

**EAST DEVON DISTRICT COUNCIL**  
**Minutes of a Meeting of the Executive Board**  
**held in the Council Chamber, Knowle, Sidmouth**  
**on Wednesday, 14 July 2010**

**Present:**

**Councillors:**

Sara Randall Johnson (Chairman)  
Graham Brown  
Geoff Chamberlain  
David Cox  
Jill Elson  
Ray Franklin  
Graham Godbeer  
Mike Green  
Stuart Hughes  
Andrew Moulding

**Also Present:**

**Councillors:**

David Atkins	Jim Knight
Vivienne Ash	Ann Liverton
Ray Bloxham	Graham Liverton
Roger Boote	Frances Newth
Bob Buxton	Marion Olive
Andrew Dinnis	Helen Parr
Paul Diviani	Tony Reed
Christine Drew	Philip Skinner
Chris Gibbings	Tim Wood
Roger Giles	Steve Wragg
Steve Hall	

**Also present:**

**Officers:**

Mark Williams, Chief Executive  
Denise Lyon, Deputy Chief Executive  
Karime Hassan, Corporate Director  
Peter Jeffs, Corporate Director  
Diccon Pearse, Corporate Director  
Simon Davey, Head of Finance  
John Golding, Head of Housing and Social Inclusion  
Kate Little, Head of Planning and Countryside Services  
Rachel Pocock, Head of Legal, Licensing and Democratic Services  
Diana Vernon, Democratic Services Manager

**Apologies:**

**Councillors:**

Iain Chubb  
Stephanie Jones  
Pauline Stott  
Mark Williamson

The meeting started at 5.30 pm and ended at 8.50 pm.

**\*21 Public Questions**

No questions were raised by members of the public present.

Councillor Mike Green referred to the visit to South Somerset earlier in the week and advised that SSDC had a comprehensive list of their assets. He said that this Council had a similar list on the intranet and questioned whether this could be made available to all Councillors and the public. The Leader responded by saying that the Council first needed to establish whether or not its asset register was a public document. The Portfolio Holder – Communications advised that Councillors would be able to access the intranet.

Councillor Mike Green advised that Leisure East Devon had intimated that it would be willing to take over responsibility for running the Manor Pavilion in Sidmouth subject to an on-going financial contribution from the Council. Councillor Andrew Moulding, Portfolio Holder – Resources confirmed that LED had indicated a possible interest in the theatre subject to negotiations. He also commented on a suggestion that Sidmouth Town Council was similarly interested in the asset and confirmed that the Council would discuss any potential changes in management with the Town Council before any proposal was progressed.

(Councillor David Cox declared a personal interest in this item as a Member of the Leisure East Devon Board)

**\*22 Declarations of interest**

<b>Councillor/ Officer</b>	<b>Minute number</b>	<b>Type of interest</b>	<b>Nature of interest</b>
David Cox	21	Personal	Member of LED Board
Jill Elson	32	Prejudicial	Charity Founder and Chairman
Christine Drew	32	Personal	EDDC representative on EDVSA
Vivienne Ash	42	Personal	Mayor of Honiton Town Council
Vivienne Ash	44	Prejudicial	Mayor of Honiton Town Council
Marion Olive	44	Prejudicial	Chairman of Honiton Community Centre Assoc.
Christine Drew	45	Prejudicial	Chairman of Sidmouth Community Centre and Member of Sidmouth Town Council
Chris Gibbings, Stuart Hughes Ann Liverton, Graham Liverton and Frances Newth.	45	Prejudicial	Members of Sidmouth Town Council.

**\*23 Minutes**

The minutes of the meeting of the Executive Board held on 9 June 2010 were confirmed and signed as a true record.

**\*24 Urgent item – transfer of land at Grove Road**

The Chairman agreed for this item to be taken as urgent to progress negotiations in respect of transfer of land at Grove Road. Due to the confidential nature of the negotiations, the item was taken in Part B of the agenda.

**\*25 Regional Infrastructure Fund Agreement Phase 2 Access Strategy**

The Chairman agreed for this item to be taken as urgent to help progress the delivery of the Phase 2 Access Strategy works in respect of Cranbrook. Due to the confidential implications, the item was taken in Part B of the agenda.

**\*26 Exclusion of the Public**

**RESOLVED:** that the classification given to the documents to be submitted to the Board, including the urgent items at Minutes 24 and 25 above, (Para 3 Schedule 12A – information relating to the financial or business affairs of any particular person), be confirmed, and that the reports relating to exempt information, be dealt with under Part B.

**\*27 Forward Plan**

The contents of the Forward Plan for the period 1 July to 31 October 2010 were noted.

**\*28 Matters referred to the Executive Board**

There were no matters referred to the Executive Board by the Overview and Scrutiny Committees or the Council.

**\*29 Minutes of the meetings of the Overview and Scrutiny Committees**

The Board noted the minutes of the following meetings:

- Economy Overview and Scrutiny Committee 10 June 2010
- Service Delivery & Performance Overview/Scrutiny Committee 16 June 2010
- Overview and Scrutiny Co-ordinating 23 June 2010
- Communities Overview and Scrutiny Committee 30 June 2010
- Housing Review Board 24 June 2010

Councillor Steve Wragg, Vice Chairman of the Economy Overview and Scrutiny Committee advised that it had been a positive meeting. County Councillor Christine Channon, Cabinet Member for Schools and Skills had spoken to the meeting about the LEA's approach to 16-19 Training for Young People. Councillor Vivienne Ash drew Members' attention to the lack of opportunity for young people to develop engineering skills in Devon and suggested that the Council liaise with the South West Division of Civil Engineers as a means of addressing this.

Councillor Frances Newth, Vice Chairman of the Service Delivery and Performance Overview and Scrutiny Committee said that the meeting had carefully considered performance data and noted steady improvement in respect of the benefits, planning, recycling/refuse collection and housing services. Councillor Ann Liverton had asked the Committee to access and read the weekly newsletter, the Knowledge.

**\*29 Minutes of the meetings of the Overview and Scrutiny Committees (cont)**

Councillor Helen Parr, Chairman of the Communities Overview and Scrutiny Committee referred to the 2010 Equalities Assessment and urged Members to provide examples of how they had acted to reduce potential inequality by helping someone at risk of not getting services. Martin Woods from SSDC had been invited to the meeting and explained how his Council had been working to improve community involvement at grass roots level. The Committee made a range of recommendations to improve the public's perception in respect of their ability to influence Council decisions, including how to make it easier for the public to contact their Ward Councillor.

Councillor Ray Bloxham, Chairman of the Co-ordinating Overview and Scrutiny Committee advised that the meeting had undertaken its annual review of Leisure East Devon (LED). A number of useful suggestions had been made to attract young people to sports centres. It was suggested that it may be feasible for LED to take over responsibility for leisure facilities in other districts and further develop shared working.

The Portfolio Holder- Streetscene urged the Council to consult with LED in respect of any maintenance or improvements at the centres as LED could be in a position to contribute and so that any suggestions could be taken into account. He suggested that the Council look carefully at all items of expenditure and for any capital items of £25,000 or above to be referred to the Board prior to commitment.

The Board supported, as a logical progression, the recommendation that the current advisory committees for each leisure facility in Exmouth be combined to form one advisory committee for leisure provision in Exmouth.

Councillor Bloxham also advised that a Joint Scutiny Panel had been set up with SSDC to scrutinise the work of the Joint Integration Committee. He advised that a timetable of meetings was now available and urged all Members to attend and contribute to these meetings

The Portfolio Holder – Communities drew Members' attention to Council Housing: a real future, which had been discussed at length at the meeting of the Housing Review Board. Glen Smith from Tribal had set out various options in detail. The Board had agreed in principle to the concept of self-financing for housing. The Portfolio Holder - Resources recognised the significant commitment required from the Council and associated risks.

**RESOLVED:** (1) that the following decisions be noted:

<b>Economy O/S Committee Minute 4</b>	that a progress report on the delivery of the Economy and Development Service Plan 2010 - 2011 be prepared for the September meeting and thereafter, quarterly progress reports on the Service Plan be included as a standing item on the agenda of future meetings of the Committee.
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**\*29 Minutes of the meetings of the Overview and Scrutiny Committees (cont)**

- Economy O/S  
Committee  
Minute 5**
- (1) that the Economic Development Manager write to Councillor Christine Channon to thank her for attending the meeting and responding to Members' questions on the 16 – 19 Skills Agenda
  - (2) that the Council be requested to explore ways of co-operating more fully with the Local Education Authority in progressing the involvement and co-operation of local employers in devising and delivering the 16 – 19 Skills Agenda and development of more general adult education provision within East Devon;
  - (3) that David Henley, Principal and Chief Executive of Bickton College, be invited to attend a future meeting of the Committee to outline his plans for land based and other skills development provision at Bickton College.

- Economy O/S  
Committee  
Minute 6**
- (1) that the Economic Development Manager write to Bourne Leisure and Jackson Research to thank them for presenting the results of their research to the Committee;
  - (2) that the impact of customer spending identified from research undertaken by Bourne Leisure and Jackson Research into the expenditure of visitors to Devon Cliffs on Exmouth and the wider East Devon economy, be used to inform the evidence base of the emerging Local Development Framework and the Council's wider understanding of the visitor economy.

**Economy O/S  
Committee  
Minute 7**

that Members advise the Chairman or Vice Chairman of any items they had that they would wish to add to the Committee's Forward Plan.

**Service  
Delivery &  
Performance  
O/S Cttee  
Minute 3**

that the report on the Quality Monitoring of Performance – 4<sup>th</sup> Quarter 2009/10 be noted.

**\*29 Minutes of the meetings of the Overview and Scrutiny Committees (cont)**

**Service  
Delivery &  
Performance  
O/S Cttee  
Minute 5**

that the report on the Benefits Service – Performance Measures Report for 4<sup>th</sup> Quarter 2009/10 be noted.

**Service  
Delivery &  
Performance  
O/S Cttee  
Minute 6**

that the report on the Housing Service – Performance Measures Report for 4<sup>th</sup> Quarter 2009/10 be noted

**Service  
Delivery &  
Performance  
O/S Cttee  
Minute 7**

that the report on the Development Management – Performance Measures Report for 4<sup>th</sup> Quarter 2009/10 be noted.

**Service  
Delivery &  
Performance  
O/S Cttee  
Minute 8**

that the report on the Preventable demand and Performance in the Customer Service Centre be noted.

**Service  
Delivery &  
Performance  
O/S Cttee  
Minute 9**

that the report on the Customer Service Surveys be noted.

**Service  
Delivery &  
Performance  
O/S Cttee  
Minute 10**

(1) that the Forward Plan be noted;

(2) that Equalities Quarterly Action Plans be presented to future meetings of the Committee (recorded and reported on SPAR system like Service Plans).

**Communities  
O/S Cttee  
Minute 4**

that Members be e mailed and asked to provide examples of where they have engaged with residents or communities that could have been at risk of inequality, discrimination, social exclusion or disadvantage.

**Communities  
O/S Cttee  
Minute 6**

(1) that the ‘Street Pastors’ who operate in Exmouth be invited to a future meeting to explain their work to the Committee;

**\*29 Minutes of the meetings of the Overview and Scrutiny Committees (cont)**

- (2) that the meeting on 20 October 2010 include other Community Groups (not funded by EDDC) who would like to explain their work to the Committee;
- (3) that the Committee considers proposals for a programme of engagement projects with residents of East Devon – with reference made to successes achieved at South Somerset DC and Exmouth Town Council.

**Co-ordinating  
O/S Cttee  
Minute 4**

- (1) that the Committee's support of the suggestions and initiatives made by Adam Ward to benefit young people be noted;
- (2) that the Committee's support of the Active Villages initiative be noted;
- (3) that new survey satisfaction data on Leisure East Devon be brought to a future meeting of the Committee;
- (4) that Leisure East Devon explore ways of reducing grant subsidy, by reviewing revenue streams, shared working, and other funding streams;
- (5) that the Committee's welcome of the investment by LED to date in improved facilities be noted.

**Co-ordinating  
O/S Cttee  
Minute 11**

that the forward plan for the Overview and Scrutiny Co-ordinating Committee be noted.

**Housing  
Review Board  
Minute 7**

that the Housing Review Board forward plan be noted.

**HRB  
Minute 8**

- (1) that it be noted that the Housing Review Board is in agreement in principle to the concept of self-financing for housing finance; but reserves its position if there are subsequent changes in the proposal;
- (2) that a copy of the submission to the proposal paper (Council Housing: a real future) be circulated to the Board and all EDDC Councillors.

**\*29 Minutes of the meetings of the Overview and Scrutiny Committees (cont)**

**HRB  
Minute 10** that the progress on the Council own build projects be noted.

**HRB  
Minute 11** that the information on formal complaints relating to the Housing service be noted.

**HRB  
Minute 12** that the Board undertakes another self-assessment session, facilitated by the Council's Learning and Development Manager, at a date suitable for Board to enable full attendance.

**HRB  
Minute 13** that the 2009/10 outturn statement for the Housing Revenue Account be approved by the Board.

(2) that the following recommendations be approved:

**Communities  
O/S Cttee  
Minute 5** that the recommendations of the Committee to bring about improvements to residents' perceptions that they can influence decisions in their localities be approved and progressed.  
(See Communities O/S minute for full details).

**Co-ordinating  
O/S Cttee  
Minute 4** that the current advisory committees for each leisure facility in Exmouth be combined, to form one advisory committee for leisure provision in Exmouth to facilitate better working.

**HRB  
Minute 6**

(1) that resident parking schemes be investigated for all Council owned areas in the District that have identified parking issues and a report brought back to the Housing Review Board for further consideration;

(2) that full evaluation of a lockable bollard system be made, to ensure that it can be used safely and effectively by any disabled user.

**HRB  
Minute 8** that the Portfolio Holder for Communities be invited to respond to the consultation proposals contained in Council housing: A real future, using the information in the report, advice from Tribal consultants and comments fed back from the Housing Review Board and the Head of Housing and Social Inclusion.

**\*29 Minutes of the meetings of the Overview and Scrutiny Committees (cont)**

**HRB  
Minute 9**

- (1) that the changes for Sheltered Housing Support Services to be delivered via a model known as 'Cluster Working' be approved;
- (2) that the 'Single Assessment Process' as recommended by Devon Supporting People Team to ensure a standardised approach for assessing the support needs of clients in Devon be adopted.

**\*30 Recycling and Refuse Partnership Board Minutes**

Members received and noted the minutes of the meeting of the Recycling and Refuse Partnership Board held on 9 June 2010.

Councillor David Cox, Portfolio Holder – Streetscene advised that the new SITA depot at Greendale had recently been opened by Mary King, International Event Rider, which had attracted good media coverage. A positive review by external auditors the previous day had confirmed that the SITA contract was achieving good value for money.

**RESOLVED**

- (1) that, as a means of assisting Councillors with their Ward work, a paper be sent to all Councillors to set out the reasons why cardboard was currently not being recycled and the various options to be considered in the future, ,
- (2) that the collection of clinical waste be kept under regular review.

**REASON**

To support the on-going success of the recycling and refuse initiative.

**31 Joint Integration Committee Minutes**

Members received the minutes of the meeting of the Joint Integration Committee held on 17 June 2010. The changes in Regional Improvement and Efficiency Partnership (RIEP) priorities and funding were noted. However, the Committee had been advised that the £15,000 bid for project management had been secured; future help from RIEP would most likely be 'in-kind assistance', such as professional advice, rather than funding.

The Chief Executive drew Members' attention to the proposed protocol for EDDC/SSDC Director/Manager (Tier 2 and 3), together with proposals in respect of phasing and costing workstreams. A proposal in respect of a new joint management structure to progress the shared services agenda would be referred through both Councils in the autumn.

The Portfolio Holder – Communities reminded the Board of the importance of retaining capacity within both authorities to be able to progress and support regeneration.

31 **Joint Integration Committee Minutes (cont)..**

**RECOMMENDED** (1) that, subject to consultation with the Union representatives, the Chief Executive be given delegated authority (in further consultation with the Leaders of both authorities) to amend the protocol for Director/Manager selection to progress joint management of East Devon and South Somerset District Councils; the selection panel to comprise the Chief Executive, Leaders of EDDC and SSDC, 1 Portfolio Holder from each authority and an external resource(s).

**REASON** To establish a fair and transparent selection protocol.

**RESOLVED** (1) that costed business plans be developed for service integration for the Phase 1 projects (Finance, Human Resources, ICT, Legal & Democratic Services, Revenue and Benefits, Public Spaces: Street Cleaning and Civil Contingencies, Licensing and Environmental Health) and presented to the JIC meeting for consideration.

(2) that it be noted that the recommendations of the Committee would continue to be referred to EDDC's Executive Board and SSDC's District Executive.

(3) that it be noted that due to the financial pressures on both authorities, work on the development of costed business plans for service integration be progressed in advance of formal approval of JIC recommendations by both Councils,

(4) that a Senior Management Structure be referred to a future meeting of the JIC for consideration.

**REASON** To progress East Devon's service integration with South Somerset District Council by considering all service workstreams which would be phased logically with support services being considered in the first phase.

\*32 **Presentation by East Devon Volunteer Support Agency**

Further to Minute 18 of Executive Board meeting of 9 June 2010, Helen Harman, Chief Officer, East Devon Volunteer Support Agency had been invited to the meeting to set out the organisation's business case to support their request for Council funding. She illustrated with examples of how the organisation benefited local communities and improved facilities/services within East Devon. Fifty three groups within East Devon had accessed support from the Agency last year. Council support would help the Agency to attract further funding.

Carol Manley (Trustee) spoke from a user's point of view (Seaton Voice). Her organisation had accessed help and support from the Agency. She advised that in the current economic climate it was particularly crucial to have access to support at an individual level.

**\*32 Presentation by East Devon Volunteer Support Agency (cont)..**

Rebecca Hardwick (Trustee) spoke of the Agency's commitment to helping organisations to establish themselves. She advised that the organisation was keen to work with the Council to help it deliver outcomes and benefit the local community. She advised that it was important to build skills and competencies within communities to facilitate self help. Government spending cuts in the NHS and Social Services would give local communities even further challenges in the future..

In reply to a question about how the work of EDVSA differed from that of other local organisations, Members were advised that the Agency gave support to local organisations to help them get their projects off the ground, providing advice, information and access to potential funding opportunities. Without the Council's contribution, the Agency's core services would be affected with a resultant reduction in support available.

The Portfolio Holder – Resources recognised that in the current economic climate there would be even more reliance on the voluntary sector. He was personally involved with a number of local organisations but that these did not use the Agency's services. In the past the Agency had not provided detailed balance sheets which resulted in Members questioning the value of EDDC's contribution. He believed that the Agency should improve its communications with local groups to increase public awareness. However he added that he was encouraged by the presentation and now had a better idea of the support provided.

Councillor Christine Drew, EDDC representative on EDVSA advised that the organisation now had a new Director and Board of Trustees and asked the Council to support the on-going work of the Agency.

- RESOLVED**
- (1) that Members consider EDVSA's application for grant support at the next meeting of the Council on 28 July 2010,
  - (2) that a copy of the presentation made by EDVSA to the Executive Board be forwarded to all Members for their information.

(Councillor Jill Elson declared a prejudicial interest in this item as founder and chairman of Exmouth and District Community Transport Group and voluntary driver for Exmouth and Lypstone Hospice Care of which her sister was the full-time administrator and left the Chamber during the discussion).

(Councillor Christine Drew declared a personal interest in this item as the Council's appointed representative on EDVSA)

**\*33 Medium Term Financial Plans up-date**

Members considered the report of the Head of Finance updating them on the Council's Medium Term Financial Position and the effect that the announcements of the new coalition government and its emergency budget would have on this authority and its services. The direct impact on this Council's 2010/11 budgets was set out in the report as:

- No Housing and Planning Delivery Grant payment
- No Local Authority Business Growth Incentive to be made.

The report raised concern over the schemes related to the Growth Point area; whether funding would be continued had yet to be confirmed.

**\*33 Medium Term Financial Plans up-date (cont)..**

It was yet unclear how the anticipated cuts to the formula grant would be applied; the Council awaited the Government announcement on 20 October 2010. The Council had assumed a 5% reduction in cash allocation next year together with a Council Tax freeze and a freeze in Public Sector pay for 2 years (for staff earning over £21,000).

The budget deficit in 2010/11 would be met by drawing on balances but saving would be required to address the rising budget deficit beyond 2011.

The Portfolio Holder – Resources supported the actions being taken to tackle the deficit, namely, Heads of Service and Managers achieving on-going efficiencies, the shared service agenda with SSDC, the work of the Rationalisation Panel and working with town councils.

- RESOLVED**
- (1) that the updated financial position of the Council given in the report be noted,
  - (2) that any proposed Capital expenditure of over £25,000 be referred to the Board for review and analysis in the first instance.

**REASON** To up-date Members on the immediate effect of the Government's Emergency Budget and to outline the financial assumption used in calculating the anticipated budget shortfall together with the strategies in place to address this deficit.

**\*34 Performance Monitoring Report May 2010**

Members considered the report of the Communications and Improvement Manager setting out performance information for the 2010/11 financial year.

The Leader was encouraged to see the improvement to performance overall and noted the high Council Tax Collection Rate (98.70%) and urged Councillors to engage in positive ways to further improve this important income stream.

**RESOLVED** that the performance and proposed remedial action against selected Performance Indicators for the 2010/11 financial year until May 2010 be noted.

**REASON** To continue to monitor performance against targets in key areas.

**35 Safeguarding Vulnerable Adults Policy**

Members considered the report of Peter Jeffs, Corporate Director and the proposed Safeguarding Vulnerable Adults Policy.

**RECOMMENDED** that the Safeguarding Vulnerable Adults Policy be approved.

36 **Petitions Scheme**

Members considered the legal requirement for the Council to have a public petition scheme to establish how it would handle petitions. Authorities were required to set the number of signatures required for each category of petition which was to be at a level to encourage petitions. The scheme also gave petition organisers the right of review should they not be satisfied with the Council's response to a petition and could ask the Overview/Scrutiny Committee to review the adequacy of the steps taken or proposed. The scheme also enabled a petition to be submitted requiring an officer to be called to give account, subject to the petition meeting the requisite number of signatures and the matter being in relation to the officer's duties and not personal.

It was noted that every authority would also need to have an on-line petitions facility by 15 December 2010.

**RECOMMENDED** that the Council:

- a) Adopt the draft Petition Scheme set out at Appendix A to the report with immediate effect,
- b) Append the Petition Scheme to the Council's Constitution,
- c) Grant the Chief Executive delegated powers to make any other consequential changes to the Council's Constitution,
- d) Note that the Monitoring Officer will be working to develop an e-petitions facility to be operative from the statutory deadline of 15 December 2010,
- e) Review the Petition Scheme later in the year to include guidance on submitting electronic petitions and that the Chief Executive be granted delegated powers to make the necessary changes to the Petition Scheme to accommodate this development.

\*37 **Exeter Science Park**

Members considered the report of Karime Hassan, Corporate Director seeking approval to nominate an alternative director to the Science Park Company; the alternative Director would act as substitute when Peter Halse was unable to attend Board meetings.

**RESOLVED** that Simon Davey be appointed as the alternative Director for the Exeter Science Park Company.

**REASON** To ensure that the Council has a voice on the Exeter Science Park Board, the Director's role being to look after the interest of the Company and the Head of Finance would bring a skill set to the Board that is currently not possessed by existing Directors.

\*38 **Exclusion of the Public**

**RESOLVED** that under Section 100(A) (4) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, is likely to be disclosed and on balance the public interest is in discussing the items in private session (Part B).

**\*39 Regional Infrastructure Fund Agreement Phase 2 Access Strategy**

Members were advised that the Council was being asked to approve the Draft Regional Infrastructure Fund Agreement for Phase 2 Access Strategy for Cranbrook in respect of the highway infrastructure at Junctions 29 and 30 of the M5 motorway. The Draft Agreement was between SWERDA (or its replacement), Devon County Council and East Devon District Council to provide a means of securing an up-front capital loan towards the delivery of Phase 2 Access Strategy.

Although there was no requirement for the Council to sign the agreement, Councillors believed that signing would give a positive message to the partnership. Members were advised that a number of clauses would need to be amended and clarified prior to signature to safeguard the Council's position.

The Portfolio Holders for Strategic Planning and Regeneration, Environment and Economy acknowledged the complexity of the Agreement but recognised the importance of showing positive commitment to delivery.

The Portfolio Holder – Resources stated that the Council should sign the agreement subject to a number of changes to clauses and subject to any risk to the Council being minimised. The Leader advised of the risk to the new community of not providing adequate access.

The work of Councillors and Officers was acknowledged with appreciation.

**RESOLVED** that EDDC be a signatory to the Regional Infrastructure Fund Agreement (Phase 2 Access Strategy – Cranbrook) subject to amendments specified in the report to the Executive Board.

**REASON** To confirm the Council's commitment to the Agreement subject to specified amendments to clauses.

**\*40 Transfer of housing land at Grove Road, Whimble to Spectrum Housing Group Ltd and allotment land to Whimble Parish Council.**

Members were advised of negotiations that the Council had entered into with Spectrum Housing Group (a registered social landlord) for the transfer of residential development land at Grove Road, Whimble (0.290 Ha/0.75 acres) for the development of 11 residential units for rent. It was proposed that the site be transferred by way of a 125 year ground lease, at a nominal rent, at less than Best Value. Members were asked to support the proposal to transfer the surplus land (0.337 Ha/0.81acre) to Whimble Parish Council at nil consideration for use as allotments.

**RESOLVED** that the 125 year ground lease of land at Grove Road Whimble to the transfer to the Spectrum Housing Group Ltd be at a ground rent of £1 per annum and at a nominal premium of £10 together with the granting of an 18 month option agreement.

**REASON** To enable the provision of 11 rented residential units at Grove Road, Whimble by a registered social housing landlord, and for Whimble Parish Council to create allotment plots on the surplus land.

**\*41 Minutes of the meeting of the Rationalisation Panel**

Members noted the minutes of the meetings of the Rationalisation Panel held on 26 May 2010, 10 and 23 June 2010.

The Chairman of the Rationalisation Panel outlined the work that the Panel had undertaken to date and its evolving approach. All services would now be asked how they could achieve a 6% cut over the next 4 years. He recognised that neither the Panel nor the shared services agenda initiative alone could deliver the level of savings required. The challenge to the Panel was to identify £1.5M savings within the organisation which the Council would then decide whether or not to realise.

The Portfolio Holder – Resources advised that savings could be achieved through procurement and working in partnerships. Partnership working other than with SSDC would only be explored when this could not be effectively achieved with SSDC. He acknowledged the work of the Panel and the need to achieve savings to support the sustainability of the Council.

The Council would be restructured to achieve streamlining and efficiencies but would retain access to the necessary skills for the future. The Portfolio Holder Communities reminded the Board that the Council needed to continue to be a good employer and this could involve helping its staff to move on.

**RESOLVED****26 May 2010**

- (1) that the Document Centre/ICT explore opportunities to further reduce the volume of paper generated together with potential for income generation,
- (2) that the ICT service be considered by the Rationalisation Panel when the restructuring of the authority and services has been agreed to ensure that systems and resources are in place to facilitate any current and future organisational and service change.

**10 June 2010**

- (3) that any potential savings from the Audit service be referred back to the Panel from the Audit & Governance Committee.
- (4) that the report on Housing and Social Inclusion be brought back to a future meeting of the Panel, following the work of the Panel on reviewing its overall approach.
- (5) that the report on Environmental Health and Health Equalities be brought back to a future meeting of the Panel, following the work of the Panel on reviewing its overall approach;
- (6) that the issue of mobile working across the Council be considered at a future meeting of the Panel through discussion with the Head of ICT.

\*41 **Minutes of the meeting of the Rationalisation Panel (cont)..**

**23 June 2010**

- (7) that a report be presented to the next meeting of the Panel
- a) setting out what savings had been achieved by the Panel to-date
  - b) savings required in the short-term to bring in a balanced budget for 2011/12,
  - c) listing all Council services/functions
- (8) that Councillors Ray Bloxham and Tim Wood work up a base-line structure for service delivery drawing on the Panel's recommendations from the report at (1) and present this to the meeting of the Panel on 28 July 2010 for detailed consideration.

**REASON** To support the work being undertaken by the Rationalisation Panel in respect of the services that had been reviewed to-date.

\*42 **Knowle Office Review**

Members considered the report by the Principal Estates Officer on a Knowle Office review; the review having been put on hold during the Local Government Review. Earlier assessment of the market value and the cost of re-location had made any change unviable. However due to a number of reasons detailed in the report, further assessment of options was felt appropriate.

The Board recognised that the Knowle's running costs were far higher than would be for a purpose built office and believed that it was appropriate to seek specialist advice on various costed options for re-location. The review would take into account increased use of mobile working and the advantages and viability of having area offices.

The Portfolio Holder – Economy advised that various opportunities were being presented and so it was appropriate for the Council to consider the Offices at the current time.

The Member Champion – Eco Issues confirmed that the Knowle Offices were not energy efficient.

It was suggested that a review should take into account all public buildings and assess whether services were being delivered from the right venue to achieve best use of assets..

**RESOLVED** that Members note the recommendation of Strategic Management Team to invest in exploring the opportunities for re-locating the Council Offices at Knowle and authorise the necessary expenditure in preparing a fully costed business plan.

**REASON** As set out in the main body of the confidential report to the Board.

(Councillor Vivienne Ash declared a personal interest in this item as Mayor of Honiton Town Council).

**\*43 Hind Street Car Park, Ottery St Mary**

Members considered the report by the Principal Estates Officer on the Hind Street Car Park, Ottery St Mary. The Council's Development Management Committee had granted permission to Sainsbury's plc for the development of a supermarket scheme in Ottery St Mary which would involve the use of the Council's Hind Street Car Park. Members were asked to consider a request from Sainsbury's to acquire either a freehold or leasehold interest in the car park to facilitate the development.

- RESOLVED**
- (1) that Members adopt a policy to support, in principle, the development of a supermarket on land adjacent to and including Council owned land at Hind Street Car Park, Ottery St Mary;
  - (2) that Members authorise the Council's Principal Estates Surveyor to enter into negotiations with Sainsbury's Supermarkets Limited to lease the land interest in Hind Street Car Park to facilitate the development as detailed in the report.

**REASON** As set out in the main body of the confidential report to the Board.

**\*44 Transfer of land at Lace Walk car park, Honiton to Honiton Town Council for a Community Centre**

Members considered the report of the Senior Estates Surveyor on the transfer of land at Lace Walk car park, Honiton to Honiton Town Council for a Community Centre. Members discussed the current economic climate, the loss of car park revenue, the adverse impact of a utilitarian building close to the Thelma Hulbert Gallery and the results of the town poll, which although had attracted a low turn-out indicated public opposition to the Community Centre on the proposed site. The Board acknowledged the wholehearted support of the town council but suggested that an alternative site should be explored.

- RESOLVED**
- (1) that the transfer of 0.114 Ha of land at Lace Walk car park, Honiton to Honiton Town Council at less than 'Best Value' to facilitate a Honiton Community Centre on that site be not agreed,
  - (2) that Honiton Town Council be urged to seek an alternative site for the Community Centre.

**REASON** The Board was not convinced that the proposed site of the Community Centre met its requirements or had gained the support of the town and believed that alternatives should be explored.

(Councillor Marion Olive declared a prejudicial interest in this item as Chairman of the Honiton Community Centre Association)

(Councillor Vivienne Ash declared a prejudicial interest in this item as Mayor of Honiton Town Council).

Both Councillors left the Chamber when this item was being debated.

\*45 **Transfer of land at Chambers Close, Sidmouth to Sidmouth Town Council for Community Centre**

Members considered the report of the Senior Estates Surveyor on the transfer of land at Chambers Close, Sidmouth to Sidmouth Town Council for a Community Centre.

- RESOLVED**
- (1) that 0.418 Ha of land at Chambers Close, Sidmouth be transferred to Sidmouth Town Council at nil consideration for the construction of a community centre on the terms set out in the report,
  - (2) that, under the terms of the covenant, should the land not be used for a community centre, it be reverted back to EDDC.

**REASON** To facilitate the construction of a new community centre to serve the Stowford Rise community.

(Councillor Christine Drew (Chairman of Community Centre and Member of Sidmouth Town Council) and Councillors Chris Gibbings, Stuart Hughes, Ann and Graham Liverton, Frances Newth and Tony Reed (Members of Sidmouth Town Council declared a prejudicial interest in this item and left the Chamber when the item was being debated.)

Chairman ..... Date.....