

# **EAST DEVON DISTRICT COUNCIL**

## **Minutes of a Meeting of the Executive Board held at Knowle, Sidmouth on Wednesday, 28 November 2007**

**Present:** Councillors:  
R G Franklin (Vice Chairman in the Chair)  
  
D J Cox  
T A Cope  
Miss J M Elson  
M J L Green  
J P Halse  
S Hughes  
G K Liverton  
A T Moulding

**Also Present:** Councillors:  
Miss V Ash  
P N Bowden  
G P Brown  
G P Chamberlain  
P A Diviani  
Mrs C E Drew  
M Florey  
A R Giles  
G S Godbeer  
S Hall  
D R A Key  
  
J A Knight  
Mrs A E Liverton  
Mrs F I Newth  
J B Nicholson  
Mrs H E Parr  
A W J Reed  
Mrs P A Stott  
C T Tratt  
G M Troman  
T J R Wood  
S C Wragg

Honorary Alderman R Mudge

**Apology** Miss S M Randall Johnson (Chairman)

The meeting started at 5.30 pm and ended at 8.15 pm.

\*97 **Minutes**

The minutes of the meeting of the Executive Board held on 31 October 2007 were confirmed and signed as a true record.

\*98 **The Marist Convent, Ottery St Mary**

The Chairman agreed for this item to be considered as a matter of urgency to enable an early response to a request for a bridging loan from Ottery St Mary Town Council in respect of the purchase of the Marist Convent at Ottery St Mary.

\*99 **Exclusion of the Public**

**RESOLVED** that the classification given to the documents to be submitted to the Board be confirmed including the additional report referred to at Minute 98 above and that the reports relating to exempt information be dealt with under Part B of the agenda.

\*100 **Forward Plan**

The contents of the Forward Plan for the period 1 November 2007 to 28 February 2008 were noted.

Karime Hassan, Corporate Director, advised that the Portfolio Holder – Environment had agreed for a draft Climate Change Strategy to be prepared, in consultation with the Sustainability (Eco issues) Champion, and that the draft strategy would be referred to the January meeting of the Executive Board. He also advised that consultation in respect of the Imperial Recreation Ground was progressing and draft plans being drawn up would be referred to a future meeting of the Board.

\*101 **Minutes of the Meeting of the Scrutiny Committee**

The minutes of the meetings of the Scrutiny Committee held on 7 November were noted and discussed.

The Chairman of the Scrutiny Committee, Councillor Roger Giles, made some general comments about the Committee. He said that, with the support of Officers, the Chairman and Vice-Chairman were determined to see the Committee becoming a fully effective element within East Devon District Council. Specific scrutiny training had been arranged to help improve the performance of the Committee. The Scrutiny Committee would work with the Executive and Council as a whole but recognised its important role as critical friend. The Committee gave constructive criticism of service delivery when appropriate and tried to help achieve improvements in performance. He recognised that the scrutiny function was a Members' process and that although there were certain areas of work which the Committee was required to undertake, such as performance monitoring, and issues which the Executive would ask Scrutiny to investigate, the general principle was that the Committee Members would decide on issues for in-depth consideration. He would act with gusto but apologised for his over-enthusiasm resulting in being too critical of Officer performance at the last meeting of the Committee.

The Chief Executive advised that the word 'party' should not be added before the word 'political' in the IT policy for Members (Paragraph 6.3 refers) as this inclusion would be inappropriate. As a result of this advice, recommendation 36(4) was deleted.

Members noted that points raised in discussion on the Anti Social Behaviour Task and Finish Forum up-date report, detailed in the pre-ambule, (Minute 37) should be actioned. Particular reference was made to problems at West Walk toilets, Seaton and the action of the Council in finding local solutions to problems of antisocial behaviour in its car parks. The Scrutiny Committee had recommended that consultation should go ahead with Town/Parish Councils on the issue of the design of East Devon District Council car parks and that a bid be made for CCTV at West Walk's toilets. However these recommendations would impact on the draft capital programme which would be referred to the Executive Board in December and so it was appropriate to take no action in respect of these recommendations at this stage. In addition, the Portfolio Holder – Resources advised that the installation of CCTV would be dealt with Council-wide and not piecemeal. The importance of working in partnership with local councils and the police was acknowledged as this would help to achieve local solutions to problems.

The Portfolio Holder – Communities emphasised the importance of the Neighbourhood Assessment work carried out with the Council's partners including the police and local councils. These assessments identified 'hot spots' and issues of concern in the district's towns. She hoped that his work could be continued. She also advised that many of the issues raised through the work of the Anti-Social Behaviour Task and Finish Forum had been addressed in the Clean Neighbourhoods and Environment Act 2005 report later in the agenda.

\*101 **Minutes of the Meeting of the Scrutiny Committee (cont)..**

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

**Scrutiny  
Committee  
Minute 34**

1. that the performance and proposed remedial action against the Service Plans for the second quarter of 2007/08, be noted;
2. that the Corporate Director responsible for Scrutiny Committee check with the Corporate Director responsible for Internal Audit and the Internal Audit Manager on the implications of failing to successfully transfer the completion of the risk register and annual reviews to auditors;
3. that the Corporate Director responsible for Scrutiny Committee report back to the Scrutiny Committee on the question of 'benefits in kind' to Members.

**Minute 35**

1. that the performance and proposed remedial action against the Service Plans for the second quarter of 2007/08, be noted;
2. that other District Councils, within this Council's 'family' group, be contacted to discover what actions they have taken to reduce the average processing time taken for benefit claims.

**Minute 37**

1. that a Youth Service representative be invited to attend a future meeting of the Scrutiny Committee along with the Member Champion for Youth and Communities Portfolio Holder;
2. that the Council attempts to achieve closer partnership working with the Police;

**Minute 39**

that the Scrutiny Committee Forward Plan be noted;

**Minute 40**

1. that the Task and Finish Forum Status Report be noted;
2. that the members of the Planning TaFF be, Councillors Ms V Duval Steer, A R Giles, H J Jeffery, J Knight, and Mrs E E Wragg.

- 2) that the recommendations at Minute 37 in respect of the consultation with Town/Parish Councils on car parks and in respect of a possible bid for CCTV in Seaton be noted but no further action be taken at this stage.

\*101 **Minutes of the Meeting of the Scrutiny Committee (cont)..**

- 3) that the following recommendations in respect of the IT policy for Members be referred to Council for approval:

**Minute 36**

1. that when future arrangements are made for the supply of services from a contractor, a minimum cancellation period of 90 days be applied;
2. that that Members should be strongly encouraged to attend ICT training;
3. that clearer punchier messages be provided to Members;
4. that reference to data disks be added in Appendix 1 paragraph 2;
5. that subject to the changes proposed above, the ICT Equipment and Services for Members policy be agreed.

\*102 **Member Development Working Party**

The report of the Member Development Working Party held on 6 November 2007 was noted and discussed. The Portfolio Holder – Resources thanked the Group for their positive input. A number of items raised related to communication issues and it was felt appropriate to invite the Portfolio Holder – Communications to future meetings of the Group.

**RESOLVED**

1. that the Member Development Working Party terms of reference, setting out its aims, key objectives, roles and responsibilities, be approved,
2. that all Councillors be e mailed with up-dated lists of Officer contacts on a quarterly basis,
3. that the detail on the timetable of meetings be expanded to include, for example, meetings where service planning will be discussed and when the budget is set,
4. that when decisions are reported in the Knowledge and reference made to 'call in', add 'Members can seek advice on this process from the Democratic Services Team' in addition to reference already made to the relevant pages in the Council's Constitution,
5. that an item be included in the next Team Brief to remind all Officers to keep Members informed about what was going on in their Wards,
6. that Planning be asked to re-visit the possibility of providing Councillors with electronic planning lists so that they are better able to keep up-to-date with applications relevant to their Ward,

\*102 **Member Development Working Party (cont)..**

7. that the possibility of two training sessions on communications be investigated, one for all Councillors to cover good communications skills, public speaking and media issues and to include diversity and the other to be media specific training for Council spokespeople including the Portfolio Holders and Chairmen,
8. that the report on the role and protocol of Member Champions taken at agenda item 19 of this Executive Board meeting be noted,
9. that the role of Members on Outside Bodies and reporting process be clarified,
10. that relevant presentations be included within Council meetings to increase their relevance and to keep Members up-to-date with key issues
11. that learning opportunities, including conferences and seminars, be referred in the first instance to the Democratic Services Manager and Portfolio Holder – Resources for decision and allocation within budget constraints,
12. that Councillors be encouraged to take advantage of the LIFT SW Partnership e-learning modules (modern councillor),
13. that no action be taken at the present time in respect of progressing the Solace workbooks,
14. that a trial module, 'Councils with a Cabinet' be purchased through South West Regional Assembly at a one-off cost of £50 and distributed to all Councillors inviting feedback, with a view to purchasing a suite of relevant modules if feedback is positive,
15. that the Working Party discuss how to introduce Member personal development reviews at its next meeting on 5 February 2007,
16. that the Portfolio Holder – Communications be invited to future meetings of the Group.

\*103 **Recycling and Refuse Partnership**

The report of the Recycling and Refuse Partnership Board held on 13 November 2007 was noted and discussed. It was confirmed that applications for assisted collections did not require the form to be countersigned by the applicant's GP. The confidential part of the meeting had been included in a report which was considered in Part B of this agenda (minute 117).

**RESOLVED**

1. that a letter with request form be sent to everyone on the existing assisted collections' register and to those requesting assistance to enable a relevant database to be established based on the proposed criteria for providing assistance, with the information being checked at least annually,
2. that the purchase of wheeled bins and other containers be deferred until January/February,

**\*103 Recycling and Refuse Partnership (cont)..**

3. that the provision of wheeled bins in Exmouth be extended to neighbouring streets as part of the street cleaning initiatives,
4. that the preparation of a planning policy to ensure adequate provision of bin storage in new developments be noted,
5. that the application to Wrap for funding towards the promotion and advertising of the pilot compost bins' scheme be noted,
6. that the draft leaflet for Christmas collections be issued with a Christmas message thanking the public for their commitment to recycling,
7. that Streetscene investigate the volume of rubbish sent to landfill and compare this with the figure nationally, with Central Government being urged to change its emphasis from increases in recycling volume to decrease in waste to landfill,
8. that the proposed Service Standards, with amendments, be approved and advertised on the Council's web site.

**104 Corporate Strategy – final draft (key decision)**

Members considered the report of Denise Lyon, Deputy Chief Executive, together with the up-dated Vision and Priorities for Devon document, tabled at the meeting. Members had considered an earlier draft and had recommended that Denise Lyon in consultation with the Portfolio Holder – Resources be given delegated authority to complete the document. However, the Strategy had undergone more changes than originally anticipated and so it was thought appropriate to refer the document back to the Executive Board. Members were asked to approve the draft new Strategy which set out the Council's priorities for the next four years. Denise Lyon confirmed that the Strategy dove-tailed with the priorities of the East Devon Local Strategic Partnership and the Devon Strategic Partnership.

The Portfolio Holder – Resources thanked Councillors and Officers who had been involved in the visioning process.

**RECOMMENDED** that the up-dated Corporate Strategy be approved subject to the detail at Priority Three (Safe, Clean and Green Environment) being amended from 'protect' to '**conserve** and enhance our beautiful District's world class natural environment'.

**\*105 Revenue and Capital Monitoring report – month Seven 2007/08**

Members considered the report of the Financial Services Manager setting out a summary of the Council's overall financial position for 2007/08 at Month 7. Members noted the budget variations within the month and how these would continue to the end of the financial year and their effect on the Council's overall Reserves and Balances. Revised or Supplementary estimates agreed through the year were shown in Appendix C to the report. Remedial measures suggested by Officers to counteract material variances were noted.

Members were reminded that although the Council appeared to be in a healthy financial position, the recent low Comprehensive Spending Reviews settlement would put a significant strain on service delivery over future years. This placed a greater need on the Council to maximise revenue income streams.

\*105 **Revenue and Capital Monitoring report – month Seven 2007/08 (cont)..**

**RESOLVED** that variances identified as part of the Revenue and Capital Monitoring process for month 7 of 2007/08 be noted, including the effect of the Council's Reserves and Balances.

\*106 **Civil Parking Enforcement**

Members considered the correspondence between Devon County Council and the Chief Executive in respect of Civil Parking Enforcement. The current position was that parking enforcement in Devon was carried out by Traffic Wardens employed by the police. The Councils were now advised that this service was to be withdrawn. The Department of Transport was currently implementing new regulations which would introduce Civil Parking Enforcement as part of the Traffic Management Act 2004 to come into force in April 2008.

Members were asked to agree to a district based Service Level Agreement with the County Council regarding the administration of on-street and off-street parking enforcement subject to there being no additional cost to the District Council of entering into such an agreement and that the shared services would result in achieving maximum efficiencies of service. This Council also required residual enforcement capability in relation to its off-street car parks should it be necessary for the Council to operate this enforcement activity independently.

**RESOLVED** that delegated authority be given to the Chief Executive, in consultation with the Portfolio Holder – Economy, to conclude a district based service level agreement in respect of on-street enforcement powers under the Traffic Management Act 2004, subject to there being no additional cost to the District Council of entering into such an agreement.

\*107 **Performance monitoring report – October 2007**

Members considered the report of the Policy Manager setting out performance information for October 2007. Members noted the performance of the selected Performance Indicators and were invited to comment on areas of improvement or where improvement was necessary. The Deputy Chief Executive confirmed that the move to the Systems Thinking approach would focus on areas of concern in the first instance.

**RESOLVED** that the performance and proposed remedial action against key Performance Indicators for the month of October 2007 be noted.

\*108 **Local Government Ombudsman Annual Letter**

Members discussed the contents of the Local Government Ombudsman Annual Letter. This summarised the complaints made about the Council during 2006/07 and how these had been dealt with. The volume of complaints received was down on the previous year and no formal reports of maladministration or maladministration causing injustice had been issued for the third year running. The Council's average time for responding to complaints had improved significantly from 41.2 days for 2005/06 to 26.4 days in 2006/07 which was below the 28 day target set by the Ombudsman. The letter would be referred to the Audit and Governance Committee for consideration.

**RESOLVED**

1. that the content of the Local Government Ombudsman Annual Letter be noted,
2. that the letter be referred to the Audit and Governance Committee for consideration.

**\*109 Clean Neighbourhoods and Environment Act 2005**

Members considered the report of Peter Jeffs, Corporate Director seeking formal agreement on detailed matters to put into effect the range of powers under the Clean Neighbourhoods and Environment Act 2005. Andrew Ennis, Environmental Health Manager was thanked for the detailed work he had carried out in bringing this report to the Board.

Members referred to the discussion at the September meeting of the Executive Board (Minute 74 refers) when it was agreed that the Dog Warden and Pest Control Contracts be let but that the decision on the Community Warden contract be delayed. The Portfolio Holder – Communities, was given delegated authority in consultation with the Portfolio Holder – Streetscene, to decide on the letting of the contract after further discussion and consideration of alternative options. Members of the Board now felt that it was appropriate for this decision to be brought back to the Board for consideration and information.

It was suggested that the letter to the Parish and Town Councils should be sent as urgent so that they were made aware, at an early stage, of the proposed approach and of how they would be involved. They should also be asked to review and up-date the details within the appendices as relevant to their local areas.

**RESOLVED**

1. that a programme of publicity of the Council's intent to issue fixed penalty notices for various offences be authorised, as becomes necessary, in accordance with the Council's enforcement policy from 1 April 2008,
2. that the Corporate Director with delegated authority for the Clean Neighbourhoods and Environment Act 2005 authorises such officers of the Council or contractors or other agencies as he legally may do,
3. that Parish and Town Councils be made aware as a matter of urgency of the proposed approach, and the scope for their direct involvement in either enforcing certain parts of it or requiring that they publicise it through newsletters, with the local Councils being asked to check the details in the supporting papers to make sure that all relevant data had been captured and was correct,
4. that the process of consultation and publicity be authorised to make dog control orders (to replace the existing dog control regime and to impose dog ban restrictions on certain children's play areas not presently controlled),
5. that the appropriate level of fixed penalty notices be set as follows:
  - ❑ Littering Offences £80 (the default amount if no level is set by the Council will be £75).
  - ❑ Failure to comply with street litter control or litter clearing notices £110 (the default amount if no level is set by the Council will be £100).
  - ❑ Unauthorised distribution of printed material £80 (the default amount if no level is set by the Council will be £75).
  - ❑ Offences under dog control orders £80 (the default amount if no level is set by the Council will be £75),

\*109 **Clean Neighbourhoods and Environment Act 2005 (cont)..**

6. that, as a precautionary measure, the powers on enforcement of sales of spray paint be adopted should this prove necessary,
7. that the new graffiti and fly-posting powers be adopted (as they amend the Anti-Social Behaviour Act 2003) – a fixed penalty notice of £80.00 be levied where appropriate,
8. that a maximum of six dogs as the number reasonably controllable by one person be agreed,
9. that a new offence of not putting or keeping a dog on a lead when instructed to do so by an authorised officer with a fixed penalty notice of £80 be agreed,
10. that details within the Appendices attached to the report be checked for accuracy and completeness, using feedback from the Towns and Parishes, and with the omission of Connaught Gardens, Sidmouth being corrected,
11. that the letting of the Community Warden Service be referred back to the Executive Board for consideration.

\*110 **Local Government White Paper Implementation Plan: One year on**

Members considered the Department for Communities and Local Government issued document on the implementation of the Local Government White Paper 'Strong and Prosperous Communities'. The aim of the White Paper was to improve local service provision by devolving more power locally to facilitate choice and local involvement in service delivery. The Implementation Plan had been published in January 2007 and set out how the Government would play its part in achieving the aims of the White Paper and driving forward reform of service delivery.

The up-date report provided a helpful framework and timetable of reforms. The document referred to the essential need for every two-tier area to deliver increased efficiency and improved outcomes for citizens. This would be achieved through various means including integrated service delivery and stronger and more coherent leadership arrangements for their areas and greater shared back office functions. The document also included the importance of Councillor Calls for Action to enable more citizens to get their community concerns addressed through their elected councillors. The White Paper also opened up potentially greater powers for councils' overview and scrutiny functions.

**RESOLVED** that the Local Government White Paper Implementation Plan – one year on – be noted.

\*111 **Homelessness – Exeter Nightstop**

Members considered the report of the Housing Needs Manager seeking Council approval for a contribution to the Exeter Nightstop service. The Portfolio Holder – Communities confirmed that Exeter Nightstop provided an excellent service providing emergency overnight accommodation in the homes of local volunteers, helped to prevent homelessness and reduced the possibility of young people sleeping rough.

**RESOLVED** that an annual contribution of £5,000 be made to the Exeter Nightstop service which helped to Council to meet its homelessness duties.

\*112 **Sidmouth: Connaught Gardens Wall**

Members considered the report of the Principal Engineer in respect of works required to be carried out to the listed wall in Connaught Gardens.

**RESOLVED** that funding of £60,000 (to include Capital Salaries) be agreed to rebuild the listed wall in Connaught Gardens, Sidmouth.

113 **Member Champions – role and protocol**

Members considered the report of the Democratic Services Manager setting out the role and protocol of Member Champions. This was to help clarify the relationship of the Member Champions with other Members and with other service providing partners. Members recognized the important role that the Champions were filling and how they would complement and enhance the work of the Council. The invitation from the Corporate Overview Committee to Member Champions to report on the work they have carried out so far was considered to be premature

**RECOMMENDED** that that the generic role description for non-Executive Member Champions and protocol/terms of reference for appointed Member Champions, as set out in appendices to the report, be agreed and the protocol incorporated in the Council's Constitution,

**RESOLVED** that this Council hosts the first South West Member Champion networking conference in January 2008 at which general awareness of the role can be developed and best practice shared.

\*114 **Local Democracy Week 2007 and beyond**

Members considered the report of the Democratic Services Manager on the Council's involvement in this year's Local Democracy Week 'Take Part, Take Power'. The events during the week had been well received by the participating schools and colleges and had been reported widely in the local press. Other planned schools activities were noted including a second visit from St Nick's school in Sidmouth and a repeat of the successful Political Speed Dating event at Sidmouth College. Members were invited to consider how the Council could further extend the work with schools/colleges and youth groups.

The Democratic Services team was thanked for the success of this year's Local Democracy Week activities.

The Champion for Young People, Councillor Darryl Nicholson advised that he had recently attended a Local Democracy Conference in London and emphasised the need to involve hard to reach groups, particularly 16-30 year olds outside full time education, in local democracy. He would report more fully to Members on the ideas from the Conference but hoped that this Council could take a lead in addressing issues of youth engagement relevant to rural districts.

**RESOLVED** 1. that the Council's involvement in Local Democracy Week and the positive feedback and press coverage be noted

\*114 **Local Democracy Week 2007 and beyond (cont)..**

2. that £250 be awarded to the student council, or equivalent student body, of each school/college which participated in Local Democracy Week this year with the stipulation that the students themselves decide on how the money is to be spent, and let the Council know the result of their decision.
3. that Councillors actively support the involvement of young people in local democracy.

(Councillor T Cope declared a personal interest in this item as a teacher at Sidmouth College which would benefit from the financial award).

\*115 **Seaton Town Hall Advisory Forum**

Members considered the report of the Democratic Services Officer in respect of the recommendation of the Seaton Town Hall Advisory Forum for its constitution to be amended to include other users of the facility such as the Seaton Youth Council. Members supported the need to extend the membership to users of the facility but were aware of discussions currently taking place in respect of the management of the Hall.

**RESOLVED** that delegated authority be given to the Chief Executive to propose changes to the Constitution of the Seaton Town Hall Advisory Forum following a meeting of interested parties to discuss the management of the facility.

\*116 **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, of the description set out on the agenda, and Para 3 Schedule 12A (information relating to the financial and business affairs of any particular person (including the authority) holding that information), in relation to the additional item referred to at Minute 98 above, is likely to be disclosed and on balance the public interest is in discussing the items in private session (Part B).

\*117 **Recycling and Refuse Contract – progress up-date**

Members considered the report of the Head of Street Scene Services on an interim meeting held to discuss the progress, and related issues, of the Recycling and Refuse Partnership Agreement between East Devon District Council and the Council's contractors, SITA. Since the meeting the Leader and Chief Executive had met with SITA (following a briefing with the Corporate Director – Environment and the Head of Streetscene Services). The meeting had not resolved the issues discussed by the Partnership Board. A letter would be sent to SITA as a further attempt to overcome the current impasse.

**RESOLVED** 1. that the current situation in respect of the SITA contract be noted and that a further report be prepared as set out in this report.

**\*118 Affordable Housing – Bonner Glen, Axminster**

Members considered the report of the Housing Enabling Officer setting out a proposal to deliver a development of twelve new affordable homes at Bonners Glen, Axminster. Members were asked to consider land disposal issues and other arrangements essential to progressing this development. Members supported the proposed development and discussed the intrinsic value of leasing the land to the Housing Association.

**RESOLVED**

1. that land, identified in the report, be transferred to Sanctuary Housing Association by lease agreement at a minimal ground rent (with conditions including that the land is referred back to the Council should circumstances change to ensure that the land is retained for affordable housing) and the demolition of existing flats and garages to provide 12 new affordable homes be approved,
2. that leasing Council land for future affordable housing schemes, with a condition to retain its use for affordable housing be adopted where possible as the Council's preferred practice,
3. that the opportunity be taken to promote the Council's in-house Building Control Service.

**\*119 Proposed extension to Waitrose supermarket, Sidmouth – sale of land**

Members considered the report of the Senior Estates Surveyor in respect of a request from Waitrose Limited to acquire amenity land from the Council to enable them to extend their Stowford Rise premises. Members discussed the allocation of an equivalent area for amenity use on land currently held for housing development to the east of Stowford Rise but this was not felt to be appropriate or necessary. Conditions in respect of the land use would be discussed by the Development Control Committee when the planning application was determined.

**RESOLVED**

that the Council agrees to release the amenity land at Stowford Rise, extended to include land to the west of the identified site, to facilitate the relocation of the link road and junction with the A3052 together with additional car parking spaces at the Waitrose supermarket, Sidmouth, upon terms and conditions to be agreed, with the District Valuer being appointed to undertake negotiations.

**\*120 Economy and Development**

Members considered the report of the Corporate Director – Environment in respect of a proposal to review the management arrangements of the Economy and Development service.

**RESOLVED**

1. that the Post of Head of Property and Economic Development be deleted from the establishment,
2. that a Principal Estate Surveyor Post be established to provide comprehensive management of the Council's land and property, particularly the commercial and industrial portfolio, this to include, where appropriate, the instruction of external valuers and consultants,

\*120 **Economy and Development (cont)..**

- 3. that, subject to one of the existing post holders being appointed to the post of Principal Estate Surveyor, one of the existing posts of Senior Estate Surveyor be deleted from the establishment,
- 4. that a surveyor post be established with the postholder having an MRICS qualification (Member of the Royal Institution of Chartered Surveyors) or hold a degree in valuation or estate management and be working towards MRICS status.

\*121 **The Marist Convent, Ottery St Mary**

Ottery St Mary Town Council had requested a bridging loan from the Council to overcome cash flow problems in respect of the proposed purchase of the Marist Convent, as its new headquarters, prior to its existing headquarters, Hill House, being sold. The Town Council had produced a business plan for purchase of the Convent and was approaching the Public Works Loans Board for a loan.

**RESOLVED**

- 1. that the Council approves a £350,000 bridging loan, subject to terms and conditions (including interest rate) to Ottery St Mary Town Council to enable them to purchase the Marist Convent at Ottery St Mary prior to the sale of Hill House,
- 2. that delegated authority be given to Diccon Pearse, Corporate Director in consultation with the Portfolio Holder - Resources to approve terms and conditions of the loan.

(Councillor A R Giles declared a personal and prejudicial in this item as a member of the Town Council and left the Chamber during the debate and voting).

Chairman .....

Date .....