

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

Present:

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

Apologies: Cllr G Parker

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

Other Members in attendance:

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

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

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

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

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

It was then **RESOLVED** that:

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

HC 74 REVIEW OF LONG TERM PARKING SCHEME

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

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

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

HC 75 REVIEW OF CORPORATE COMPLAINTS POLICY

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

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

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

HC 76 DRAFT CALENDAR OF MEETINGS

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

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

It was then **RESOLVED**:

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

HC 77 RESOURCES TO DELIVER INCOME GENERATION PROPOSALS

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

It was then **RESOLVED**:

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

(The Meeting terminated at 3.15 pm)

Chairman

DRAFT CALENDAR OF MEETINGS 2016 - 2017

May 2016

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

June 2016

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

July 2016

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

August 2016

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

DRAFT CALENDAR OF MEETINGS 2016 - 2017

September 2016

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

October 2016

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

November 2016

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

December 2016

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

January 2017

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

DRAFT CALENDAR OF MEETINGS 2016 - 2017

- 24 Hub Committee
- 26 WD Site Inspections

February 2017

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

March 2017

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

April 2017

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

May 2017

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

DRAFT CALENDAR OF MEETINGS 2016 - 2017

June 2017

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

July 2017

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

August 2017

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

September 2017

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