



Exeter City Council

A meeting of **EXETER CITY COUNCIL** will be held at the **GUILDHALL, HIGH STREET, EXETER** on **TUESDAY 26 JULY 2016**, at 6.00 pm, at which you are hereby summoned to attend. The following business is proposed to be transacted:-

	Pages
1 Minutes	
To sign the minutes of the Ordinary Meeting held on 19 April 2016 and the Annual Meeting held on 17 May 2016.	5 - 18
2 Official Communications	
To receive minutes of the following Committees and to determine thereon:-	
3 Planning Committee - 23 May 2016	19 - 30
4 Planning Committee - 27 June 2016	31 - 40
5 Licensing Committee - 31 May 2016	41 - 44
6 People Scrutiny Committee - 2 June 2016	45 - 54
7 Place Scrutiny Committee - 9 June 2016	55 - 64
8 Corporate Services Scrutiny Committee - 29 June 2016	65 - 68
9 Audit and Governance Committee - 22 June 2016	69 - 72
10 Strata Joint Scrutiny Committee - 7 June 2016	73 - 76
11 Strata Joint Executive Committee - 21 June 2016	77 - 80
12 Executive - 14 June 2016	81 - 86
13 Executive - 12 July 2016	87 - 100

14 Notice of Motion by Councillor Keen under Standing Order No. 6

Exeter's City Council members wish to reaffirm our unequivocal condemnation of any form of behaviour that is racist, xenophobic, incites hatred, discriminates against or harms members of our community. We are honoured to represent the residents of such a diverse and tolerant city, and we intend to continue to do our utmost to ensure that it is a welcoming, safe place for all.

This Council recognises that our open and welcoming community is a key reason for this city's prosperity and its significant cultural value in the South West. We also recognise that our city is home to people from many parts of the world, of many faiths and of none, and that we all continue to come out in force standing shoulder to shoulder with every resident – we are immensely proud to see that year on year events such as Exeter Pride and Exeter Respect Festival grow from strength to strength.

However, we also recognise that as a council we must not be complacent and continue to make sure acceptance and integration is a key aspect involved in the decisions we undertake. We will continue to ensure that local partnerships and programmes that combat xenophobia and contribute to integration have our full support.

We state in the strongest and sincerest terms that if any person is a victim of crime in Exeter they need to report it to our local police force. This not only means that the appropriate actions can be undertaken but more detailed records will enable a more effective response in the future – we will not allow hate crime to gain a foothold in our city.

We reassure all people living in Exeter that we will continue to strive every day to welcome, value and protect them. Working together, this city will remain welcoming, safe and inclusive for one and all.

15 Notice of Motion by Councillor Baldwin under Standing Order No 6.

The Council calls upon the Government to make fair transitional state pension arrangements for all women born on or after 6th April 1951, who have unfairly borne the burden of the increase to the State Pension Age (SPA) with lack of appropriate notification. Hundreds of thousands of women had significant pension changes imposed on them by the Pensions Acts of 1995 and 2011 with little or no personal notification of the changes. Some women had only two years notice of a six-year increase to their state pension age.

Many women born in the 1950's are living in hardship. Retirement plans have been shattered with devastating consequences. Many of these women are already out of the labour market, caring for elderly relatives, providing childcare for grandchildren, or suffer discrimination in the workplace so struggle to find employment. Women born in this decade are suffering financially.

Office of Corporate Manager Democratic & Civic Support			
Civic Centre, Paris Street, Exeter, EX1 1JN	Tel: 01392 277888	Fax: 01392 265593	www.exeter.gov.uk

These women have worked hard, raised families and paid their tax and national insurance with the expectation that they would be financially secure when reaching 60. It is not the pension age itself that is in dispute - it is widely accepted that women and men should retire at the same time. The issue is that the rise in the women's state pension age has been too rapid and has happened without sufficient notice being given to the women affected, leaving women with no time to make alternative arrangements.

The Council calls upon the Government to reconsider transitional arrangements for women born on or after 6th April 1951, so that women do not live in hardship due to pension changes they were not told about until it was too late to make alternative arrangements.”

A plan of seating in the Guildhall is attached

Date: Monday 18 July 2016

Karime Hassan
Chief Executive &
Growth Director

NOTE: Members are asked to sign the Attendance Register



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THE MEETING OF EXETER CITY COUNCIL

Guildhall
Tuesday 19 April 2016

The Right Worshipful the Lord Mayor (Cllr Foggin)
The Deputy Lord Mayor (Cllr Robson)
Councillors Baldwin, Bialyk, Branston, Brimble, Brock, Bull, Buswell, Denham, Edwards, George, Hannaford, Hannan, Harvey, Henson, Holland, Laws, Leadbetter, Lyons, Morris, Morse, Newby, Owen, Packham, Pearson, Prowse, Raybould, Sheldon, Shiel, Spackman, Sutton, Thompson, Vizard, Wardle and Williams

17 **APOLOGIES**

Apologies for absence were received from Councillors Choules, Crew and Mottram.

18 **MINUTES**

The minutes of the two Extraordinary Meetings and of the Ordinary Meeting held on 23 February 2016 were moved by the Leader and seconded by Councillor Sutton, taken as read and signed as correct.

19 **APPOINTMENT OF RECORDER**

RESOLVED that His Honour Judge Geoffrey Mercer QC be formally installed as Recorder of the City.

Judge Mercer welcomed his appointment and returned thanks.

20 **OFFICIAL COMMUNICATIONS**

The Lord Mayor referred to the lighting of a beacon on the Quay on Thursday to celebrate Her Majesty the Queen's 90th birthday and that she would be joining others from across Devon, at Evensong in the Cathedral on Thursday, and hoped that Councillors would also attend the service.

The Portfolio Holder for Housing Revenue Account acknowledged the years of dedicated service to the nation by the Queen since her coronation. This was supported by the Council.

A Member paid thanks to Robin Eaton (Business & Commercial Ops Technical) who had helped out with improvements to Belmont Park.

The Lord Mayor congratulated the Energy Management Team for being awarded the Local Government Chronicle's Environment award and Emma Osmundsen the Housing Development Manager who had received the UK Women in Construction Green Leadership Award. She also referred to the City Council winning the Event award at the Exeter Living Awards, as well as the Platinum Award for the strongest category winner in respect of acting as a host for the Rugby World Cup. She thanked all the officers involved in these achievements which had helped to raise the profile of the City.

On behalf of the Council, the Lord Mayor recorded her appreciation for the invaluable contribution of Councillors Buswell, Choules, Crew, George, Laws, Morris and Williams who were standing down and retiring at the May elections. She paid special thanks to Councillor Choules who, due to on-going ill health, could not attend this evening and passed on the Council's best wishes for a speedy recovery.

The Leader presented a petition to Council from the business owners in Smythen Street, Exeter regarding the significant loss of trade and financial income due to the presence of Gabriel House in Smythen Street and the high levels of anti-social behaviour associated with it.

Members noted that the petition would be consider by the People Scrutiny Committee in due course.

21

PLANNING COMMITTEE - 14 MARCH 2016

The minutes of the Planning Committee of 14 March 2016 were presented by the Chair, Councillor Bialyk, and taken as read.

RESOLVED that the minutes of the Planning Committee held on 14 March 2016 be received.

22

PLANNING COMMITTEE - 11 APRIL 2016

The minutes of the Planning Committee of 11 April 2016 were presented by the Chair, Councillor Bialyk, and taken as read.

In respect of Minute 27 (Planning Application No.16/0081/03 – Land to rear of Five Acres, Exeter Road, Topsham, Exeter) and in response to a Member, the Leader stated that it was essential for the city to maintain its green spaces which included Exeter Golf Course.

The Chair agreed with the Leader and commented that it was important that the city had a good range of sporting activities and that there was a need for a balance between housing developments and recreational facilities.

RESOLVED that the minutes of the Planning Committee held on 11 April 2016 be received.

23

LICENSING COMMITTEE - 22 MARCH 2016

The minutes of the Licensing Committee of 22 March 2016 were presented by the Chair, Councillor Sheldon, and taken as read.

RESOLVED that the minutes of the Licensing Committee held on 22 March 2016 be received.

24

SCRUTINY COMMITTEE - COMMUNITY - 1 MARCH 2016

The minutes of the Scrutiny Committee - Community of 1 March 2016 were presented by the Chair, Councillor Wardle, and taken as read.

RESOLVED that the minutes of the Scrutiny Committee - Community held on 1 March 2016 be received.

25

SCRUTINY COMMITTEE - ECONOMY - 3 MARCH 2016

The minutes of the Scrutiny Committee - Economy of 3 March 2016 were presented by the Chair, Councillor Brimble, and taken as read.

In respect of Minute 23 (Radio 1 Big Weekend Update) and in response to a Member, the Portfolio Holder for Economy and Culture clarified that the Council was aware that there was a booking fee for the tickets and that feedback would be given to the BBC regarding communication relating to costs associated with any such future event.

RESOLVED that the minutes of the Scrutiny Committee – Economy held on 3 March 2016 be received.

26

SCRUTINY COMMITTEE - RESOURCES - 16 MARCH 2016

The minutes of the Scrutiny Committee - Resources of 16 March 2016 were presented by the Chair, Councillor Bull, and taken as read.

RESOLVED that the minutes of the Scrutiny Committee - Resources held 16 March 2016 be received.

27

AUDIT AND GOVERNANCE - 9 MARCH 2016

The minutes of the Audit and Governance Committee of 9 March 2016 were presented by the Chair, Councillor Vizard, and taken as read.

In response to a query from a Member, it was noted that the appropriate place to raise issues as to the accuracy of the minutes was at the next meeting of the Committee rather than at full council.

RESOLVED that the minutes of the Audit and Governance Committee held on 9 March 2016 be received.

28

STRATA JOINT SCRUTINY COMMITTEE - 17 MARCH 2016

The minutes of the Strata Joint Scrutiny Committee of 17 March 2016 were presented by Councillor Raybould and taken as read.

RESOLVED that the minutes of the Strata Joint Scrutiny Committee held on 17 March 2016 be received.

29

STRATA JOINT EXECUTIVE COMMITTEE - 30 MARCH 2016

The minutes of the Strata Joint Executive Committee of 30 March 2016 were presented by Councillor Edwards, and taken as read.

RESOLVED that the minutes of the Strata Joint Executive Committee held on 30 March 2016 be received and, where appropriate, any recommendations contained therein approved.

30

EXECUTIVE - 15 MARCH 2016

The minutes of the Executive of 15 March 2016 were presented by the Leader, Councillor Edwards, and taken as read.

In respect of Minute 43 (South Street/Corn Exchange Regeneration Proposals) and in response to a Member, the Portfolio Holder for Economy and Culture clarified that the extent of the area under consideration had not yet been defined and that all local businesses and residents, stakeholders and the wider community would be consulted on any proposals in due course.

RESOLVED that the minutes of Executive held on 15 March 2016 be received and, where appropriate, adopted.

31

EXECUTIVE - 12 APRIL 2016

The minutes of the Executive of 12 April 2016 were presented by the Leader, Councillor Edwards, and taken as read.

In respect of Minute 50 (Capital Monitoring Statement to December 2015) and in response to a Member's question regarding the broken bollards on Cathedral Green, the Portfolio Holder for Economy and Culture clarified that the ongoing maintenance of the bollards was the responsibility of Devon County Council. The City Council had lobbied Devon County Council regarding their maintenance although, currently, the County Council had put a traffic order in place which had been partly successful. The Business Improvement District had not been prepared to pay for any repairs claiming that such work was outside of its remit.

The Leader stated that he would take this matter up with Devon County Council to see if an arrangement on the maintenance of the bollards could be agreed.

In respect of Minute 54 (Amendments to the Scheme of Delegation) the revised amendments as circulated were moved by the Leader and seconded by Councillor Sutton. This motion was carried.

RESOLVED that the minutes of Executive held on 12 April 2016 be received and, where appropriate, adopted.

32

QUESTIONS FROM A MEMBER OF THE COUNCIL UNDER STANDING ORDER

8

In accordance with Standing Order No. 8, the following questions were put by Councillor Prowse to the Leader.

Question - What is the current position on the IKEA planning application which was approved some time ago?

The Leader stated that the Portfolio Holder for City Development would respond to this question.

The Portfolio Holder for City Development stated that the outline planning consent for an IKEA store had been approved in November 2014. Since then representatives of IKEA have been in regular contact with officers in City Development regarding their proposals to open a store in Exeter. A meeting had taken place within the last few days regarding their timescale for submitting the reserved matters section of their planning consent. It was not unusual for a significant period to elapse between planning approval being granted and work to commence on site, particularly in respect of large commercial schemes. This allowed contractual and legal issues to be finalised and other relevant consents to be secured.

Question - Is the Leader of the Council able to answer the following question? Just when do Crown Estates intend to advertise the proposal to STOP UP, upper Paris Street?

The Leader stated that the application to the Secretary of State could not be made until the planning consent had been issued, which in turn was dependent on the completion of the Section 106 Agreement. Once the road closure application was registered by the Secretary of State, the applicant would be able to advertise it and the consultation period could start.

Question - Why are there no units of housing included in the bus station site?

The Leader replied that the planning application had been considered by Council on 20 January 2016 and that this question should have been raised at that time. He stated that the Exeter Local Plan First alteration Policy KP3 identified the site as suitable for non-family housing, but did not make this a requirement of any development proposal. The site was not considered suitable for family housing given the proximity of the bus station which generated high noise levels from early in the morning until late at night. Housing, mainly in the form of purpose built student accommodation but also flats was being delivered on other sites within the regeneration area.

(The meeting commenced at 6.00 pm and closed at 6.45 pm)

Chair

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ANNUAL COUNCIL

Tuesday 17 May 2016

Present:-

Councillors Ashwood, Baldwin, Bialyk, Branston, Brimble, Bull, Denham, Edwards, Foale, Foggin, Gottschalk, Hannaford, Hannan, Harvey, Henson, Mrs Henson, Holland, Keen, Lamb, Leadbetter, Lyons, Mitchell, Morse, Musgrave, Newby, Owen, Packham, Pearson, Prowse, Robson, Sheldon, Sills, Spackman, Sutton, Thompson, Vizard, Wardle, Warwick and Wood

1

ELECTION OF THE LORD MAYOR

RESOLVED on the nomination of Councillor D Henson, seconded by Councillor Hannaford, that Councillor Cynthia Thompson be elected Lord Mayor of the City for the ensuing Municipal Year.

The Lord Mayor was invested with her Robe and Chain of Office, made her Declaration of Acceptance of Office, took the Chair and returned thanks.

2

APPOINTMENT OF THE DEPUTY LORD MAYOR

RESOLVED on the nomination of Councillor Leadbetter, seconded by Councillor Lyons, that Councillor Peter Holland be appointed Deputy Lord Mayor of the City for the ensuing Municipal Year.

The Deputy Lord Mayor was invested with his Robe and Chain of Office, made his Declaration of Acceptance of Office and returned thanks.

3

VOTES OF THANKS

RESOLVED that the Council record its appreciation for the able and courteous manner in which Councillor Olwen Foggin and Mr Gerald Foggin have discharged the duties of the Lord Mayor and Lord Mayor's Consort during the past year.

Councillor Denham, on behalf of the Council, presented badges to the retiring Lord Mayor and retiring Lord Mayor's Consort.

The retiring Lord Mayor returned thanks.

RESOLVED that the Council record its appreciation for the able and courteous manner in which Councillor Lesley Robson and Mrs Jill Grainger have discharged the duties of Deputy Lord Mayor and Deputy Lord Mayor's Consort during the past year.

The retiring Deputy Lord Mayor returned thanks.

4 **ELECTION OF THE LEADER OF THE COUNCIL AND CONFIRMATION OF THE
DEPUTY LEADER OF THE COUNCIL**

Councillor Edwards was confirmed as Leader of the Council. Councillor Edwards confirmed the appointment of Councillor Sutton as Deputy Leader.

RESOLVED that Councillor Edwards be elected as Leader of the Council and Councillor Sutton as Deputy Leader.

5 **APPOINTMENT OF THE EXECUTIVE AND PORTFOLIO HOLDERS**

The Leader of the Council confirmed his nominations for Portfolio Holders and Executive membership as circulated.

The Leader, seconded by Councillor Sutton, moved that Executive be increased to its maximum of ten members, with an additional two portfolio holders, making nine in total, with the tenth member of the Executive being Cllr Leadbetter as the Leader of the Opposition. He also recommended that the Members' Allowances budget be increased appropriately to accommodate the additional Special Responsibility Allowance payable for the additional Portfolio Holders. He advised that it was estimated to be no more than an additional £13,000 per annum.

RESOLVED that:-

- (1) the Council's Executive be appointed as follows for the ensuing Municipal Year:-

Councillor	Portfolio or Group
Edwards P.W.	Leader
Pearson O.	Support Services
Morse E.A.	Customer Access
Owen K.	Housing Revenue Account
Hannaforde R.M.	Place
Denham R.C.	Economy and Culture
Sutton R.H.	City Development
Bull P.D.	Communities and Neighbourhoods
Bialyk P.M.	Sport and Health and Wellbeing
Leadbetter, A.R.	Conservative

- (2) the Members' Allowances budget be increased appropriately to accommodate the additional Special Responsibility Allowance payable for the additional Portfolio Holders. This is estimated to be no more than an additional £13,000 per annum.

APPOINTMENT OF COMMITTEES**RESOLVED** that:-

- (1) the membership of Committees etc, Chairs and Deputy Chairs and Independent Persons, as shown at the Appendix to these minutes, be approved; and
- (2) delegated authority be given to the Corporate Manager, Democratic and Civic Support to make any necessary changes to the Terms of Reference of the Scrutiny Committees so that they align as much as possible with the Portfolio Holders. Any amendments will be reported to the various committees at their first meetings.

(The meeting commenced at 7.05 pm and closed at 8.10 pm)

Chair

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EXETER CITY COUNCIL

EXECUTIVE, SCRUTINY AND OTHER COMMITTEES ETC. 2016/17

EXECUTIVE (10)

Edwards, P.W. (Leader)	Leadbetter, A.R.
Bialyk, P.M.	Morse, E.A.
Bull, P.D.	Owen, K.
Denham, R.C.	Pearson, O.
Hannaford, R.M.	Sutton, R.H.

PORTFOLIO HOLDERS

Edwards, P.W.	Leader
Pearson, O.	Support Services
Owen, K.	Housing Revenue Account
Hannaford, R.M.	Place
Sutton, R.H.	City Development
Denham, R.C.	Economy and Culture
Bull, P.D.	Communities and Neighbourhood
Morse, E.A.	Customer Access
Bialyk, P.M.	Sport and Health and Wellbeing

MEMBER CHAMPIONS

Gottschalk, D.R.	Young People
Robson, L.S.	Older People
Wood, D.	Food Waste Collection

SCRUTINY – CORPORATE SERVICES (10)

Sheldon, G.N. (Chair)	Harvey, D.J.
Warwick, S. (Deputy Chair)	Holland, P.G.
Ashwood, R.L.	Lamb, R.C.
Baldwin, M.A.	Musgrave, C.
Hannan, K.A.	Robson, G.N.

SCRUTINY - PEOPLE (10)

Wardle, A.J (Chair)	Hannan, K.A.
Foale, B.(Deputy Chair)	Newby, R.C.
Branston. R.A.	Packham, H.L.
Foggin, O.A.	Robson, L.S.
Holland, P.G.	Vizard, N.J.

SCRUTINY - PLACE (10)

Brimble, S.A. (Chair)
Lyons, R.C. (Deputy Chair)
Foggin, O.A.
Henson, D.J.
Keen, L.P.G.

Mitchell, K.J.
Prowse, G.J.
Robson, L.S.
Wood, D.
Wardle, A.J.

PLANNING COMMITTEE (13)

Sutton, R.H. (Chair)
Lyons, R.C. (Deputy Chair)
Bialyk, P.M.
Denham, R.C.
Edwards, P.W.
Foale, B.
Gottschalk, D.R.

Harvey, D.J.
Henson, Mrs Y.A.C.
Morse, E.A.
Newby, R.C.
Prowse, G.J.
Spackman, R.D.

Planning Member Working Group (7)

Lyons, R.C. (Chair)
Bialyk, P.M.
Edwards, P.W.
Newby, R.C.

Prowse, G.J.
Spackman, R.D.
Chair of Planning Committee

MAJOR GRANTS AND NEW HOMES BONUS PANEL (4)

Edwards, P.W. (Chair)
Bull, P.D.

Leadbetter, A.R.
Sutton, R.H.

EXETER BOARD (14)

(5 City Councillors)

Bull, P.D.
Denham, R.C.
Edwards, P.W.

Henson, D.J.
Sills, L.S.

(9 County Councillors)

Prowse, G.J. (Chair)
Foggin, O.M.
Hannaford, R.M.
Hannan, A.
Hill, R.J.

Leadbetter, A.R.
Morse, E.A.
Owen, J.
Westlake, R.A.

EXETER BOARD FUNDING SUB GROUP (7)

(3 City Councillors)

Bull, P.D.
Denham, R.C.

Edwards, P.W.

(4 County Councillors)

Prowse G.J. (Chair)
Hannaford, R.M.

Owen, J.
Westlake, R.A.

LEISURE CENTRE AND BUS STATION COMPLEX PROGRAMME BOARD (7)

Bialyk, P.M. (Chair)
Denham, R.C.
Edwards, P.W.
Gottschalk, D.R.

Henson, Mrs Y.A.C.
Prowse, G.J.
Wardle, A.J.

LICENSING COMMITTEE (14)

Spackman, R.D. (Chair)
Sheldon, G.N. (Deputy Chair)
Branston, R.A.
Brimble, S.A.
Foale, B.
Hannan, K.A.
Henson, D.J.

Holland, P.G.
Keen, L.P.G.
Mitchell, K.J.
Newby, R.C.
Owen, K.
Pearson, P.G.
Sills, L.S.

Licensing Sub-Committees (3)

Licensing Sub-Committee membership to be drawn from Licensing Committee Members above.

AUDIT AND GOVERNANCE COMMITTEE (11)

Vizard, N.J. (Chair)
Wood, D. (Deputy)
Ashwood, R.L.
Baldwin, M.A.
Gottschalk, D.R.
Harvey, D.J.

Henson, Mrs Y.A.C.
Lamb, R.
Packham, H.L.
Sheldon, G.N.
Warwick, S.

INDEPENDENT PERSONS

Mr M. Fowkes and Mr W. Page appointed as Independent Persons to assist the Council in promoting and maintaining high standards of conduct amongst its Elected Members.

STRATA JOINT EXECUTIVE COMMITTEE (3)

(1 City Councillor - Leader)

Edwards P.W.

STRATA JOINT SCRUTINY COMMITTEE (9)

(3 City Councillors)

Lyons, R.C.
Leadbetter, A.R.

Sheldon, G.N.

EXETER HIGHWAYS AND TRAFFIC ORDERS COMMITTEE (13)

(4 City Councillors)

Bull, P.D.
Harvey, D.J.

Newby, R.C.
Wardle, A.J.

(9 County Councillors)

Foggin, O.M.
Hannaford, R.M.
Hannan, A.
Hill, R.J.
Leadbetter, A.R.

Morse, E.A.
Owen, J.
Prowse, G.J.
Westlake, R.A.

PLANNING COMMITTEE

Monday 23 May 2016

Present:

Councillor Sutton (Chair)
Councillors Bialyk, Spackman, Denham, Edwards, Lyons, Newby, Prowse, Gottschalk,
Harvey, Morse and Foale

Apologies:

Councillor Mrs Henson

Also Present:

Chief Executive & Growth Director, Assistant Director City Development, Area Planner (PJ),
Project Manager (Planning) (KW) and Democratic Services Officer (Committees) (HB)

32

MINUTES

The minutes of the meetings held on 14 March and 11 April 2016 were taken as read and signed by the Chair as correct.

33

DECLARATIONS OF INTEREST

Councillor Newby declared an interest in Minute No. 35 as he was a Trustee of the Dorothy Holman Centre and an Executive Member of the Scout Association in Exeter.

34

PLANNING APPLICATION NO. 16/0114/03 - LAND NORTH OF WESSEX CLOSE, TOPSHAM, EXETER

The Project Manager (Planning) (KW) presented the application for 22 dwellings (houses and flats), associated access through Phase 1 landscaping and infrastructure provision.

Councillor Baldwin, having given notice under Standing Order No.44, spoke on the item. She raised the following points:-

- a development by Heritage Homes on Phase I next to Exeter Road had been deferred in 2015 for further consultation and discussions in respect of play area provision, an application for 28 dwellings being subsequently approved. The proposal for 22 dwellings on Phase II will bring the total units to 50 which is considered to be over development;
- residents and local Members have not been consulted on the Phase II proposals where land has already been levelled and trees removed in spite of a Tree Preservation Order;
- as there are likely to be a number of young families with children a play area with play equipment should be provided in this location and the financial contribution to be used at Seabrook Orchards instead of Ferry Road;
- construction traffic has been using Retreat Drive even though this is a private road;
- accept that there is pressure for extra houses in Exeter but Topsham itself is experiencing a massive expansion in housing; and
- higher density development is out of keeping with neighbouring residential areas; and request reduction in number of units to reduce density.

Mr Burley spoke against the application. He made the following points:-

- site has a semi rural character and is bounded by established landscape/trees, leading to the low density housing and the listed Retreat;
- the 2013 Exeter Strategic Housing Land Availability Assessment (SHLAA), identified this site as having a maximum yield of eight units. Outline approval was granted for up to nine units and showed low density detached two storey dwellings contained by the existing landscape. By contract, the proposal is for 22 dwellings, nearly 3 times the SHLAA yield. This combined with approval of the neighbouring site for 28 units will result in a total of 50 units on an area previously identified for 24. This constitutes gross overdevelopment and an excessive urbanisation of this small town fringe site;
- the proposals will result in the removal of the majority of mature landscape on the site, much already undertaken, in advance of consideration by Members;
- the stated justification of scale of buildings relative to the M5 embankment, is factious and will result in a canyon effect along Retreat Drive. The proposed buildings are close to site boundaries and leave no opportunity for meaningful landscape buffering. Multiple pedestrian accesses are proposed to Wessex Close/Retreat Drive which have no planning justification;
- the development exacerbates the intensification of traffic and safety at the junction of Exeter Road and Retreat Drive;
- despite the assurances given by the applicant at the time of the outer field approval, no proper on-site play space is provided;
- whilst it is understood that the City Council is under housing number pressure, approval of these applications breach the duty to balance the need for housing and the rights of existing residents; and
- urge Members to carefully consider these points and require this application to be significantly reduced in scope/scale to something befitting this location.

Responding to a Member, he stated that, although there were significant concerns generally regarding the loss of the Topsham Gap, a moderate density of nine detached and semi-detached dwellings within Phase II would have been generally acceptable.

Mr Lovell spoke in support of the application. He raised the following points:-

- the scheme provides part two of a comprehensive single development. The density is well below the requirements of Exeter City Council Policy and this part of the development is proposed to be less dense than Phase I, particularly so adjacent to the existing houses in Wessex Close. The previous application was only restricted by the previous applicant to nine units to avoid the affordable housing threshold;
- the layout provides permeability through the development which will allow existing residents of Wessex Close a shorter route to walk to the centre of Topsham or to the bus stop and it provides more than 10% open space on site in a location which is away from the main road and safe for young children to play;
- the first part of Retreat Drive is a Public Highway, not a private road and both this site and the houses proposed to be built on it would have all the same legal pedestrian and vehicular rights to use Wessex Close to the same extent as the existing residents;
- the 47 car parking spaces are for just the 22 units not the whole site. Nevertheless, the scheme has been designed so that no vehicular access for any of the dwellings uses either Retreat Drive or Wessex Close; and

- Topsham is not a separate town and has not been so for many years. It is part of the City of Exeter. The proposal, together with Phase I, provide a comprehensive scheme, which makes proper and efficient use of scarce development land within the city boundary.

He responded as follows to a Member query:-

- the County Council Highways Engineer had specifically requested a pedestrian access from Wessex Close through both Phases I and II to access Exeter Road and the bus stop as well as a restriction to the access road on Phase I to 3.5m with passing spaces to slow vehicles down.

Members noted that a previous application for only nine dwellings on this site had been put forward to avoid the provision of affordable housing but that such provision as part of this application was welcome. In respect of the commuted sum of £42,000 for play area provision, it was considered that the majority of this sum should be allocated for the provision of a play area and equipment in the vicinity of this development rather than wholly for the Ferry Road Play area.

The recommendation was for approval subject to the conditions as set out in the report.

RESOLVED that, subject to the successful completion of a Section 106 Agreement under the Town and Country Planning Act 1990 to secure the affordable housing provision, the precise terms to be delegated to the Assistant Director City Development in consultation with the Chair of this Committee, the Assistant Director and Chair/Portfolio Holder to also to be delegated to agree, in consultation with local Members and residents, the use of the commuted sum of £42,000 towards the provision of play equipment to enhance the facilities for the residents of this site, enhanced provision to be made no further than Ferry Road play area, planning permission for 22 dwellings (houses and flats), associated access through Phase I landscaping and infrastructure provision be **APPROVED**, subject also to the following conditions:-

- 1) C05 - Time Limit – Commencement
- 2) The development hereby permitted shall not be carried out otherwise than in strict accordance with the submitted details received by the Local Planning Authority on 25th January 2016 (*Dwg. No(s). Planning, Design and Access Statement; House/Garden & Amenity Space Schedule; EXRD-020-LOC PLAN; EXRD-010-SITE PLAN; EXRD-012-SITE PLAN; EXRD-014-OPEN SPACE; EXRD-PL29-34; EXRD-PL35&36; EXRD-PL37-40; EXRD-PL41&42; EXRD-PL43&44; EXRD-PL45; EXRD-PL46; EXRD-46G; EXRD-PL47; EXRD-47G; EXRD-PL48; EXRD-48G; EXRD-PL49; EXRD-PL50*) and 3rd March 2016 (*Dwg. No. 380 - Landscape Proposals*), as modified by other conditions of this consent.
Reason: In order to ensure compliance with the approved drawings.
- 3) The proposed estate road, cycleways, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, road maintenance/vehicle overhang margins, embankments, visibility splays, accesses, car parking and street furniture shall be constructed and laid out in accordance with details to be approved by the Local Planning Authority in writing before their construction begins. For this purpose, plans and sections indicating, as appropriate, the design, layout, levels, gradients, materials and method of construction shall be submitted to the Local Planning Authority.
Reason: To ensure that adequate information is available for the proper consideration of the detailed proposals.

- 4) No part of the development hereby approved shall be occupied until cycle parking facilities have been provided in accordance with details (including access arrangements) that shall previously have been submitted to agreed and approved in writing by the Local Planning Authority and maintained for that purpose at all times.
Reason: To encourage travel by sustainable modes.
- 5) No part of the development hereby approved shall be brought into its intended use until the vehicular access to Exeter Road approved under application 15/0909/02 has been provided and is open for public use.
Reason: To provide a safe and suitable vehicular access to the site.
- 6) No more than 14 dwellings in the development hereby approved shall be occupied until a pedestrian/cycle connection of at least 3.0 metres width between the estate road and The Retreat Drive, as indicated on the Proposed Hard Landscaping Plan (Dwg. No. EXRD-012-Site Plan Rev32) has been provided and made available for public use. Such a link shall be maintained for this purpose at all times.
Reason: To provide adequate facilities to promote the use of sustainable modes, in accordance with Section 4 of the NPPF.
- 7) C57 - Archaeological Recording
- 8) Prior to the occupation of the dwellings hereby approved, a wildlife plan indicating how the design and layout of the site and buildings will maximise wildlife opportunities and habitat within the site, shall be submitted to, and approved in writing by, the Local Planning Authority.
Reason: To ensure that wildlife opportunities and habitat are maximised in the development of the site in the interests of biodiversity.
- 9) No development shall take place until a Construction and Environment Management Plan (CEMP) has been submitted, and approved in writing by, the Local Planning Authority. Notwithstanding the details and wording of the CEMP, the following restrictions shall be adhered to:
- a) There shall be no burning on site during demolition, construction or site preparation works;
 - b) Unless otherwise agreed in writing, no construction or demolition works shall be carried out;
or deliveries received, outside of the following hours: 0800 to 1800 hours Monday to Friday;
0800 to 1300 on Saturdays and not at all on Sundays and Public Holidays;
 - c) Dust suppression measures shall be employed as required during construction in order to prevent off-site dust nuisance.
- The approved CEMP shall be adhered to throughout the construction period.
Reason: To protect neighbouring residential amenity.
- 10) No development shall take place until a scheme for protecting the proposed development from noise has been submitted to the Local Planning Authority and approved in writing. All works that form part of the scheme shall be completed before any of the permitted development is occupied.
The applicant should aim to achieve at least the standards for internal and external noise levels specified in BS8233:2014 Sound Insulation and Noise Reduction for Buildings.
Reason: To protect future residential amenity.
- 11) C70 - Contaminated Land

- 12) Prior to the commencement of the development a Sustainable Urban Drainage Scheme (SUDS) to deal with surface water associated with the development shall be submitted to and approved in writing by the Local Planning Authority (in consultation with Devon County Council as the Lead Local Flood Authority). The said scheme shall include details of the on-going maintenance arrangements associated with any drainage system to be installed. The development shall be implemented strictly in accordance with the approved scheme.
Reason: To ensure the satisfactory drainage of the development.
- 13) Any individual dwelling hereby approved shall achieve Code for Sustainable Homes (CSH) Level 4 in respect of Energy and CO2 Emissions including a 44% CO2 emissions rate reduction from Building Regulations Part L 2006 as a minimum, in accordance with the requirements of the Code for Sustainable Homes 2006, the Code for Sustainable Homes Technical Guide November 2010 and the Code Addendum May 2014 (or such equivalent standard that maybe approved in writing by the Local Planning Authority) and Exeter Core Strategy Policy CP15.
Reason: In the interests of sustainable development.
- 14) Prior to commencement of any dwelling the developer shall submit to the Local Planning Authority an assessment to show how the requirements of condition 13 above will be met. The measures set out in that assessment shall subsequently be implemented on site in relation to each individual dwelling prior to the first occupation of that dwelling.
Reason: To ensure that the proposal complies with Policy CP15 of Council's Adopted Core Strategy and in the interests of delivering sustainable development
- 15) In the event of failure of any trees or shrubs, planted in accordance with any scheme approved by the Local Planning Authority, to become established and to prosper for a period of five years from the date of the completion of implementation of that scheme, such trees or shrubs shall be replaced with such live specimens of such species of such size and in such number as may be approved by the Local Planning Authority.
Reason: To safeguard the rights of control by the Local Planning Authority in these respects and in the interests of amenity
- 16) No materials shall be brought onto the site or any development commenced, until the developer has erected tree protective fencing around all trees or shrubs to be retained, in accordance with a plan that shall previously have been submitted to and approved in writing by the Local Planning Authority. This plan shall be produced in accordance with BS 5837:2005 - 'Trees in Relation to Construction'. The developer shall maintain such fences to the satisfaction of the Local Planning Authority until all development the subject of this permission is completed. The level of the land within the fenced areas shall not be altered without the prior written consent of the Local Planning Authority. No materials shall be stored within the fenced area, nor shall trenches for service runs or any other excavations take place within the fenced area except by written permission of the Local Planning Authority. Where such permission is granted, soil shall be removed manually, without powered equipment.
Reason: To ensure the protection of the trees during the carrying out of the development.
- 17) All trees shall be a minimum of 10-12cm girth and shall be container grown, the trees shall not be planted until written approval has been provided by the Council's Arboricultural Officer that he/she is satisfied with the condition and form of the proposed trees. Any trees delivered to site or planted must comply with *Trees: from nursery to independence in the landscape – Recommendations BS 8545:2014*. The Council reserves the right to reject, and require the replacement of any trees that do not comply with the above British Standard either prior to or following the planting of

the trees. Owing to the above, and prior to the trees being delivered to site or planted, the applicant is advised to seek approval from the Planning Department that the form and quality of the trees is acceptable.

All trees planted within or adjacent to hard surfaces should be planted into tree pits utilising an underground crating system.

Reason: To safeguard the rights of control by the Local Planning Authority in these respects and in the interests of amenity.

- 18) Notwithstanding the provisions of the Town and Country Planning General Development Order 1995 or any Order revoking and re-enacting that Order, no extension, garages or other development shall be carried out within the curtilage of the dwellings without the formal consent of the Local Planning Authority.

Reason: In order to protect the visual and residential amenities of the surrounding area and to prevent overdevelopment.

- 19) All gates to private gardens shall only be recessed by a maximum of 500mm.

Reason: To ensure the community is designed in a safe and secure way and in compliance with Policy DG7 of the Exeter Local Plan.

35

PLANNING APPLICATION NO. 16/0017/03 - SCOUT HUT, FERRY ROAD, TOPSHAM

Councillor Newby declared an interest and left the meeting during consideration of this item as he was a Trustee of the Dorothy Holman Centre and an Executive Member of the Scout Association in Exeter.

The Assistant Director City Development presented the application for the demolition of existing Scout Hut and erection of new building, including storage, hall, changing facilities and meeting room. He covered the following areas in his presentation:-

- Design - the new building would be about 10.8 metres at its highest point with its overall size and massing increased, partly by the greater height but also by additional width and length. The Local Plan encouraged contemporary design approaches;
- Flooding - the proposed development should help to improve the current situation and ensure that a building on this site is not easily flooded in the foreseeable future.
- Heritage - the impact of the building would not have a harmful impact on the setting of the nearby listed building - the contrast between a striking and distinctive modern building and a traditional historic cottage should provide a more vibrant relationship than that which exists between the listed building and Halyards;
- Residential amenity - hours of operation were unlikely to be very different to previous operations with most activities ceased by 10pm with occasional Friday/Saturday events continuing until 11.30pm. If there were significant levels of disturbance the Council would be able to address these using enforcement powers;
- Traffic and intensification of use - and concerns about the impact of the development on traffic attracted to the site and on parking in Ferry Road. Devon County Council was currently reviewing parking arrangements in this road. Given the lack of availability of parking in the area it was felt that the majority of users of the building would walk to the site. The project represents a joint venture between three groups, all of which encouraged local children to develop skills through a wide range of activities. The Council would not seek to intervene to prevent the building from being hired out to other parties.

He confirmed that careful regard had been had to both Sections 66 and 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 in respect of special attention to the desirability of preserving or enhancing the character and appearance of the Conservation Area and in considering the effect on the setting of the listed building.

Councillor Baldwin, having given notice under Standing Order No.44, spoke on the item. She raised the following points:-

- do not object in principle to the upgrade of the Scout Hut as the current structure is in a dilapidated state and the new building will be put to good use by the Sea Scouts and the two local charities;
- concerns regarding the size, density and setting in the Topsham Conservation Area, the proposed materials and traffic issues in Ferry Road;
- the previous Conservation Officer had expressed the view that any increase in size, height and general style for a new Scout Hut should not result in harm to the Conservation Area and that “if there are proposals to alter it care should be taken that this simple form is respected, in particular in terms of scale and the materials used”;
- the proposed cladding would be rusty in appearance and is unsuitable for a Conservation and residential area;
- pleased that South West Water will make land available for the parking of minibuses but feel that insufficient regard has been given to potential traffic problems along Ferry Road;
- object to the extra height proposed to reduce flood risk and for boat storage. The Sea Scouts are seeking to place the building “on stilts”, yet the adjacent Dorothy Holman Centre has successfully installed flood doors to reduce the risk of flooding;
- appearance is inappropriate for a Conservation Area; and
- request deferral of the application for further consideration to be given to materials and the impact on the setting of the Conservation Area.

Mr Arnold spoke against the application. He made the following points:-

- local residents are strong supporters of the need for a new scout hut;
- object to three elements of this proposed building - first the inappropriate size and design in a Conservation Area, second the potential usage and third the considerable extra traffic and parking problems which could arise and may be dangerous;
- On the inappropriate size and design - the previous Conservation Officer stated in respect of an earlier Scout hut planning application - “This building (the existing Scout Hut) is a delightful example of a functional Scout building which is not grandiose or pretentious in its materials or form. If there are proposals to alter it, care should be taken that this form is respected, particularly in terms of scale and materials used”;
- the case officer states that the proposal would have a neutral impact on this area. We strongly disagree, as would any Conservation officer, we suspect, since it would overwhelm a Grade II listed building only 10 metres from it;
- the Council has a statutory obligation under the Planning (Listed Buildings and Conservation Areas) Act 1990 Section 72 which says “special attention shall be paid to the desirability of preserving or enhancing the character and appearance of a Conservation Area” and your own policy C1 reinforces this;
- approving the application would be to completely disregard not only these policies but also C2 and DG1;

- a site visit by the Committee might be useful.
- on the second point, usage, we are concerned about the hiring out intentions. A submitted document mentions functions ending at 11.30 pm on Friday and Saturday nights – a very different idea to that included in the case officer's selective quote about small groups for limited periods. Halyard residents abide by a noise covenant of 10.00 p.m. Any development should be limited to the same;
- the third point concerns traffic and parking problems. There is rarely any available parking near the site and no provision is made in the application for any additional parking other than for 2 minibuses. How can Highways and the Council reach an informed estimate on future traffic flows without a forecast of the intensity, numbers and frequency of usage – none of which are specified for extra hiring? Any additional vehicles other than the minibuses will compound the existing problems, and a decision to permit extra functions of any kind will appear not only to condone but to actively encourage illegal parking and dangerous traffic movements;
- the admirable aims of all three charities will not be damaged in any way by having a more acceptable building, for their own use, and with strict controls on any other hiring; and
- the applicants have not come up with a more desirable proposal.

Mr Anderson spoke in support of the application. He raised the following points:-

- speaking on behalf of members of 1st Topsham Sea Scout group's Executive Committee;
- the plans for the building represent the culmination of many years of fund-raising, and over two years of careful deliberation, design and consultation since the existing scout 'hut' become unusable due to flooding in February 2014;
- have worked with an established local architect and project management company;
- the building design is based closely on detailed consultation with Beaver Scouts, Cub Scouts and Sea Scouts and their leaders, in order to meet their needs and close consultation with the two main partner organisations who will share use of the building - Community Action South West (CASW) and CEDA - a local charity which works with disabled adults and children;
- the design process has closely involved the current users and involved meetings with both neighbours and Trustees of the Dorothy Holman Centre to share the designs and try to address any of the concerns;
- none of the design features raises any substantive issues of noise, loss of privacy/light or increased traffic. Also, as part of the project, the entrance to the park will be significantly redesigned to improve accessibility;
- support from Joy Lovett a former First Scout Group Leader who states that a safe and secure environment would be vital for youngsters to realise their potential, the meeting space to inspire young people to be both physically active and involved in their local community. It will provide exciting opportunities and activities for young people of all backgrounds and abilities living in Topsham and the Exeter area.

He responded as follows to Members' queries:-

- while the building is slightly larger in footprint and height than the current dilapidated structure this is due to the need for the first floor of building to be above flood-level; the need for a main hall high enough for scouting games and other physical activities, and the need for modern essentials for outdoor activities such as segregated male and female toilets and changing rooms;

- the only increase in use will be modest and during the daytime (for CASW and CEDA users).
- As well as agreeing 'overflow' parking at Topsham Rugby Football Club, South West Water had agreed to make land adjacent to their access road available for up to 6 parking spaces for the users of the building;
- An appropriate curfew would be acceptable for closing times; and
- The provision of cycle ranks will be included as a condition.

The Assistant Director City Development confirmed that the submission of a Heritage Statement had not been a statutory requirement. He also advised that the distance between the facades of the Grade II Listed Buildings and the Scout Hut was 17.5 metres.

The recommendation was for approval subject to the conditions as set out in the report.

RESOLVED that authority be delegated to the Assistant Director City Development, in consultation with the Chair/Portfolio Holder, to determine the application after further consideration of the local planning authority's duties under Sections 66 and 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

36

**PLANNING APPLICATION NO. 15/0870/03 - CIVIL SERVICE CLUB AND
PLAYING FIELDS, EXWICK ROAD, EXETER**

The Principal Project Manager (Development) (PJ) presented the application for the creation of a new external sports pitch (3G artificial grass pitch) with perimeter fencing, floodlights, and storage container for maintenance equipment.

Members were circulated with an update sheet - attached to minutes.

Members were supportive of upgraded sporting provision in this area noting the high quality and well managed provision proposed. They did not envisage difficulties in respect of passing members of the public along footpaths adjacent to the flood relief channel as the playing of a cricket game would be evident. They noted that Sport England had objected to the lack of provisions to ensure a satisfactory replacement of the cricket pitch but it was understood from Exeter College that confirmation of the English Cricket Board support was imminent in respect of the new cricket facility. Members requested that Exeter College be asked to ensure that those sporting bodies supporting the facility would not be seeking restrictive covenants to prevent use for other sports.

The recommendation was for approval subject to the conditions as set out in the report.

RESOLVED that, subject to the applicant:-

- addressing the requirements of the English Cricket Board and Sport England including details of the cricket pitch construction specification, implementation and maintenance;
- undertaking a risk assessment including appropriate mitigation measures and an appropriately sited cricket changing facilities; and
- completing a Section 106 Agreement under the Town and Country Planning Act 1990 covering the replacement cricket pitch and associated management measures to ensure the new pitches are available prior to use of the new artificial pitch.

the Assistant Director City Development, in consultation with the Chair, be authorised to **APPROVE** the application for the creation of a new external sports pitch (3G artificial grass pitch) with perimeter fencing, floodlights, and storage container for maintenance equipment subject to the following conditions:-

- 1) C05 - Time Limit – Commencement
- 2) The development hereby permitted shall not be carried out otherwise than in strict accordance with the submitted details received by the Local Planning Authority on 6 August 2015 (dwg nos. SS1832 03 02; SS1832 04 02; SS1832 05 02; SS1832 06 01; SS1832 07 02; SS1832 08 00 & SS1832 09 02) as modified by other conditions of this consent.
Reason: In order to ensure compliance with the approved drawings.
- 3) The use hereby approved shall not be carried on other than between the hours of 0900 to 2200.
Reason: So as not to detract from the amenities of occupants living in near-by residential property.
- 4) Construction/demolition work shall not take place outside the following times: 8am to 6pm (Mondays to Fridays); 8am to 1pm (Saturdays) nor at any time on Sundays, Bank or Public Holidays.
Reason: So as not to detract from the amenities of occupants living in nearby residential properties.

Given the objection raised by Sport England, the application be referred to the Secretary of State, via the National Planning Casework Unit in accordance with the Town and County Planning (Consultation) (England) Direction 2009 to determine whether the application should be called in.

37

LIST OF DECISIONS MADE AND WITHDRAWN APPLICATIONS

The report of the Assistant Director City Development was submitted.

RESOLVED that the report be noted.

38

APPEALS REPORT

The schedule of appeal decisions and appeals lodged was submitted.

RESOLVED that the report be noted.

39

SITE INSPECTIONS - ROTA FOR VISITS

The report of the Corporate Manager Democratic and Civic Support was submitted.

RESOLVED that the circulated rota of site inspections be approved subject to any changes during the course of the year.

SITE INSPECTION PARTY

RESOLVED that the next Site Inspection Party will be held on Tuesday 14 June 2016 at 9.30 a.m. The Councillors attending will be Bialyk, Mrs Henson and Prowse.

(The meeting commenced at 5.30 pm and closed at 7.32 pm)

Chair

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PLANNING COMMITTEE

Monday 27 June 2016

Present:

Councillor Sutton (Chair)
Councillors Lyons, Bialyk, Denham, Edwards, Foale, Gottschalk, Harvey, Mrs Henson, Morse, Newby, Prowse and Spackman

Apologies:

None.

Also Present:

Assistant Director City Development, City Development Manager and Corporate Manager Democratic and Civic Support Councillors D Henson, Leadbetter, Mitchell, Owen and Robson (all speaking under Standing Order No. 44).

41

DECLARATIONS OF INTEREST

No declarations of interest were made by Members.

42

PLANNING APPLICATION NO. 15/0436/01 - LAND ADJOINING THE WEST OF ENGLAND SCHOOL, TOPSHAM ROAD, EXETER

The Assistant Director City Development reported that, as formal comments from the Highways Authority were still awaited, this application should be deferred until such time as the comments were received. This, it was hoped, would be in time for presentation to the next meeting of this Committee.

RESOLVED that, this application be deferred.

43

PLANNING APPLICATION NO. 16/0603/03 - 36-38 WELL STREET, EXETER

The City Development Manager presented the application for the demolition of the existing garage buildings on site to construct a 68 bedroom student accommodation development, split into one three storey block with under storey to rear and one two storey block separated by an open courtyard. Associated facilities including common areas, waste and cycle storage, offices and plant were included.

Members were circulated with an update sheet - attached to minutes.

Councillor Owen attended the meeting and spoke on this item under Standing Order No. 44. He made the following points:-

- support for the officer's recommendation for refusal;
- contrary to Policy C2(a) of the Exeter St James Neighbourhood Plan;
- imbalance between student accommodation and non-student accommodation within the Duryard and St James ward and how this application, if approved, would further add to this imbalance;
- contrary to Policy H5 of the Local Plan;
- paragraph 5.1 of the Student Accommodation Developments in Residential Areas Supplementary Planning Guidance; and
- the exacerbation of already difficult parking within the area and the effect this may have on adjoining areas.

Councillor Mitchell attended the meeting and spoke on this item under Standing Order No. 44. He made the following points:-

- support for the officer's recommendation for refusal;
- the application being contrary to the Exeter St James Neighbourhood Plan;
- the current imbalance between student and non student accommodation within the Duryard and St James ward and how approval of this application would further add to this;
- the character of Well Street and the effect approval of this application would have on it; and
- the need for a more mixed type of housing within the area;

He responded to a Member's query that he would have been happy to accept this application if it had been for social housing.

Mrs Plaut spoke against the application. She raised the following points:-

- support for the officer's recommendation for refusal;
- application is contrary to the Exeter St James Neighbourhood Plan;
- the imbalance currently experienced between student and non-student accommodation within the area and how this application will increase this imbalance; and
- the change in character of Well Street due to the amount of student accommodation within it and how this application would increase this further.

Mr Polintine spoke in support of the application. He raised the following points:-

- the scheme, as submitted, was as a result of discussions with the Council's Planning Officers, although he stated that he had found an inconsistent and unclear view amongst officers with whom he had worked; and
- a rigorous design process had been followed to ensure that the scheme was, in his opinion, of a sustainable design, met the Council's criteria for purpose built student accommodation and was appropriate for the location within Well Street.

Responding to Members' queries he advised that the scheme in front of the Committee was for student accommodation and not social housing.

The recommendation was for refusal for the reason as set out in the report.

RESOLVED that planning permission for the demolition of the existing garage buildings on site to construct a 68 bedroom student accommodation development, split into one three storey block and one two storey block separated by an open courtyard be **REFUSED** as:-

- (1) the application site forms a significant part of an intact street (Well Street), which is characterised by traditional terraced and semi-detached properties. As such, the scale and function of the proposed development would therefore be contrary to, and would be prejudicial to the achievement of, the objectives as set out in Policy C2 (a) of the Exeter St. James Neighbourhood Plan; and
- (2) the use of the site for student housing would not be appropriate within the St James Ward as it would lead to a further concentration of this use in this particular area of the city, resulting in a further imbalance of population

within the local community, contrary to Policy H5(b) of the Exeter Local Plan First Review 1995-2001.

44

PLANNING APPLICATION NO. 16/0483/03 - 4 GARDEN CLOSE, EXETER

The City Development Manager presented the application for the demolition of the existing double garage and erection of a two bedroom dwelling.

Members were circulated with an update sheet - attached to minutes.

The City Development Manager advised that there had been some confusion as to the ownership of some of the land contained within the application. Whilst this was not a material planning matter (as applications could be submitted on land not owned by the applicant), this would have an impact on the private amenity space for both the proposed and existing dwellings. A decision on the application needed to be deferred until notice had been properly served on Western Power Distribution (WPD) and a period for comment had elapsed. If the land known as the Western Power Distribution land was not in the ownership of the applicant at the time of development (if the application were approved), the private amenity space for both properties would fall short of the Council's requirements. He therefore suggested that the application be delegated to the Assistant Director, City Development, subject to prior consultation with the Chair of this Committee, with an additional condition as follows – "that planning consent would only be implemented if the land known as the Western Power Distribution land was included in the private amenity space for both the proposed and existing dwellings".

Responding to Members' queries' he advised that the requirement for private amenity land was a minimum of 45 metres square per property, this was only achieved if WPD land was available.

Councillor D Henson attended the meeting and spoke on this item under Standing Order No. 44. He made the following points:-

- the overbearing nature of this development on the surrounding area, particularly with regards to overlooking, lack of parking and the development of a corner plot; and
- requested that a site inspection be undertaken.

Mrs Rae spoke against the application. She raised the following points:-

- the application site was too small for the development as proposed;
- car parking was an issue within the area, particularly as some of the properties had drives which, in her opinion, were impossible to use for the parking of vehicles; and
- there was a concern regarding a mains sewer which it was believed ran through the application site.

Mr Teague spoke in support of the application. He clarified that he would not be looking to purchase the land known as the Western Power Distribution land as he believed that amenity land for each dwelling would be in excess of the Council's requirements.

The recommendation was for delegation to the Assistant Director City Development, subject to prior consultation with the Chair of this Committee.

RESOLVED that the application be delegated to the Assistant Director City Development, subject to prior consultation with the Chair of this Committee.

45

PLANNING APPLICATION NO. 16/0481/03 - RENSLADE HOUSE, BONHAY ROAD, EXETER

The Assistant Director City Development presented the application for the change of use from office to student accommodation of the eastern and western podiums and construction of extension and two additional floors of student accommodation comprising 247 units, cycle parking, hard and soft landscaping and associated facilities. (Amended Description)

Members were circulated with an update sheet - attached to minutes.

The Assistant Director reported the following as additions to the circulated report:-

- that following receipt and approval of an application for prior notification for the conversion of the existing tower block from office accommodation to student accommodation, the Highway Authority had requested that the redevelopment and the one which is the subject of this application, be tied together by an appropriate condition; and
- an additional heritage statement had been submitted and Heritage England were now positive about this current application identifying less than substantial harm.

He responded as follows to Members' queries:-

- that the two additional floors to the podium, together with the extensions thereto and their conversion would raise approximately £1.8 million in New Homes Bonus (over a 6 year period) as well as £600,000 in Community Infrastructure Levy (CIL). With regards to the latter, the Committee was reminded of the Council's procedures for consideration and allocation of CIL monies;
- that there would be no residential accommodation within the ground floor of the buildings due to the potential risk of flooding;
- that an archaeological assessment had been included with this application, which had addressed various issues including the leats which run through the site; and
- that issues raised by Devon and Somerset Fire and Rescue Service would be addressed as part of the Building Regulation requirements.

Mr David Onions spoke in support of the application. He raised the following points:-

- that the car park associated with the Fitness First building was not part of the application site;
- the scheme before Members had been developed in consultation with officers;
- that, in his opinion, the development satisfactorily met the Council's policy on the development of student accommodation, particularly the spread of such accommodation more widely across the City;
- that there was an over supply of office accommodation within the City, some of which was of a more modern design etc than the accommodation forming the application which had, in his opinion, seen its time, leading to under occupancy and difficulty in retaining tenants; and
- that the development of this site would see an investment of between £12 - £13 million.

He responded as follows to Members' queries:-

- that he would meet with the Leader of the Council to discuss improvements to amenities in the vicinity, but that any financial contributions attributable to this development would be bound by legal tests governing a Section 106 Agreement under the Town and Country Planning Act 1990;
- that he believed that this development would encourage other accommodation in the City currently being used for students to be released elsewhere in the City;
- that improvements to the façade of the central tower were not a part of this application; and
- that the scheme would be a well-managed, good quality scheme of student accommodation.

The recommendation was for approval, subject to the conditions as set out in the report.

An amendment to the recommendation, which included the delegation of any final approval to the Assistant Director City Development, subject to prior consultation with the Chair of this Committee, and which included an additional negotiation regarding discussions on support for local amenities was proposed and seconded and, on being put to the vote, was declared **LOST** on the Chair's casting vote.

RESOLVED that, subject to the completion of a Section 106 Agreement under the Town and Country Planning Act 1990, securing a Student Management Plan, planning permission for change of use from office to student accommodation of the eastern and western podiums and construction of two additional floors of student accommodation comprising 247 units, cycle parking, hard and soft landscaping and associated facilities. (Amended Description) be **APPROVED**, subject also to the following conditions:-

- 1) C05 - Time Limit – Commencement
- 2) C15 - Compliance with Drawings
- 3) C17 - Submission of Materials
- 4) C35 - Landscape Scheme
- 5) C37 - Replacement Planting
- 6) C57 - Archaeological Recording
- 7) The development shall proceed in accordance with the recommendations of the Jubbs Consulting Engineers Flood Risk Assessment P1516/G501/A dated April 2016 unless otherwise agreed in writing by the Local Planning Authority.
Reason: In the interests of flood mitigation and protection.
- 8) No part of the development hereby approved shall be occupied until the steps connecting the footway on the north of Frog Street to New Bridge Street, as indicated on Concept Design Drawing SK003_Rev P1, have been provided in accordance with details approved in writing by the Local Planning Authority and made available for public use for that purpose at all times.
Reason: To ensure safe and suitable access to the site for pedestrians, in accordance with paragraph 32 of the NPPF.

- 9) No part of the development shall be brought into its intended use until the amendments to Tudor Street access, pedestrian cycle route along the north of the site to Bonhay Road, as indicated on the proposed Ground Floor Plan Drawing 1953.PP100 Rev A, and dropped kerbs on Bonhay Road have been provided and maintained in accordance with details approved in writing by the Local Planning Authority and retained for that purpose at all times.
Reason: To provide safe and suitable access and ensure that adequate facilities are available for the traffic attracted to the site.
- 10) No part of develop shall commence until a Car Park Management Plan outlining how adequate car parking will be provided for the onsite office uses will be maintained following commencement on site shall be submitted to and agreed in writing by the Local Planning Authority.
Reason: To ensure that adequate on-parking provision is provided for the existing office uses
- 11) No part of the development shall be commenced until details of the secure cycle parking arrangements have been submitted to and agreed in writing by the Local Planning Authority. No part of the site shall be occupied until the cycle parking facilities have been provided in accordance with the approved details and maintained for those purposes at all times.
Reason: To provide adequate facilities for sustainable transport.
- 12) C70 - Contaminated Land
- 13) No development, including any works of demolition shall take place until a Construction and Environment Management Plan (CEMP) has been submitted to, and approved in writing by, the Local Planning Authority. Notwithstanding the details and wording of the CEMP the following restrictions shall be adhered to:
a) There shall be no burning on site during demolition, construction or site preparation works;
b) Unless otherwise agreed in writing, no construction or demolition works shall be
c) Dust suppression measures shall be employed as required during construction
d) Details of access arrangements and timings and management of arrivals and departures of vehicles;
e) Adequate areas shall be made available within the site to accommodate operatives' vehicles, construction plant and materials;
f) Details of access arrangements, measures to minimise the impact on the adjacent footpath and timings of the proposed works.
The approved CEMP shall be adhered to throughout the construction period.
Reason: In the interests of the occupants of nearby buildings.
- 14) Prior to the occupation of any part of the development the applicant shall submitted a written report which states that the sound insulation measures as specified in the Jubb Consulting Engineers Ltd Noise Assessment Statement W15156-REP02-Rev A dated 2016 and Noise Assessment report reference W15156-REP01-P15-518-R01 dated November 2015 have been implemented unless otherwise agreed in writing by the Local Planning Authority.
Reason: To ensure adequate mitigation from noise for future occupant.

**PLANNING APPLICATION NO. 16/0618/03 - LAND TO THE EAST OF DEAN
CLARKE HOUSE, SOUTHERNHAY, EXETER**

The City Development Manager presented the application for the erection of a six storey building for hotel use comprising 102 bedrooms to replace the previously approved office accommodation (Phase II of the mixed use development planning ref:11/1816/03).

Members were circulated with an update sheet - attached to minutes.

Mr Dent spoke against the application. He raised the following points:-

- that, in his opinion, the development adversely affects the Quakers' Meeting House;
- that insufficient time had elapsed for attempts to find an office use for this site; and
- that the proposal to extend the hotel could create a continual use of the site rather than one concentrated around normal office hours.

Responding to Members' queries' he was of the opinion that the availability of office accommodation within the City was constantly changing, particularly as a consequence of the prior notification requirements.

Mr Lobban spoke in support of the application. He raised the following points:-

- that the application before Members was as a consequence of discussions with officers;
- that, in his opinion, demand for office accommodation in the City was low;
- that any overlooking of the Quakers' Meeting House had been restricted by angling of windows in that elevation, together with the use of obscure glazing; and
- that in overall terms, a mixed use development of the wider site had been delivered but that there had been no interest in the use of the site for office accommodation.

Responding to Members' queries he advised that he understood that, if approval was forthcoming for the application, the Court Service would not impede access to the site for its development.

The recommendation was for approval, subject to the conditions as set out in the report.

RESOLVED that planning permission for the erection of a six storey building for hotel use comprising of 102 bedrooms to replace the previously approved office accommodation (Phase II of the mixed use development planning ref:11/1816/03) be **APPROVED**, subject to the following conditions:-

- 1) C05 - Time Limit - Commencement
- 2) The development hereby permitted shall not be carried out otherwise than in strict accordance with the submitted details received by the Local Planning Authority on 13 May 2016 (dwg no. 1893 026; 1893-21 A; 1893-22 rev D; 1893-23 rev D & 1893-23 rev D) as modified by other conditions of this consent.
Reason: In order to ensure compliance with the approved drawings.
- 3) C17 - Submission of Materials

- 4) Prior to any works commencing on site, a Construction Environmental Management Plan (CEMP) which shall include details of construction traffic management relating to that phase shall be submitted to and approved in writing by the Local Planning Authority. The CEMP shall identify the steps and procedures that will be implemented to minimize the creation and impact of noise, vibration, dust, waste resulting from the site preparation and construction phases of development. Once approved the CEMP shall be adhered to at all times, unless otherwise agreed in writing by the Local Planning Authority.
Reason: In the interest of the environment of the site and surrounding areas.
- 5) No construction work shall not take place outside the following times: 8 am to 6pm Monday to Fridays, 8am to 1 pm on Saturdays nor at any time on Sundays, Bank or Public Holidays.
Reason: In the interest of residential amenity.
- 6) No part of the development shall be occupied until a Travel Plan Statement has been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details.
Reason: To maximise the opportunities for sustainable travel to and from the site, in accordance with Paragraph 36 of the National Planning Policy Framework.
- 7) Prior to commencement of the development a noise impact assessment shall be submitted to and approved in writing by the Local Planning Authority. This report shall consider the impact of noise from the development on local receptors and shall include noise from plant and equipment as well as noise from deliveries, guests and events. If, following the above assessment further noise mitigation measures are required, the applicant shall then submit a scheme of works to ensure that the development does not have a significant negative impact on local amenity. These measures shall be agreed in writing by the Local Planning Authority and shall be implemented prior to and throughout the occupation of the development.
Reason: In the interests of residential amenity and to safeguard the working conditions of employees working in the vicinity of the site
- 8) Prior to commencement of the development, details shall be submitted to the Local Planning Authority of secure cycle parking provision for the development. Development shall not be commenced until such details have been agreed in writing by the Local Planning Authority, and prior to occupation the cycle parking shall be provided in accordance with the submitted details and maintained for those purposes thereafter.
Reason: To provide adequate facilities for sustainable transport.
- 9) The building shall not be used for intended purpose until the details of the non-opening obscure glazing to be installed within the north east elevation of the proposed building has been submitted to and agreed in writing with the Local Planning Authority and thereafter maintained in accordance with these details at all times.
Reason: To safeguard the amenities of the nearby Courts building and prevent overlooking and loss of privacy.
- 10) Notwithstanding the requirements of Condition 2 of this planning permission, no work shall commence on either phase of development hereby approved until full details of the following, insofar as they relate to that phase of development, have been submitted to and approved in writing by the Local Planning Authority and the following shall thereafter be provided in accordance with such details:
 - a) windows to include materials, means of opening, reveals, cills and headers;
 - b) external doors;

- c) rainwater goods;
- d) lighting;
- e) treatment of boundaries;
- f) refuse storage;
- g) CCTV cameras and location;

Reason: Insufficient information has been submitted with the application and in the interests of visual amenity.

- 11) No development shall take place unless and until details of bat and swift boxes have been submitted to and approved by the Local Planning Authority. Thereafter the development shall be carried out entirely in accordance with the approved plan.

Reason: To ensure that the wildlife opportunities associated with the site are maximised in the interests of biodiversity.

47 **LIST OF DECISIONS MADE AND WITHDRAWN APPLICATIONS**

The report of the Assistant Director City Development was submitted.

RESOLVED that the report be noted.

48 **APPEALS REPORT**

The schedule of appeal decisions and appeals lodged was submitted. The Assistant Director City Development referred to an appeal on non-determination at Countess Wear and judicial review of the decision at Exeter City Football Club.

RESOLVED that the report be noted.

49 **SITE INSPECTION PARTY**

RESOLVED that the next Site Inspection Party will be held on Tuesday 12 July 2016 at 9.30 a.m. The Councillors attending will be Lyons, Denham and Edwards.

50 **PLANNING MEMBERS' BRIEFINGS**

The Chair asked Members to consider the current arrangements for Member Planning Briefings with a view to there being a discussion on this in due course.

(The meeting commenced at 5.30 pm and closed at 8.35 pm)

Chair

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LICENSING COMMITTEE

31 May 2016

Present:

Councillor Spackman (Chair)

Councillors Branston, Brimble, Foale, Hannan, Keen, Mitchell, Holland, Newby, Pearson, Owen and Sheldon

Apologies:

Councillors Henson and Sills

Also present:

Corporate Manager - Legal, Environmental Health and Licensing Manager and Democratic Services Officer (Committees) (HB)

12 **Minutes**

The minutes of the meeting held on 22 March 2016 were taken as read and signed by the Chair as a correct record.

13 **Declarations of Interest**

No declarations of interest were made by Members.

14 **Local Government (Access to Information) Act 1985 - Exclusion of Press and Public**

RESOLVED that, under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the consideration of the following items on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part I, Schedule 12A of the Act.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

15 **Application for Consent to Street Trade (Mr WW)**

The Environmental Health and Licensing Manager presented an application for consent to street trade for a period of twelve months in Marsh Green Road West, Exeter, which was a designated Consent Street under the provisions of the Local Government Act 1982.

Mr W proposed to operate a fast food (British and Mexican cuisine) catering unit from Monday to Sunday 06:00 hours to 20:00 hours. The Kitchen was yet to start trading in Exeter but had previously traded elsewhere. Mr W was registered as a food business with Environmental Health and had received the relevant training in food safety.

Mr W attended and spoke in support of his application. He detailed his background and experience in business and in the catering industry.

The Committee retired to make its decision in the presence of the Democratic Services Officer only.

RESOLVED that street trading consent be granted for a period of twelve months, subject to the conditions set out in the report.

16 **Application for Consent to Street Trade (Mr SB)**

The Environmental Health and Licensing Manager presented an application for consent to street trade for a period of twelve months in Manaton Close, Marsh Barton, Exeter, which was a designated Consent Street under the provisions of the Local Government Act 1982.

Mr B proposed to operate a fast food (Burritos and Wraps) catering unit from Monday to Saturday 07:00 hours to 14:00 hours operating as the Inbox Food Co. He was yet to trade in Exeter and was aware that he would need to register as a food business and that all staff handling food would need to hold the relevant training in food handling.

Mr B attended and spoke in support of his application. He detailed his background and experience in business and in the catering industry and referred to his market research relating to this application. The intention was to utilise a catering trailer in a fixed location rather than a mobile van and that fresh produce would be collected on a daily basis which might lead to a slightly later operational start than 7:00am. He undertook to take up the recommendation from Members of distributing any surplus food to local charities such as Exeter Food Action.

The Committee retired to make its decision in the presence of the Democratic Services Officer only.

RESOLVED that street trading consent be granted for a period of twelve months, subject to the conditions set out in the report.

17 **Application for Consent to Street Trade (Mr SB)**

The Environmental Health and Licensing Manager presented an application for consent to street trade for a period of twelve months in Marsh Green Road West, Marsh Barton, Exeter, which was a designated Consent Street under the provisions of the Local Government Act 1982.

Mr B proposed to operate a fast food (Burritos and Wraps) catering unit from Monday to Saturday 07:00 hours to 14:00hours operating as Inbox Food Co. was yet to trade in Exeter and he was aware that he would need to register as a food business and that all staff handling food would need to hold the relevant training in food handling.

Mr B attended and spoke in support of his application. He detailed his background and experience in business and in the catering industry and referred to his market research relating to this application. The intention was to utilise a catering trailer in a fixed location rather than a mobile van and that fresh produce would be collected on a daily basis which might lead to a slightly later operational start than 7:00am. He undertook to take up the recommendation from Members of distributing any surplus food to local charities such as Exeter Food Action.

The Committee retired to make its decision in the presence of the Democratic Services Officer only.

RESOLVED that street trading consent be granted for a period of twelve months, subject to the conditions set out in the report.

The meeting commenced at 5.30 pm and closed at 5.55 pm

Chair

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PEOPLE SCRUTINY COMMITTEE

Thursday 2 June 2016

Present:-

Councillor Wardle (Chair)

Councillors Foale, Branston, Foggin, Hannan, Holland, Packham, Robson and Vizard

Also Present

Assistant Director Customer Access, Assistant Director Housing, Service Improvement Lead (Benefits), Community Involvement and Inclusion Officer, System Lead Housing, Scrutiny Programme Officer, Principal Accountant Corporate, Technical Accounting Manager and Democratic Services Officer (Committees) (HB)

In attendance:

Councillor Emma Morse	-	Portfolio Holder for Customer Access
Councillor Keith Owen	-	Portfolio Holder for the Housing Revenue Account
Councillor Paul Bull	-	Portfolio Holder for Communities and Neighbourhoods
Councillor Philip Bialyk	-	Portfolio Holder for Sport and Health and Wellbeing
Christine Fraser	-	Exeter Community Forum

1 **APOLOGIES**

Apologies were received from Councillor Newby.

2 **MINUTES**

The minutes of the meeting of Scrutiny Committee - Community held on 1 March 2016 were taken as read and signed by the Chair as correct.

3 **DECLARATION OF INTERESTS**

No declarations of disclosable pecuniary interest were made.

4 **TERMS OF REFERENCE - PEOPLE SCRUTINY**

The following terms of reference for People Scrutiny were noted:-

To review the implementation of existing policies and to consider the scope for new policies with regard to all aspects of the Council's functions concerning benefits, collection of council tax and business rates, housing including advice and the Housing Revenue Account.

The Portfolio Holders reporting to this Committee will be those for Customer Access, the Housing Revenue Account, Communities and Neighbourhoods and Sport and Health and Wellbeing.

ITEM FOR EXECUTIVE

5

EXETER COMMUNITY FORUM - GRANTS PANEL TERMS OF REFERENCE REGARDING NEIGHBOURHOOD PORTION OF THE COMMUNITY INFRASTRUCTURE LEVY

The Chair welcomed Christine Fraser of the Exeter Community Forum who explained the background to the creation of the Forum and advised that the Forum had been charged with setting up a Grants Making Panel. The Communities Involvement and Inclusion Officer further set out the proposed terms of reference for the Panel, led by Exeter Community Forum, that would make future recommendations to Council on how the neighbourhood portion of the CIL should be spent.

In March 2016, Executive had approved the Exeter Community Strategy as a living document that would inform the allocation of the neighbourhood portion of the Community Infrastructure Levy (CIL) and a proportion of the New Homes Bonus. It had been agreed that £150,000 of New Homes Bonus funding be used over the next two to three years to support capacity building work with community groups across the city requiring investment to enable them to access the CIL neighbourhood funding in future years.

The proposed Panel would comprise:-

- The Exeter Community Forum Chairperson;
- up to four other community representatives drawn from different community organisations which are full members of Exeter Community Forum;
- the Council's Portfolio Holder for Communities and Neighbourhoods;
- the Council's Community Involvement and Inclusion Officer or nominated substitute (non-voting member); and
- when established, a member of the Exeter Community Youth Forum to attend panel meetings and have voting rights.

Christine Fraser and the Communities Involvement and Inclusion Officer responded to Members queries:-

- a basic goal of the grant making process would be to stimulate and support new community activity and care would be taken to ensure that applications for grant support were not repetitive and/or from the same groups and organisations;
- all applications would be scored and assessed against criteria set out in the terms of reference;
- during the creation of the Forum, a collaborative, cross City approach had been evident and, as such, applications based on a City wide perspective would be welcomed and encouraged. Work in Wonford and Exwick by Community Organisers, for example, could be extended across the City;
- a further challenge was to develop a multiplier effect to increase the available funds and obtain investments from other sources e.g. through cloud funding; and
- applications would require a solid evidence and need to refer to locally produced community plans. Support would be available to help communities produce a community plan for their area.

People Scrutiny Committee:-

- (1) welcomed and approved, in principle, the terms of reference of the Grants Panel led by Exeter Community Forum;
- (2) request Executive to recommend Council welcome future recommendations from the Grants Panel as to how to spend the neighbourhood portion of the CIL and the New Homes Bonus taking account of the availability of funds;
- (3) request Executive to recommend Council to require future consultation with the local authority, as appropriate, on the future review of the purpose, function and outcomes of grants awarded to ensure that the panel is working effectively and in the interests of both the Council and Exeter Community Forum;
- (4) request Executive to recommend to Council that, through its Community Involvement and Inclusion Officer, the Council retain accounting responsibilities in relation to the neighbourhood portion of the CIL; and
- (5) Councillor Bull, as the appropriate Portfolio Holder, be nominated to serve on the Panel as the Council's representative.

PORTFOLIO HOLDERS' STATEMENTS

6

**SCRUTINY COMMITTEES PORTFOLIO HOLDERS YEAR END UPDATE
2015/16 AND PRIORITIES FOR 2016/17**

The Chair reported that should Members have any queries on Portfolio Holder updates on the priorities for 2015/16 these should be put in writing. The reports set out targets and milestones showing the aims of the Council during the year and what had been achieved by May 2016.

The Portfolio Holder for Customer Access highlighted the following achievements for 2015/16:-

- development of the Homelessness Strategy in conjunction with Teignbridge District Councils and other agencies, thanking officers for their hard work on developing the draft Strategy;
- completion of the Hub at Wat Tyler House; and
- introduction of a "One View of Debt2 approach now renamed the Payments and Collection Team.

The Portfolio Holders for the Housing Revenue Account (Councillor Owen), Communities and Neighbourhoods (Councillor Bull) and Sport and Physical Activity and Health and Wellbeing (Councillor Bialyk) presented their priorities for 2016/17. These would be published in the Council's Corporate Plan 2016/17.

The Portfolio Holder for the Housing Revenue Account highlighted the following areas:-

- set up a HRA Management Board
- maximise value from contractors
- ensure that the efficiency and effectiveness of the housing function matches, or aims to match that of best-in-class providers

- propose and consult on a new model for supporting residents of our older persons' accommodation
- undertake a comprehensive survey of the social housing stock in order to understand future investment requirements and inform budget

He announced that the City Council's Housing Team had been shortlisted in the Municipal Journal's Annual Local Government's awards under in the category of Best Council Service Team. Out of other South West local authorities, the Council led in providing new Council Homes. With the loss of £8million from the imposed rent cuts, new build would no longer be possible within the HRA, but the Assistant Director Housing advised that other mechanisms would be examined such as a housing development company which would sit outside the HRA.

The Portfolio Holder for Communities and Neighbourhoods highlighted the following areas:-

- further development of the Exeter Community Forum in conjunction with ICE and Exeter City Futures with the Grants Panel to be operational by Autumn. The City Council Executive maintained ultimate authority on awarding grants;
- exploration of how Asset Based Community Development could be introduced across the Council following on from seminars for Senior Councillors and Officers and partners facilitated by Cormac Russell;
- implementation of the Council's Equality and Diversity policy
- renewal of Exeter's Fairtrade City Status
- increasing profile for dementia awareness

He also advised that the first meeting on developing Youth Strategy for Exeter had been held in response to an Exeter Board's recommendation and that he would meet with the Portfolio Holder for Customer Access to agree on further progressing the ICE project.

The Portfolio Holder for Sport and Physical Activity and the Health and Wellbeing highlighted the following:-

- take forward the St Sidwell's Point and bus station developments, including procurement of operators
- improve cycle routes and provide more cycle parking
- sign off and help implement the City Sports Strategy and Playing Pitch Strategy;
- continue working with partners to make Exeter the most active city in the South West by 2018; and
- he would become a Member of the Exeter Health and Wellbeing Board to build on the good work of his predecessor

He emphasised the importance of, and his commitment to, consultation in bringing forward the Leisure Complex and Bus Station development and referred to the groups he would shortly be meeting. Such meetings would help inform the detail of reserved matters to be put to the Planning Committee. The choice of operator was a key consideration and it would be important to ensure a strong commitment to ethical issues, including staffing matters. Further, added value would be sought in terms of the operation of the other City Council maintained leisure centres in the City. He would also consult with the various interested bodies in respect of the Exeter Canal and waterways.

People Scrutiny Committee noted the reports of the Portfolio Holders.

ITEMS FOR DISCUSSION

7

ANNUAL SCRUTINY REVIEW REPORT – 2015/16

The Scrutiny Programme Officer presented the report providing an annual update as to the Scrutiny work achieved during the Municipal Year 2015/16. She advised that a meeting of the annual Scrutiny Review Working Party would be held on 13 July and encouraged Members to give consideration to potential topics for review.

People Scrutiny Committee noted and approved the Annual Scrutiny report.

8

UNIVERSITY TASK AND FINISH GROUP

Councillor Owen attended the meeting and spoke on this item having given notice under Standing Order No. 44.

Councillor Brimble and the Scrutiny Programme Officer presented the report on the findings and recommendations of the University Task and Finish Group. A series of recommendations were presented for comment, the report and the views of this Committee to be considered by the Place Scrutiny Committee for approval.

Councillor Owen raised the following issues having served as a member of the Task and Finish Group:-

- the Council should seek a more robust response from the operators/management of the purpose built student accommodation in the City Centre to address anti-social behaviour from the student residents;
- pressure should be brought to bear on landlords and letting agents to take greater responsibility in ensuring that their tenants remove waste in the proper manner;
- the University itself should take a firmer approach to ensure students took waste receptacles out responsibly; and
- the City Council should bring further pressure to bear on the University to provide more purpose built student accommodation on campus.

A number of Members supported the latter point and requested that a direct approach be made to the University on this matter. It was noted that the Planning Member Working Group at its next meeting would be briefed on the implications of the Public Inquiry Decision in respect of land north of Exeter Road. The decision had been reached with regard to student housing needs and the approach to the University would therefore be informed by the views of the working group.

Members raised other matters including a review of licensing hours as students contributed to anti-social behaviour as part of the night time economy and parking problems in areas of student residential congregation – one Member reporting that despite contact with the Police and Rory Cunningham at the University problems in the Pennsylvania area, for example, remained severe. The significant amount of student volunteer work was mentioned for example in Wonford and at Eaton House and it was felt that greater publicity should be given to this aspect of the University's impact on the City.

Councillor Brimble, as Chair of the Task and Finish Group, responded to the issues raised, thanking Members for their input. He highlighted the work in developing a landlord/accreditation scheme to prevent some of the issues surrounding student accommodation matters and also stated that many of the issues raised came under the "Place" heading and would, as such, be considered by that Scrutiny Committee. He advised that the Task and Finish Group had received presentations

from both Will Page on the volunteering work undertaking by students and from Amy Hill who was preparing a Sustainable Transport Strategy. The existing Strategy was some eight years old and a new document to encompass Green issues was important and the Scrutiny Programme Officer confirmed that this matter had been further pursued with Amy and would be brought before Members. With regard to student accommodation, following input by the Planning Member Working Group and a further approach to the University, he agreed that this could be further progressed through a Task and Finish Working Group.

He advised that the report of the Working Group had been considered by the Vice Chancellor.

He thanked the Scrutiny Programme Officer for help with the Group's work.

The following recommendations were supported:-

Topic 1: Retention of Graduates

The Council:-

- 1) Facilitates a meeting between the Federation of Small Businesses, the Chamber of Commerce, Exeter University and the Council's Economy Department to encourage a joint approach to retaining graduates in the City.
- 2) Shares the list of companies (particularly tech companies) with Exeter University to develop the aim mentioned in Recommendation 1.
- 3) Facilitates a networking event to encourage and support a good relationship between key organisations, businesses and Exeter University and Colleges.
- 4) Explores the opportunities available to support the Innovation Centre in increasing the number of start up weekends held and developing them into a regional network that involves Exeter residents.

Topic 2: Anti-social behaviour

The Council:-

- 5) Encourages the Students' Guild to expand the "big street party" event to cover different areas across the City.

Topic 3: Waste, recycling and littering

The Council:-

- 6) Explores the opportunities for sponsorship and provision of cardboard bottle carriers to student households which also advertise where recycling facilities are located.
- 7) Explores the possibility of a pilot scheme where temporary recycling facilities are situated in highly populated student areas at the end of term.

- 8) Enquire whether student wardens are able to support the educational work of the Council's Recycling Team in visiting student houses identified as a priority.
- 9) Encourage the students, with the support of the Students' Guild, to make a promotional, educational video on effective waste and recycling which other students can easily access on line.

Topic 4: Volunteering

The Council:-

- 10) Sponsors a student volunteering award to be presented at the Guildhall and publicised via the Exeter Citizen and Exepose publications.
- 11) Liaise with the Student Opportunities Manager (Students' Guild) to explore buddying community groups with student volunteers.
- 12) Encourages key organisations to highlight and publicise the good work that student volunteers already do for their organisations across Exeter.

Topic 5: Planning and Student Accommodation

The Council:-

- 13) Encourages and supports the Students' Guild to explore the possibility of Co-operative Housing.
- 14) Reviews the level of developers' contributions to infrastructure in respect of student accommodation, should an overall review of the Community Infrastructure Levy charging schedule be undertaken in future.
- 15) Positively highlight, through a timely press release, the management requirements that accompany planning approvals on Purpose Built Student Accommodation blocks (PBSA's); the Central Government funding that PBSA's bring to the City and the effect of students moving from Houses in Multiple Occupation (HMO's) to PBSA's.
- 16) Arrange for a Scrutiny Task and Finish Group to investigate the possibility of an HMO/landlord accreditation scheme, engaging with key partners to explore the possibilities and how the Council could support work which may already be underway.

Topic 6: Parking

The Council:-

- 17) Supports the University in developing their updated Sustainable Transport Strategy, ensuring, in so far as is possible, the involvement of both Exeter City Councillors and Officers.

HOUSING REVENUE ACCOUNT – FINAL ACCOUNTS 2015/16

The Technical Accounting Manager advised Members of any major differences, by management unit, between the approved budget and the outturn for the financial year up to 31 March 2016 in respect of the Housing Revenue Account (HRA) and the Council's new build schemes. An outturn update in respect of the HRA Capital Programme was also incorporated in the report in order to help provide a comprehensive financial update in respect of the Housing Revenue Account.

The 2015-16 financial year had ended with an overall net deficit of £667,862. This represented a decrease of £2,291,320 compared to the budgeted deficit of £2,959,182. A projected under-spend of £1,678,116 had previously been reported to Scrutiny Committee – Community as part of the quarterly budget monitoring updates, therefore the variances in the final quarter of the financial year had resulted in further savings of £613,204.

The total amount of HRA capital expenditure for 2015/16 was £7,885,279, which equated to 94% of the revised approved capital programme.

People Scrutiny Committee noted the report.

PEOPLE – FINAL ACCOUNTS – 2015/16

The Principal Accountant advised Members of any major differences, by management unit, between the approved budget and the outturn for the financial year up to 31 March 2016 in respect of People Scrutiny Committee. An outturn update in respect of the People Capital Programme was also incorporated in the report in order to help provide a comprehensive financial update in respect of the People Scrutiny Committee budgets.

The final outturn has been calculated and the report highlighted the major differences by management unit from the approved annual budget after adjusting for supplementary budgets. The total variance for the year showed a surplus of £81,287 after transfers from reserves, as set out in the report. This represented a variation of 2.36% from the revised budget.

The People Capital Programme showed a total spend of £764,891 in 2015/16 with £299,559 of the programme deferred until 2016/17.

The People Scrutiny Committee noted the report.

ITEMS FOR EXECUTIVE

JOINT HOMELESSNESS STRATEGY 2016-2021

The Assistant Director Customer Access presented the report setting out the Joint Exeter and Teignbridge Homelessness Strategy. The Strategy had been developed through a cross-Party Task and Finish Group comprising Members from Exeter City Council and Teignbridge District Council and local partners. It identified how the proposed plans addressed the priority issues identified by residents, key partners, Members, and stakeholders through the response to consultation.

The System Lead Housing summarised the background, recent achievements and plans for the future within the strategy through a presentation covering rising demand for Housing Advice services, rough sleeping and street attachment in the City, investment in homelessness, access to services and money matters. There were over 3,500 sleeping rough nationally with 27 individuals recorded in Exeter at

the November count. With regard to health and wellbeing, there was a strong link between homelessness and mental health, with Exeter's statistics being notably higher than the national average and had increased significantly since 2010. Further research on this issue was being undertaken as it was hoped that the establishment of Integrated Care Exeter (ICE) and the re-alignment of the health, social care and housing services would lead to an improvement in collaborative working.

Members remarked on the high percentage of former military personnel amongst the homeless, the varying nature of mental health and that the homeless cohort encompassed varying strands of society including the young and professionals. It was also noted that the majority of the Exeter homeless were local in origin and the belief that a high percentage from outside the area gravitated to Exeter was a misnomer.

The System Lead Housing explained that the Government's intention was for local authorities to assume complete responsibility for homelessness but that budgetary support was presently unclear. Exeter was working with other authorities in trialling a model system.

People Scrutiny Committee:-

- (1) endorsed the content and aims of the draft Joint Homelessness Strategy for Exeter and Teignbridge 2016-2021, for consideration by Executive and Council;
- (2) noted the findings of the Business Impact Assessment; and
- (3) noted the process and outcomes of the "You said, we did" consultation exercise:-

12

WELFARE REFORM UPDATE

The Assistant Director Customer Access introduced the report on the effect of Universal Credit roll-out on Council services advising that further reform was to come and that, as the cumulative impact of reductions in benefits are felt, the amount of Administrative grant given by Government to run the service may not be sufficient and that, in future years, Members would be asked to determine options for future support.

The Service Improvement Lead (Benefits) provided further detail on the Welfare reforms and the impact on the City Council's customers and how the increasing volume of work undertaken in the "Help me with my financial/housing problem" system would put pressure on staff resources. The report included detail on universal credit, the household benefit cap, the freezing of benefit rates and the removal of the family premium from housing benefit. There was a risk that the Authority would face more demand for discretionary help and support than could be met by resources. The Council would continue to work with partners in the Department of Work and Pensions and Exeter Money Advice Partnership to offer co-ordinated help at the earliest point.

Members thanked the officers for their hard work in the introduction of the changes. They noted that many of the welfare changes affected the more vulnerable households in the community. The disabled, large families and, in limited cases, the elderly, could all face more financial difficulty and housing insecurity as a result of reduced benefit incomes and migration to Universal Credit.

People Scrutiny Committee noted the contents of the report, particularly around the effect of Universal Credit rollout on Council services.

(The meeting commenced at 5.30 pm and closed at 7.52 pm)

Chair

PLACE SCRUTINY COMMITTEE

9 June 2016

Present:

Councillor Brimble (Chair)

Councillors Henson, Keen, Prowse, Robson and Wardle

Apologies:

Councillors Lyons, Foggin, Mitchell and Wood

Also present:

Assistant Director Finance, Assistant Director Environment, Environmental Health and Licensing Manager, Museums Manager, Economy and Tourism Manager, Scrutiny Programme Officer and Democratic Services Officer (Committees) (SLS)

In attendance:

Councillor Rachel Sutton	- Portfolio Holder City Development
Councillor Rosie Denham	- Portfolio Holder Economy and Culture
Councillor Rob Hannaford	- Portfolio Holder Place

1 Minutes

The minutes of the meeting held on 3 March 2016 were taken as read and signed by the Chair as correct.

2 Declaration of Interests

No declarations of disclosable interest were made.

3 Questions from the Public under Standing Order 19

A Member of the public Ms N O'Farrell asked a public question in the following terms that in the light of CP2 - Employment - and the loss of '000's msq' of City Centre office space to Permitted Development Rights, why does the Council not use the delegated powers from the Secretary of State to initiate an Article 4 Direction to protect Employment Use in Southernhay. Councillor Sutton as Portfolio Holder for City Development replied and a copy of the reply was appended to the minutes.

4 Terms of Reference

The following Terms of Reference for Place Scrutiny were noted:-

To review the implementation of existing policies and to consider the scope for new policies with regard to all aspects of the Council's functions concerning economic activity and tourism, culture, leisure, waterways, markets, RAMM, planning, sustainable development, transport, the environment, licensing, community safety and the Joint Mitigation Committee.

The Portfolio Holders reporting to this Committee will be those for City Development Place, and Economy and Culture although it was acknowledged that there may be an overlap in some areas of responsibilities.

Portfolio Holders' Statements

The Portfolio Holders for City Development (Councillor Sutton) Economy and Culture (Councillor Denham) attended to present the achievements for 2015/16. A report was also circulated which set out targets and milestones showing the aims of the Council during the year and what had been achieved by May 2016. The Portfolio Holder Place (Councillor Hannaford) and Councillor Sutton and Denham presented their priorities for 2016/17.

The Portfolio Holder for City Development highlighted the following achievements for 2015/16, and priorities for 2016/17. There significant issues posed by the retail proposals in the Honiton Road corridor and Junction 27 of the M5. A final decision on the outcome of the Moor Exchange proposal was awaited from the Secretary of State.

She also responded as follows to Members' comments:-

- the continuation of the low carbon work including the District Heating Schemes, with a number of key partners having already signed up.
- there had been ongoing discussions with the University to encourage provision of student accommodation on the Streatham campus, but any planning proposals would come forward through the Committee process in the normal way.
- the City's valley parks should continue to be protected along with other parts of the green infrastructure as they offered such a valuable green environment and habitat.
- the delivery of IKEA was still progressing as expected on the identified site and was included in the company's forward plan.

The Portfolio Holder for Economy and Culture highlighted the following achievements for 2015/16 and priorities for 2016/17. The progression of Exeter City Futures with the main themes of Transport, Energy and Health were actively being pursued, as was the Innovation Exeter initiative to address skills development, create more highly skilled and sustainable jobs to raise the profile of the area for inward investment. She also referred to the ongoing future commitment for future investment in the city centre and the wider West Quarter particularly around South Street.

She also responded to Members' comments as follows:-

- the work of Exeter City Futures to form partners with the Met Office, the RD&E and other community businesses in the city was progressing together with the development of pilot Active Transport programmes using new technology, with any individual projects coming back to the City Council.
- a feasibility study would be carried out with local businesses and the wider community to explore ideas for future investment in the environs of South Street, including options for a new city centre performance venue. There was also a separate strand of work with representatives from the cultural sector to consider the attributes of a suitable venue in the city.

The Portfolio Holder for Place highlighted a number of priorities for 2016/17:-

- working proactively with Devon and Cornwall Police, local PCSO's and Devon County Council to help address individuals with more complex needs. He hoped to continue to look at how new technology could be used to benefit the valued Neighbourhood Watch schemes.
- work to improve recycling rates with spot checks of areas around the city's residential areas including working more positively with the university. He was keen to look at new ways to recycle and develop the work with the school community.
- they hoped to improve cleansing in the city centre and work with frontline operators to ensure a review for the city centre.
- to resolve the responsibilities for the management of the Exe Estuary Harbour, Canal and waterways.
- he was also keen to work with the Exeter Allotments Forum, and consider more sustainable ways of maintaining playing areas around the city.

He also responded as follows to Members' comments:-

- the effort made by cleansing staff who worked hard to keep Exeter attractive and tidy. He noted the comment made over the inclusion of bins in the High Street and management of bins in areas such as around the Cathedral.
- the relationship with the University over recycling with a variety of approaches made by students and to ongoing engagement over the range of opportunities to recycle.
- he would contact the Parks and Greenspace Manager over the state of the grass on the community space in Digby.

The respective reports of the Portfolio Holders for City Development (Councillor Sutton), Economy and Culture (Councillor Denham), and Place (Councillor Hannaford) and priorities for 2016/17 were noted.

PRESENTATION

6 Annual Scrutiny Report 2015/16

The Scrutiny Programme Officer presented the report providing an annual update as to the Scrutiny work achieved during the Municipal Year 2015/16. The report included a synopsis of the Task and Finish Group investigations, and a review of the proposals for the Scrutiny system. She also reminded Members that the annual meeting of the Scrutiny Review Working Party would be held on 13 July and she encouraged Members to contact her and consider potential topics for review.

Members thanked the Scrutiny Programme Officer for her time and effort in coordinating the various task and finish groups as well as the external speakers who had offered valuable advice.

Place Scrutiny Committee noted and approved the Annual Scrutiny report.

7 Petition - Smythen Street Anti-Social Behaviour

The Assistant Director Environment provided an update in relation to a petition which had been presented to Council on 19 April 2016, from the business owners in Smythen Street, Exeter regarding the significant loss of trade and financial income due to the presence of Gabriel House in Smythen Street and the levels of anti-social behaviour associated with it. He confirmed that a response had been sent to the petitioner, which had outlined the actions and approach taken by the City Council and

the Exeter Community Safety Partnership to engage with individuals who often had very complex needs. There was no easy solution to the issues raised in the petition, but every effort was made to consider how best to use the available resources. It was noted that a copy of the petition would be made available to Members to ensure that they were fully aware of the issues raised.

Members noted the update.

ITEMS FOR EXECUTIVE

8 Exeter Science Park Strategic Plan 2016/17

The Economy and Tourism Manager presented the report which requested Members' consideration of the adoption of a revised Strategic Plan 2016/17 in the light of recent funding and business opportunities made available to Exeter Science Park. This would help to ensure the ongoing development of the vision for the Exeter Science Park, to be the destination of choice of knowledge-based business in South West England as well as a key driver for economic growth. The revised Plan was approved by the Science Park's shareholders at their Board Meeting in March 2016. A copy of the revised Strategic Plan was also circulated with the report.

As Exeter City Council continued to hold a seat on the Board of the Exeter Science Park, Members were advised of the following changes in external factors which had necessitated the changes to the Strategy, which would ensure the ongoing development of the Exeter Science Park:-

- the falling land values accompanying the recession;
- the opportunity to bring forward Phase 2 developments following the decision of the Met Office to site its high performance computer on the Science Park; and
- the construction of the High Performance Computer which would provide an opportunity to develop a collective Global Environment Futures Campus and could attract a significant number of businesses working within the weather and climate change data field.

Members welcomed the ongoing success of the Exeter Science Park which was helping to contribute to the city's continuing growth.

Place Scrutiny Committee noted the report and recommended Executive support the proposed change in strategy set out in the Strategic Plan for Exeter Science Park for the period 2016/17.

9 Recycling Plan 2016 - 2021

The Assistant Director Environment referred to the Council's Recycling Plan for the period 2016-2021 and provided Members with an update on the progress made since adoption of the 2011-2016 plan, and an action plan for the year ahead. The measures outlined in the plan would reduce the environmental impact of Exeter's waste and put the City Council in a stronger position to contribute towards the UK's 2020 recycling target, with the remaining principle of the provision of a high quality, easy to use recycling service.

A number of key areas of recycling were highlighted including the development of a business case for a food waste collection scheme in the year ahead. Food waste typically made up a third of black bin waste and its removal would substantially increase the recycling rate. A further aspiration was to continue to develop greater

support and guidance in the community particularly for students and tenants in the social rented sector. A Member suggested that a food waste scheme would require a significant investment as well as encouragement of those households who did not currently recycle. The Assistant Director Environment agreed that such an investment would be required with a major change in the collection infrastructure as well as ensuring that there was good engagement by households. The design of any scheme was particularly important. A feasibility study would be conducted along with a business case to provide Members with the appropriate detail, options and costs.

A Member cited examples of recycling practices in other countries including Canada and Austria which offered some immediate and longer term financial incentives for the consumer with money back for returned bottles and cans. He also referred to issues of litter collection and separation in some bins in the city centre, and also if the street cleaners were able to separate recyclables from rubbish. The Assistant Director Environment confirmed that street cleaners did separate the waste where possible, and litter bins for recyclates could work. He agreed that many countries had a far more sophisticated recycling system in place than the UK, and that schemes such as the Member had experienced abroad would require a major national investment.

Place Scrutiny Committee noted the report and recommended Executive approval of the 2016-2021 Recycling Plan, attached as an appendix to the report.

10 Review of Environmental Health and Licensing Statutory Service Plan 2016/17

The Assistant Director Environment sought approval for the adoption of the Environmental Health and Licensing Statutory Service Plan 2016/17, which was attached as Appendix 1 to the report. The Statutory Service Plan sets out the Council's regulatory function in respect of food safety, health and safety, licensing, Environmental Permitting and other statutory functions over the forthcoming year. A draft copy of the Service Plan attached to the report, was available in the Members' Room, or on request and published on the Council's website. A number of notable key achievements in 2015/16 were highlighted in the report, together with the proposed key activities for 2016/17, which were included as Appendix 2 to the report.

The Assistant Director Environment responded to a Member's enquiry relating to the timescale for the report on the Public Sector Protection Order (PSPO) confirming that the results were being analysed, and a report was expected to be presented to the September meeting of this Scrutiny Committee.

Place Scrutiny Committee supports the Statutory Service Plan 2016/17 and the work being conducted by the service in co-ordinating Anti-Social Behaviour and Community Safety; and requested Executive of 12 July 2016 to support the Statutory Service Plan 2016/17 and recommend to Council the approval of the :-

- (1) Statutory Service Plan 2016/17; and
- (2) gives the authority to the Assistant Director Environment to change the Statutory Service Plan in the light of centrally issued guidance and/or to meet operational needs.

11 Safeguarding Policy

The Corporate Manager Policy, Communications and Community Engagement sought the approval and endorsement of an updated and joint Devon District Councils' Safeguarding Policy, as a result of recent changes in legislation. Although

the City Council has had its own Safeguarding, Children and Vulnerable Adults Policy since 2006, a joint policy had now been developed for all District Councils in Devon to work to and benefit from. Through the Policy, the City Council would be able to continue to fulfil important legal requirements to safeguard adults and children, as well as cover increasingly important and complex areas such as modern slavery, child exploitation, and violent extremism. The joint policy would provide a framework of understanding about what safeguarding was and the appropriate response across the county. The benefits of a Devon wide policy would enable the continuing support of Exeter's many communities. The report also outlined the various strands of work including the formation of a group of officers with key responsibility for safeguarding in order to develop clarity around the procedures and share learning and good practice.

A Member referred to the Policy and the approach regarding the individual roles of Devon County Council and the District Councils. The Corporate Manager agreed to write to the Member to outline the further scope of the Policy.

Place Scrutiny Committee endorsed the Safeguarding Policy and requested Executive support for the adoption by Council of the updated joint Devon Districts Safeguarding Policy.

12 Budget Monitoring (Final Accounts)

The Assistant Director Finance presented a report which advised Members of any major differences, by management unit, between the approved budget and the outturn for the financial year up to 31 March 2016 in respect of Place Scrutiny Committee. An outturn update in respect of the Place Capital Programme was also included to provide a comprehensive financial update in respect of the Place Scrutiny Committee budgets. The report also included significant variations by management. He set out the schemes which had been completed in the final quarter of 2015/16 which included improved lighting at Exton Road, the replacement of air conditioning units at Exeter Phoenix, compliant electrical distribution boards at Exeter Livestock Market and the replacement of the roof at the Livestock Centre allowing the installation of photo voltaic panels to be added.

The Assistant Director Finance responded to a Member's comments on the occupancy of the City Council's Exton Road offices, and the reduced patronage of the Sunday Charity Car Boot Sale stating that the accommodation was used as a vital part of Strata's back office facility, and a review of the Car Boot Sales site at the Livestock Centre at Marsh Barton by the Events, Facilities and Markets Manager in September. He also responded to the Member's comment on the apparent lack of staff resources which was cited as the inability to deliver a number of projects. He referred to a report to the former Resources Scrutiny Committee which had considered the collective resources and use of agency staff.

Place Scrutiny Committee noted the report.

13 University Task and Finish Group - Final Report

Councillor Brimble, as Chair of the University Task and Finish Group and the Scrutiny Programme Officer presented the report on the findings and recommendations of the Group for approval by Place Scrutiny Committee. The report and recommendations had also been presented for comment by the Members of People Scrutiny Committee. The Group had explored the impact by Exeter University on the city with the aim to continue to develop and improve the positive relationship.

Councillor Brimble referred to the commitment by the Task and Finish Group to identify key issues for discussion and put forward solutions to some of the issues raised as part of the student's inclusion in the community and life of the city. He responded to a comment over the level of purpose built accommodation, and advised that it was encouraging to have an expansion plan to achieve more accommodation for students on campus. Members were aware that student accommodation was being considered by the Planning Member Working Group and they looked forward to an update in due course. A Member also referred to the recent approach to parking enforcement in residential areas close to Exeter University which saw high levels of parking by students and staff. He hoped that every effort would be made to encourage both students and staff to make best use of all forms of transport.

Councillor Brimble thanked the Scrutiny Programme Officer for her valuable assistance with the Group's work.

Place Scrutiny Committee supported the following recommendations:-

Topic 1: Retention of Graduates

The Council:-

- (1) facilitates a meeting between the Federation of Small Businesses, the Chamber of Commerce, Exeter University and the Council's Economy Department to encourage a joint approach to retaining graduates in the City.
- (2) shares the list of companies (particularly tech companies) with Exeter University to develop the aim mentioned in Recommendation 1.
- (3) facilitates a networking event to encourage and support a good relationship between key organisations, businesses and Exeter University and Colleges.
- (4) explores the opportunities available to support the Innovation Centre in increasing the number of start-up weekends held and developing them into a regional network that involves Exeter residents.

Topic 2: Anti-Social Behaviour

The Council:-

- (5) encourages the Students' Guild to expand the "big street party" event to cover different areas across the City.

Topic 3: Waste, Recycling and Littering

The Council:-

- (6) explores the opportunities for sponsorship and provision of cardboard bottle carriers to student households which also advertise where recycling facilities are located.
- (7) explores the possibility of a pilot scheme where temporary recycling facilities are situated in highly populated student areas at the end of term.
- (8) enquire whether student wardens are able to support the educational work of the Council's Recycling Team in visiting student houses identified as a priority.
- (9) encourage the students, with the support of the Students' Guild, to make a promotional, educational video on effective waste and recycling which other students can easily access on line.

Topic 4: Volunteering

The Council:-

- (10) sponsors a student volunteering award to be presented at the Guildhall and publicised via the Exeter Citizen and Exepose publications.
- (11) liaise with the Student Opportunities Manager (Students' Guild) to explore buddying community groups with student volunteers.
- (12) encourages key organisations to highlight and publicise the good work that student volunteers already do for their organisations across Exeter.

Topic 5: Planning and Student Accommodation

The Council:-

- (13) encourages and supports the Students' Guild to explore the possibility of Co-operative Housing.
- (14) reviews the level of developers' contributions to infrastructure in respect of student accommodation, should an overall review of the Community Infrastructure Levy charging schedule be undertaken in future.
- (15) positively highlight, through a timely press release, the management requirements that accompany planning approvals on Purpose Built Student Accommodation blocks (PBSA's); the Central Government funding that PBSA's bring to the City and the effect of students moving from Houses in Multiple Occupation (HMO's) to PBSA's.
- (16) arrange for a Scrutiny Task and Finish Group to investigate the possibility of an HMO/landlord accreditation scheme, engaging with key partners to explore the possibilities and how the Council could support work which may already be underway.

Topic 6: Parking

The Council:-

- (17) supports the University in developing their updated Sustainable Transport Strategy, ensuring, in so far as is possible, the involvement of both Exeter City Councillors and Officers.

14 Empty Commercial Properties Initiative Task and Finish Group

Councillor Brimble presented the findings and recommendations of the Empty Commercial Properties Task and Finish Group. He referred to the key objectives which included identifying privately owned empty commercial premises across the city which could be suitable for residential use. The Group met on four occasions between January and April 2016 in an effort to explore the opportunities for creating more housing across the city.

Place Scrutiny Committee noted the following:-

- (1) owners of privately owned empty commercial properties should be encouraged to consider discussing the potential to change the use of their premises to residential with Exeter City Council's Planning Team;
- (2) the list of empty commercial properties identified by this Task and Finish Group is refreshed and reviewed on a six monthly basis;
- (3) an annual update is provided to the Place Scrutiny Committee detailing usage outcomes in respect of those properties identified through Recommendation (2), and

- (4) a new Task and Finish Group is formed specifically to investigate ways in which the usage of empty commercial properties may be increased across the City.

ITEMS FOR DISCUSSION

15 Exeter Cultural Strategy 2016 - 2018 - Progress Report

The Museums Manager presented the report which provided a progress update on the Exeter Cultural Action Plan, which was originally presented to Members of the Scrutiny Committee - Economy in November 2014. The Exeter Cultural Partnership was an umbrella organisation which represented the city's cultural organisations and the Steering Group included City Council Members. There had been significant advances in ECP's own development and delivery against the Action Plan. The breadth of activity was summarised in an appendix to the report.

Place Scrutiny Committee noted the progress made in taking forward the Cultural Action Plan, and endorsed the approach adopted by the Exeter Cultural Partnership and its ongoing collaboration with the City Council.

16 Update on Support for Small Businesses

The Economy and Tourism Manager presented a report which detailed the progress made to procure a new contractor to provide business support for embryonic, new and existing businesses, covering Exeter, East Devon, Mid Devon and Teignbridge - Exeter & the Heart of Devon (EHOD). It was also noted that the decision to award the one year contract was made to BIP and Cosmic for the delivery of Exeter & the Heart of Devon Business Support & Advice, and that meetings would be held with the successful bid contractor.

Place Scrutiny Committee noted the report.

ITEMS FOR INFORMATION

17 Filming in Exeter

The Economy and Tourism Manager presented a report which informed Members about progress on promoting Filming in Exeter during the period 2015/16. The Officer within Economy who responds to film enquiries would continue largely as before with the handling of film enquiries, taking advantage of changes in circumstances and opportunities as and when they arise and proactively promote the city as film friendly, through working with Creative England. She responded to a Member's comment on the popularity of the work of the author Rosamunde Pilcher and the number of visitors coming to the city by bus. He had previously suggested that such visitor numbers could easily be gathered from the main coach parking spots of South Street. The Economy and Tourism Manager advised that such figures could be obtained from the Bus Station but that she would speak to Exeter College or the Bid to see if it was possible to carry out a simple survey in South Street and Haven Banks of where they have come from and average spend. She also keep Members informed of any major interest to use Exeter as a filming location.

Place Scrutiny Committee noted the report and progress made by the Economy team in handling film enquiries and promoting the area as 'film friendly'.

18 **Appointment of Legacy Leisure Working Group**

Following the creation of the Portfolio for Sport, and Health and Wellbeing, it was considered more appropriate for that Member to be appointed to the Legacy Leisure Working Group in place of the Portfolio Holder for Economy and Culture.

It was agreed that the Members for the forthcoming year would be Councillors Bialyk, Brimble, D Henson and Robson.

Place Scrutiny Committee noted the revised Terms of Reference and appointments.

19 **Devon County Council's Highways and Traffic Order Committee (Exeter) Minutes**

The minutes of Devon County Council's Exeter Highways and Traffic Order Committee held on April 2016 were circulated for information.

Place Scrutiny Committee noted the minutes.

20 **Local Government (Access to Information) Act 1985 - Exclusion of Press and Public**

RESOLVED that, under Section 100A of the Local Government Act 1972, the press and public be excluded from the meeting of the following item, on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1, Schedule 12 of the Act.

21 **Exeter & Heart of Devon Growth Board Minutes**

The minutes of the Exeter and Heart of Devon Growth Board held on 23 March 2016 were circulated for Members' information, and referred to a number of issues that the City Council may need to consider and take forward as appropriate.

Place Scrutiny Committee noted the content of the Exeter and Heart of Devon Growth Board minutes.

The meeting commenced at 5.30 pm and closed at 7.50 pm

Chair

CORPORATE SERVICES SCRUTINY COMMITTEE

Wednesday 29 June 2016

Present:-

Councillor Sheldon (Chair)

Councillors Warwick, Ashwood, Baldwin, Hannan, Harvey, Holland, Lamb and Musgrave

Also Present

Assistant Director Finance, Corporate Manager Democratic and Civic Support, Scrutiny Programme Officer and Democratic Services Officer (Committees) (SLS)

1 **MINUTES**

The minutes of the meeting held on 16 March 2016 were taken as read and signed by the Chair as correct

2 **DECLARATIONS OF INTERESTS**

No declarations of disclosable pecuniary interest were made.

3 **TERMS OF REFERENCE**

The following terms of reference for Corporate Scrutiny Committee were noted:-

To review the implementation of the Council's existing policy and budget framework and consider the scope for new policies for the Council use and management of its resources and discharge of its corporate and strategic services, governance arrangements, business strategy, estate management, ICT, channel shift, communications, equalities and emergency planning.

To review the draft budgets of the Executive and the Council's and ensure the effective scrutiny of the Council's Treasury Management Strategy and policies.

The Portfolio Holders reporting to this Committee will be the Leader and the Portfolio Holder for Support Services although there may be overlapping in some areas of responsibilities.

4 **PORTFOLIO HOLDERS' STATEMENTS**

Councillor Bull, Portfolio Holder Communities and Neighbourhood attended on behalf of the Leader and Councillor Pearson, Portfolio Holder Support Services and presented an update on the work programme and broad priorities relevant to their portfolios for 2015/16. He undertook to pass on comments made by Members. A list of priorities for 2016/17 including outcomes and targets was also circulated at the meeting.

Councillor Bull undertook to pass on a Member's comment to Councillors Pearson and Sutton and on their respective portfolios for Support Services and City Development. The Member had commented on the proposed planning application for student accommodation on the bus depot site and why an ordinary housing scheme for local people had not been proposed, as an alternative. Councillor Bull added that student accommodation schemes mostly met the current planning

regime edict to encourage sustainable development.

Corporate Services Scrutiny Committee noted the reports of the Portfolio Holders.

5

ANNUAL SCRUTINY REPORT 2015/16

The Scrutiny Programme Officer presented the report providing an annual update as to the Scrutiny work achieved during the Municipal Year 2015/16. The report included a synopsis of the Task and Finish Group investigations, and a review of the proposals for the Scrutiny system. Members were advised that the annual meeting of the Scrutiny Work Programme would be held on 13 July and she encouraged Members to contact her with potential topics for review. She also provided an update in relation to the recommendations from the Income Generating Measures Task and Finish Group over maximising the potential of parks and open spaces. The Assistant Director Public Realm had welcomed the opportunity to pursue this, but required an affirmation to discuss this further with Members as there was not the capacity to pursue this at the moment. The recommendations would continue to be followed up.

The Scrutiny Programme Officer responded to a Member's enquiry regarding the capacity of the task and finish groups, stating that, currently, there were three groups with another five topics selected for consideration. In the last year, six groups had who met, together with spotlight reviews. She added that if it was not possible to programme a topic for the current year, it would be slotted in the following year.

Corporate Services Scrutiny Committee noted the report and were content with the progress and direction of Scrutiny over the past year, together with the proposals on direction for the forthcoming year, and approved the Annual Scrutiny report for publishing on the Council's web site.

6

CAPITAL MONITORING 2016/17 AND REVISED CAPITAL PROGRAMME FOR 2016/17 AND FUTURE YEARS

The Assistant Director Finance presented the report which updated Members of the overall financial performance of the Council's capital programme for the 2015/16 financial year. The capital expenditure amounted to £15,085,951, and the actual expenditure during 2015/16 represented 63.51% of the revised capital programme. The sum of £8.923 million had been identified and would need to be carried forward to be spent in future years. The report also set out the expenditure variances that had arisen since December 2015 and schemes to be deferred to 2016/17 and beyond. Officers had been working to identify the details of a revised programme for schemes in 2016/17 and report back the detail to Members as part of the Revised Capital Programme report to this Scrutiny Committee in September.

The Assistant Director Finance also drew attention to a future funding request to purchase a new server and associated oracle licenses, required to upgrade the financial system. The estimated maximum cost to Exeter City Council would be £50,000, and some of the additional costs in excess of this would be provided by the other local authority Strata partners at Teignbridge and East Devon District Councils. He responded to a Member's comment about the likelihood of this request being repeated or whether the original procurement process had not been sufficiently thorough, stating that the cost of the additional licence was an unavoidable requirement as part of a system upgrade.

Corporate Services Scrutiny Committee noted the report and recommended Executive and Council approve the following:-

- (1) overall financial position for the 2015/16 annual capital programme; and
- (2) amendments and further funding requests to the Council's annual capital programme for 2016/17.

7

OVERVIEW OF REVENUE BUDGET

The Assistant Director Finance presented the report which advised Members of the overall financial position of the Housing Revenue Account and General Fund Revenue Budgets for the 2015/16 financial year. The report also sought approval for the respective General Fund and the Housing Revenue Account working balances. The detail of a number of supplementary budgets totalling £1,457,409 had also been requested and included in the report. The General Fund working balance at 31 March 2016 would be £5,516,722 and the Housing Revenue Account working balance for the same period would be £7,068,670 and the Council Own Build working balance to be set at £169,004.

In respect of the Housing Revenue Account, the report set out the key variances relating to management costs and also to the repairs and Maintenance Programme where a saving in respect of resolving damp ingress following lower tender prices and a lower level of remedial repairs had been achieved. The routine service and maintenance budgets had also reduced as the working practices had changed, following greater interaction with tenants, enabling a more proactive approach to maintenance and repairs. Further information on the General Fund and Service Committee was provided with an overall underspend of £3,024,056, against a revised budget of £13,517,220.

The following responses were given to Members' questions by the Assistant Director Finance:-

- funding had been set aside to enable the City Council to undertake works at the Riverside Leisure Centre, as part of the previous contractual arrangement with Parkwood Leisure. The work had been identified as part of the Riverside Leisure Centre Dilapidations and appropriate funding had now been identified, which would enhance the building.
- whilst the significant level of new homes would result in additional expenditure for associated works such as grass cutting and refuse collection, this would in turn attract additional income from the collection of council tax and New Homes Bonus. Officers had been working to identify the required level of staff, equipment or plant for servicing the new houses had used the projection of an anticipated 4,400 houses over the next six years, so that any capacity issues and requests for increased resources could be identified and met.

Members congratulated the finance team and their colleagues for ensuring there had been close management of the budget in such straightened times.

Corporate Services Scrutiny Committee noted the report and requested that Council note the overview of the Resources Budget for 2015/16 and approve (where applicable):-

- (1) the net transfer of £198,695 from Earmarked Reserves as detailed in paragraph 8.3.6;
- (2) supplementary budgets of £1,457,409 as detailed in paragraph 8.3.8;
- (3) Earmarked Reserves at 31 March 2016;

- (4) the Council Tax account and collection rate;
- (5) the outstanding sundry debt, aged debt analysis and debt write-off figures;
- (6) the creditor payments performance;
- (7) having regard to the overall financial position of the Council the General Fund working balance of £5,516,722 as at 31 March 2016; and
- (8) the Housing Revenue Account working balance as at 31 March 2016 £7,068,670 and the Council Own Build working balance of £169,004.

8

TREASURY MANAGEMENT 2015/16

The Assistant Director Finance presented the report on the overall performance for the 2015/16 financial year, and the position regarding investments and borrowings at 31 March 2016. The report, which was a statutory requirement, set out the detail of investments made and levels of borrowing by the City Council. He confirmed that £500,000 of an historic investment with Iceland's Landsbanki Bank investment had been put forward into an auction on the Foreign Exchange and converted from euros at a more favourable rate than had been anticipated. He responded to a Member's comment on the possible financial effect that a post- Brexit UK might have on Exeter City Council, stating that the City Council were in close contact with their treasury advisers, Arlingclose Ltd, to monitor any future situation.

Corporate Services Scrutiny Committee noted the Treasury Management report for the 2015/16 financial year and recommended approval by Executive and Council.

9

BUDGET MONITORING (FINAL ACCOUNTS)

The Assistant Director Finance presented the final report for 2015/16, which advised Members of any major differences, by management unit, between the approved budget and the outturn for the financial year up to 31 March 2016 in respect of the former Scrutiny Committee – Resources, and the current Corporate Services Scrutiny Committee. The total variance for the year showed a surplus of £179,416 after transfers from reserves and revenue contributions to capital, as detailed in an appendix incorporated into the report. This represented a variation of 8.19% from the revised budget. The report also detailed the significant element of the underspend relating to asset improvement, maintenance and property maintenance fund budgets.

Corporate Services Scrutiny Committee noted the content of this report.

10

MEMBERS ALLOWANCES PAID 2015/16

The Corporate Manager Democratic and Civic Support presented the report on allowances paid to Elected Members in 2015/16. The Council had a statutory obligation to publish all allowances paid, and expenses claimed by Members each financial year.

Corporate Services Scrutiny Committee noted the allowances paid and expenses claimed by Members in 2015/16.

(The meeting commenced at 5.30 pm and closed at 6.00 pm)

Chair

AUDIT AND GOVERNANCE COMMITTEE

Wednesday 22 June 2016

Present:-

Councillor Vizard (Chair)

Councillors Warwick, Baldwin, Gottschalk, Harvey, Mrs Henson, Lamb, Packham, Sheldon and Wood

Also Present

Assistant Director Finance, Audit Manager (HK), Policy Officer and Democratic Services Officer (Committees) (SLS)

Darren Gilbert – Director KPMG

11

MINUTES

The minutes of the meeting held on 9 March 2016 were taken as read and signed by the Chair as correct.

A Member sought clarification that the representative from KPMG would be permitted to stay for consideration of exempt items of business on the agenda. The Chair confirmed that the Assistant Director Finance had clarified the legislation with the external auditor from KPMG, and that he would be invited to stay for the meeting.

12

DECLARATION OF INTERESTS

No declarations of disclosable pecuniary interest were made.

13

PRESENTATION ON THE SCOPE OF THE AUDIT AND GOVERNANCE COMMITTEE

The Chair welcomed new Members to the Audit and Governance Committee.

The Audit Manager (HK) made a short presentation providing an overview of Internal Audit, including the independent role that internal audit had in contributing towards the Council's probity and protection against fraud and any irregularities. The Audit Team ensured that Exeter City Council was able to comply with public sector internal audit standards, provided support to Members of the Audit and Governance Committee, and provided an objective audit opinion to the Council. Other work included reviewing and assessing:

- the soundness, adequacy and reliability of financial and non-financial management systems
- the effectiveness of internal controls
- procedures
- checking for compliance with legislation, Council policies and procedures
- effective use of resources, and
- investigating fraud and irregularity

The Audit Manager responded to a Member's question and confirmed that the team worked to a pre-programmed plan providing a robust audit of the Council's operations. Regular meetings were held with the Management teams within every

Council Department to discuss the priorities and identify any issues of concern. An invitation was extended to Members to contact the Audit Managers if they required any additional information. Following a Member's request, the Assistant Director Finance agreed to provide a breakdown of all agency staff figures by service.

Darren Gilbert, Director from the City Council's current External Auditors, KPMG, outlined their role which was primarily concerned with financial reporting and financial reporting risks. He provided a brief overview of the audit regime that KPMG worked within, which included:-

- an opinion on the Council's financial statements
- a value for money (VFM) conclusion;
- data and information to the Audit Commission's successors; and
- a true and fair view of the financial position of the Council at the year end and of its expenditure and income for the year; which had been properly prepared in accordance with CIPFA's Code of Practice on Local Authority Accounting.

He provided an overview of the current arrangements and their role which was enshrined in both primary legislation as well as working to a Code of Audit Practice with responsibilities for the stewardship of public money. They also provided the role of a 'critical friend' to both the Audit and Governance Committee Members and the Council's Senior Management Team and were able to identify and share best practice. One important change would be in the preparation of the draft financial statement, which was normally required by 30 June each year, and the required published audited financial statement in September, as the audit deadlines had been brought forward for the 2017/18 period to the end of May and 31 July, respectively.

Members of the Committee thanked the Audit Manager and colleagues from KPMG for their informative presentations.

14

KPMG EXTERNAL AUDIT TECHNICAL UPDATE

Darren Gilbert, Director, Public Sector KPMG, circulated a progress report which provided Members with a summary of the work carried out, and an updated position of the progress made by them to deliver their responsibilities as the City Council's auditors. He also provided a summary of the work to be performed including the completion of their work in relation to the financial statement and the anticipated opinion on the Authority's Statement of Accounts. A report on the outcome of that work including the reporting of the key findings from the audit through the required ISA 260 report would be made to the September meeting of this Committee. Audit and Governance Committee noted the report

15

KPMG FEE LETTER FOR 2016/17

Darren Gilbert, Director, Public Sector KPMG referred to the Code of Practice and Public Sector Audit Appointment Ltd.'s (PSAA) proposed work programme and scale of fees for 2016/17, as the charge of the external auditors for the auditing of the Council's services and accounts. The fee for 2016/17 was set at £57,887. It was also anticipated that the fee for the certification of grant claims and returns would be around the £16,100 planned fee in 2015/16. The PSAA had still to consider the output of last year's certifying outcome and would advise KPMG accordingly of the final proposed fee.

Darren Gilbert replied to a Member's enquiry about the likely response by KPMG to any changes to the audit fee assumptions due to the impact of any additional work.

He was also able to clarify that a surplus sum was due back to the City Council, following completion of the former Audit Commission's 2014/15 accounts by the PSAA. He was not aware of the timescale though it was noted that it was likely to be during the summer.

The Audit and Governance Committee noted the Fee Letter set for 2016/17.

16

ANNUAL INTERNAL AUDIT REPORT 2015/16

The Audit Manager (HK) presented the annual Internal Audit Report for 2015/16, which met the Public Sector Internal Audit Standards informing the Council's Annual Governance Statement.

The Audit Manager set out the requirements for the Audit Manager to provide an opinion on the adequacy of the control environment, together with a summary of the work undertaken by Internal Audit to support the opinion. In addition to the planned work Internal Audit also worked on a number of reported concerns and investigations. She responded to a Member's comment about the opportunity for additional testing, by utilising contingency time where appropriate. The report also included six areas of concern to be included in the Annual Governance Statement, including the impact of a reduction in resources, some issues relating to the procurement function, and an increase in commercial activities resulting in staff taking on director roles of other organisations. The Assistant Director Finance confirmed that a different approach would be taken in respect of recruitment for the procurement function, which should result in greater compliance and cost savings being identified.

She also provided an update on the progress against the annual audit plan and recommendations made in the internal audit summary of work completed for the period January to March 2016.

The Audit Manager also responded to a Member's question about whether the payroll report issued in the third quarter which was assessed as 'significant improvement required' supported the issue raised of sickness absence/reduction in resources having an impact on the control environment. As a result of this question, the Audit Manager agreed to circulate the report to Members. The importance of ensuring that staff were supported by adequate resources was acknowledged. The Assistant Director Finance undertook to raise the issue over resources with the Senior Management Team. He was not aware of a particular recruitment issue, but the reduction in staff in some areas of the Council in an effort to protect back office services was acknowledged.

The Audit and Governance Committee noted the Annual Internal Audit Report 2015/16.

17

ANNUAL GOVERNANCE STATEMENT 2015/16

The Assistant Director Finance presented the report which set out the proposed updated Annual Governance Statement that would accompany the Council's Statement of Accounts for 2015/16. The Statement reviewed the Council's performance against its Code of Governance, which was published on the Council's web site. He drew attention to a review of effectiveness of the City Council's Governance Framework including the system of internal control. He provided an explanation of the six issues that needed to be addressed to ensure continuous improvement in the Governance Framework. He confirmed that there were up to five members of staff who also held a commercial directorship of a company

associated with the Council such as Strata or ESCO (District Heating Scheme) and training would be provided for those individuals as well as Members.

The Audit and Governance Committee supported the report and recommended to Council to approve the following:-

- (1) updated Code of Corporate Governance for 2015/16; and
- (2) Annual Governance Statement being included within the Council's Annual Statement of Accounts for 2015/16.

18 **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT - EXCLUSION OF PRESS AND PUBLIC**

RESOLVED that, under Section 100A of the Local Government Act 1972, the press and public be excluded from the meeting of the following item, on the grounds that it involved the likely discussion of exempt information as defined in Paragraph 3 of Part 1, Schedule 12 of the Act.

19 **REVIEW OF CORPORATE GOVERNANCE RISK REGISTER**

The Assistant Director Finance presented the report of the Corporate Manager Policy, Communications and Community Engagement, which advised the Committee of the changes introduced to the Council's Risk Management policy and procedures. This included an appendix to the report (Appendix A).

A Member sought future information on a number of risks for the City Council. He welcomed the description and mitigation actions, but commented on the absence of key performance indicators, timelines or the cost of any outcome. The Assistant Director Finance agreed that a timeline priority would provide a useful outcome. He welcomed the list of risks identified by the Member and would ensure that the Policy Officer provided a response.

The Audit and Governance Committee noted the details contained in Appendix A.

(The meeting commenced at 5.30 pm and closed at 7.00 pm)

Chair

STRATA JOINT SCRUTINY COMMITTEE

Tuesday 7 June 2016

Present:-

Councillors Dewhirst, Haines, Prowse, Dent, Jung and Musgrave

Also Present

Chief Operating Officer, Manager Programmes and Resources, Director with responsibility for Finance, Strategic Lead for Human Resources, Strategic Lead Finance, Teignbridge Strata Director and Democratic Services Officer (Committees)

17 **APPOINTMENT OF CHAIR**

Councillor Dent of East Devon District Council was elected as Chair for the next 12 months.

18 **APOLOGIES**

These were received from Councillors Chapman, Leadbetter, Lyons and Sheldon.

19 **MINUTES**

The minutes of the meeting held on 17 March 2016 were taken as read and signed by the Chair as correct.

20 **DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were made.

21 **QUESTIONS FROM THE PUBLIC UNDER PROCEDURAL RULES**

Councillor Phil Wright from Sidmouth Town Council reported that the Manor Pavilion Theatre accounts showed a recharge of £13,500 for PC support and asked how this figure was calculated as it seemed high for the number of PCs at the theatre.

The Strategic Lead Finance reported that the Strata recharge for the theatre would include costs for print and design as well as for ICT which it was believed involved five PCs that were used at the theatre and would include hardware and software support and supply. The recharge was based on these costs and was considered to be reasonable.

22 **QUESTION FROM MEMBERS OF THE COUNCILS UNDER PROCEDURE RULES**

None.

23 **ACCESS TO BOARD MINUTES**

Members noted that the Strata Board had met and considered the JSC's request for access to Board minutes. The Board fully understood the need for scrutiny members to have sufficient information to undertake the role and was committed to providing appropriate information.

The level of information in Board minutes was operational and related to the day to day management of the company and as such was not appropriate for general release. The Board had reviewed the information currently provided to both the Joint Scrutiny Committee and Joint Executive Committee to assist Councillors to both monitor and develop business.

Members were concerned that they could not fulfil their scrutiny role adequately and ensure the provision of value for money for the public without access to the minutes of the Board. In cases where there was sensitive personal information contained within them, these could be redacted.

Strata Joint Scrutiny Committee:-

- (1) noted the report; and
- (2) requested that Board minutes be made available in Part B of the agenda to both the Strata Joint Scrutiny and Executive Committees

24

STRATA IMPLEMENTATION PROGRESS REPORT

The report of the Chief Operating Officer was submitted advising Members on the progress of Strata implementation during 2015/16, including a project outturn assessment against the savings set out in the Business Plan.

Implementing the new IT infrastructure to provide the Global Desktop for all Councils continued to be a central theme within Strata and there were now 569 users of the system within Exeter City Council. There had been good feedback from Exeter City about the installation of Global Desktop. It was now planned to begin the roll out within East Devon District Council. However, there were two software bugs that needed to be fixed before the roll out. It was anticipated that the supplier would be fixing these on the 16 June. The main risk at present was to the telephony project where the key resource was off sick. Strata may need to buy in external resource to ensure this objective was met.

Councillor Prowse reported on the IT problem experienced by Teignbridge DC at the Police Commissioner election count and asked what actions were being taken to overcome these problems. The Chief Operating Officer reported that this had been caused by a mixture of problems which had now all been tested and dealt with and should not reoccur for the EU Referendum count.

The Chief Operating Officer provided details of a number of security attacks on the systems which were being defended but emphasised the importance of not being complacent. He reported on his concerns that Strata may need additional assistance in dealing with future attacks as they were getting more sophisticated and questioned whether there was sufficient in-house expertise to deal with these in the future.

The revenue costs had come in better than forecast with £230,000 saved against and original target of £262,000. Members requested that a traffic light system for issues contained in the report be reinstated for the next meeting. It was noted that there would also be a more detailed report on convergence and other business systems at the next meeting.

Strata Joint Scrutiny Committee noted the report.

STRATA BUDGET MONITORING QUARTER 4 : 2015/16

The report of the Director with responsibility for Finance was submitted advising Members on the financial progress of Strata during 2015/16, including the refund reflecting the savings made in the year.

Strata was looking to refund a total of £230,000 back to the three Councils, having been given a total of £5.752 million to run IT services in 2015/16 along with funding for various capital projects. The Company also maintained an account for additional purchases throughout the year, which is invoiced to each Council based on actual purchases made. It was noted that turnover now was £6.5 million.

The Director with responsibility for Finance reported that there had been a significant improvement in reducing the pension fund liabilities to Strata which was a benefit to the business. The Committee wished to congratulate Strata and its staff on the work undertaken so far and wished the progress made to be maintained.

Strata Joint Scrutiny Committee noted the report.

STRATA BOARD ANNUAL WORK PLAN

The report of the Strata Board Annual Work Plan 2016/17 was submitted and the Committee Members accepted the benefits of seeing the work plan.

A Member of the Committee asked whether there had been any interest from other local authorities in Devon in joining Strata. It was noted that there had been some interest expressed and the Committee Members noted the need to look at joining mechanisms for the future and the financial terms.

Strata Joint Scrutiny Committee noted the report

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - EXCLUSION OF PRESS AND PUBLIC

RESOLVED that, under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the consideration of the following items on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part I, Schedule 12A of the Act.

HUMAN RESOURCES UPDATE REPORT

The Alternate Director (HR & OD Lead) presented the Human Resources update report. Members noted that from the outset, the Human Resources strategy, advice, consultation with the Board, UNISON, employee representatives and staff had been consistent. They also noted that the company would need to determine the structure before new terms were offered and that individuals would not be forced to take Strata terms unless they were being offered new roles in that structure.

Additionally, from the outset, the HR strategy and advice to Strata was that although harmonisation of terms was the ultimate aim, new terms needed to be offered for existing roles where it was affordable and suited the needs of the business. Agreement to the restructure proposals was given to the Board by the JEC in October 2015. Delivery of the restructure had been delayed to date due to the delay in providing job descriptions and job evaluation forms to HR.

The results of the Staff engagement survey had been published and were available on the Strata internet. It had been recommended that the Strata management team draw up an action plan on feedback received from the survey and help improving towards the attainment of Investors in People.

Strata Joint Scrutiny Committee noted the progress of the Human Resources report.

(The meeting commenced at 5.30 pm and closed at 6.50 pm)

Chair

STRATA - JOINT EXECUTIVE COMMITTEE

Tuesday 21 June 2016

Present:-

Councillor Christophers (Chair)
Councillors Divani and Edwards

Non-Voting Members:-

Nicola Bulbeck and Karime Hassan

Also Present

Chief Operating Officer, Business Development Manager, Assistant Director Finance, Infrastructure and Support Manager, Programme & Resource Manager and Democratic Services Manager (Committees)

14

APOLOGIES

Apologies for absence were received from Mark Williams – East Devon District Council Chief Executive.

15

MINUTES

The minutes of the meeting held on 30 March 2016 were taken as read and signed by the Chair as correct.

16

DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interest were made.

17

ACCESS TO BOARD MINUTES

The report of the Strata Board was submitted responding to the Strata Joint Scrutiny Committee request for access to the Board minutes. The Teignbridge Strata Director advised that the level of information on the Board minutes was operational and was not appropriate for general release. The Joint Scrutiny Committee and Joint Executive Committee had the relevant information to monitor the performance of Strata.

Councillor A Dewhirst of Teignbridge District Council spoke on this item. He had been asked to attend the meeting by the Teignbridge District Council Strata Joint Scrutiny Committee Members. He raised concerns that the Joint Scrutiny Committee could not adequately fulfil their scrutiny role if they did not have access to the Board minutes. The request that the Board minutes be made available to both Strata Joint Scrutiny Committee and Joint Executive Committee was unanimously agreed at the Scrutiny meeting on 7 June 2016.

The Teignbridge Strata Director clarified that the Board would consider requests from Members regarding information should they be relevant to the strategic way forward for Strata.

Executive Members felt that it was not appropriate for the Board minutes to be made available and they did not support the request from Strata Joint Scrutiny Committee that the Board minutes be made available to the Strata Joint Scrutiny and Executive Committee.

Strata Joint Scrutiny Committee considered the report at its meeting on 7 June 2016 and its comments were reported which included a recommendation that the Board minutes be made available in Part B of the agenda to both the Strata Joint Scrutiny and Executive Committees.

RESOLVED that the Boards response be noted.

18

STRATA IMPLEMENTATION PROGRESS REPORT

The report of the Chief Operating Officer was submitted advising Members on the progress of Strata implementation during 2015/16, including a project outturn assessment against the savings set out in the Business Plan.

Members were advised that the implementation of the new IT infrastructure to provide the Global Desktop for all Councils continued to be a central theme within Strata and the majority of staff were now users of the system within Exeter City Council. There had been good feedback from Exeter City about the installation of Global Desktop. The system was now starting to be rolled out within East Devon District Council.

The next phase in the Business case was the convergence projects whilst the current requests could be delivered there were a number of opportunistic projects that had arisen from new work being requested by councils, where contracts were being renewed or demand from external agencies. The resources of the Business Systems Team were limited on what they could deliver and, in due course, Members would be asked to consider the options.

Executive Members recognised that there were limited resources and that Members would need to consider what additional projects could be taken forward and the resource implications of these projects.

In response to the a question from the Leader of Exeter City Council, the Chief Operating Officer clarified the position with regards to the problems with Airwatch and confirmed that these were being actively pursued with the company.

Strata Joint Scrutiny Committee considered the report at its meeting on 7 June 2016 and its comments were reported.

RESOLVED that the progress of the Implementation Plan be noted.

19

STRATA BUDGET MONITORING QUARTER 4 : 2015/16

The report of the Director (Finance Lead) was submitted advising Members of the final financial position of Strata for the 2015/16 financial year, including the refund reflecting the savings made in the year.

Members were advised that Strata was looking to refund a total of £230,000 back to the three Councils, having been given a total of £5.752 million to run IT services in 2015/16 along with funding for various capital projects. The Company also maintained an account for additional purchases throughout the year, which was invoiced to each Council based on actual purchases made. It was noted that turnover now was £6.5 million.

The Director with responsibility for Finance reported that there had been a significant improvement in reducing the pension fund liabilities to Strata which was a benefit to the business.

Strata Joint Scrutiny Committee considered the report at its meeting on 7 June 2016 and its comments were reported.

RESOLVED that the report be noted.

20

STRATA BOARD ANNUAL WORK PLAN

The Strata Board Annual Work Plan was submitted.

Strata Joint Scrutiny Committee considered the report at its meeting on 7 June 2016 and its comments were reported.

RESOLVED that the Annual Work plan be noted.

21

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - EXCLUSION OF PRESS AND PUBLIC

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item on the grounds that it involve the likely disclosure of exempt information as defined in paragraphs 1, 2, and 3 of Part 1, Schedule 12A of the Act.

22

HUMAN RESOURCES UPDATE REPORT

The report of the Strata Board was submitted updating Members on the progress with the key Human Resources work.

The Chief Operating Officer advised that all staff members were being dealt with on an individual basis and that they would not be forced to take Strata terms unless they were being offered new roles. The HR strategy and advice to Strata was that although harmonisation of terms was the ultimate aim, new terms needed to be offered for existing roles where it was affordable and suited the needs of the business.

The results of the Staff engagement survey had been published and were available on the Strata internet. It had been recommended that the Strata management team draw up an action plan on feedback received from the survey and to assist towards the attainment of Investors in People. Staff meetings were now in place and there were regular 1-2-1's in which staff could discuss issues directly with their line managers.

Strata Joint Scrutiny Committee considered the report at its meeting on 7 June 2016 and its comments were reported.

RESOLVED that the report be noted.

(The meeting commenced at 5.30 pm and closed at 6.06 pm)

Chair

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EXECUTIVE

Tuesday 14 June 2016

Present:

Councillor Edwards (Chair)

Councillors Bialyk, Bull, Denham, Hannaford, Morse, Owen, Pearson and Sutton

Apologies:

Councillor Leadbetter

Also present:

Assistant Director Customer Access, Assistant Director Environment, Corporate Manager - Legal, Corporate Manager Democratic and Civic Support, Systems Lead Housing, Economy and Tourism Manager, Policy Officer (MP-J), Audience Development Lead, Community Involvement and Inclusion Officer, Service Improvement Lead (Benefits) and Democratic Services Manager (Committees)

58

MINUTES

The minutes of the meetings held on 15 March 2016 and 12 April 2016 were taken as read and signed by the Chair as correct.

59

DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interest were made.

60

MAJOR GRANT PANEL MINUTES - 26 MAY 2016

The minutes of the meeting of the Major Grants Panel held on 26 May 2016 were submitted.

RESOLVED that the minutes of the Major Grants Panel held on 26 May 2016 be received and, where appropriate, adopted.

61

EXETER COMMUNITY FORUM - GRANTS PANEL TERMS OF REFERENCE RE. NEIGHBOURHOOD PORTION OF THE COMMUNITY INFRASTRUCTURE LEVY

The report of the Community Involvement and Inclusion Officer was submitted setting out the proposed terms of reference for the Grants Panel, led by the Exeter Community Forum, that would make future recommendations to Council on how the neighbourhood portion of the Community Infrastructure Levy (CIL) should be spent.

Members were advised that the proposed Panel would include community representatives, the Council's Portfolio Holder for Communities and Neighbourhoods and the Council's Community Involvement and Inclusion Officer.

The Portfolio Holder for Communities and Neighbourhoods supported the development of the Exeter Community Forum and confirmed that the recommendations from the Panel would come back to Executive to consider and that the limit on the grants would be £50,000.

The Leader welcomed the formation of the Exeter Community Forum as a way forward to enable the community to make recommendations on the distribution of neighbourhood CIL community grants.

People Scrutiny Committee considered the report at its meeting on 2 June 2016 and its comments were reported.

RECOMMENDED that Council:-

- (1) approve, in principle, the terms of reference of the Grants Panel led by Exeter Community Forum;
- (2) welcome future recommendations from the Grants Panel as to how to spend the neighbourhood portion of the CIL and the New Homes Bonus taking account of the availability of funds;
- (3) require further consultation as appropriate on the future review of the purpose, function and outcomes of grants awarded to ensure that the panel is working effectively and in the interests of both the Council and Exeter Community Forum;
- (4) through the Community Involvement and Inclusion Officer, the Council retains accounting responsibilities in relation to the neighbourhood portion of the CIL; and
- (5) appoint the appropriate Portfolio Holder to serve on the Panel as the Council's representative.

62

HONORARY ALDERMAN

The report of the Corporate Manager Democratic and Civic Support was submitted setting out a proposal to offer the position of Honorary Alderman of the City to Messrs Marcel Choules and Norman Shiel in recognition of their outstanding service to the Council, including their time as Lord Mayor.

Members supported the offer of the position of Honorary Alderman to Messrs Marcel Choules and Norman Shiel.

RECOMMENDED to Council that:-

- (1) the position of Honorary Alderman be given to Marcel Choules and Norman Shiel in recognition of their outstanding service to the Council, including their time as Lord Mayor; and
- (2) in accordance with Section 249 of the Local Government Act 1972, the Right Worshipful the Lord Mayor be requested to convene an Extraordinary meeting of the Council, on the rising of the Ordinary meeting of the Council on 26 July 2016, to consider granting the position of Honorary Alderman of the City to Messrs Marcel Choules and Norman Shiel.

JOINT HOMELESSNESS STRATEGY 2016-2021

The report of the Assistant Director Customer Access was submitted setting out the Joint Exeter and Teignbridge Homelessness Strategy. The Strategy had been developed through a cross-Party Task and Finish Group comprising Members from Exeter City Council, Teignbridge District Council and local partners. It identified how the proposed plans addressed the priority issues identified by residents, key partners, Members, and stakeholders through the response to consultation.

The Assistant Director Customer Access advised Members that the Strategy had been considered by Teignbridge District Council and some minor amendments had been agreed, but were not substantive changes.

The Portfolio Holder for Customer Access thanks the officers for all the work undertaken on the Strategy. The Strategy had a large action plan and over the coming months the changes proposed would come forward.

The System Lead – Housing clarified that the number of cases where homelessness was prevented and relieved was now on the increase.

People Scrutiny Committee considered the report at its meeting on 2 June 2016 and its comments were reported.

RECOMMENDED that Council:-

- (1) approve the draft Joint Homelessness Strategy for Exeter and Teignbridge 2016-2021, subject to the changes as appended to the minutes;
- (2) note the findings of the Business Impact Assessment; and
- (3) note the process and outcomes of the 'You said, we did' consultation exercise.

WELFARE REFORM UPDATE

The Assistant Director Customer Access updated Members on the effect of Universal Credit roll-out on Council services advising that further reform was to come and that, as the cumulative impact of reductions in benefits were felt, the amount of Administrative grant given by Government to run the service may not be sufficient. It was noted that, in future years, Members would be asked to determine options for future support.

People Scrutiny Committee considered the report at its meeting on 2 June 2016 and its comments were reported.

RESOLVED that the report be noted, particularly around the effect of Universal Credit rollout on Council services.

EXETER SCIENCE PARK STRATEGIC BUSINESS PLAN

The report of the Chief Executive & Growth Director was submitted requesting Members' support a revised Exeter Science Park Strategic Business Plan 2016/17. The revision was as a result of recent funding and business opportunities made available to the Exeter Science Park.

The Economy and Tourism Manager advised that the three main reasons for the revised Strategy were:-

- the fall in land values accompanying the recession;
- Phase 2 developments being brought forward, when the Met Office announced its intention to site its high performance computer on the Science Park; and
- development of a plan for a Global Environmental Futures Campus on the Science Park.

Place Scrutiny Committee considered the report at its meeting on 9 June 2016 and its comments were reported.

RESOLVED that the proposed change set out in Strategic Plan for Exeter Science Park for the period 2016/17, be supported.

66

RECYCLING PLAN 2016/21

The report of the Assistant Director Environment was submitted to present the Council's Recycling Plan for 2016-2021 and to review progress made since adoption of the 2011-2016 plan. Members were advised that the Business Case for the introduction of a food waste collection service would be brought to Members in due course.

Place Scrutiny Committee considered the report at its meeting on 9 June 2016 and its comments were reported.

RESOLVED that Executive approve the Recycling Plan 2016-2021.

67

SAFEGUARDING POLICY

The report of the Corporate Manager Policy, Communications and Community Engagement was submitted to seek approval for an updated joint Devon district councils safeguarding policy and provide an update on safeguarding work that Exeter City Council was currently undertaking.

Members agreed that the responsibility for Safeguarding should be placed under the Portfolio Holder for Supporting Services.

Place Scrutiny Committee considered the report at its meeting on 9 June 2016 and its comments were reported.

RESOLVED that safeguarding be added to the Portfolio Holder Supporting Services responsibilities; and

RECOMMENDED that Council adopts the updated Joint Safeguarding Policy.

68

PORTFOLIO HOLDERS RESPONSIBILITIES AND PRIORITIES

RESOLVED that list of Portfolio Holders Responsibilities and Priorities be noted.

69 **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - EXCLUSION
OF PRESS AND PUBLIC**

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Part 1, Schedule 12A of the Act.

70 **VERBAL UPDATE - RAMM**

The Corporate Manager Legal Services gave an update on the position with regards to RAMM.

RESOLVED that the updated be noted.

71 **RAMM AUDIENCE DEVELOPMENT TEAM RESTRUCTURE/REVIEW**

The report of the Museums Manager and Culture Lead was submitted for the restructure and review of RAMM's Audience Development Team. The report had been considered at Executive on 15 March 2016 when permission had been given to proceed through the consultation phase in accordance with Exeter City Council's Organisational Change Policy.

RESOLVED that:-

- (1) the final business case for the RAMM's Audience Development Team restructure, as set out in this report, be agreed; and
- (2) the Audience Development Lead be authorised to proceed to the implementation stage, in accordance with the Council's Organisational Change Policy.

72 **EXETER HEART OF DEVON MINUTES - 23 MARCH 2016**

The minutes of the meeting of the Exeter and Heart of Devon Growth Board on 23 March 2016 were submitted.

Place Scrutiny Committee considered the minutes at its meeting on 23 March 2016 and its comments were reported.

RESOLVED that the minutes of the Exeter and Heart of Devon Growth Board on 23 March 2016, be noted.

(The meeting commenced at 5.30 pm and closed at 5.53 pm)

Chair

The decisions indicated will normally come into force 5 working days after publication of the Statement of Decisions unless called in by a Scrutiny Committee. Where the matter in question is urgent, the decision will come into force immediately. Decisions regarding the policy framework or corporate objectives or otherwise outside the remit of the Executive will be considered by Council on 26 July 2016.

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EXECUTIVE

Tuesday 12 July 2016

Present:

Councillor Edwards (Chair)
Councillors Bialyk, Bull, Denham, Hannaford, Leadbetter, Morse, Owen and Sutton

Apologies:

Councillors Pearson

Also present:

Chief Executive & Growth Director, Deputy Chief Executive, Assistant Director City Development, Assistant Director Housing, Assistant Director Finance, Assistant Director Public Realm, Assistant Director Environment, Corporate Manager Democratic and Civic Support, Corporate Manager Policy, Communications and Community Engagement, Corporate Manager Property, Economy and Tourism Manager, System Lead - Finance, Service Lead Performance, Strategy and Resources and Democratic Services Manager (Committees)

73

DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interest were made.

74

LEISURE COMPLEX AND BUS STATION PROGRAMME BOARD - MINUTES 28 JUNE 2016

The minutes of the Leisure Complex and Bus Station Programme Board meeting held on 28 June 2016 were submitted.

RESOLVED that the minutes of the Leisure Complex and Bus Station Programme Board meeting held on 28 June 2016 be received and, where appropriate, adopted.

75

ANNUAL SCRUTINY REPORT 2015/16

The report of the Corporate Manager Democratic and Civic Support was submitted which provided an annual update as to the Scrutiny work achieved during the Municipal Year 2015/16.

The Corporate Manager Democratic and Civic Support advised Members that all three Scrutiny Committees had welcomed the report and the work undertaken on the Member led scrutiny function in the Council.

People Scrutiny Committee – 2 June 2016, Place Scrutiny Committee – 9 June 2016 and Corporate Services Scrutiny Committee - 29 June 2016 had all considered this report and comments of the Members were noted.

RESOLVED that the Annual Scrutiny Report 2015/2016 be approved.

DEVOLUTION FOR THE HEART OF THE SOUTH WEST

The report of the Chief Executive & Growth Director was submitted to update Members on progress with devolution discussions and to seek approval to sign up to the principle only of creating a combined authority for the Heart of the South West.

The Chief Executive & Growth Director advised that, in February of this year, Members had supported the themes in the prospectus for working towards securing a devolution deal for the Heart of the South West. The time line was to work towards a deal being announced in the autumn statement which would focus on transport and economic growth for the South West.

The Leader stated that the proposals to be considered were for a Combined Authority and that it was important that there was an Exeter Sub Region to ensure the economic growth of the city and the adjoining authorities. The Combined Authority would enable the South West to have one stronger voice to ensure funding from central government particular in the areas of transport and economic development.

The Chief Executive & Growth Director clarified that the Combined Authority would be asking for powers from Central Government to better deal primarily with transport and economic development for the South West. The recommendation did not commit the Council to entering into a devolution deal or becoming a member of a Heart of the South West Combined Authority. Any deal would be subject to future debate and agreement by the Council and subject to negotiations with Government.

A Member commented that it was important that the transport links within the South West were improved and it was hoped that any deal would help to secure funding for this.

Members were circulated with a revised recommendation.

RECOMMENDED to Council that:-

- (1) it agrees in principle to sign up to the creation of a combined authority for the Heart of the South West, subject to:
 - a) Exeter and the wider growth area being recognised as a fundamental contributor to improving productivity and this being given due prominence in any proposed devolution proposal or deal;
 - b) the inclusion of appropriate, place-based decision making arrangements that reflect sub-regional geographies (i.e. the Greater Exeter area), with powers and flexibilities to agree and oversee, for example, the programmes addressing productivity and economic development, including investment in skills and business development;
 - c) any governance review, consultation on that review and resulting scheme of governance making explicit reference to the principle of subsidiarity and double devolution and that review, consultation and scheme not reviewing, or advocating the review of, the organisation of local authorities in the Heart of the South West area i.e. participating local authorities' electoral arrangements, governance

arrangements, their constitution and membership, and structural and boundary arrangements;

- d) The Leader of the Council participating in any meetings or negotiations, including meetings with Government members and officials, that relate to devolution and/or the creation of a combined authority.
- (2) that giving this in principle agreement it notes that it does not commit the Council to entering into a devolution deal or becoming a member of a Heart of the South West Combined Authority. This would be subject to future debate and agreement by the Council and subject to negotiations with Government.

77

ENVIRONMENTAL HEALTH AND LICENSING STATUTORY SERVICE PLAN

The report of the Assistant Director Environment was submitted which sought approval for the adoption of the Environmental Health and Licensing Statutory Service Plan 2016/17 (Appendix I). The Statutory Service Plan sets out the Council's regulatory function in respect of food safety, health and safety, licensing, Environmental Permitting and other statutory functions over the forthcoming year.

Place Scrutiny Committee considered the report at its meeting on 9 June 2016 and its comments were reported.

RECOMMENDED to Council that:-

- (1) the Statutory Service Plan 2016/17, be approved ; and
- (2) the Assistant Director Environment be authorised to change the Statutory Service Plan in the light of centrally issued guidance and/or to meet operational needs.

78

CAPITAL MONITORING 2015/16 AND REVISED CAPITAL PROGRAMME FOR 2016/17 AND FUTURE YEARS

The report of the Assistant Director Finance was submitted to update Members on the overall financial performance of the Council for the 2015/16 financial year, in respect of the annual capital programme and to seek approval of the 2016/17 revised capital programme, including commitments carried forward from 2015/16.

Members were advised that the capital expenditure amounted to £15,085,951, and the actual expenditure during 2015/16 represented 63.51% of the revised capital programme. The sum of £8.923 million had been identified and would need to be carried forward to be spent in future years. The Assistant Director Finance also drew attention to a future funding request of £50,000 to purchase a new server and associated oracle licenses, which was a requirement to upgrade the financial system. This cost of the server would be shared with the other local authority Strata partners at Teignbridge and East Devon District Councils.

The Assistant Director Finance brought Members' attention to the schemes to be deferred to 2016/17 and beyond and that officers had been working to identify the details of a revised programme for schemes in 2016/17 and this would be reported back to Members in the autumn.

Members raised concerns regarding the number of schemes that were to be deferred and noted that officers would be addressing this issue and reporting back to Members.

In response to a Member, the Assistant Director Public Realm clarified that the repair to the Canal Bank at the M5 had been delayed due to the requirement to find an engineering solution to the problem.

Corporate Services Scrutiny Committee considered the report at its meeting on 29 June 2016 and its comments were reported.

RECOMMENDED that Council notes and approves the:-

- (1) overall financial position for the 2015/16 annual capital programme; and
- (2) amendments and further funding request to the Council's annual capital programme for 2016/17.

79

OVERVIEW OF REVENUE BUDGET 2015/16

The report of the Assistant Director Finance was submitted to advise Members of the overall financial position of the Housing Revenue Account (HRA) and General Fund Revenue Budgets for the 2015/16 financial year and to seek approval for the General Fund working balance, HRA working balance, a number of supplementary budgets and the creation of new earmarked reserves.

The Assistant Director Finance advised that there was an underspend on the General Fund due to additional income generated, this income was not included in the budget as it could not be relied upon. There was also an underspend on the HRA relating to the Repairs and Maintenance Programme with a saving in respect of resolving damp ingress following lower tender prices and a lower level of remedial repairs than had been originally anticipated.

Corporate Services Scrutiny Committee considered the report at its meeting on 29 June 2016 and its comments were reported.

RECOMMENDED that Council:-

- (1) approves the net transfer of £198,695 from Earmarked Reserves as detailed in paragraph 8.3.6;
- (2) approves the supplementary budgets of £1,457,409 as detailed in paragraph 8.3.8;
- (3) notes the Earmarked Reserves at 31 March 2016;
- (4) notes the Council Tax account and collection rate;
- (5) notes the outstanding sundry debt, aged debt analysis and debt write-off figures;
- (6) notes the creditor payments performance;
- (7) by taking into account the overall financial position of the Council, approves the General Fund working balance at 31 March 2016 at £5,516,722; and

- (8) approves the Housing Revenue Account working balance at 31 March 2016 at £7,068,670 and approves the Council Own Build working balance at £169,004.

80

TREASURY MANAGEMENT 2015/16

The report of the Assistant Director Finance was submitted reporting on the current Treasury Management performance for the 2015/16 financial year and the position regarding investments and borrowings at 31 March 2016. The report was a statutory requirement and was for information only with no key decisions required.

The Assistant Director Finance confirmed that the historic investment with Iceland's Glitnir Bank had been put forward into an auction on the Foreign Exchange and converted from euros at a more favourable rate than had been anticipated. The Council had received £397,000 back from the outstanding investment and in excess of the £2m originally invested in total.

In response to a Member, the Assistant Director Finance clarified the position with the investment in the Local Authority Property Fund, the type of markets invested in and confirmed a strong approach to stewardship and ethics.

Corporate Services Scrutiny Committee considered the report at its meeting on 29 June 2016 and its comments were reported.

RECOMMENDED that Council approves the Treasury Management report for the 2015/16 financial year.

81

DEVELOPMENT OF AN EXETER PLAYING PITCH STRATEGY

The report of the Assistant Director City Development was submitted informing Members of the production of the Exeter Playing Pitch Strategy (EPPS), the steps to its adoption, and seeking Members' views on the means to accelerate the process of its preparation.

Members were advised that the need for an EPPS was urgent in the context of current applications and, in particular, with regard to an appeal on the non – determination of a planning application at Wear Barton which would be heard towards the end of the year. The EPPS would be brought back to Executive for a final decision.

RECOMMENDED that Council delegate the approval of the draft Exeter Playing Pitch Strategy for consultation purposes to the Portfolio Holder for City Development in consultation with the Portfolio Holder for Sport and Health and Wellbeing and Assistant Director City Development, as set out in Option 2 shown in Appendix 1. A follow up report would be produced at a later date for consideration by Executive to agree the adoption of the strategy.

82

APPLICATION FOR EXTINGUISHMENT OF VEHICULAR RIGHTS IN PARIS STREET

The report of the Assistant Director City Development was submitted recommending that Exeter City Council agree to make an application to the Secretary of State for the extinguishment of the right to use motor vehicles on Paris Street (between Dix's Field and High Street) under the terms of Section 249 of the

Town and Country Planning Act 1990 to facilitate the improvement of the amenity of that area. Whilst the order would be made by the Council an indemnity would be sought from the developer with regards to costs incurred.

RESOLVED that, provided the developer undertake to meet the City Council's full costs, delegated power is given to the Assistant Director City Development to submit an application (or applications) to the Secretary of State for the extinguishment of rights to use motor vehicles on Paris Street (between Dix's Field and High Street) under the terms of Section 249 of the Town and Country Planning Act 1990. The purpose of this application is to improve the amenity of that area in accordance with the scheme set out within the approved outline planning application (reference 15/0791/01) for the redevelopment of the Bus and Coach Station site. That redevelopment scheme includes the formation of a public amenity space on the land.

(In accordance with Standing Order no.43 Councillors requested that their vote be recorded - Councillors Bialyk, Bull, Denham, Edwards, Hannaford, Morse and Sutton voted in support of the recommendation, Councillor Leadbetter voted against the recommendation and Councillor Owen abstained from voting).

83

GREATER EXETER STRATEGIC PLAN

The report of the Assistant Director City Development was submitted advising Members of the proposal for a Joint Strategic Plan for the Greater Exeter area which would be prepared in partnership between East Devon District Council, Exeter City Council, Mid Devon District Council and Teignbridge District Council with assistance from Devon County Council. The plan would cover the geographical area of the four partner authorities (excluding the area of Dartmoor National Park) but would be limited in scope to cover strategic issues and strategic allocations within those areas with local issues to be considered through linked local plans prepared by each partner authority for their area.

In response to a Member, the Assistant Director City Development clarified that the Greater Exeter Strategic Plan would be a statutory document and be used to support recommendations for planning applications.

RECOMMENDED to Council that:-

- (1) a Strategic Plan be prepared for the development of the Greater Exeter area intended to cover the period up to 2040 and that it be jointly prepared by East Devon, Mid-Devon and Teignbridge District Councils and Exeter City Council with the support of Devon County Council;
- (2) a joint budget of £330,000 be established for the current financial year to fund the preparation of the necessary evidence base for the plan on the basis of an equal split of £70,000 per district level authority with Devon County Council also contributing and holding the joint budget;
- (3) a budget of £70,000 as Exeter's share of the joint budget be approved; and
- (4) a detailed scope, timetable, terms of reference, governance and staffing arrangements be worked up for a Joint Strategic Plan and reported to Members at their next available meeting.

EXWICK AND FLOWERPOT PLAYING FIELDS

The report of the Corporate Manager Property was submitted advising Members of the proposal to transfer by lease, the whole of Exwick and Flowerpot Playing Fields (shown on the circulated plan), including the changing rooms, to Exeter College but with continued use by the community.

Members were advised that the proposals were considered by Scrutiny Committee Resources on 16 March 2016 and the Committee was supportive of the proposals.

The Leader supported this proposal to work in partnership with Exeter College to improve this well used sports facility.

Members welcomed the way forward to ensure that the playing fields were used to their maximum potential to benefit the whole community.

RESOLVED that:-

- (1) the transfer by lease of the Exwick and Flowerpot Playing Fields be approved, along the lines set out in this report; and
- (2) the detailed terms be agreed by the Corporate Manager Property in consultation with the Leader and the Portfolio Holder Enabling Services.

OUTSIDE BODIES APPOINTMENTS

The report of the Corporate Manager Democratic and Civic Support was submitted to appoint Members to serve on outside bodies.

The Corporate Manager Democratic and Civic Support advised Members that there were over 50 nominations to outside bodies and one of the recommendations was that a review of the membership of the bodies listed in the appendix to this report be undertaken to confirm the continuing appropriateness for the Council to be so represented. A further report would be brought to Members on the outcome of the review.

RECOMMENDED to Council that:-

- (1) appointments be made to those outside bodies as set out in the Appendix with the following amendments;

Community Safety Partnership – Also appoint Portfolio Holder for Place
Devon and Cornwall Food Association - Councillor Wood
Devon Authorities Strategic Waste Committee – Councillor Wood;
- (2) the Corporate Manager Democratic and Civic Support be granted delegated authority, in consultation with the Group Leaders, to appoint, when necessary, representatives to outside bodies during the course of the Municipal Year; and
- (3) the Corporate Manager Democratic and Civic Support be requested to undertake a review of the membership of those bodies listed in the appendix to this report, and to which the Council appoints representatives, to confirm the continuing appropriateness for the Council to be so represented, and to bring a report to the Executive in due course on his findings.

86 **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - EXCLUSION
OF PRESS AND PUBLIC**

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 1,2, 3 and 4 of Part 1, Schedule 12A of the Act.

87 **HELP ME WITH MY FINANCIAL/HOUSING PROBLEM SYSTEM - FINAL
RESTRUCTURE REPORT FOR FINANCE ASPECT**

The report of the Assistant Director Customer Access was submitted for the restructure in the Customer Access Directorate, within the finance element of the system. The report had been considered at Executive on 6 October 2015 when permission had been given to proceed through the consultation phase in accordance with Exeter City Council's Organisational Change Policy.

Members were advised of the changes that had been made to the proposed structure as a result of the feedback received from staff through the consultation process.

Members welcomed the restructure and expressed their thanks for all the work that was undertaken in the Customer Service Centre.

RESOLVED that:-

- (1) the capturing of the proposed establishment of the immediate and short to medium term needs be noted. With further changes to come in Welfare Reform and Business Rates;
- (2) it be noted that there would be a need for the service to remain as agile as possible to reflect the changes in the way the service would be resourced. The structure may therefore need to be reviewed again in 2019; and

RECOMMENDED that Council approves:-

- (3) the proposed new establishment so that formal implementation can commence; and
- (4) an additional budget of £130,000 for 2016/17 as a consequence of the approval of the new establishment.

88 **RESTRUCTURE OF OLDER PERSONS' SERVICES FOR HOUSING**

The report of the Assistant Director Housing was submitted providing a draft business case that sets out proposals for how housing support services would be delivered to tenants living in Exeter City Council's older persons' accommodation from April 2017.

Members were advised that, once the proposals had been considered by Executive, the consultation with the staff and affected tenants would commence.

RESOLVED that:-

- (1) the draft Business Case for the restructure of Exeter City Council's Older Persons' Service be approved; and
- (2) the consultation framework set out in the draft Business Case, which follows the Council's Management of Organisational Change Policy, be approved.

89

STAFFING WITHIN ECONOMY & TOURISM

The report of the Economy and Tourism Manager was submitted to update Members on the results of the Economy and Tourism staff consultation in regard to two additional posts being added to the structure and two existing posts being re-evaluated.

RECOMMENDED that Council approves:-

- (1) the addition of two new posts to the Council's establishment with the amendment of two existing posts' job descriptions and job titles to better reflect the work they undertake;
- (2) the re-evaluation of two additional posts and a change in the name of the service area to Growth & Enterprise as a result of the staff consultation;
- (3) the extension of the secondment of the Assistant Director Economy's to Innovation Exeter (located within the University of Exeter) for a further 12 months; and
- (5) an additional budget of up to £60,000 as a consequence of the re-structure.
- (6)

90

BUSINESS CASE FOR VALLEY PARKS TRANSFER

The report of the Assistant Director Public Realm was submitted to consider the implications for the transfer of the City Council's Valley Parks to Devon Wildlife Trust.

Members supported the proposed way forward which would protect the Valley Parks and aid the enhancement of Suitable Alternative Natural Green Space (SANGS) which was an element of the Habitat Mitigation Strategy.

RESOLVED that:-

- (1) the principle of transfer of the lease of land owned or leased by the City Council in Exeter's Valley Parks, namely Riverside, Ludwell, Mincinglake, Belvedere and Duryard, Barley Valley and Withycombe Way, to Devon Wildlife Trust (DWT) for a period of 30 years, be approved;
- (2) the principle of the grant of a development agreement and ground lease for a period of 99 years on any land identified between the Council and the Devon Wildlife Trust as suitable for a Visitor Centre be approved;
- (3) the principle of providing a financial contribution of a sum equivalent to five years' net revenue budget be approved;

- (4) the draft business case for the transfer of the City Council's Valley Parks to Devon Wildlife Trust be approved for consultation with staff and unions in accordance with the Council's Organisational Change Policy; and
- (5) the outcome of the consultation with staff and unions and the final business case be reported to the next meetings of Place Scrutiny Committee and Executive.

(The meeting commenced at 5.32 pm and closed at 6.40 pm)

Chair

The decisions indicated will normally come into force 5 working days after publication of the Statement of Decisions unless called in by a Scrutiny Committee. Where the matter in question is urgent, the decision will come into force immediately. Decisions regarding the policy framework or corporate objectives or otherwise outside the remit of the Executive will be considered by Council on

<u>BODY</u>	<u>CURRENT REPRESENTATIVES</u>
Age Concern	Mrs M.A. Clark
Barnfield Theatre Board	Cllr Branston
Central Exeter Relief in Need Charity	P Brock Prof. R. Snowden
Councillor Development Steering Group	Cllr Packham (Chair) Portfolio Holder for Support Services (Cllr Pearson) Cllr Baldwin Cllr Brimble Cllr Leadbetter Cllr Wood Cllr Mitchell
Community Safety Partnership Safer Devon Partnership	Leader (Cllr Edwards) Deputy Leader (Cllr Sutton) (Substitute) Leader (Cllr Edwards) Deputy Leader (Cllr Sutton) (Substitute)
Dartmoor National Park Community Forum	Cllr Newby Cllr Robson
Devon Conservation Forum	Cllr Sutton
Devon and Cornwall Food Association	Portfolio Holder for Place (Cllr Hannaford)
Devon and Cornwall Police and Crime Panel	Deputy Leader (Cllr Sutton)
Devon Authorities Strategic Waste Committee	Portfolio Holder for Place (Cllr Hannaford)
Devon County Agricultural Association	Cllr Leadbetter
Devon Historic Buildings Trust	Portfolio Holder for City Development (Cllr Sutton)
Devon Homeless Partnership	Portfolio Holder for Customer Access (Cllr Morse)
Exe Estuary Management Partnership	Cllr Baldwin
Exeter and Heart of Devon Growth Board	Leader (Cllr Edwards)
Exeter Allotment Forum	Portfolio Holder for Place (Cllr Hannaford) Exeter City Councillors representing Wards with allotments sites
Exeter Area Rail Project Working Party	Portfolio Holder for City Development (Cllr Sutton) Cllr Leadbetter Cllr Wardle
Exeter Business Centre Board	Cllr Pearson Cllr Baldwin Cllr Mitchell
Exeter Business Improvement District Board	Portfolio Holder for Economy and Culture (Cllr Denham)

Exeter Canal and Quay Trust Ltd.	Portfolio Holder for Economy and Culture (Cllr Denham) Cllr Branston Cllr Brimble Cllr Edwards Cllr Leadbetter Cllr Pearson Cllr Wardle Cllr Newby
Exeter Citizen's Advice Bureau	Cllr Bull
Exeter Dispensary and in Sickness Fund	Mrs Brock Cllr Mrs YAC Henson
Exeter Fairtrade Steering Group	Portfolio Holder for Communities and Neighbourhoods (Cllr Bull) Cllr Robson Cllr Prowse
Exeter Health and Well Being Board	Leader (Cllr Edwards) Portfolio Holder for Customer Access (Cllr Morse) Portfolio Holder for Sport and Health and Wellbeing (Cllr Bialyk) Cllr Newby
Exeter International Airport Consultative Committee	Cllr Edwards
Exeter Homes Trust Ltd.	The Lord Mayor Cllr Branston Cllr D Henson Cllr Robson Alderman Williamson.
Exeter Municipal Charities – Church List	The Lord Mayor Portfolio Holder for the Housing Revenue Account (Cllr Owen) Alderman Landers Mrs D Baldwin Alderman Danks
Exeter Phoenix Arts Centre Board	Cllr Pearson
Exeter River and Canal User Group	Portfolio Holder for Economy and Culture (Cllr Denham)
Exeter SAFE (Stop Abuse for Everyone)	Cllr Morse
Exeter School	Cllr Prowse
Joint Habitats Mitigation Executive Committee	Portfolio Holder for City Development (Cllr Sutton)
Local Government Association General Assembly	Leader (Cllr Edwards)
Maynard School	Cllr Thompson
Relate	Cllr Robson
Parking and Traffic Regulation Outside London Adjudication Joint Committee	Portfolio Holder for City Development (Cllr Sutton) Cllr Leadbetter
Royal Albert Memorial Museum Trust	Cllr Leadbetter Cllr Robson
Royal Devon and Exeter Healthcare NHS Trust - Council of Governors	Cllr Hannaford

SecAnim (J L Thomas) Liaison Group	Portfolio Holder for Place (Councillor Hannaford) Cllr Hannan (Priory) Cllr Foale (Alphington) Cllr Sills (St Davids) Cllr Vizard (Newtown and St Leonards) One Councillor each only from the above four wards
South West Councils	Leader (Cllr Edwards)
South West Employers Panel	Leader (Cllr Edwards)
South West Water Liaison Group	Portfolio Holder for Place (Cllr Hannaford) Cllr Newby (Topsham) Vacant (Priory) One Councillor each only from the Priory and Topsham wards
St Edmunds and St Mary Major Charities, Exeter	Mr P Brock Cllr Baldwin Cllr Branston Cllr Edwards
St. Leonard's with Holy Trinity Charities	Ms A Sharp Mrs C Dunn Cllr Branston
St Loyes Foundation	Cllr Leadbetter Cllr Ashwood
St Sidwell's Parish Lands and Other Charities	Cllr Vizard Cllr Spackman
St Thomas Church Charities (Seldon and Others)	Mrs M Long Mrs C Smith
Topsham Community Association	Cllr Newby
Topsham Mooring Owners Association	Cllr Baldwin
Topsham River Commissioners	Cllr Baldwin Cllr Newby Cllr Sheldon
Turntable Furniture Re-cycling Project	Cllr Robson
Wessex Reserve Forces and Cadets Association - Devon Committee	Cllr Newby

**CORPORATE MANAGER DEMOCRATIC AND CIVIC SUPPORT
6 JUNE 2016**

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Agenda Annex

SEATING IN THE GUILDHALL

		Deputy Lord Mayor Councillor Holland (C)	Chief Executive & Growth Director	Lord Mayor Councillor Thompson (C)	Corporate Manager Democratic/Civic Support	Corporate Manager Legal	
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Democratic Services Manager (Committees)				Deputy Chief Executive	Assistant Director Finance	
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Councillors	Councillors	Councillors		Councillors	Councillors
Hannan (L)	Packham (L)	Edwards (L)		Leadbetter (C)	Mitchell (LD)
Sills (L)	Harvey (L)	Sutton (L)		Newby (C)	
Warwick (L)	Sheldon (L)	Hannaford (L)		Baldwin (C)	
Musgrave (L)	Lamb (L)	Denham (L)	TABLE	Mrs Henson(C)	
Ashwood (L)	Lyons (L)	Owen (L)		Henson, D. (C)	
Robson (L)	Keen (L)	Pearson (L)		Prowse (C)	
Wood (L)	Foggin (L)	Morse (L)			

Cllr Branston (L)	Cllr Brimble (L)	Cllr Foale (L)	Cllr Bull (L)	Cllr Bialyk (L)	Cllr Gottschalk (L)	Cllr Vizard (L)	Cllr Spackman (L)	Cllr Wardle (L)
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L: Labour : 30
 C: Conservative : 8
 LD: Liberal Democrat : 1

Portfolio Holders

Edwards: Leader
 Sutton : Deputy Leader and City Development
 Bialyk : Sport and Health and Wellbeing
 Bull : Communities and Neighbourhoods
 Denham: Economy and Culture
 Hannaford : Place
 Owen: Housing Revenue Account
 Pearson: Support Services
 Morse: Customer Access

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