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To: Chairman & Members of South Hams District Council

Our Ref: CS/DW

cc: Usual press and officer circulation

5 February 2014

Dear Councillor

A meeting of the **South Hams District Council** will be held in the **Council Chamber**, Follaton House, Plymouth Road, Totnes, on **Thursday, 13 February 2014 at 2.00 pm** when your attendance is requested.

Yours sincerely



Richard Sheard
Chief Executive

<p>FOR ANY QUERIES ON THIS AGENDA, PLEASE CONTACT DARRYL WHITE DEMOCRATIC SERVICES MANAGER ON DIRECT LINE 01803 861247</p>

A G E N D A

1. **Minutes** – to approve as a correct record and authorise the Chairman to sign the minutes of the meeting of the Council held on 19 December 2013 (pages 1 to 14);
2. **Urgent Business** – the Chairman to announce if any item not on the agenda should be considered on the basis that he considers it as a matter of urgency (any such item to be dealt with under item 7 below);
3. **Confidential Business** – the Chairman to inform the meeting of any confidential item of business;
4. **Exempt Information** – to consider whether the consideration of any item of business would be likely to disclose exempt information and if so the category of such exempt information;
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. **Chairman's Engagements;**

7. **Business Brought Forward by the Chairman** – to consider business (if any) brought forward by the Chairman as reported under item 2 above;
8. **Questions** – to consider the following question received in accordance with Council Procedure Rule 8.

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

1. South Hams Council pre-application policy and planning procedure was resolved by the Executive at its meeting of 18 July 2013 and recorded in the minutes of the Council of 26 September 2013. This process is “committed to supporting effective pre-application engagement with developers and applicants and local communities.” Therefore, does the lead Executive Member for planning confirm that it is an essential requirement in the Council’s planning procedure and pre-application process that in all planning applications for developments of between 10 and 50 dwellings the undermentioned procedures must be strictly observed:-
 - a) Commencement of community engagement attendance by developer and case officer at town or parish council meetings to agree how and when community will be engaged?
 - b) Second technical meeting between developer and local planning authority involving case officer, developer, ward Member(s), town and parish council representatives to consider community feedback and include discussions about s106 HOTs?
 - c) Holding of a Development Forum if considered appropriate for scale of development being proposed or extent of contentious community feedback received?
 - d) Final meeting between developer and LPA to be held if outstanding issues to be discussed/resolved to involve developer, officers and ward Member(s)?
9. **Notice of Motion** – to consider the following motions (if any) received in accordance with Council Procedure Rule 10.1.
10. **Budget 2014/15** – to consider a report which presents the recommendations of the Executive on the proposals for the Council’s Budget for 2014/15 (circulated separately);
11. **Business Rates – Retail Relief** – to consider a report which advises Members of new regulations in respect of Business Rates Relief (circulated separately);
12. **Pay Policy Statement 2014/15** – to consider a report which sets out the Council’s statutory obligation to adopt a pay policy statement in accordance with the provisions of the Localism Act (circulated separately);
13. **Appointment of Electoral Registration Officer and Returning Officer** – to consider a report which seeks the approval of the Council for the appointment of Mrs Jan Montague as the Council’s Electoral Registration Officer and Returning Officer (circulated separately);

14. **Reports of Bodies** – to receive and as may be necessary approve the minutes and recommendations of the under-mentioned Bodies:-

Council Body		Date of Meeting	Minute Nos.	Page Nos.
a	Salcombe Harbour Board *	23 September 2013	SH.19/13 – SH.28/13	15 - 20
b	Development Management Committee	15 January 2014	DM.38/13 – DM.42/13	21 - 29
c	Audit Committee	16 January 2014	A.19/13 – A.25/13	30 - 33
d	Executive *	23 January 2014	E.51/13 – E.61/13	34 - 41
e	Salcombe Harbour Board *	3 February 2014	SH.x/13 – SH.x/13	To follow

* Indicates minutes containing recommendations to Council.

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

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

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