

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

MEMBERS

* Cllr R Rowe – Chairman

* Cllr B E Carson – Vice-Chairman

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

* Denotes attendance

∅ Denotes apology for absence

Officers in attendance and participating:

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

01/13

ELECTION OF THE CHAIRMAN OF COUNCIL

RESOLVED

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

Cllr Carson subsequently declared and signed his acceptance of office.

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

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

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

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

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

RESOLVED

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

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

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

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

RESOLVED

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

Cllr Hitchins subsequently declared and signed his acceptance of office.

06/13 **MINUTES**

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

07/13

REPRESENTATION ON POLITICAL GROUPS

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

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

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

It was then:

RESOLVED

That the:-

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

08/13

APPOINTMENT OF MEMBERS OF THE BODIES OF THE COUNCIL

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

It was then:

RESOLVED

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

09/13

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

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

It was then:

RESOLVED

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

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

10/13

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

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

RESOLVED

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

11/13 **APPOINTMENT OF OTHER GROUPS**

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

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

Council then considered the appointments to the above bodies.

RESOLVED

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

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

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

It was then:

RESOLVED

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

13/13 **DECLARATIONS OF INTEREST**

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

14/13

CHAIRMAN'S ANNOUNCEMENTS

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

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

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

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

15/13

QUESTIONS

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

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

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

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

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

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

16/13

NOTICE OF MOTIONS

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

(a) By Cllrs Hodgson and Baldry

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

In her introduction, the proposer made reference to:-

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

In discussion, reference was made to:-

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

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

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

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

(b) By Cllrs Pennington and Hodgson

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

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

In discussion, reference was made to:-

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

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

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

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

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

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

17/13

ANNUAL ADDRESS BY THE LEADER OF COUNCIL

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

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

18/13

ELECTORAL REVIEW OF SOUTH HAMS – DRAFT WARDING ARRANGEMENTS

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

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

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

It was then:

RESOLVED

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

19/13

REVIEW OF THE CONNECT PARTNERSHIP AND RELATED DELIVERY ARRANGEMENTS

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

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

It was then:

RESOLVED

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

20/13

CALENDAR OF MEETINGS 2013/14

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

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

It was then:

RESOLVED

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

21/13

REPORTS OF BODIES

RESOLVED

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

(a) Executive 21 March 2013

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

RESOLVED

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

E.87/12: Review of Free Car Parking

RESOLVED

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

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

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

RESOLVED

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

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

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

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

RESOLVED

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

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

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

Chairman

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

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

B. Community Life & Housing Scrutiny Panel

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

C. Corporate Performance & Resources Scrutiny Panel

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

D. Development Management Committee

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

E. Devon Building Control Partnership

Cllr H D Bastone
 Cllr P W Hitchins

F. Economy & Environment Scrutiny Panel

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

G. Executive

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

H. Licensing Committee

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

I. Salcombe Harbour Board

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

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

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

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

Appointment of Other Groups 2013/2014

Appendix C

Council Tax Setting Panel

Chairman of Council

Leader of Council

Chairman of Corporate Performance and Resources Scrutiny Panel

Leader of the Opposition

Design and Conservation Panel

Cllr A D Barber

Cllr B E Carson

Cllr P W Hitchins

Joint Staff Consultative Forum

Leader of Council

Lead Executive Member for Corporate Services

Leader of the Opposition

Political Structures Working Group

Cllr K J Baldry

Cllr B S Cooper

Cllr M J Hicks

Cllr P W Hitchins

Cllr J T Pennington

Cllr M F Saltern

Cllr R J Tucker

Cllr J A Westacott MBE

Programming Panel

Chairman of the Executive

Chairmen of the 3 Scrutiny Panels

Vice-Chairmen of the Corporate Performance and Resources Scrutiny Panel

Public Spaces Working Group

Cllr B E Carson

Cllr C M Pannell

Cllr R C Steer

Cllr S A E Wright

Shared Services Joint Steering Group

Leader and Deputy Leader of the Council

Leader of the Opposition

Slapton Line Steering Group

Cllr J H Baverstock

Cllr R J Foss

Strategic Planning Working Group

Cllr A D Barber

Cllr M J Hicks

Cllr J T Pennington

Cllr P C Smerdon

Cllr R C Steer

Cllr R J Vint

SHDC ACHIEVEMENTS 2012-13

Appendix D

Community Life

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

Economy

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

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

Homes

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

Corporate Transformation

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

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

Challenges ahead

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

General

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

Challenges ahead:

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

Property Services

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

NER

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

Devon Building Control Partnership

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

Ongoing priorities

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

Salcombe Harbour

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

The Harbour Board has:

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

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

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

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

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

Long term security of tenure

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

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

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

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

June 2013

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

July 2013

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

August 2013

- 28 Development Management Committee**

September 2013

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

October 2013

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

30 Development Management Committee**November 2013**

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

December 2013

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

January 2014

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

February 2014

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

March 2014

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

April 2014

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

24 Executive

May 2014

08 ANNUAL COUNCIL

14 Development Management Committee

June 2014

02 Salcombe Harbour Board

05 Executive am

05 Audit Committee pm

11 Development Management Committee

12 Economy and Environment Scrutiny Panel

19 Community Life and Housing Scrutiny Panel

26 Corporate Performance and Resources Scrutiny Panel

July 2014

09 Development Management Committee

14 Salcombe Harbour Board – Annual Inspection

24 Executive

31 Audit Committee

August 2014

06 Development Management Committee

September 2014

03 Development Management Committee

04 Economy and Environment Scrutiny Panel

11 Executive (am)

11 Community Life and Housing Scrutiny Panel (pm)

18 Audit Committee (SOA/AGS)

25 COUNCIL

29 Salcombe Harbour Board

October 2014

01 Development Management Committee

02 Corporate Performance and Resources Scrutiny Panel