

At a Meeting of the **COMMUNITY SERVICES COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **11th** day of **MARCH 2014** at **2.00 pm**.

Present:

Cllr R J Oxborough – Chairman
Cllr R F D Sampson – Vice-Chairman
Cllr K Ball
Cllr K A Clish-Green
Cllr A F Leech
Cllr M E Morse
Cllr M J R Benson
Cllr D W Cloke
Cllr N Morgan
Cllr D E Moyse

Executive Director (Communities & Head of Paid Service)

Head of Environmental Services

Natural Environment & Recreation Manager

Street Scene Manager

Community Projects & Policy Officer

Economic Development Officer

Assistant Elections/Member Support Officer

In attendance:

Cllr M Ewings
Cllr J Moody
Cllr T Pearce
Cllr D Horn
Cllr R Musgrave
Cllr J Sheldon

***CS 31 DECLARATION OF INTEREST**

Cllr A F Leech – Minute No CS 34 – Strategic Leisure Review – Personal – Member of a discussion group on the future of Parklands Leisure Centre.

***CS 32 CONFIRMATION OF MINUTES**

The Minutes of the Meeting held on 12th November 2013, were confirmed and signed by the Chairman as a correct record.

CS 33 TAVISTOCK WHS KEY CENTRE

Arising from Minute No E&C 29 – 2011/2012, the Head of Planning, Economy & Community presented a report (page 6 to the Agenda) on the progress being made in addressing the identified weaknesses in the Assessment of Tavistock as a potential Key Centre in the Cornwall and West Devon Mining Landscape World Heritage Site (WHS). The Assessment was carried out in 2012, from which an Action Plan had been developed ahead of the re-assessment which the Committee was being asked to support.

Arising from the initial assessment a working group comprising both local government and private sector stakeholders had come together and had produced the action plan which was presented as Appendix B to the report (page 11 to the Agenda). The action plan set out a number of key initiatives which needed to be progressed over the next 12 months to secure and sustain Tavistock as a Key Centre including the appointment of a Borough Councillor to represent the Council at future partnership meetings. A number of the actions had been achieved or were on their way to being achieved, but some would take many years to bring to fruition.

- * It was **RESOLVED** that:
1. the progress towards establishing Tavistock as a Key Centre in the Cornwall and West Devon Mining Landscape World Heritage Site be noted;
 2. the Committee would continue to support the way forward as detailed in the officer's report and the Action Plan as presented at Appendix B; and,
 3. officers continue to assist with the implementation of the Action Plan and to bring any specific project proposals back to the appropriate Committee in due course.

It was **FURTHER RESOLVED** to **RECOMMEND** that Council nominate a Member representative to attend the Tavistock Key Centre Partnership.

***CS 34 STRATEGIC LEISURE REVIEW – UPDATE**

The Natural Environment & Recreation Manager presented a report (page 16 to the Agenda) on the work of the Strategic Leisure Member Working Group. The report also highlighted current work streams for information but also made some proposals for further immediate background work in anticipation of a new Olympic Legacy Pool in Tavistock.

Under the guidance of the Strategic Leisure Working Group, officers were currently working to a project plan with the following key stages:

- (i) March 2014: appointment of leisure services specialist consultant
- (ii) May/June 2014: soft market test (or similar exercise)
- (iii) July/August 2014: interim options report and consultations as required
- (iv) November 2014: preferred options report
- (v) December 2014: Council consideration of options.

In relation to key stage (i) above, it was noted that a contract for this work was currently out to tender and the contract would be funded as agreed under Council Minute CM38 f(i) – 2012/2013.

In preparing for the future leisure provision within the Borough, the Council would need to be cognizant of Kelly College's aspiration of acquiring an Olympic Legacy 50m Pool and consider also the implications towards the Meadowlands Leisure Pool and the merits of the Borough Council becoming a partner organisation. Additionally, it would be necessary to keep close contact with both Tavistock and Okehampton Town Councils and with Devon County Council who each have freehold interests in the land occupied by both Meadowlands and Parklands Leisure Centres.

Two appendices were presented with the report: Appendix 1 (page 21 to the Agenda) detailed the stakeholder feedback on the consultation with key interested parties, and, Appendix 2 (page 24 to the Agenda) detailed the issues for consideration and investigation relating to the future of Meadowlands.

During the ensuing discussion, the Chairman advised the Committee that Kelly College would be retaining their current 25m pool which would be made available for community use and which would, most probably, have an impact on attendance at the Meadowlands Pool. Concern was expressed relating to the accessibility of the Kelly pool and about the pool's availability during the day for the various activities currently provided at Meadowlands. It was also suggested that if the Council had a financial interest in the new pool it could have a voice in championing various activities.

The Committee was reluctant to be tied to the timetable being aired by Kelly College in inviting participation in the activities of the new pool, therefore, the Chairman proposed that a meeting be convened as soon as it was reasonable to do so at which the Strategic Leisure Member Working Group could meet with representatives of Kelly College to see how Kelly College envisaged meeting community need in the future, particularly should it be decided to decommission the Meadowlands Pool, and the Council's role in meeting that community need.

It was **RESOLVED** that:

1. the progress being made on the Leisure Review and the update from the Strategic Leisure Member Working Group be noted; and,
2. officers be requested to undertake the work identified in Appendix 2 and convene a meeting with representatives of Kelly College with a view to providing Members with an informal briefing on the Kelly proposals.

CS 35 STREET NAMING & NUMBERING – POLICY AND THE INTRODUCTION OF CHARGING

The Head of Corporate Services and the Assistant Elections/Member Support Officer presented a joint report (page 28 to the Agenda) proposing the introduction of a formal Street Naming & Numbering Policy together with charges for the discretionary element of the service.

The Street Naming & Numbering service in West Devon was currently provided free of charge, however, many Devon authorities, including the Council's partner, South Hams District Council, levied a charge for those elements of the service which could attract a charge. Appendix B presented with the report (page 56 to the Agenda) showed the charges made by the other Devon authorities. To enable the Council to make appropriate charges it would be necessary to adopt sections 64 and 65 of the Town Improvement Clauses Act 1847.

As part of the shared service programme it was proposed that a formal policy be developed in line with that currently used by South Hams District Council and a draft policy document was present at Appendix A to the report (page 33 to the Agenda).

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

1. adopts sections 64 and 65 of the Town Improvement Clauses Act 1847 (in relation to numbering only);

2. approves and adopts the West Devon Street Naming & Numbering policy as presented at Appendix A subject to Ward Member consultation being included; and,
3. approves the introduction of charging for the discretionary element of the Street Naming & Numbering service, i.e:
 - (i) £21 per property for changes to house names;
 - (ii) £37 per property for changes to street names;
 - (iii) £36 per property for new developments (notification process only); and,
 - (iv) reviews these charges annually.

***CS 36 AMENDMENTS TO COMMUNITY AND ECONOMY GRANT CRITERIA AND GUIDELINES**

The Community Projects & Policy Officer presented a report (58 to the Agenda) proposing a number of changes to the grant scheme to make it more flexible to meet local needs and to provide a consistent and streamlined set of criteria for allocating funding. Currently, there were five grant schemes in operation and it was being proposed to amalgamate the Community Project Grant Scheme with the Village Hall Grant scheme, the Economic Development and Regeneration Grant Scheme with the Arts Grant Scheme and to provide one funding budget for Sports Grants rather than the current split between sports and training. It was also being proposed that the administration of the various schemes, namely the allocation process, forms and criteria, be streamlined where practicable to do so.

The proposed revised guidelines were presented with the report at Appendix A (page 64 to the Agenda).

It was **RESOLVED** that the proposed streamlining of the Community and Economy Grants scheme as detailed in paragraph 2.4 of the officer's report together with the revised grant guidelines as presented in Appendix A to the report be approved and adopted as presented.

***CS 37 IMPLEMENTATION OF THE CONTROLLED WASTE REGULATIONS 2012**

The Waste Development & Contracts Manager presented a report (page 68 to the Agenda) on the implementation of the Controlled Waste (England and Wales) Regulations 2012 which came into force on 6th April 2012. The Regulations will enable Waste Disposal Authorities to charge certain types of premises which currently benefitted from free waste disposal.

Devon County Council, as Waste Disposal Authority, was proposing to introduce a waste disposal charge where the Regulations allowed from 1st April 2014. It was now being proposed to help ensure a fair and consistent approach that the Borough Council recovers its costs for the services provided to those premises which formally benefitted from a free collection service.

Presented with the report at page 74 to the Agenda, Appendix 1 detailed the premises/business types which could be charged and the chargeable services to be offered. It was understood that whilst these services would be offered to those premises which currently received a

free-of-charge service, those premises were not obliged to continue with the Council's services but could seek a service from the private sector.

It was **RESOLVED** that:

1. the proposed changes to waste collection services as shown in Appendix 1 in order that charges be made to certain premises in accordance with the Regulations and broadly in line with the Waste Disposal Authority's policies be adopted;
2. publicly funded education establishments and small businesses be exempt from charging as suggested by the Regulations;
3. the charging regime come into force as soon as possible after 1st April 2014; and,
4. the Head of Environmental Services, in consultation with the Chairman and Vice-Chairman of the Committee, be authorised to make any changes considered necessary to the terms as highlighted in the report.

***CS 38 OFF-STREET PARKING ENFORCEMENT FROM 1st APRIL 2014**

Arising from Minute No CS 30 2013/2014, the Street Scene Manager presented a report (page 77 to the Agenda) on proposed changes to off-street car parking enforcement following the decision by Devon County Council to undertake on-street car parking enforcement from 1st April 2014.

It was being proposed that two, full-time Civil Enforcement Officers (CEO) be employed on a temporary basis initially in addition to the one full-time officer being retained following the transfer of on-street car parking enforcement to Devon County Council. It was anticipated that enforcement income generated would cover the cost of employing the two additional CEOs, including on-costs and leasing two additional vehicles. It was also being proposed that CEOs visit car parks up to 6.00 pm to ensure compliance with the charging regime.

It was **RESOLVED** that:

1. two full-time Civil Enforcement Officers be engaged on a temporary basis together with two leased vehicles and Penalty Charge Notice software to maintain the off-street parking enforcement service and for this to be reviewed regularly to ensure a suitable level of enforcement is maintained; and,
2. officers continue to work with partners in other district authorities to achieve economies of scale in providing an off-street parking service.

CS 39 WEST DEVON CAR PARKING STRATEGY

Arising from Minute No CS 27 – 2013/2014, the Street Scene Manager presented a report (page 82 to the Agenda) on a review of the West Devon Car Parking Strategy and proposing that a Car Parking Strategy Group be formally established. Previously an informal group had met comprising Councillors, Council officers and local businessmen to suggest appropriate tariff levels and strategy. Changing car park usage patterns over the years had indicated a change of approach would be necessary. To this end it was being proposed that a formal West Devon Car Parking Strategy Group be constituted by Council.

The proposed Strategy Group would have no decision making powers but would be able to make recommendations to the Committee.

It was **RESOLVED** to **RECOMMEND** that a West Devon Car Parking Strategy Group be formally established and appointed to at the Annual Meeting of the Council in May 2014.

***CS 40**

DOG CONTROL SERVICE IN WEST DEVON

Arising from Minute No CS 8 – 2013/2014, the Street Scene Manager presented a report (page 87 to the Agenda) on a proposal to introduce Dog Control Orders in West Devon, under the Clean Neighbourhoods and Environment Act 2005, and the role of the Dog Warden in supporting those orders. Currently the Council employed a part-time Dog Warden who could take appropriate action under the Dogs Fouling of Land Act 1996, whose activities were restricted to those Towns/Parishes who made a financial contribution to the service.

The adoption of the Clean Neighbourhood and Environment Act 2005, would enable the Borough Council to issue Dog Control Orders for four offences – (i) fouling of land by dogs and the removal of dog faeces; (ii) the keeping of dogs on leads; (iii) not putting a dog on a lead when directed by an authorised officer; and, the exclusion of dogs from land.

It was further reported that it was proposed to increase the time the Dog Warden was currently employed by one day a week temporarily pending T18 with the additional cost of doing so being met by the dog fouling budget the issue of Fixed Penalty Notices and not by increasing the contributions sought for those Towns and Parishes currently participating in the Dog Warden Scheme.

It was **RESOLVED** that:

1. officers continue with the necessary work to introduce appropriate Dog Control Orders across the Borough and to submit further reports to the Committee; and,
2. the Dog Warden be employed for one additional day per week temporarily pending the outcome of T18 and for that extension of employment to be funded through the dog fouling budget and the appropriate issue of Fixed Penalty Notices.

(The Meeting terminated at 5.11 pm.)