation. Working closely with partners and communities to develop action plans that reflect Government policy and meet local need.	SMT

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**South Hams and West Devon
CONNECT STRATEGY
2011-2015**

**Local Priorities Annual Update
2014-2015**

INSERT PICTURES OF JOHN TUCKER AND PHILIP SANDERS

“How partners can transform and work together to meet the financial challenges and continue to deliver services for communities has been a common theme this year. We have all been moving forward on sometimes radical changes within our organisations to ensure that customers and communities are able to access the services they most need now and into the future.

Whilst this is the final update for this particular plan we are moving forward on new plans to support the communities of South Hams and West Devon, your views are important in helping us to shape these plans and we hope you will work with us over the coming months to do so”

Cllr John Tucker, Leader of South Hams District Council and Cllr Philip Sanders, Leader of West Devon Borough Council; joint chairs of the Connect Partnership

ADD IN ELECTRONIC SIGNATURES FOR BOTH LEADERS

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DRAFT

ABOUT THIS UPDATE

The Connect Strategy (2011-2015) was produced by the South Hams and West Devon Connect Partnership. It is the overarching strategic document which sets the priorities for the area and how partners will work together to improve the quality of life for our communities whilst safeguarding the environment for future generations. The strategy is underpinned by a set of action plans for each priority to deliver improvements for local people and businesses.

We made a commitment to review and update the strategy and supporting delivery plans on an annual basis to ensure that the needs of communities continue to be met. Following a review of the partnership and the streamlining of the priority delivery arrangements last year, this final update sets out key strategic actions for the next 12 months. Additionally with the current strategy taking us up to April 2015 we have considered how best to plan for the future of our areas and this update set out how we propose to do this.

As the financial landscape continues to be challenging all partners have been reviewing the way we work, in some cases quite radically, to ensure that priority services can continue to be delivered and in the most cost-effective and efficient way to have a positive impact on the quality of life for local people.

PRIORITIES FOR SOUTH HAMS AND WEST DEVON:

- **Community Life**
- **Economy**
- **Environment**
- **Homes**

This is not a stand alone document. It updates previous strategies and delivery plans and should be read in conjunction with these.

The strategy, plans and updates are available on our websites: www.southhams.gov.uk or www.westdevon.gov.uk

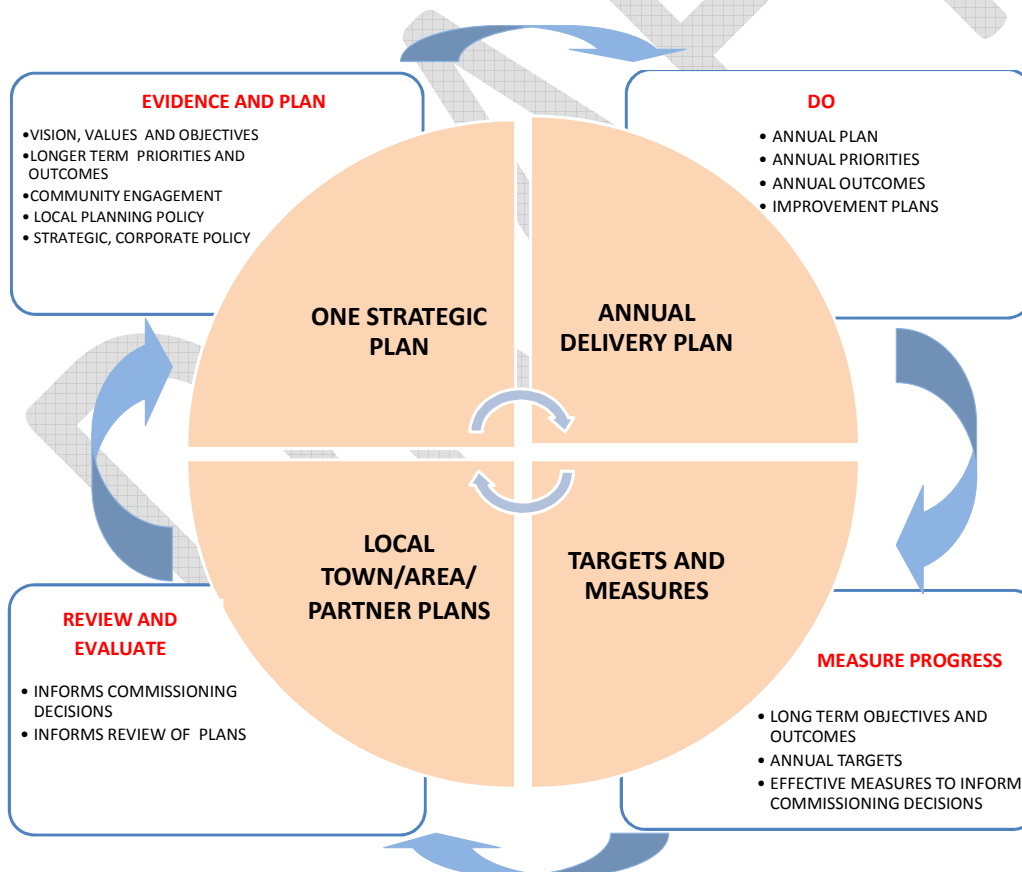
If you would like to get involved in helping to shape the priorities for the local area please contact the Community Team on 01803 861234 or 01822 813600, or email community@southhams.gov.uk or community@westdevon.gov.uk

MOVING FORWARD - OUR PLAN

With the Connect Strategy setting priorities up until 2015 it is now time to think about the way forward. Partners all have their own specific areas of service delivery with plans and strategies that set out how these will be delivered. As well as focusing on actions each partner can deliver themselves there are many areas where we need to work together to deliver and the Connect Strategy was always about this partnership working. Changes in legislation and financial challenges mean that we need to be better at working together. We are therefore moving to:

- One single cohesive strategic plan that supports communities and helps to plan better financially and commission services more effectively with partner organisations exploring opportunities for sharing assets and resources for the benefit of the community.

The District and Borough Councils are leading the way on a new plan for each local authority area: Our Plan, drawing partners, stakeholders and communities together to develop a high level strategic plan, which will be underpinned by an annual delivery plan with links to Town, Parish and partner plans. We will monitor and report on what is being achieved and use this information to review the way in which services are delivered to ensure they are meeting needs in the most effective way.



More information on “Our Plan” and how you can be involved can be found on our websites:

www.southhams.gov.uk/ourplan

www.westdevon.gov.uk/ourplan

STRATEGIC GOALS AND ASPIRATIONS

In the 2013/14 update we set out a wider set of strategic goals and aspirations for the local area. These are:

- **Local Plans – developing planning policies for the area that encourage and enable sustainable development and economic growth and also support communities to have a greater say in local planning matters through neighbourhood plans**
- **Health and Wellbeing – partners working together to improve the health and wellbeing of local communities**
- **Local Visions and Priorities – Partners supporting local communities to deliver the priorities for their area and develop community resilience**
- **Supporting Vulnerable People – ensuring the most vulnerable in our communities are supported and have access to the services they need**

The actions within this update will reflect these strategic goals and aspirations, which will also be the cornerstone of “Our Plan” going forward.



LOCAL PRIORITIES

PRIORITIES FOR DELIVERY:

- **Community Life**
- **Economy**
- **Environment**
- **Homes**

The 2014/15 action plan can be found at Appendix A. This contains a small number of short term “added value” actions towards the delivery of the longer term strategic goals and aspirations. Areas of work that are part of the normal operation of an organisation, “the day job” or “business as usual”, are not included within the action plan.

Some key recent achievements:

- **Partners contributed to the development of the South West Local Enterprise Partnership Strategic Economic Plan and EU Structural Funds submissions**
- **Agreed and signed the Plymouth and South West Peninsula City Deal, which is projected to lever in £266m of private sector investment and create 9,500 jobs in the wider City Deal area**
- **Secured Rural Development Programme for England transitional funding of £70,000 to develop new local action development strategies – focused on economic outcomes for the Greater Dartmoor LEAF and South Devon Coastal Local Action Group areas**
- **Involvement in formal pre-application to bring forward a 20 acre Business Park in Okehampton to create commercial premises and 150 new local jobs**
- **Securing £1.5m from the Department Care of Health to support the delivery of a state of the art Extra Care Housing Scheme in Totnes to provide supported living for older people, including specialist dementia care**
- **Improving engagement with Young People through ibox Devon website and facebook page and the delivery of the first Young Person’s Connect Outreach event in Totnes**
- **Production of a Locality Public Health Plan for South Hams and West Devon identifying priority areas for the local area and actions to address these. Projects developed around key areas of mental health and fuel poverty to support the most vulnerable utilising funding made available through the County Council**
- **Providing support and assistance to those people sleeping rough in the area enabling 26 rough sleepers into long term settled accommodation**

This is just a flavour of the type of work being undertaken by partners working together

CONNECT STRATEGY ACTION PLAN 2014-15

Milestones	Outcomes	Target Date	Partners
Develop "Our Plan" for South Hams and "Our Plan" for West Devon	<p>One strategic plan for each area setting out high level priorities, vision and policies, linked with plans and strategies of towns, parishes and partners, underpinned by an annual delivery plan with robust performance measures that inform and enable more effective commissioning of services.</p> <p>Planning policies that enable sustainable development and meet the requirements of the National Policy Framework</p>	April 2015	<p>South Hams District Council West Devon Borough Council Towns and Parishes Voluntary Sector partners Business sector partners Local communities Public sector and statutory partners Key stakeholders</p>
Develop initiatives and agree outputs for the Delivering Differently pilots in Tavistock and Okehampton and use this work to inform and recommend the most appropriate local framework for engagement, participation and the delivery of services to the communities of South Hams and West Devon	<p>Local delivery of services in a way that meets local needs as defined by communities, rather than top down delivery</p> <p>Collaborative delivery of services with resources and assets shared</p> <p>Building of trust between local communities and public service providers</p> <p>Adoption of a local framework that sets out how communities can engage and participate in the delivery of local services</p>	April 2015	<p>Devon County Council Tavistock Town Council Totnes Town Council Transition Town Totnes South Hams District Council West Devon Borough Council Voluntary Sector Local community groups</p>
Production and delivery of a range of training events and a supporting toolkit to embed knowledge and understanding of key health issues	<p>Partners provided with skills and knowledge to develop effective local health plans</p> <p>Identification of those who are vulnerable and need support and providing appropriate assistance and solutions</p> <p>Concerns and problems identified at an earlier stage allowing issues to be addressed before they reach crisis point, providing better health outcomes for clients and savings public money</p>	April 2015	<p>NHS – Clinical Commissioning Groups Devon County Council South Hams District Council West Devon Borough Council Community and Voluntary Sector</p>

Milestones	Outcomes	Target Date	Partners
Engagement with regional and sub regional partnerships to ensure effective integration of local, regional and national growth strategies	Creation of economic growth strategies which meet local business needs and maximise funding opportunities	April 2015	South Hams District Council West Devon Borough Council Heart of the South West LEP Plymouth and South West Peninsula City Deal
Horizon scan for funding streams and work with strategic partners to develop bids and secure funding for economic initiatives	Delivery of capital and revenue projects which provide added value, complement existing initiatives and address local needs	April 2015	South Hams District Council West Devon Borough Council Heart of the South West LEP DEFRA Heritage Lottery Developers
Effectively engage with the local business community to enable them to maximise opportunities for growth and development	A well informed business community able to take advantage of opportunities on offer	April 2015	South Hams District Council West Devon Borough Council Chambers of Trade Federation of Small Business Business Networks
Conduct business surveys, collate regional data and implement benchmarking initiatives	A business growth strategy informed by local needs	April 2015	South Hams District Council West Devon Borough Council Devon County Council Universities Chambers of Trade Federation of Small Business Business Networks
Deliver 195 - 235 units of affordable housing to include: <ul style="list-style-type: none"> • 130 – 150 new build affordable homes in South Hams 60 - 80 in West Devon • 5 empty homes brought back into use as affordable homes (South Hams) 	Increased supply of affordable homes including new models of affordable housing to increase housing choice for our communities.	April 2015	South Hams District Council West Devon Borough Council Registered Providers Developers
Development and launch of Energy Company Obligation Partnership	Reduction in households living in fuel poverty plus measured benefits in health and the local economy.	Scheme commences June 2014 – May 2015 (option to extend to 2017)	Major Energy Supplier , Devon Local Authorities (except Plymouth CC), Energy Savings Trust Voluntary sector

Milestones	Outcomes	Target Date	Partners
Implementation of the Big Community Switch across West Devon and South Hams connecting consumers, community leaders and suppliers by organising collective switching schemes	Reduction in households living in fuel poverty Improving health outcomes for local people by providing energy at affordable cost	April 2015	ichooser South Hams District Council West Devon Borough Council Community and Voluntary Sector Citizens Advice Bureau
Implementation of new Schedule of Rates for Bathroom adaptations through Disabled Facilities Grants	Cost of adaptations driven down through regional procurement exercise. Estimated 10-20% reduction in capital cost	Commences July 14	Devon Local Authorities Local Contractors
Develop our Private Rented Offer to include statutory accepted homeless households, single homeless and households at risk of becoming homeless	Reduction in the use of temporary accommodation Increase in number of households in high housing need who are not homeless being rehoused through Devon Home Choice	March 2015	Private Landlords Devon Local Authorities Devon County Council
Implement an Exit Strategy and legacy for Rough Sleeper Work	To retain the good work we have achieved around outcomes for rough sleepers in our areas	Funding for Service ends in September 2015	Encompass Shekinah Revival Life Ministries Devon & Cornwall Rough Sleeping Partnership

NOT FOR PUBLICATION

This report contains exempt information as defined in
Paragraph 3 of Part 1 of
Schedule 12A to the Local Government Act 1972
(applies to Appendix A only)

AGENDA
ITEM
9

SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM
9

NAME OF COMMITTEE	EXECUTIVE
DATE	24 July 2014
REPORT TITLE	CAPITAL PROGRAMME MONITORING REPORT
REPORT OF	Head of Assets and Head of Finance and Audit
WARDS AFFECTED	ALL

Summary of report:

To advise Members of the progress on individual schemes within the approved capital programme including an assessment of their financial position.

Financial implications:

The anticipated level of expenditure is within the existing approved budget for the approved programme as a whole (Appendix A).

RECOMMENDATIONS:

That the Executive notes the report.

Officer contact:

Kate Cassar, Head of Assets
Kate.cassar@swdevon.gov.uk

Chris Brook, Engineering Manager
Chris.brook@swdevon.gov.uk

Michael Tithecott, Chief Accountant
Mike.tithecott@swdevon.gov.uk

1. BACKGROUND

1. The capital programme for 2014/15 was approved by Council on 13 February 2014 (50/13 and E41/13 refer). This report provides an update on this programme and also on those schemes that remain outstanding from previous programmes (Appendix A).

2. ISSUES FOR CONSIDERATION

Introduction

- 2.1 A summary of the programme is shown in exempt Appendix A. The award of contracts is subject to the Council's procurement rules on competitive tendering and therefore the allocated budget is commercially sensitive

Specific Issues

- 2.2 Members are requested to note the following:

Capital Programme 2013/2014

T18 Follaton House Improvements

- Tenders received and being reviewed

Island Street Workshop Re-cladding, Salcombe

- Early Contractor Involvement tender undertaken and contractor appointed.
- Works scheduled to start Oct.

Dartmouth Lower Ferry - Replacement of slipways and fendering systems

- Project completed on 20th May, 2013
- Discussions with original contractor still ongoing concerning defects

Follaton House - New Fire Detection Panel

- The scope of the T18 brief has been increased to include an updated fire detection system for the new house across all floors. This shall be funded from the capital programme bid allocation.

Affordable Housing Update

Frogmore - Exception Site	£25k	Site under option with Hastoe Housing Association. Site investigations currently underway. Start on site estimated to be spring 2015. Completion spring 2016.
Community led housing	£100k	Community-led Housing Initiative launched in April 2014. Currently in discussion with 3 organisations to provide financial support for community led schemes.
Rural Affordable housing	£400k	£250,000 committed or provisionally committed to rural schemes including Thurlestone, Avondale, Slapton, Newton Ferrers and Morleigh
Older persons housing	£500k	Allocated to Riverside Extra Care. Start on site scheduled for September 2014. Completion April 2016
Existing stock/ Sustainability	£100k	To reduce empty homes and make best use of existing housing stock.
Homeless / Specialist Housing	£50k	To enable the provision of specialist accommodation as required. Funding will be allocated as need arises.
Follaton Oak, Totnes	£80k	Scheme due to start on site summer 2014 completion spring 2015.
Ivatt Road, Dartmouth	£60k	Scheme due to complete Autumn 2014

Capital Programme 2014/2015

Three schemes completed:

- Fore Street car park, Kingsbridge
- Warfleet dinghy storage area,
- Dartmouth Lower Ferry Ticket Machines.

3. LEGAL IMPLICATIONS

- 3.1 Statutory powers are provided by the S1 Localism Act 2011 general power of competence.
- 3.2 The capital programme is implemented in line with the Council's legal requirements, which are examined on a project-by-project basis. To date there are no undue legal concerns.
- 3.3 Since there is commercially sensitive information in the appendices regarding the budgets for individual projects, there are grounds for the publication of these appendices to be restricted, and considered in exempt session. The public interest has been assessed and it is considered that the public interest will be better served by not disclosing the information in Appendix A. Accordingly this report contains exempt information as defined in paragraph 3 of Schedule 12A to the Local Government Act 1972.

4. FINANCIAL IMPLICATIONS

- 4.1 The anticipated level of expenditure is within the existing approved budget for the approved programme as a whole (Appendix A).

5. RISK MANAGEMENT

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

6. OTHER CONSIDERATIONS

Corporate priorities engaged:	Sound financial management underpins all of the Council's corporate priorities.
Statutory powers:	Local Government Act 1972, s148(5)
Considerations of equality and human rights:	This matter is assessed as part of each specific project.
Biodiversity considerations:	This matter is assessed as part of each specific project
Sustainability considerations:	This matter is assessed as part of each specific project
Crime and disorder implications:	This matter is assessed as part of each specific project
Background papers:	<ol style="list-style-type: none">1. Report to and minute 82/09 of South Hams District Council on 04 February 20102. Reports to and minute of Executive on 26 January 2012 (E.69/11, Cncl 74/11).3. Reports to and minutes of Executive on 31 May 2012 ((E.13/12, (E.14/12)4. Report to and minutes of Executive on 6 September 2012 ((E.34/12).5. Report to and minutes of Executive on 6 December 2012 (E.63/12)6. Report to and minutes of Executive on 6 June 2013 (E.05/13)7. Report to and minutes of Executive on 12 December 2013 (E.41/13)
Appendices attached:	EXEMPT - Appendix A – Summary of the approved programme plus allocated budget

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	Council Priorities	Meeting existing Council priorities in line with the Council's Asset Strategy and the opportunity to assess emerging projects, which could contribute to the Council's priorities	4	2	8	↔	This requires a project appraisal for each proposal. This needs to be taken into account when assessing possible implementation timescales. Complex capital programmes have a relatively long lead-in period.	Head of Service
2	Providing value for money	The Council must demonstrate that capital investment contributes to corporate priorities, provides value for money and takes account of the revenue implications of the investment.	4	2	8	↔	Regular monitoring of the capital programme and consideration of new pressures enables Members to control the programme and secure appropriate mitigation where problems arise.	Head of Finance and Audit Head of Assets
3	Cost overruns	Risk of cost overruns on the Capital Programme.	5	2	10	↔	There is regular quarterly monitoring of the Capital programme to Members where any cost overruns are identified at an early stage. There is a contingency budget within the Capital Programme (Appendix A).	Head of Finance and Audit Head of Assets

Direction of travel symbols ↓ ↑ ↔

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AGENDA
ITEM
10

SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM
10

NAME OF COMMITTEE	Executive
DATE	24 July 2014
REPORT TITLE	Car Parking Tariff Review in Kingsbridge
Report of	Street Scene Manager
WARDS AFFECTED	Kingsbridge

Summary of report:

This report makes a recommendation in respect of Pay & Display tariffs and charging period in Kingsbridge car parks.

Financial implications:

It is anticipated that the changes will have no impact on the level of income received from the car parks.

There is a cost of implementing the changes to the Council's Off-Street Parking Places Order of approximately £1,200, which will be met by the service budget and may be reduced by adding this amendment to other amendments already in progress.

RECOMMENDATIONS:

That the Executive resolves to **RECOMMEND** to Council that the following amendments are made to car parks in Kingsbridge:

- Charges to be in place from 8am to 8pm and that the overnight charge is eliminated.
- Tariffs, as detailed in Appendix 1 to be implemented.
- Coach parking fee to be eliminated.

In addition, it is recommended that the South Hams District Council's Off-Street Parking Places Order be updated to reflect this change.

Officer contact:

Cathy Aubertin
Street Scene Manager
Cathy.Aubertin@swdevon.gov.uk

1. BACKGROUND

1.1 Following a request from Kingsbridge Town Council, work was undertaken with a group of representatives from the town to review the current parking arrangements in order to provide a parking service which will encourage higher footfall in the town.

2. PROPOSAL

2.1 The town were keen to eliminate both the overnight parking charge, which is confusing for customers, and charges for coach parking, in order to encourage more visiting coaches. Both were incorporated within the review, and the revised charges make up for the lost income from these two streams.

2.2 In addition, seasonal charges have been eliminated within the proposal so that the same tariffs will apply all year round, and the three hour tariff has been reduced in order to encourage more use of this in preference to the two hour tariff.

2.3 The proposed charges are detailed in Appendix 1 and, in preference to having an overnight charge, it is proposed that Pay & Display charges are in place from 8am to 8pm each day.

3. LEGAL IMPLICATIONS

3.1 The Council has power to provide off-street parking under the Road Traffic Regulation Act 1984 (as amended).

3.2 The Council has the power to deal with the provision, management and control of car parks.

3.3 Council has the powers to provide this service under the General Powers of Competence in the Localism Act 2011.

4. FINANCIAL IMPLICATIONS

4.1 It is anticipated that the changes will have no impact on the level of income received from the car parks.

4.2 There is a cost of implementing the changes to the Council’s Off-Street Parking Places Order of approximately £1,200, which will be met by the service budget and may be reduced by adding this amendment to other amendments already in progress.

5. RISK MANAGEMENT

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

Corporate priorities engaged:	Community well-being Access to services Towards excellence Customer first
Statutory	As stated in paragraph 3

powers:	
Considerations of equality and human rights:	An equality impact assessment has been carried out and, as a result, no further actions are required.
Biodiversity considerations:	None
Sustainability considerations:	None
Crime and disorder implications:	None
Background papers:	None
Appendices attached:	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	Objections from customers	Customers may object to this change to the Off-Street Parking Places Order	2	1	2	↓	This proposed change to the Off-Street Parking Places Order will be subject to a formal notice, followed by a 21-day public consultation period.	C Aubertin

Direction of travel symbols ↓ ↑

Kingsbridge tariff review

CURRENT TARIFF

Lower Union Road

1 hour	£0.90
2 hours	£1.80
3 hours	£2.70
4 hours	£3.60
All day	£6.00

Fore Street

1/2 hour	£0.40
1 hour	£0.90
2 hours	£1.80
3 hours	£2.70
Overnight	£2.00

Quay

1/2 hour	£0.40
1 hour	£0.90
2 hours	£1.80
3 hours	£2.70
4 hours	£3.60
All day	£6.00
Overnight	£2.00

Cattle market

Low season tariff

1/2 hour	£0.30
1 hour	£0.80
2 hours	£1.60
3 hours	£2.40
4 hours	£3.20
All day	£5.00

High season tariff

1/2 hour	£0.40
1 hour	£0.90
2 hours	£1.80
3 hours	£2.70
4 hours	£3.60
All day	£6.00
Overnight	£2.00

Coaches

2 hours	£4.50
4 hours	£7.50
All day	£11.50

Duncombe Park

PROPOSED TARIFF

Lower Union Road

1 hour	£0.90
2 hours	£1.80
3 hours	£2.40
4 hours	£3.70
All day	£7.00

Fore Street

1/2 hour	£0.40
1 hour	£0.90
2 hours	£1.80
3 hours	£2.40
4 hours	£3.70

Quay

1/2 hour	£0.40
1 hour	£0.90
2 hours	£1.80
3 hours	£2.40
4 hours	£3.70
All day	£7.00

Cattle market

1/2 hour	£0.40
1 hour	£0.90
2 hours	£1.80
3 hours	£2.40
4 hours	£3.70
All day	£7.00

Duncombe Park

1/2 hour	£0.30
1 hour	£0.80
2 hours	£1.60
3 hours	£2.40
4 hours	£3.20
All day	£5.50
Overnight	£2.00

1/2 hour	£0.30
1 hour	£0.80
2 hours	£1.60
3 hours	£2.00
4 hours	£3.30
All day	£7.00

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**MINUTES OF A MEETING OF
THE EXECUTIVE
HELD AT FOLLATON HOUSE ON THURSDAY, 24 JULY 2014**

Members in attendance:			
* Denotes attendance		∅ Denotes apologies	
*	Cllr H D Bastone	*	Cllr R J Tucker
*	Cllr R D Gilbert	*	Cllr L A H Ward
∅	Cllr M J Hicks	*	Cllr S A E Wright
*	Cllr M F Saltern		

Also in attendance and participating		
Item 7	E.11/14	Cllrs Barber and Hodgson
Item 8	E.12/14	Cllrs Baldry, Barber, Gorman, Hodgson and Pennington
Item 10	E.14/14	Cllrs Brazil, Carson, Gorman and Hodgson
Item 11	E.15/14	Cllrs Baldry, Barber, Hodgson, Holway, Squire, Stone and Westacott
Item 13	E.17/17	Cllr Westacott
Also in attendance and not participating		
Cllrs Blackler, Bramble, Coulson, and Steer		

Officers in attendance		
All items		Executive Director (AR), Executive Director (TW) and Member Services Manager
Item 6	E.10/14	Head of Environment Services
Item 7	E.11/14	Head of Finance and Audit
Item 8	E.12/14	Community Manager
Item 9	E.13/14	Engineering Manager
Item 10	E.14.14	Street Scene Manager
Item 13	E.17/17	Estates Manager

E.08/14 MINUTES

The minutes of the meeting of the Executive held on 5 June 2014 were confirmed as a correct record and signed by the Chairman.

E.09/14 DECLARATIONS OF INTEREST

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

E.10/14 PUBLIC QUESTION TIME

In accordance with Executive procedure rules, it was noted that public questions had been received from Cllr Julian Brazil. The questions and responses were as follows:

1. How many houses are registered to pay business rates in the South Hams and how much are those business rates?
2. How many of these houses take advantage of our domestic waste collection?

The Leader advised that he would respond to the first question. He stated that the position was not straightforward as there were different business classifications and it would take a major piece of work to differentiate the numbers of each. He could confirm that after 20 weeks those houses that were rented out for holiday let should advise the Council and then transfer to business rates. In addition, small businesses were entitled to statutory reliefs.

The Executive Portfolio Holder for Environment Services responded to the second question by confirming that it was a matter that had been discussed on a number of occasions, along with the difficulty of identifying properties that were receiving domestic waste collection when they were business rated. The introduction of in cab technology would help, as would the new integrated IT systems that would result from the T18 Programme. The Head of Environment Services added that holiday properties were now able to take advantage of a domestic waste collection but with a small charge. This was the result of a recent change in legislation and more information would be shared with Members in the Bulletin.

E.11/14 TRANSFORMATION PROGRAMME 2018

Members were asked to consider a report that provided a budget monitoring update which included a request for the release of the funding (£2,272,800) for key programme expenditure milestones two and three.

The Leader introduced the report and advised Members that the Programme was on target with the budget.

One Member asked how the savings indicated were reflected in the budget book. In response the Head of Finance and Audit advised that the majority of savings were expected in year 2015/16. Work was currently underway to identify and quantify savings from Phase 1A. The savings made will help to pay towards the up front investment.

One Member queried a recent report to Council in respect of potential costs of £50,000. The Head of Finance and Audit explained that this related to the senior management restructure and was not reflected in this report. The cost referred to would actually be a reduction in savings from the senior management review rather than an additional cost.

Another Member raised concerns and felt that the figures should be fully discussed. The Leader responded that today the Executive was being asked to release funding and the detail of savings and costs was shown in the Exempt Appendices A and B to the report. It was then:

RESOLVED

- a) That progress to date on the Transformation Programme 2018 be noted; and
- b) That authority to release the funding for key programme expenditure milestones two and three totalling £2,272,800 as shown in presented Appendix A be granted.

E.12/14

CONNECT STRATEGY AND PRIORITY ACTION PLAN UPDATE 2014-15

Members were presented with a report that set out the final Connect Strategy update with actions for 2014/15 and request that they consider the update and recommend its approval to Council.

The Leader introduced the report and the Community Manager advised that the outcome of the first Our Plan Consultation would soon be available.

During discussion, the following points were raised:

- The significant achievements relating to specific projects;
- Concern that the consultation had not appeared on the 'Consultation Page' on the website (although it had appeared on a page of its own);
- Confusion between Our Plan and the Local Plan. The District Council currently had both and a structural diagram that showed the relationship between them and Neighbourhood Plans would help;
- Where funding streams were available, the Council was trying to ensure it accessed funds where it could.

It was then:

RESOLVED

That Council be **RECOMMENDED** that the Connect Strategy annual update for 2014-15 be approved and adopted.

E.13/14 **CAPITAL PROGRAMME MONITORING REPORT**

Members were presented with a report that advised of the progress on individual schemes within the approved capital programme including an assessment of their financial position.

The Executive Portfolio Holder for Assets introduced the report and drew Members attention to the key points.

The Executive Portfolio Holder for Corporate Services requested that future reports include an update on section 106 funds being held.

It was then:

RESOLVED

That the report be noted.

E.14/14 **CAR PARKING TARIFF REVIEW IN KINGSBRIDGE**

Members were presented with a report that made a recommendation in respect of Pay & Display tariffs and charging periods in Kingsbridge car parks.

The Executive Portfolio Holder for Environment Services introduced the report and advised Members that this was a community initiative for the benefit of the community and businesses. A great deal of work had gone into the modelling and he hoped that other towns may consider it as a good template.

A local Ward Member for Modbury was pleased to see the model originally pioneered by the community in Modbury being adapted and used in Kingsbridge. Another Member was pleased to support the amendments but requested that the car parks had better signs as the charges should be more prominent and not only displayed on the machines.

One Member stated that market towns needed the help of the District Council and, in respect of car parking, more innovation should be shown. He also stated that the only way to change car parking arrangements would be if revenue was not affected. In response, another Member advised that the scheme implemented in Modbury did receive an award from the Federation of Small Businesses for innovation.

The Executive Portfolio Holder reminded Members that this scheme was put together by the community including the Town Council and the Chamber of Trade. The Leader added that other towns could do the same thing and it would be up to them to design a scheme that fitted them best. A Ward Member for Ivybridge advised that they had declined to work on a specific scheme. Finally, a Member asked that renewable energy within car parks remain on the agenda.

It was then:

RESOLVED that Council be **RECOMMENDED** that the following amendments are made to car parks in Kingsbridge:

- Charges to be in place from 8am to 8pm and that the overnight charge is eliminated;
- Tariffs as detailed in appendix 1 of the presented report be implemented; and
- Coach parking fee to be eliminated.

E.15/14 **REPORTS OF OTHER BODIES**

RESOLVED

That the following be received and that any recommendations contained therein be approved:

a) **Community Life and Housing Scrutiny Panel – 19 June 2014**

i) **CLH.07/14 LOCALISM ACT AND CHANGES TO POWERS UNDER STATUTORY HOMELESS DUTY TO ACCOMMODATE**

RESOLVED

That the use of the flexibilities of the Localism Act 2011 to discharge the homelessness duty into the private rented sector as set out in the presented agenda report be approved.

ii) **CLH.09/14 TASK AND FINISH UPDATES – Affordable Housing Delivery Models**

Prior to the vote being taken on this resolution, the Executive Portfolio Holder for Corporate Services requested an amendment to recommendation 2 to provide further clarity.

It was then:

RESOLVED

1. That the level of Rent Plus be limited to a maximum 10% of all affordable housing delivered in the South Hams in any one financial year;
2. That Rent Plus only be considered on sites that have already achieved 35% or more affordable housing. Rent Plus units would be in addition to that 35%; and
3. That Rent Plus is introduced on a trial basis for a period of 5 years.

b) **Economy and Environment Scrutiny Panel – 26 June 2014**

c) **Corporate Performance and Resources Scrutiny Panel – 3 July 2014**

i) **CP&R.5/14 CALL IN – TRANSFER OF PLYMPTON AND TOTNES CHAINS**

Members discussed this matter that had been a previous Executive decision (E.86/13 refers) and which had been called in and discussed at the Corporate Performance and Resources Scrutiny Panel meeting.

Whilst recommendations had been made by the Scrutiny Panel, the Executive Portfolio Holder for Corporate Services, who had attended the Scrutiny Panel meeting and listened to the debate, made the following proposal which he hoped would be a satisfactory way forward for all parties. He proposed that the Plympton chain remain in the ownership of South Hams District Council and be displayed in a prominent but secure place. He also proposed that it be made available to Plympton Civic Society and parishes that had previously been part of Plympton Rural District Council to be loaned out to them for use at events when requested. In respect of the Totnes Chain, and contrary to the recommendation from the Scrutiny Panel, he proposed that the status quo remain and that South Hams District Council retain ownership but, again, the Chain be loaned out when requested for events. The current mayor of Totnes requested that the Totnes Chain be returned to Totnes. A number of Members agreed that the situation with the Totnes Chain was different to the situation with the Plympton Chain as Totnes was wholly within the South Hams. However, other Members noted that the situation was not so different as the Chain should be available to the parishes surrounding Totnes.

RESOLVED

1. That ownership of the Plympton Chain be retained by South Hams District Council to be displayed in a prominent but secure location and to be loaned to Plympton Community Council and parishes within the Plympton Rural District Council area; and
2. That ownership of the Totnes Chain be retained by South Hams District Council but the Chain be loaned out to the Town Council and relevant parishes when requested.

E.16/14 EXCLUSION OF PUBLIC AND PRESS

RESOLVED

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following items of business in order to avoid the likely disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

E.17/14 STEAMER QUAY ROAD

Members were presented with a report that sought approval to grant an access easement (in perpetuity) over Council owned land to access the proposed Riverside Extra Care Project which will be owned and operated by Guinness Trust.

The Executive Portfolio Holder for Assets introduced the report and during discussion a local Ward Member commented on the need in Totnes for Extra Care accommodation.

It was then:

RESOLVED

That an access easement (in perpetuity) to be granted for a nominal sum to Guinness Trust to facilitate the development of an Affordable Extra Care Housing Scheme.

(NOTE: THESE DECISIONS, WITH THE EXCEPTION OF MINUTE E.12/14 AND E.14/14 WHICH ARE RECOMMENDATIONS TO THE COUNCIL MEETING TO BE HELD ON 2 OCTOBER 2014, WILL BECOME EFFECTIVE FROM 5.00PM ON MONDAY 4 AUGUST 2014 UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18).

(Meeting commenced at 10.00 am and concluded at 11.10 am)

Chairman