



## Exeter City Council

A meeting of **EXETER CITY COUNCIL** will be held at the **GUILDHALL, HIGH STREET, EXETER** on **TUESDAY 26 FEBRUARY 2013**, on the rising of the Special Meeting of Council 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 meeting held on 11 December 2012.	1 - 4
2 Official Communications	
To receive minutes of the following Committees and to determine thereon:-	
3 Planning Committee - 14 January 2013	5 - 12
4 Licensing Committee - 12 February 2013	13 - 16
5 Scrutiny Committee - Community - 15 January 2013	17 - 22
6 Scrutiny Committee - Economy - 17 January 2013	23 - 28
7 Scrutiny Committee - Resources - 23 January 2013	29 - 32
8 Executive - 22 January 2013	33 - 40
9 Executive - 5 February 2013	41 - 48

A plan of seating in the Guildhall is attached as an annexe.

Date: 19 February 2013

Philip Bostock  
Chief Executive

**NOTE: Members are asked to sign the Attendance Register**



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# Agenda Item 1

## THE MEETING OF EXETER CITY COUNCIL

Guildhall  
Tuesday 11 December 2012

The Right Worshipful the Lord Mayor (Cllr Newby)  
The Deputy Lord Mayor (Cllr Prowse)  
Councillors Baldwin, Bialyk, Branston, Brock, Bull, Choules, Clark, Crew, Crow, Dawson, Denham, Donovan, Edwards, Fullam, Hannaford, D J Henson, Mrs Henson, Laws, Lyons, Macdonald, Martin, Morris, Mottram, Owen, Payne, Pearson, Robson, Ruffle, Sheldon, Shiel, Spackman, Sutton, Tippins, Wardle and Winterbottom

63 **APOLOGIES**

Apologies for absence were received from Councillors Bowkett, Leadbetter and Mitchell.

64 **MINUTES**

Subject to the amendment of Min. No. 44 by the deletion in the first line of the words "following item" and the insertion of the words "matter referred to under item 62", the minutes of the meeting of Council held on 16 October 2012 were taken as read and signed as a correct record.

65 **OFFICIAL COMMUNICATIONS**

The Lord Mayor announced with sadness the death of former Councillor Dudley Rogers.

66 **PLANNING COMMITTEE - 29 OCTOBER 2012**

The minutes of the Planning Committee of 29 October 2012 were presented by the Chair, Councillor Bialyk and taken as read.

**RESOLVED** that the minutes of the Planning Committee held on 29 October 2012 be received.

67 **PLANNING COMMITTEE - 3 DECEMBER 2012**

The minutes of the Planning Committee of 3 December 2012 were presented by the Chair, Councillor Bialyk and taken as read.

**RESOLVED** that the minutes of the Planning Committee held on 3 December 2012 be received.

68 **LICENSING COMMITTEE - 27 NOVEMBER 2012**

The minutes of the Licensing Committee of 27 November 2012 were presented by the Chair, Councillor Owen and taken as read.

**RESOLVED** that the minutes of the Licensing Committee held on 27 November 2012 be received.

69 **SCRUTINY COMMITTEE - COMMUNITY - 6 NOVEMBER 2012**

The minutes of the Scrutiny Committee - Community of 6 November 2012 were presented by the Chair, Councillor Shiel and taken as read.

**RESOLVED** that the minutes of the Scrutiny Committee - Community held on 6 November 2012 be received.

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**SCRUTINY COMMITTEE - ECONOMY - 8 NOVEMBER 2012**

The minutes of the Scrutiny Committee - Economy of 8 November 2012 were presented by the Chair, Councillor Crow and taken as read.

**RESOLVED** that the minutes of the Scrutiny Committee - Economy held on 8 November 2012 be received.

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**SCRUTINY COMMITTEE - RESOURCES - 21 NOVEMBER 2012**

The minutes of the Scrutiny Committee - Resources of 21 November 2012 were presented by the Chair, Councillor Baldwin and taken as read.

**RESOLVED** that the minutes of the Scrutiny Committee - Resources held on 21 November 2012 be received.

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**STANDARDS COMMITTEE - 28 NOVEMBER 2012**

The minutes of the Standards Committee of 28 November 2012 were presented by Councillor Brock, the Deputy Chair of the Committee, in the absence of Councillor DJ Henson, who had been appointed Chair for the meeting on 28 November.

The minutes of the Standards Committee held on 28 November 2012 were taken as read.

Council agreed the appointment of Councillor DJ Henson as Chair and Councillor Brock as Deputy Chair of the Committee for the remainder of the current Municipal Year.

Council approved the adoption of a revised Members' Code of Conduct and the amended procedure for dealing with complaints relating to Members.

**RESOLVED** that the minutes of the Standards Committee held on 28 November 2012 be received and, where appropriate, adopted.

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**EXECUTIVE - 20 NOVEMBER 2012**

The minutes of the Executive of 20 November 2012 were presented by the Chair, Councillor Edwards and taken as read.

Members considered the proposed car parking tariff structure, a key rationale behind the changes being the need to maintain the economic vibrancy of the City. With regard to the programme of additional promotional activity for the Christmas period, it was hoped that a successful Business Improvement District (BID) ballot would enable funding by the business sector of enhancements such as Christmas lights in future years.

Members also discussed the far-reaching welfare reforms and the serious impact on the individuals and families who would be adversely affected by the changes as well as the potential implications for the Council. Although it was noted that some aspects of welfare reform were essential and that certain elements of the changes might remove disincentives to work, Members feared that the changes would impact on the most vulnerable in society as well as expressing particular concern about the

disproportionate effect on low paid workers, the impact of the Housing Benefit cap and the anticipated increase in debt, hardship and homelessness. Some Members commented that the proposals appeared to be disjointed and hoped that new Ministerial Guidance would address some of the issues.

**RESOLVED** that:-

- (1) Executive recognises that it is Central Government through its programme of cuts and changes to the welfare benefits system, that is forcing this Council to urgently implement measures to help mitigate the effects that the reforms would have on both the local economy and the residents of Exeter; and
- (2) the report and the implications of the Government's welfare reform programme on the Council's services and benefits claimants be noted and the proposed interventions be approved; and

**RESOLVED** that the minutes of the Executive held on 20 November 2012 be received and, where appropriate, adopted.

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#### **EXECUTIVE - 4 DECEMBER 2012**

The minutes of the Executive of 4 December 2012 were presented by the Chair, Councillor Edwards and taken as read.

In light of the Government's announcement of financial support for flood prevention measures, Members welcomed the Council's commitment of £3 million to help with the cost of the works which was now of particular relevance given the increasing number of severe weather conditions experienced in recent years.

The Council would be preparing a City Deal prospectus in anticipation of a third wave of the Government's City Deals programme and Members would be informed of the cost of engaging consultants to produce the prospectus. It was considered that this work was likely to prove of long term benefit to the Council as was the consultants' work in respect of Business Transformation, therefore justifying the supplementary budgets sought and agreed in both cases. In respect of the Systems Thinking work, it was anticipated that, ultimately, there would be a greatly reduced reliance on external support.

Members discussed the budget strategy for 2013/14 which assumed a 2% increase in Council Tax. Whilst some Members felt that the Council Tax should be frozen, others felt that additional resources could be prudently used for the economic benefit of the City. The implications of the Welfare Reform measures were also discussed.

The following Councillors declared interests:

<b>COUNCILLOR</b>	<b>MINUTE</b>
Prowse	120 (Member of Devon County Council)
Crow	126 (knows some of the residents in the Exhibition Way area)

**RESOLVED** that the minutes of the Executive held on 4 December 2012 be received and, where appropriate, adopted.

(The meeting commenced at 6.00 pm and closed at 8.03 pm)

Chair



## PLANNING COMMITTEE

Monday 14 January 2013

### Present:

Councillor Bialyk (Chair)  
Councillors Lyons, Denham, Donovan, Edwards, Mrs Henson, Morris, Owen, Prowse,  
Spackman, Sutton and Winterbottom

### Apologies:

Councillor Mitchell

### Also Present:

Assistant Director City Development, Planning Solicitor, Senior Area Planning Officer and  
Member Services Officer (SJS)

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### MINUTES

The minutes of the meetings held on 29 October and 3 December 2012 were taken as read and subject to the following being added to 3 December 2012 minute no.125 regarding Councillor Macdonald speaking Under Standing Order No.44 - 'Councillor Macdonald circulated a diagram showing the Master Plan including allotments in a space of their own; information from Devon County Council that they were now the Lead Local Flood Authority; information about play space and Eagle One had not got back to her regarding her list of concerns', the minutes were signed by the Chair as correct.

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### DECLARATIONS OF INTEREST

No declarations of interest were made by Members.

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### PLANNING APPLICATION NO.12/1416/03 - 4 DART WALK, EXETER, EX2 7QF

The Senior Area Planning Officer presented the application for the replacement of garage doors with french doors/windows to facilitate an additional unit of accommodation at 4 Dart Walk, Exeter.

This was a retrospective application. The property was owned and run by a Home Care Agency which provided an element of care to the occupants. A carer lived at the address. The applicant's agent advised that the use was ancillary to 4 Dart Walk and was not a separate dwelling. Internally, the former garage contained a kitchen and a bathroom and was capable of being occupied without using any facilities within the main dwelling. The garage could be accessed via a door from the back garden of 4 Dart Walk and also off the rear drive via two patio doors which were in the place of the former garage doors.

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

The recommendation was for refusal subject to the reasons as set out in the report.

In response to Members, the Senior Area Planning Officer advised that it would be possible to add conditions to seek to ensure that any conversion was ancillary to 4 Dart Walk and making it a personal consent to the applicant.

Mr Coles (representing local residents) spoke against the application. He circulated electronic photographs of the garage and surrounding area. He raised the following points:-

- the parking of vehicles outside the garage of 4 Dart Walk caused access problems to the garages of 5 and 6 Dart Walk; there was a right of way over part of the area, where vehicles parked, outside the garage of 4 Dart Walk
- if permission was granted this garage should not be independent to the main dwelling as it could be sold off in years to come
- the conversion of the garage caused parking problems in the area.

In response to Members, Mr Coles clarified that vehicles parked on an area outside of the garage of 4 Darts Walk which was a turning area/right of way and caused problems for the residents of 5 and 6 Dart Walk in accessing their garages and parking spaces; and 5 and 6 Dart Walk had single garages with a parking space in front.

During discussion, Members raised the following points:-

- any accommodation would need to be ancillary to the main dwelling and should have a personal consent
- the garage was built for a purpose and it would create a precedent should this application be given permission
- some uncertainty as to the parking area and rights of way to rear of 4, 5 and 6 Dart Walk.

The Senior Area Planning Officer clarified that there were two parking spaces to the front of 4 Dart Walk.

The Planning Solicitor advised that any conditions would not cover any areas outside of the application site and the parking of vehicles to the rear outside of the garage to 4 Dart Walk would be difficult to monitor.

**RESOLVED** that planning permission for replacement of garage doors with french doors/windows to facilitate an additional unit of accommodation be **refused** for the following reasons:-

- 1) The proposal is contrary to Policy CO6 of the Devon Structure Plan 2001-2016, Policy DG1 (a, e and i) and Policy DG4 of the Exeter Local Plan 1995-2011 and the Council's Supplementary Planning Document 'Residential Design Guide' because:
  - i) the annexe is tantamount to a new dwelling which has a poor relationship with the host property, to the detriment of the character of the area and the amenity of the occupants;
  - ii) its limited size and restricted outlook fail to provide an acceptable standard of amenity; and,
  - iii) it would create an undesirable precedent for similar proposals which, individually or collectively, would detract from the character and appearance of the area.
- 2) The proposed development has removed existing facilities to accommodate the parking of vehicles within the site, and the resulting obstruction created by the displaced vehicles encourages parking on the highway, with consequent additional danger to all users of the road contrary to Policy TR10 of the Devon County Structure Plan.

(Report circulated)



**PLANNING APPLICATION NO.12/1488/03 - 3 THE BARTON, MILL ROAD,  
EXETER, EX2 6LJ**

The Senior Area Planning Officer presented the application for a detached dwelling, parking and associated works at 3 The Barton, Mill Road, Exeter.

This site was granted planning consent in 2011 for the demolition of an existing building and construction of a detached two-storey, four bed dwelling. This application was for a contemporary dwelling which, would be set lower down, with render and timber cladding and a 1.8 metres close board fence on three sides of the site.

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

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

Mr Jones (agent) spoke in support of the application. He raised the following points:-

- the proposed dwelling would be lower down in the site than the previous approval
- the shape was more relaxed
- materials were in keeping with the area - 1 and 2 Mill Road were render and 11, 13, 15 and 17 had some timber
- would replace western boundary fence with planting
- this was a modern dwelling which would be lower down in the site and less assertive than the previous approval
- the brick which would be used on the approved application would look vastly different from the older original brick on the adjacent listed building
- the timber used would weather to a light grey and would soften the appearance of the dwelling
- would not impose on the adjacent listed building.

In response to Members, Mr Jones clarified that the timber to be used was cedar which would weather well to a light grey colour; the applicants had just completed building a dwelling in Duryard; did not know if the applicants would build out the original application if this one was refused although they would have the option to appeal any refusal.

The majority of Members were of the view that the original application was a more suitable proposal in this location than the current proposal and that the design was inappropriate.

**RESOLVED** that planning permission for a detached dwelling, parking and associated works be **refused** for the following reason:-

- 1) The proposed development is contrary to the provisions of the National Planning Policy Framework concerning design, Policy CO6 of the Devon Structure Plan 2001 to 2016, Policy CP17 of the Exeter Local Development Framework Core Strategy (2012), and Policies DG1(b), (f), (g), (h) and (i) of the Exeter Local Plan First Review 1995-2011 because by virtue of its unsympathetic design and materials the proposed dwelling would be an incongruous form of development which would be detrimental to the character and appearance of the area.

(Report circulated)

**PLANNING APPLICATION NO. 12/1426/03 - 130 FORE STREET, EXETER, EX4  
3JQ**

The Assistant Director City Development presented the application for alterations and roof level re-development to provide 13 flats with associated access and communal facilities at 130 Fore Street, Exeter.

The application site was located on the junction of Fore Street and West Street and within the Central Conservation Area. The application was now for 13 flats over six levels, some units were split level and mainly single aspect. The application had been amended to remove one flat the area now to be used for refuse storage. No car parking spaces were proposed with this scheme.

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

The Assistant Director City Development clarified that there were 17 cycle spaces which were adequate for the number of flats and there would be a management agreement to control the refuse storage.

The recommendation was for approval subject to the completion of a Section 106 Agreement (or appropriate alternative means of securing payment) requiring a financial contribution towards protection of Natura 2000 sites and conditions as set out in the report.

**RESOLVED** that planning permission for alterations and roof level redevelopment to provide 13 flats with associated access and communal facilities be **approved** subject to the completion of a Section 106 Agreement (or appropriate alternative means of securing payment) requiring a financial contribution towards protection of Natura 2000 sites and the following conditions which may be modified if necessary:-

- 1) The development to which this permission relates must be begun not later than the expiration of three years beginning with the date on which this permission is granted.  
**Reason:** To ensure compliance with sections 91-92 of the Town and Country Planning Act 1990.
- 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 \*\*\*\* as modified by other conditions of this consent.  
**Reason:** In order to ensure compliance with the approved drawings.
- 3) Samples of the materials it is intended to use externally in the construction of the development shall be submitted to the Local Planning Authority and the development shall not be started before their approval is obtained in writing and the materials used in the construction of the development shall correspond with the approved samples in all respects.  
**Reason:** To ensure that the materials conform with the visual amenity requirements of the area.
- 4) Notwithstanding condition no 2, no work shall commence on site under this permission until full details of the following 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 balcony;

f) means of enclosure at first floor level;

h) location of site compound

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

- 5) No part of the development hereby approved shall be occupied until all residents have been issued with a Green Travel Pack to inform them they will not qualify for on-street parking permits and shall include the locations, routes and times of public transport services, the locations of walking and cycle routes, central shopping and leisure facilities in accordance with details that shall previously have been submitted to, agreed and approved in writing by the Local Planning Authority and shall be updated annually.  
**Reason:** To ensure that all residents are aware of the 'car free' status of development.
- 6) Prior to occupation of the development hereby permitted, secure cycle parking shall be provided in location shown on drawing no. in accordance with details previously submitted to and approved in writing by the Local Planning Authority, and the cycle parking shall be maintained thereafter.  
**Reason:** To ensure that cycle parking is provided, to encourage travel by sustainable means
- 7) No part of the development hereby approved shall be commenced until a method of demolition and construction statement, to include details of:  
a) parking and vehicles of site personnel, operatives and visitors;  
b) loading and unloading of plant and materials;  
c) storage of plant and materials;  
d) programme of works to include measures for traffic management;  
e) vehicle washdown measures and facilities; and  
f) provision of boundary hoarding  
have been submitted to, agreed and approved in writing by the Local Planning Authority and the development shall be carried out in accordance with the agreed details throughout the development works.  
**Reason:** In the interests of public safety and to ensure that adequate on-site facilities are available throughout the development period.
- 8) Construction 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:** In the interest of residential amenity.
- 9) No development shall take place within the site until a written scheme of archaeological work has been submitted and approved in writing by the Local Planning Authority. This scheme shall include on-site work, and off-site work such as the analysis, publication, and archiving of the results. All works shall be carried out and completed as approved, unless otherwise agreed in writing by the Local Planning Authority.  
**Reason:** To ensure the appropriate identification, recording and publication of archaeological and historic remains affected by the development.
- 10) 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 in consultation with the RSPB. 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 in the locality.

- 11) Notwithstanding condition no 2 no work shall commence on site under this permission until a refuse bin storage management strategy plan has been submitted to and approved in writing by the Local Planning Authority and the plan shall be implemented in accordance with the details agreed at all times thereafter.

**Reason:** In the interests of residential amenity.

In the event that the Section 106 Agreement is not completed within 3 months of the date of this committee meeting, authority be delegated to the Assistant Director City Development to refuse permission for the reason that inadequate provision has been made for the matters which were intended to be dealt within the Section 106 Agreement.

(Report circulated)

6 **PLANNING DECISIONS TAKEN UNDER DELEGATED POWERS AND WITHDRAWN APPLICATIONS**

The report of the Assistant Director City Development was submitted.

**RESOLVED** that the report be noted.

(Report circulated)

7 **BUILDINGS AT RISK**

The Assistant Director City Development presented the buildings at risk report. Members were advised that there was a correction the University was selling Thomas Hall to Thomas Hall Estates Ltd.

**RESOLVED** that the report be noted.

(Report circulated)

8 **APPEALS REPORT**

The schedule of appeal decisions and appeals lodged was submitted.

**RESOLVED** that the report be noted.

(Report circulated)

9 **SITE INSPECTION PARTY**

**RESOLVED** that the next Site Inspection Party will be held on Tuesday 5 February 2013 at 9.30 a.m. The Councillors attending will be Denham, Spackman and Winterbottom.

**Additional Information Sheet**

Correspondence received and matters arising following preparation of the Agenda

(The meeting commenced at 5.30 pm and closed at 6.48 pm)

Chair

## PLANNING COMMITTEE

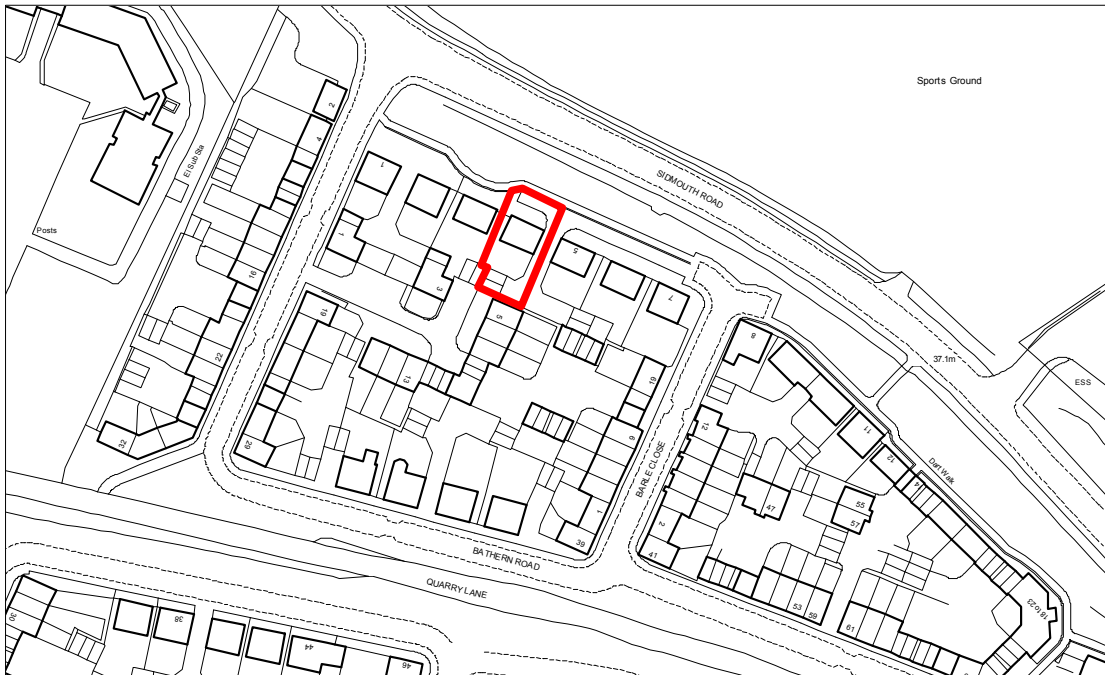
14 JANUARY 2013

### ADDITIONAL INFORMATION

Correspondence received and matters arising following preparation of the Agenda

<p><b>Item 5</b> <b>Pages 1-4</b> <b>Ref: 12/1416/03</b> <b>4 Dart Walk</b> <b>Exeter</b></p>	<p>The site plan on the published agenda shows the location of the site incorrectly. A corrected version is attached to this update sheet.</p> <p>Notwithstanding the issues surrounding the use of the former garage, the patio doors which have been installed do not have planning permission. This is required because permitted development rights were removed when the original development was approved. If Members are minded to approve the application as ancillary accommodation, it is recommended that these doors are replaced with windows and/or walls that cannot provide access to the building. There is no need for access from the side as the building is accessible through the garden of 4 Dart Walk. This would be minimise disturbance to neighbours and reassure them that the building could not become a separate dwelling in the future. The replacement of the patio doors within an appropriate timescale could be secured by a condition. A further condition is recommended specifying that the use of the building is ancillary to 4 Dart Walk.</p>
<p><b>Item 6</b> <b>Pages 5-10</b> <b>Ref: 12/1488/03</b> <b>3 The Barton</b> <b>Mill Road</b> <b>Exeter</b></p>	<p>Two additional Drawings (No. 942-21A &amp; 942-13A) were submitted on 9 January 2013 comparing the approved scheme (Application No. 11/1098/03) and the proposed scheme. They will be shown on the powerpoint presentation.</p>
<p><b>Item 7</b> <b>Pages 11-18</b> <b>Ref: 12/1426/03</b> <b>130 Fore Street</b> <b>Exeter</b></p>	<p>Revised plans have now been received which use Unit 1 as the refuse storage area for the proposed flats, existing 3 flats and retail premises. The Refuse Department has advised that, in principle, this arrangement would be acceptable. Consequently the overall number of units will be reduced to 13.</p>
<p><b>Item 9</b> <b>Page 41-46</b> <b>Buildings at Risk Report</b></p>	<p><u>Thomas Hall</u> Correction: The University is selling Thomas Hall to Thomas Hall Estates Limited.</p>

#### 4 Dart Walk



Scale 1:2000

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## LICENSING COMMITTEE

12 February 2013

### Present:

Councillor Keith Owen (Chair)

Councillors Clark, D J Henson, Leadbetter, Macdonald, Payne, Pearson, Robson, Ruffle, Shiel, Tippins and Winterbottom

### Apologies:

Councillors Dawson and Choules

### Also present:

Assistant Director Environment, Corporate Manager - Legal, Licensing Solicitor, Solicitor, Principal Licensing Officer and Member Services Officer (SJS)

### 1 **Minutes**

The minutes of the meeting held on 27 November 2012 were taken as read and signed by the Chair as a correct record.

### 2 **Declarations of Interest**

No declarations of interest were made by Members.

### 3 **Consultation on the formulation of policy for Sex Entertainment Venues & other Sex Establishments**

The Assistant Director Environment presented the report seeking to proceed with a public consultation exercise in order to inform any revision of the current interim policy on sex establishments previously adopted by this Committee in July 2012. Members were asked to consider the proposed consultation questionnaire and confirm the timetable for considering responses from the consultation.

The Assistant Director Environment addressed the position with regard to an alternative questionnaire that had been circulated. He clarified the difficulties of replacing the published questionnaire wholesale and the need to protect the Council from legal challenge.

Members were updated on the background and consultation process. They were advised that the questionnaire had been modelled on one used by the City of London where expert legal advice had been sought. The Council needed to have a robust policy that was defensible to challenge.

The Assistant Director Environment advised of the discretionary grounds and that further work would be undertaken with the Community Consultation Officer and Equalities and Diversity Officer to ensure that the questionnaire was in plain English and the equalities questions were in line with those usually used on Council forms. He reported that ground 5 would be amended to read: *The grant of the licence would be inappropriate having regard to the character of the neighbouring properties.*

Members were circulated with an extensive list of organisations to be consulted.

In response to Members, the Assistant Director Environment clarified the following:

- if Members were aware of other organisations which they feel should be consulted please inform officers
- this consultation was not a referendum; the responses would be brought back to the Licensing Committee for consideration
- the details regarding name/address/phone number should help to deter people from filling out multiple questionnaires;
- expert legal advice from Philip Kolvin QC had been sought on the need for the consultation process
- the final decision on the policy would be made by this Committee
- the questionnaire contained questions on the locality and the neighbourhood (grounds four and five, questions ten and twelve)
- an Equality Impact Assessment was not required, however, due regard to the duties under the Equality Act 2010 had been taken in relation to the consultation

During discussion, Members raised the following points:

- need to ensure that the questionnaire was in plain English
- concern regarding the use of the word locality
- should the layout be changed to include the preamble before each relevant question
- why were the views expressed on grounds of morality not to be included?

The Chair advised that any amendments, including the use of plain English, could be undertaken by officers in consultation with the Chair of Licensing Committee.

The Assistant Director Environment informed Members that the consultation needed to cover all sex establishments, as the interim policy applied to all such.

The Licensing Solicitor clarified that an Equality Impact Assessment would be provided when the draft policy was brought back to the Committee in July. Locality was a term not defined in the legislation and was intended to afford the local authority flexibility in the scope of its policy drafting as well as the determination of individual applications. It would be for a party to an application to establish locality on the basis of an area that could be said to be affected by the presence of a sex establishment. This might be explained further in the preamble to the questionnaire but one of the aims was that defined localities would emerge as a result of the consultation process.

**RESOLVED** that:

- (1) delegated authority be given to the Assistant Director Environment to make necessary amendments to the preamble to the consultation questionnaire and, where possible, to ensure it is plain English in consultation with the Chair of the Licensing Committee;
- (2) public consultation on the Sex Establishment Policy be undertaken, commencing 1 March 2013 until 31 May 2013, as outlined in this report;
- (3) officers report the outcome and conclusions of the consultation to this Committee in July 2013; and
- (3) any revision to the Sex Establishment Policy be approved by this Committee.

(Report circulated)



4 **Proposals for Deregulating Entertainment Licensing**

The Principal Licensing Officer presented the report informing the Licensing Committee of proposed changes to the Licensing Act 2003 and advising on the potential impact this new legislation would have when in place.

Members were updated on the background, the proposals for deregulation, suspension of licensing between 0800 hours and 2300 hours and exemptions.

**RESOLVED** that the report be noted.

(Report circulated)

5 **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 item on the grounds that it 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**

6 **Application for the issue of a Street Trading Consent (Mr AK)**

Councillor Payne clarified his position with regards to the objector.

The Principal Licensing Officer reported that Mr AK had applied for a consent to street trade for a period of three months in Hele Road (outside Exeter College) Exeter. He would be selling hot dogs from a traditional mobile hot dog vending cart. The dimensions of the cart were 150cm wide, 150cm in length and 140cm in height. The hours requested for trading would be Monday to Friday during the opening hours of Exeter College.

Mr L (representing Mr AK) attended the meeting and spoke in support of the application.

Mr S attended and spoke objecting to the application.

Councillor Prowse spoke raising concerns regarding the application.

The Licensing Committee retired to make its decision.

**RESOLVED** that consent be granted as applied for, for a period of three months.

(Report circulated to Members)

The meeting commenced at 5.45 pm and closed at 7.35 pm

Chair

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## SCRUTINY COMMITTEE - COMMUNITY

15 January 2013

### Present:

Councillor Shiel (Chair)

Councillors Branston, Bowkett, Choules, Clark, Dawson, Donovan, Laws, Morris, Mottram, Payne and Tippins

### Apology:

Councillor Mitchell

### Also present:

Strategic Director (MP), Strategic Director (KH), Assistant Director Economy, Assistant Director Environment, Housing Needs Manager, Leisure Facilities Manager and Member Services Officer (HB)

### In attendance:

Councillor RM Hannaford - Portfolio Holder for Housing and Community Involvement  
Councillor Sheldon - Portfolio Holder for Environment and Leisure

### In attendance – Parkwood Leisure

Darren Parrott - Assistant Regional Director  
Stephen Hughes - General Manager

## **1 Minutes**

The minutes of the meeting held on 6 November 2012 were taken as read and signed by the Chair as correct.

## **2 Declaration of Interests**

No declarations of interest were made.

## **3 Parkwood Leisure Management Contract**

The Chair welcomed Darren Parrot, Assistant Regional Director and Stephen Hughes, General Manager of Parkwood. Their presentation covered the contract terms, outlined the monitoring arrangements, enlarged on challenges and concerns, outlined Parkwood's investments/joint investments and set out successes and plans for the future. This was year two - October 2011 to September 2012 - of a ten year contract.

The Parkwood representatives responded as follows to Members' queries and comments on both the presentation and the report of the Assistant Director Economy on the performance of the Parkwood Leisure Management contract for year two:-

- classes for the disabled were held at the Riverside and a mini Olympics event had been held at the centre in the summer. It was hoped to extend these opportunities and funding support had been obtained in the past for such activities from Active Devon and Sportivate;
- customer attendance had increased at the Riverside by 31% (54,000) in year two of the contract, mostly attributable to an enlarged gym. The increase in incidents and accidents reported at the Pyramids was attributed to improved reporting procedures;
- responding to a Member, who referred to a complaint from a member of the public in respect of the Riverside pool and changing rooms, it was reported that a dedicated cleaner for the pool changing rooms had been engaged. Many comments were received relating to environmental issues and, specifically, air and water temperatures. Customer perception of the temperature of a swimming pool differed according to age, type of activity etc;
- the Council was responsible for major repairs and structural issues with Parkwood responsible for internal maintenance;
- bids for capital improvements were made in competition with the 84 Parkwood leisure centres nationwide;
- issues previously raised regarding the wearing of arm bands and access at the Riverside were being addressed, the new door entry security system having temporarily malfunctioned over the Christmas period;
- satisfaction levels were highest at the Northbrook Golf Course at 92% and the Wonford Sports Centre at 94% and lowest at the Pyramids at 63%. At the latter, humidity problems had been caused by a malfunctioning air handling unit which was reaching the end of its working life and cosmetic improvements had been made to the ladies' changing room. Customers would be asked to express a preference on the layout of the men's changing rooms for improvements here also;
- promotion included a half page advert in the Express and Echo, an improved website, internal promotions in the centres, a company Facebook facility and mail-outs to Exeter residents; and
- the Excite Card scheme offered no admission charge and advanced bookings at the leisure centres and was available to customers. It was agreed that additional promotional activity was needed to increase take up of the card and its benefits.

Scrutiny Committee - Community noted the report and presentation, thanked the Parkwood representatives for their presentation and noted that issues would be further progressed at forthcoming meetings of the Parkwood Leisure Services Working Group.

#### **4 Devon Joint Health and Well Being Strategy**

The Chair welcomed Ian Tearle, Head of Health Policy, Directorate of Public Health, NHS Devon. He explained the national and local health commissioning structures and detailed the NHS National Commissioning Board Local Area Teams covering Devon, Plymouth, Torbay and Cornwall and the two Clinical Commissioning Groups of North, East and West Devon and South Devon and Torbay.

Local authorities had a new statutory duty to take steps to improve the health of their local population and to develop holistic solutions to health and wellbeing. They were also required to establish Health and Wellbeing Boards and publish a Joint Health and Wellbeing Strategy and employed Directors of Public Health as strategic leaders for public health and inequalities locally. The services local authorities were required to commission were listed, those of sexual health, national child measuring programme, NHS Health Checks, protection of the health of the population and provision of public health expertise to NHS Commissioners being mandatory. The four themes of the Joint Health and Well Being Strategy which clustered priorities identified following consultation were:-

- a focus on families;
- healthy lifestyle choices;
- independence in older people; and
- social capital and building communities.

Ian Tearle responded, as follows, to Members' comments and queries:-

- the Shadow Health and Well Being Board included three County Councillors – the Portfolio Holders for Adult Social Care, Families and Post 16, Resources and Children, Health and Well Being and West Devon Councillor James McInnes who represented the eight Districts. The new Board, a Statutory Committee of the County Council, would meet from 1 April 2013 and a review of membership would occur after the County elections in May. A broader spectrum of representatives could be an outcome, although it was likely that the body would remain a small and strategy focussed group rather than increase its membership to some 30-40 members, as existed elsewhere;
- with regard to future Board responses to pressures to cut services (such as the recent threat to the domestic/sexual abuse service), it was acknowledged that the Board was not an executive body with a budget and that the true test of its effectiveness would be its ability to challenge and influence commissioning patterns. An example would be to ensure a balance between resources committed to reactive treatment services in particular in the Acute Hospital setting and support for preventative measures; and
- Members welcomed the proposals for local engagement through developing relationships with the Eastern locality team and engagement networks such as Healthwatch and Patient Representation Groups and sought continued feedback and data provision at ward level. Exeter SHIP already provided a prioritising and monitoring role and City Council services possessed health and well being roles through housing, leisure and environmental health.

See NHS Devon website for Devon Health and Well Being Strategy.

[www.devonhealthandwellbeing.org.uk](http://www.devonhealthandwellbeing.org.uk)

The Chair thanked Ian Tearle for attending.

### **ESTIMATES, CAPITAL BIDS AND FEES AND CHARGES 2013/14**

#### **5 Community - General Fund - Estimates/New Capital Bids/Fees and Charges**

The Strategic Director (MP) presented the report on the Community Revenue Account Estimates and Fees and Charges, which outlined the strategic framework within which the estimates had been prepared, changes in accounting practices which affected all budgets and gave detailed reasons for major changes in the

Management Unit estimates. A detailed schedule of the capital programme for Community was also attached to the report.

As the provision of waste containers to new households and the replacement of damaged or missing containers imposed a considerable cost to the Council, it was proposed that a fee be charged in certain circumstances for their replacement. Prices were weighted in order to encourage residents to use a smaller container, reduce their waste and recycle more. In some scenarios, wheeled bins would continue to be provided at no charge.

Scrutiny Committee - Community noted the draft Revenue Estimates for 2013/14, the proposed Capital Programme and Fees and Charges for further consideration by Executive.

(Report circulated)

## **6 Community - Housing Revenue Account - Estimates/New Capital Bids/Fees and Charges**

The Strategic Director (KH) presented the report on the Housing Revenue Account Estimates and Fees and Charges, which outlined the strategic framework within which the estimates had been prepared, changes in accounting practices which affected all budgets and gave detailed reasons for major changes in the Management Unit estimates. A detailed schedule of the capital programme for Housing was also attached to the report.

Scrutiny Committee - Community noted the draft Revenue Estimates for 2013/14, the proposed Capital Programme and Fees and Charges for further consideration by Executive.

(Report circulated)

### **MATTERS FOR CONSIDERATION BY EXECUTIVE**

## **7 Housing Rents 2013/14**

The Housing Needs Manager presented the report recommending a rent increase for council dwellings from 1 April 2013.

An increase was proposed reflecting a general inflationary increase of 3.1% together with a convergence factor to reflect the number of years to rental convergence. The draft subsidy determination was based upon convergence by 2015-16. The rent increase, on average, would be 6%.

The current Government guidelines were that service charges should only be increased by RPI plus 0.50%. For 2013/14 this equated to an increase of 3.1%.

Scrutiny Committee - Community noted the report and recommended Executive to:-

- (1) approve a rent increase by an average of 6% from 1 April 2013 which includes a general inflationary increase of 3.1% together with the phased introduction of the Government's rent restructuring proposals;
- (2) approve a service charge increase of 3.1% with the exception of those charges set out below:-

- (a) 2.5% increase in respect of cleaning communal areas in line with anticipated rises in cleaning contract costs;
  - (b) 0% increase in respect of communal electricity at Weirfield House;
  - (c) 0% increase in respect of water at Magdalen Gardens; and
  - (d) 14% increase in heating in respect of Toronto House due to the rises in both consumption and gas costs (heating system programmed to be replaced during 2013/14); and
- (3) an increase in garage rents of 3.1%.

(Report circulated)

## 8 Tackling Homelessness

The Housing Needs Manager presented the report updating Members on the flexibilities created by changes to Homelessness Legislation made as part of the Localism Act and to seek Members' approval on the proposed use of these new flexibilities.

Members were anxious to ensure that, in offering short term tenures of private sector properties to the homeless, those receiving the offer were both appropriate and willing recipients. They were reassured that housing officers would deal with each case sensitively and that private sector offers would, as far as possible, be for those desirous of such accommodation. Those cases which were more appropriately suited to social housing would be directed to that sector. It was also confirmed that only landlords who met the Council's criteria were involved, that is, those on the Extralet scheme. With regard to proposals for utilising vacant University accommodation blocks to house the homeless, it was the intention for a third of the units to be made available temporarily to the homeless before moving on to other affordable rented accommodation and for the remaining two thirds to be offered to young couples and young single people.

Scrutiny Committee - Community noted the report and requested Executive to:-

- (1) approve the use of the new flexibilities, as set out in the report;
- (2) agree that, whenever a suitable private property becomes available and, as long as the property offered is suitable, it is used to make an offer regardless of the households' cause of homelessness or household composition. Whenever a private property becomes available the Council will usually seek to offer it to the most recently accepted homeless applicant to minimise disruption to those who have been waiting longest, are settled in temporary accommodation and are closest to receiving an offer of permanent affordable housing however, where this is not appropriate, the offer in respect of each case will to be judged on its merits and at the discretion of the case officer; and
- (3) agree that officers monitor the use of the flexibilities and report back to this Committee in 12 months.

(Report circulated)

**MATTER FOR CONSIDERATION BY SCRUTINY COMMITTEE - COMMUNITY**

**9 Housing Related Complaints**

The Housing Needs Manager presented the report advising Members of changes to how Exeter City Council would treat housing related complaints following the introduction of the Localism Act 2011 and setting out the way landlord services must deal with complaints.

Scrutiny Committee - Community noted the report

(Report circulated)

The meeting commenced at 5.30 pm and closed at 8.00 pm

Chair



## SCRUTINY COMMITTEE - ECONOMY

17 January 2013

### Present:

Councillor Crow (Chair)

Councillors Brock, Baldwin, Bialyk, Bull, Choules, Crew, Lyons, Mottram, Pearson, Prowse, Robson and Wardle

### Also present:

Strategic Director (KH), Strategic Director (MP), Assistant Director Economy, Assistant Director Finance, Senior Accountant, Tourism Development Manager, City Centre Manager and Member Services Officer (SLS)

### In attendance:

Councillor Rosie Denham	- Portfolio Holder for Economy and Tourism
Councillor Rachel Sutton	- Portfolio Holder for Sustainable Development and Transport

### Also in attendance:

John Rigby	Chair of the Exeter and East Devon Low Carbon Task Group
Anthony Norton	Head of the Centre for Energy and the Environment, Exeter University

## **1 Minutes**

The minutes of the meeting held on 8 November 2012 were taken as read, and signed by the Chair as correct.

## **2 Declarations of Interest**

No disclosable pecuniary interests were declared.

## **3 Questions from Members of the Council Under Standing Order 20**

In accordance with Standing Order 20, a question from Councillor Prowse, was put to the Portfolio Holder for Sustainable Development and Transport.

Councillor Prowse said that he was aware that there had been a significant number of objections made to the proposal to change the banding of parking tariffs at a number of city centre car parks. He was concerned that the change would be effective from 21 January 2013, and there would be little redress other than through the legal system, and sought information on the 'number of lawful objectors to the Parking Places Order 2013.

Copies of the question had previously been circulated to Members. Councillor Sutton, the Portfolio Holder's reply is set out below:-

The period for objections would now close on 21 January 2013. The effective date for implementation, subject to proper consideration of objections, was now 4 February 2013. Councillor Sutton said she was not able to comment on the nature of responses, but understood the total number of e-mails and letters received to date to

be approximately 270. The process is that a meeting would be held between herself, the Leader and the Strategic Director to consider the objections and decide whether to proceed with the proposals. She would endeavour to keep Councillor Prowse updated.

## **MATTER FOR CONSIDERATION BY SCRUTINY COMMITTEE ECONOMY**

### **4 Exeter and East Devon Low Carbon Task Force - District Heating Networks in Exeter**

Councillor Prowse expressed an interest as a Member of Devon County Council.

John Rigby, Chair of the Exeter and East Devon Low Carbon Task Force Group and Anthony Norton, Head of the Centre for Energy and the Environment, University of Exeter gave a presentation to Members on the recent progress and potential for establishing district heating in the Exeter area. A heating network and Combined Heat and Power (CHP) plant would provide an energy efficient means of generating heat and electricity, and provide future economic benefits to the wider community and go some way to address concerns over fuel poverty. Following the City Council's approval of the Core Strategy, decentralised energy networks have been seen as the preferred solution within large scale developments particularly for strategic allocations such as at Monkerton, Newcourt, and the Alphington south west Exeter corridor. A further focus for the Task Group has been on the city centre heating network, which would serve a number of larger energy users in the city centre and the south west Exeter urban extension. The establishment of an Energy Service Company (ESCO) with public sector participation was identified as the most effective way forward.

Anthony Norton also updated Members on the initial results of the Exeter Energy Network Study. He confirmed that a further report, including a business plan, containing a mixed investment model to progress District Heating would be completed later in the spring.

John Rigby responded to a number of comments, reassuring Members that Eon had made a consumer price promise, and although the heating network would extend across the city, it was too ambitious to include the full range of existing properties in the first years of operation. Nevertheless, the investment would have to be made. He also confirmed that the impact on City Council resources currently extended to officer time. It was acknowledged that a significant investment would have to be made to progress future delivery, but that could be recouped through developers in due course.

The Strategic Director (KH) reiterated the City Council's position of being able to benefit from the expertise of John Rigby and Anthony Norton and the significant grant funding which enabled the Cranbrook project to commence.

The Chair thanked John Rigby and Anthony Norton for their informative presentation.

Scrutiny Committee – Economy noted the progress made on negotiations for a Combined Heat and Power plant and heat network at Monkerton, and supported the following: –

- (1) the principle of developing a detailed proposal for an Energy Service Company (ESCO) to deliver a city centre heat network through a District Heating group;

- (2) joint working with other public sector bodies in the Growth Area to devise a viable scheme for this network;
- (3) market testing for this network to establish the likely level of private sector interest; and
- (4) the commissioning of a city wide Energy Strategy.

(Report circulated)

## **CAPITAL PROGRAMME, FEES AND CHARGES AND ESTIMATES**

### **5 Budget Estimates 2013/14**

The Strategic Director (KH) outlined the strategic framework within which the 2013/14 Estimates had been prepared, changes in accounting practices which affected all budgets and any significant changes in the Management Unit estimates. The budget framework, Capital Programme and proposed new schemes for the areas covered by Scrutiny Committee - Economy and proposed 2013/14 Fees and Charges were included as an appendix.

The Government had now announced the provisional two-year local government finance settlement covering 2013/14 and 2014/15. The fundamental grant from Government (the formula funding) for 2013/14 would be £7,811,885, a reduction of £445,922 (5.4%) against 2012/13 adjusted formula funding of £8,257,807.

Scrutiny Committee – Economy noted the draft Revenue Estimates, Capital Programme and proposed Fees and Charges for 2013/14 for further consideration by the Executive.

(Report circulated)

## **MATTER FOR CONSIDERATION BY THE EXECUTIVE**

### **6 Draft City Centre Strategy for Exeter 2013 - 2022**

The City Centre Manager presented a report, updating Members on the preparation of a new City Centre Strategy to cover the period from 2013 to 2022. The current Strategy had reached its conclusion, and a new framework was now needed to maintain the momentum of the recent changes in the city centre, and meet the challenge of the continuing renewal and investment over the next five to ten years. The new Strategy would relate to the Exeter Vision and map out timescales for key developments and activities. It would also provide the basis for in-depth dialogue with a range of stakeholders and key partners. It is intended that the new City Centre Strategy would be published by June 2013.

Members welcomed the report and made the following comments:-

- the City Council's efforts to maintain high city centre standards should be acknowledged and not taken for granted.
- the introduction of 'taxi marshals' to manage taxi queues in the later evening would be welcomed. *The City Centre Manager undertook to pass on this suggestion to the Exeter Night Time Economy Group and the Assistant Director Environment.*

- the apparent exodus from the city centre at 5.00pm, in contrast to the influx of people later in the evening, might have an effect on those visitors remaining in the city in the evening.
- whether there was enough local allegiance, particularly in views of the number of national chains in the High Street to ensure a successful future. *The City Centre Manager reminded Members that Exeter had a good mix of both national firms and a wealth of local independent shops and a successful BID would ensure funding for future projects.*
- nurturing the burgeoning cafe culture seems to have encouraged the older generation to stay in the centre in the evening and he welcomed any opportunity to encourage more cultural activities and venues.
- whether the May deadline was too soon for a further report to Scrutiny, particularly when such a wide consultation exercise was planned.
- it was interesting to consider how 'high streets' were likely to fare over the next decade with the rise of internet sales. *The City Centre Manager agreed this was a challenging issue and at a recent retail conference held in the city centre those businesses who could meet both the online and high street challenge were more likely to succeed.*
- concern for the rise of pockets of graffiti throughout the city. *The Strategic Director confirmed that a working group had been set up to look specifically at this issue, including the identification of the 'tags'.*
- whether any influence could be brought to direct the flow of people in a different direction through the city centre in an effort to stimulate less successful areas of the centre.
- that Members should look at the future funding of Christmas lights in a more measured way. Councillor Bull suggested convening a Christmas Lights Task and Finish Group. *It was proposed the Group should include the Portfolio Holder for Economy and Tourism, the Chair of the Scrutiny Committee - Economy and one Member from each of the political groups represented on the Committee. The Group Leaders would be approached to seek nominations.*
- concern that the gateways to the city and other areas throughout the city including the Bus Station and some pedestrian areas were all in need of being renewed. *The Strategic Director (KH) referred to the significant impact of the Bus and Coach Station development, and the considerable step change that it will make to the evening and night-time economy. The development will transform the centre with the emphasis on leisure rather than retail and the challenge will be to deliver the investment and vision. He acknowledged there had not been the funding to address some of the city's gateway issues and appreciated that this remained a long standing issue. The Strategy should reinforce the continuing commitment and ongoing investment made by the City Council to ensure the city functions and thrives on a day to day basis.*

Scrutiny Committee - Economy supported the following: -

- (1) progress made on the City Centre Strategy to date and on the proposed themes and project work streams;
- (2) development of the City Centre Strategy on the proposed timetable; and

- (3) the presentation of a brief scoping report including the terms of reference for the Task and Finish Group to look at the funding of Christmas lights for the city centre to the next meeting of this Scrutiny Committee, and

recommended Executive to endorse:-

- (4) the draft City Centre Strategy as the basis for public engagement and consultation with stakeholders.

(Report circulated)

## **MATTERS FOR CONSIDERATION BY SCRUTINY COMMITTEE - ECONOMY**

### **7 Update on the Exeter Visitor Strategy 2012 - 2016**

The Tourism Development Manager presented an update on progress on the implementation of the Exeter Visitor Strategy 2012 – 2016. The focus of the Strategy was to continue to improve visitor numbers and support those businesses which depend on visitor expenditure, as well as to increase the profile of Exeter as a vibrant cultural destination.

The Strategy's five priorities of investment; encouraging and supporting market led investment in the visitor economy in Exeter, improving the visitor experience; raising the skills level of the workforce; more targeted visitor marketing and developing the Heart of Devon Tourism Partnership were outlined in detail. These priorities would be taken forward in partnership with tourism's business community and the Heart of Devon Tourism Partnership. There were 161,000 hits on the web site in 2012, a dramatic increase on 2011. Consumer travel web sites such as Trip Advisor were all helping consumers to find the best deal for their online bookings. The Tourism Development Manager responded to a Member comment, confirming that 80,000 hard copies of the Heart of Devon tourism guide were distributed nationally.

The 2013/14 priorities included the continuing development of the Heart of Devon Tourism Partnership, paying particular attention to the promotion of the city in the light of the challenging economic climate and developing less weather dependent attractions.

The Tourism Development Manager responded to Members' comments on the following: -

- the Chinese translation of the Exeter guide was available to the growing foreign student population on the main University campus and through the Guild of Students. She was happy to look at translation into other languages such as Japanese if the numbers warranted it.
- she would continue to liaise with Exeter Airport to receive the latest data on inbound visitor numbers.
- more accurate visitor number figures to the Cathedral were now kept and she would contact the Dean to discuss visitor numbers.
- she would speak to Devon County Council and seek the evidence base for any change in the Park and Ride numbers.
- she would discuss with planning colleagues about existing finger post signage directing visitors to the tourist facility on the corner of Dix's Field.

- she would continue to resolve the most suitable site for the coach dropping off point.
- she was due to meet with the new Chief Executive of Westpoint and would discuss developing even closer links to benefit local hotels and restaurants year round, particularly in the quieter months.

Members congratulated officers on an excellent report.

Scrutiny Committee Economy noted the progress made with implementing the Exeter Visitor Strategy 2012 – 2016 and supported the actions proposed to be undertaken during 2013 and 2014.

(Report circulated)

## **8 Support for Small Businesses**

With the agreement of Members, the report of the Assistant Director, Economy was deferred until the next meeting of Scrutiny Committee Economy on 7 March 2013.

## **9 Update on Progress for Dealing with Unemployment in Exeter**

The Assistant Director Economy updated Members on progress to reduce the level of unemployment within Exeter. The report covered unemployment trends in the city and progress on a range of activities including apprenticeships. He responded to a Member comment on the excellent progress of the City Council's apprentices. A further recruitment drive to fill the one vacancy in the Museum, would take place later in the year to link up with the period of formal training required.

A Member welcomed the progress made by the Employment and Skills Board and the National Apprenticeship Scheme. The Assistant Director Economy agreed that the report confirmed that this had been a worthwhile exercise and provided an opportunity to bid for some significant resources. The Member referred to the latest job seekers allowance data and asked if it could be broken down for Exeter and Devon. The Assistant Director would look into this.

Scrutiny Committee – Economy noted the progress made and that officers would be actively pursuing a range of activity outlined in section 4, and reporting back on the progress to future meetings of the Scrutiny Committee.

(Report circulated)

The meeting commenced at 5.30 pm and closed at 8.15 pm

Chair

## SCRUTINY COMMITTEE - RESOURCES

23 January 2013

### Present:

Councillor Baldwin (Chair)

Councillors Ruffle, Bowkett, Branston, Brock, Bull, Crew, Crow, Macdonald, Robson and Spackman

### Apologies:

Councillors D J Henson and Pearson

The Council's External Auditors – Grant Thornton

### Also present:

Chief Executive, Strategic Director (MP), Assistant Director Finance and Member Services Officer (SJS)

#### **1 Minutes**

The minutes of the meeting held on 21 November 2012 were taken as read and signed by the Chair as correct.

#### **2 Declarations of Interest**

Members made no declarations of interest.

#### **3 Certification Work Report 2011/12**

The External Auditors, Grant Thornton, Certification Work Report 2011/12 was submitted.

In response to Members, the Assistant Director Finance advised that the issues with the Council's housing benefits software had now been resolved.

The Scrutiny Committee - Resources noted the report.

(Report circulated)

### **MATTERS FOR CONSIDERATION BY THE EXECUTIVE**

#### **4 Capital Programme (2013/14 - 2015/16)**

The Assistant Director Finance presented the report updating Members on the General Fund and Housing Revenue Account Capital Programmes for 2013/14 along with schemes identified for the following two years.

Members were advised that a borrowing requirement of £9.507 million had been identified over the next four financial years, which would have an ongoing impact on the Council Tax. The current revenue cost of borrowing was between £45,000 and £55,000 for each £1 million that was borrowed.

In response to Members, the Assistant Director Finance clarified that the budget for sports facilities refurbishment was for refurbishment that the Council was responsible for under the existing Leisure Management contract.

The Strategic Director (MP) advised that, for technical reasons, all the elements of the track at the Arena had to be replaced and Members would be circulated with these reasons shortly.

The Scrutiny Committee - Resources supported the following for approval by Executive:-

- (1) the General Fund capital programme for 2013/14 as set out in Appendix 3 of the report; and
- (2) the HRA capital programme for 2013/14 as set out in Appendix 4 of the report.

(Report circulated)

## **5 Revenue Budget Proposals 2013/14**

The Assistant Director Finance presented the report outlining the strategic framework within which the estimates had been prepared and highlighted the issues that would affect the actual setting of the overall level of council tax. The provisional settlement from Government now indicated that in overall cash terms the Council's 2013/14 formula funding would decrease by £445,922 against the 2012/13 'adjusted' formula funding amount of £8,257,807.

Members were advised that the Council had received a reduction in funding of nearly 30% over the last three years and in the following three years the Council would need to reduce its revenue budget by £2.448 million.

Members discussed the proposal to increase council tax by £5 (4%). Whilst some Members supported this increase others were opposed.

The Assistant Director Finance clarified that increasing council tax by 4% would increase council tax revenue by £170,000.

The Scrutiny Committee – Resources noted the report and recommended to Executive to approve the Draft Revenue budget proposals for 2013/14, and recommended minimum level for the General Fund Working Balance was to remain at £2 million.

(In accordance with Standing Order No. 43, Councillors Baldwin and Crow requested that their vote against this recommendation be recorded)

(Report circulated)



**6 Treasury Management Strategy Report 2013/14**

The Assistant Director Finance presented the report seeking adoption by the Council of the Treasury Management Strategy Report, incorporating the Annual Investment Strategy 2013/14, as required under section 15(1)(a) of the Local Government Act 2003. He advised that the main change was to allow investments of £3 million to be undertaken on a short term basis (up to 3 months) or in a call account with the four main banking groups.

The Scrutiny Committee - Resources noted the report and recommended that the Executive recommend to Council, the adoption of the new Treasury Management Strategy and delegations contained therein.

(Report circulated)

**MATTERS FOR CONSIDERATION BY SCRUTINY COMMITTEE - RESOURCES**

**7 Non-Housing AIM Budget 2013/14**

The Assistant Director Finance presented the report detailing the work proposed to non-housing properties in order to maintain and service such buildings in 2013/14. The work financed from the Asset Improvement and Maintenance fund, referred to as AIM, was contained within the Council's overall revenue budgets.

The Scrutiny Committee – Resources noted the proposed budget of £1,420,120 for non-housing property repairs and maintenance.

(Report circulated)

**8 Resources - Estimates / Fees and Charges 2013/14**

The report advising of the draft Revenue Estimates, Capital Programme and proposed Fees and Charges for 2013/14 was submitted

In response to a Member, the Strategic Director advised that work was being currently undertake on the delivery and cost of the Council's IT Services.

The Scrutiny Committee – Resources noted the draft Revenue Estimates, Capital Programme and proposed Fees and Charges for 2013/14.

(Report circulated)

The meeting commenced at 5.30 pm and closed at 6.23 pm

Chair

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## EXECUTIVE

Tuesday 22 January 2013

### Present:

Councillor Edwards (Chair)  
Councillors Denham, Hannaford, Mrs Henson, Martin and Sutton

### Apologies:

Councillors Fullam and Sheldon

### Also present:

Chief Executive, Strategic Director (KH), Assistant Director City Development, Assistant Director Economy, Assistant Director Housing and Contracts, Corporate Manager Democratic and Civic Support, Corporate Finance Manager and Member Services Manager

1

### MINUTES

The minutes of the meetings held on 20 November and 4 December 2012 were taken as read and signed by the Chair as correct.

2

### DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared.

3

### 2013/14 COUNCIL TAX BASE AND NNDR1

The report of the Assistant Director Finance was submitted seeking approval to set the 2013/14 Council Tax base in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012. The report also sought approval to delegate to the Assistant Director Finance (Section 151 Officer) the Council's estimate of Business Rate Income (NNDR1) for the next and following financial years for subsequent circulation to all Members.

**RESOLVED** that:-

- (1) in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by Exeter City Council as its tax base for the year 2013/14 shall be 33,820; and
- (2) responsibility to approve the Council's NNDR1 return by 31 January 2013 is delegated to the Assistant Director Finance (Section 151 Officer).

(Report circulated)

4

### HOUSING RENTS 2013/14

The joint report of the Assistant Director Finance and the Assistant Director Housing and Contracts was submitted, recommending a rent and service charge increase from 1 April 2013 for Council dwellings and garages.

The report was submitted to the Scrutiny Committee – Community on 15 January 2013 and the support and comments of members were noted.

Executive welcomed the introduction of self-financing of the Housing Revenue Account in April 2012 which enabled the Council to retain rents for investment in its housing stock. Members noted that the Government was keen for local authorities to continue working towards the social rent policy, whereby convergence with housing associations would be achieved by 2015-16. Rents would then follow the same formula as for housing associations; currently an increase of RPI + 0.50% per annum.

Members commented that the convergence with housing association rents had been on-going over a long period and requested officers to monitor the increases in housing association rents and the current position on rents regulation.

**RESOLVED** that:-

- (1) rents of Council dwellings are increased from 1 April 2013, by an average of 6% which includes a general inflationary increase of 3.1% together with the phased introduction of the Government's rent restructuring proposals; and
- (2) service charges are increased by 3.1% with the exception of the following charges:-
  - 2.5% increase in respect of cleaning communal areas in line with anticipated rises in cleaning contract costs
  - 0% increase in respect of communal electricity at Weirfield House
  - 0% increase in respect of water at Magdalen Gardens
  - 14% increase in respect of heating at Toronto House due to rise in consumption and gas costs (heating system programmed to be replaced during 2013-14)
- (3) garage rents are increased by 3.1%; and
- (4) the Assistant Director Housing and Contracts be requested to report to Scrutiny Committee - Community in due course about rent levels charged by other registered housing providers and the position on rents regulation.

(Report circulated)

5

### **TACKLING HOMELESSNESS**

The report of the Assistant Director Housing and Contracts was submitted, updating members on the flexibilities created by changes to Homelessness legislation made as part of the Localism Act.

The Assistant Director Housing and Contracts reported that the Localism Act permitted local authorities to meet their homelessness duty by providing good quality private rented homes. Whilst this was a beneficial opportunity, its success depended on the supply of suitable properties and it was unlikely that the offer of private rented accommodation could be made to all homeless applicants due to an insufficient supply of suitable properties. It was proposed to make the majority of offers through the EXtraLet scheme.

The report was submitted to the Scrutiny Committee – Community on 15 January 2013 and the support and comments of members were noted including their concern that the offer of short term tenures of private sector properties to homeless persons, should be made only to appropriate and willing recipients.

Executive noted the proposed standard stating that children up to 10 years of age could share a bedroom, regardless of gender, and queried whether this applied to extended families and whether the age limit was too high. The Assistant Director Housing and Contracts agreed to feed back this comment and review the appropriateness of the existing standard for Council stock.

**RESOLVED** that:-

- (1) the use of the new flexibilities in relation to the Council's homelessness duty be approved as proposed in the report, subject to further consideration of the standard relating to the upper age limit at which children of opposite gender could share a bedroom;
- (2) the views set out in paragraph 5.1 of the report be supported; and
- (3) officers be requested to monitor the use of the flexibilities and report back to Scrutiny Committee – Community in 12 months time.

(Report circulated)

6

### **VACANT STUDENT ACCOMMODATION**

The report of the Assistant Director Housing and Contracts was submitted, seeking approval to negotiate a lease on two blocks of student accommodation (96 bedspaces in total) for use as additional short term housing options for single people and couples, managed partly through the Council's EXtraLet scheme and partly as leased temporary accommodation.

Whilst members were disappointed to note the over-supply of purpose-built student accommodation for the University, they welcomed the opportunity to increase the supply of social rented housing in the city for the benefit of applicants on the housing register. Members were pleased to note the intention that the scheme would be cost-neutral to the Council. Mindful of any impact on local residents, members sought reassurance that the units would be offered to suitable tenants, rather than chaotic or high needs homeless applicants. The Assistant Director Housing and Contracts accepted the importance of effective management of the properties and agreed to report back to Scrutiny Committee – Community six months after the scheme becomes operational.

**RESOLVED** that:-

- (1) the negotiation of a 10 year lease on both Bonhay House and King Edward Studios be approved, subject to the variation of the Section 106 agreement and to the schemes being cost-neutral to the Council;
- (2) the Assistant Director City Development, in consultation with the Chair of the Planning Committee, be requested to agree a variation of the Section 106 agreement on King Edward Studios;

- (3) the accommodation should be used mainly for properties managed under the EXtraLet scheme with the remaining properties being used as temporary accommodation to prevent homelessness; and
- (4) a report be made to Scrutiny Committee – Community approximately six months after the scheme becomes operational, reviewing demand for the units, management/tenant issues and costs.

(Report circulated)

7

### **EAST DEVON LOCAL PLAN DEVELOPMENT PLAN DOCUMENT - CONSULTATION**

The report of the Assistant Director City Development was submitted, seeking to formulate a response to the “Proposed Submission” document that is being published by East Devon District Council. Members were reminded that Executive had approved a response to the Consultation Draft Local Plan in February 2012 since which time an amended version of the Local Plan 2006-2026 had been submitted to the Secretary of State for public examination.

Executive acknowledged that the economic prosperity of the sub-region was inextricably linked to the growth of the City and emphasised the need for key infrastructure investments. They were particularly concerned about the implications of the village green application at Eastern Fields on the capacity of the double mini roundabouts in Pinhoe. This might form a development constraint to other development in East Devon around Pinhoe such as further development beyond 600 homes to the north of Blackhorse and beyond the 450 homes permitted north of Pinhoe. They also reiterated the importance of the Tithebarn Lane Link Road (the phase three access strategy) to serve wider development in the West End and requested that these concerns be reflected in the response to East Devon District Council.

Councillor Hannaford expressed an interest as a member of the Devon County Council Development Control Committee.

Members noted that the proposed approach was supported by Planning Member Working Group on 8 January 2013.

**RESOLVED** that the City Council’s response to East Devon District Council is based upon the following five principles:

- (i) support for the overall development strategy and the commitment to development growth east of Exeter, particularly the provisions for economic development;
- (ii) welcoming the commitment to large scale housing development in the West End but seeking additional ‘reserve’ provision north of Blackhorse on land that has previously been identified as deliverable;
- (iii) the City Council’s commitment to ongoing joint working and cooperation between the authorities and other service providers to deliver comprehensively planned sustainable communities that help to fully realise the sub-region’s growth potential;
- (iv) a commitment to work closely with East Devon and other service providers on respective infrastructure delivery plans; identifying and agreeing funding arrangements that seek to maximise the early provision of essential infrastructure; and

- (v) the importance of the proposed Tithebarn Lane link road to serve further development of East Devon's West End and the need for a satisfactory outcome of the Village Green application at Eastern Fields to avoid the double mini roundabouts in Pinhoe becoming a greater constraint to further development.

(Report circulated)

8

### **DRAFT CITY CENTRE STRATEGY FOR EXETER 2013 - 2022**

The report of the Assistant Director Economy was submitted, updating members on preparation of a new City Centre Strategy to cover the period 2013/22.

Scrutiny Committee – Economy considered the report at the meeting on 17 January 2013 and the support of members was noted. The Assistant Director Economy drew Executive's attention to the comments of the Committee. These covered a range of matters including: the impact of internet sales on high streets, the importance of a mix of national and independent retailers, the significance of a range of generations on evening culture and the potential for "taxi marshals".

Executive welcomed the draft Strategy for consultation. The Portfolio Holder Economy and Tourism emphasised that the Strategy was very much a partnership document, rather than solely in the ownership of Exeter City Council and that the involvement of stakeholders was crucial to its success. The Portfolio Holder Business Transformation and Human Resources stressed that the delivery of a City Centre Business Improvement District remained a critical element of providing the necessary resources for achieving desired progress during the 5 year period.

**RESOLVED** that the draft City Centre Strategy be approved as the basis for public engagement and consultation with key stakeholders.

(Report circulated)

9

### **CIVIC PROPERTIES - SUSTAINABLE DEVELOPMENT PROPOSAL**

The report of the Assistant Director Housing and Contracts and the Corporate Manager Democratic and Civic Support was submitted, informing members of the decision taken by the Chief Executive in consultation with the Leader of the Council to install photovoltaic arrays on four Council roof areas. The decision was taken under delegated powers as a matter of urgency in order that installation could take place prior to the further reduction of the Feed-In Tariff for new projects in April 2013. The aim was to help reduce carbon emissions, meet pledges made as required by the Climate Change Act, demonstrate a culture of carbon awareness as well as providing an on-going reduction in the Council's energy costs.

The Corporate Manager Democratic and Civic Support reported that tenders had been received that day and were within budget. It was projected that the installation would generate an income of approximately £900,000 over a 20 year period. It was planned to donate the existing wind turbines on the roof of the Civic Centre to a renewable energy consultancy which educates children about sustainability.

Executive supported the proposal and welcomed a further contribution towards the Council's low carbon footprint.

**RESOLVED** that:-

- (1) the actions of the Chief Executive in consultation with the Leader of the Council, as detailed in the report, be noted; and
- (2) further opportunities for sustainable photovoltaic arrays on Council assets be explored where schemes provide a similar return and are sought by Property Managers.

(Report circulated)

10      **APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODIES**

The schedule of appointments to outside bodies was submitted.

**RECOMMENDED** to Council that Councillor Hannaford, Portfolio Holder Housing and Community Involvement, be appointed to the Royal Devon and Exeter Healthcare NHS Trust.

(Schedule circulated)

11      **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 involved the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Part 1, Schedule 12A of the Act.

12      **FUTURE ROLE AND FUNDING OF THE GROWTH BOARD DELIVERY TEAM**

The report of the Strategic Director was submitted, setting out a proposal for supporting the Growth Point delivery team for the next three years.

**RESOLVED** that:-

- (1) the major changes that have taken place since the Growth Point was first designated be noted;
- (2) the significant added value that the Growth Point Team brings to the delivery of the strategic developments in the City and the West End of East Devon be recognised; and
- (3) the proposal to provide core funding of up to £80,000 per year for the team for the years 2013 to 2015 be endorsed, ensuring provision for progressing green infrastructure projects; the City Council's contribution to be funded from the New Homes Bonus.

(Report circulated to Members)



(The meeting commenced at 5.30 pm and closed at 6.35 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 February 2013.**

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## EXECUTIVE

Tuesday 5 February 2013

### Present:

Councillor Edwards (Chair)  
Councillors Denham, Fullam, Hannaford, Mrs Henson, Martin, Sheldon and Sutton

### Also present:

Chief Executive, Strategic Director (KH), Strategic Director (MP), Assistant Director City Development, Assistant Director Finance, Assistant Director Housing and Contracts, Corporate Manager Democratic and Civic Support and Member Services Manager

13

### DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interests were made.

14

### GENERAL FUND REVENUE ESTIMATES AND CAPITAL PROGRAMME 2013/14

The report of the Assistant Director Finance was submitted, seeking approval to the General Fund revenue estimates for 2013/14 and recommending the Band D level of Council Tax for 2013/14. The report also included the Proposed Capital Programme for 2013/14 and future years, and a note of the proposals in respect of the Housing Revenue Account.

The Assistant Director Finance reported that the Formula grant settlement had been confirmed as set out in the report.

Scrutiny Committee Resources considered the report at their meeting on 23 January 2013 and the comments and support of members were noted. Executive noted that some members of Scrutiny Committee opposed the proposal to increase Council Tax by £5 per annum (4%).

One member recorded her disappointment that the Council proposed an increase in the Council Tax despite the Government's call for a further freeze. Another member noted that whilst formula grant funding had been cut, the Council was in receipt of substantial revenue from New Homes Bonus. At a time of revenue pressure, he opposed the retention of reserves to fund longer term capital projects and was concerned about the future impact of borrowing.

The Leader responded that the rise of £5 per annum was minimal, represented good value and was in the best interests of the City. He reiterated that the Council was acting prudently by not using New Homes Bonus to support revenue expenditure in view of the uncertain future of income from this source. He was proud of the proactive record of the Council which had produced significant new development in the City.

Other members endorsed the Council's policy of taking advantage of low interest rates and noted that the level of debt was comparable with other district authorities. They emphasised the need to continue investing in the city and the importance of keeping in good repair housing and other facilities.

Members acknowledged the potentially devastating consequences of flooding in the city and welcomed the lead taken by the Council in addressing the matter.

**RECOMMENDED** to Council:-

- (1) to approve the Council's overall spending proposals in respect of both its revenue and capital budgets;
- (2) to approve the council tax for each Band as set out in section 26.3 of the report, subject to Devon County Council, the Office of the Police and Crime Commissioner Devon and Cornwall and the Devon and Somerset Fire Authority confirming their Band D levels respectively;
- (3) when the actual council tax amounts for Devon County Council, Devon and Cornwall Police Authority, and the Devon and Somerset Fire Authority are set, then the revised council tax levels be submitted to Council on 26 February 2013 for approval;
- (4) to note the Statement given by the chief finance officer as required under Section 25 of the Local Government Act 2003.

(Report circulated)

(In accordance with Standing Order 43, Councillors Mrs Henson and Fullam requested that their names be recorded as having voted against the recommendation)

15

#### **TREASURY MANAGEMENT STRATEGY 2013/14**

The report of the Assistant Director Finance was submitted, seeking adoption by the Council of the Treasury Management Strategy report, incorporating the Annual Investment Strategy 2013/14, as required under section 15(1)(a) of the Local Government Act 2003.

Scrutiny Committee – Resources considered the report at their meeting on 23 January 2013 and their support and comments were noted.

**RECOMMENDED** to Council to adopt the new Treasury Management Strategy and delegations contained therein.

(Report circulated)

16

#### **THE PRUDENTIAL CODE FOR CAPITAL FINANCE IN LOCAL AUTHORITIES**

The report of the Assistant Director Finance was submitted setting out the proposed 2013/14 prudential indicators for capital finance for adoption by the Council and setting the annual statement for Minimum Revenue Provision (MRP).

**RECOMMENDED** to Council to adopt:

- (1) the Prudential Indicators set out in Appendices A – C of the report; and
- (2) the Annual Statement of Minimum Revenue Provision for the Council.

(Report circulated)

## **AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT**

The report of the Assistant Director City Development was submitted on the outcome of public consultation on a draft Affordable Housing Supplementary Planning Document (SPD), prepared to amplify affordable housing policy contained in the Exeter Core Strategy. The report also sought agreement to the Council's proposed responses to representations and to adopt an amended document. The SPD included a proposed approach to the viability of housing developments in the current economic climate.

The Assistant Director City Development reported that no significant changes were required as a result of the consultation and recorded the support of Planning Member Working Group to the proposals. He advised that in respect of paragraph 3 of the appendix on the affordable homes mix calculation of financial contributions, it would be helpful to include one or more examples of calculations to show how it applied to the shared ownership/intermediate components and a detailed financial calculation. Sensitivity testing had shown there could be some minor variation in financial calculations depending on exactly how the advice was applied. This might require some amendment to the table. He requested delegated authority to include examples of how the guidance would work in practice.

Members acknowledged that the requirement for 35% affordable housing was no longer viable in the current economic climate and accepted that 25% was a more realistic figure. Members were pleased to note the comprehensive consultation exercise that had taken place. They welcomed the SPD as a useful document which clarified the expectations from developers.

**RESOLVED** that:-

- (1) authority be delegated to the Assistant Director City Development to provide appropriate guidance on application of the housing mix and financial contribution calculation;
- (2) subject to (1) above, the amended Affordable Housing Supplementary Planning Document as set out in Appendix 1 of the report be adopted; and
- (3) the proposed Consultation Statement as set out in Appendix 2 of the report, including the proposed responses to representations made on the draft SPD, be approved.

(Report circulated)

## **AUTHORISED SIGNATORIES FOR COUNCIL AND JOINTLY FUNDED AFFORDABLE HOUSING SCHEMES**

The report of the Assistant Director Housing and Contracts was submitted seeking approval to signatories to enable the Council to administer, validate, authorise and allow the payment of Other Public Subsidy (OPS), Recycled Capital Grant Fund (RCGF), Social Housing Grant (SHG) and Affordable Rent Tenancy Grants (ARTG) to Registered Social Landlords (RSLs), Registered Providers (RPs) and developers through the Homes and Communities Agency's (HCA's) online Investment Management System (IMS).

Councillor Fullam declared an interest as an employee of Sanctuary Housing Association.

**RESOLVED** that:-

- (1) the following officers be designated as authorised signatories for the purposes set out in paragraphs 1 and 2 of the report and that the Homes and Communities Agency be informed:

All Financial Grant Claims	Assistant Director Finance (A Stark) or Corporate Finance Manager (D Hodgson) Housing Development Manager (E Osmundsen) Senior Housing Development Officer (C Massey)
Scheme-work Approvals	Assistant Director Housing and Contracts Housing Development Manager (E Osmundsen), Senior Housing Development Officer (C Massey) or Housing Development Officer (G Stenning or K Plumb)
Monitoring	As per scheme-work approvals plus Strategy and Development Assistants (D Brownlie and N Suckley)

- (2) that the Housing Development Manager (E Osmundsen) and the Senior Housing Development Officer (C Massey) be designated as Systems and Security Administrators for these purposes on the IMS Computer System.

(Report circulated)

19

**MEMBERS' ALLOWANCES 2013/14**

The report and recommendations of the City Council's Independent Remuneration Panel were submitted in relation to Members' Allowances for 2013/14.

**RECOMMENDED** to Council to consider the report and approve the following recommendations of the Independent Remuneration Panel in respect of Members' Allowances for 2013/14:-

- (1) the basic structure and principles of the current Members' Allowances scheme be retained for 2013/14;
- (2) the principle that any Member qualifying for more than one Special Responsibility Allowance is paid the higher allowance only, should be retained;
- (3) the Councillors' Basic and Special Responsibility Allowances including the Lord Mayor and Deputy Lord Mayor's Expenses Allowances should continue to be linked and updated in line with the Local Government Employers (LGE) staff pay award for the previous year. However for 2013/14 only, the level of these allowances should attract a 1% rise;
- (4) the Travel and Subsistence allowances provisions for staff continue to apply to Exeter City Councillors, where appropriate;
- (5) the existing payment of £7.50 per month contribution toward broadband (one payment per household) be retained;

- (6) the current Dependants' Carers' Allowance scheme is maintained and that the level of allowance, currently £6.19 per hour, continues to be linked to and updated in line with the minimum wage, however the allowance should include an uplift of the standard rate of tax (increasing the hourly rate to £7.43 per hour for 2013/14); and
- (7) that a sum of £50 be paid to the Independent Persons affiliated to Standards Committee for up to four hours work, and £100 for four hours and over, payable to each of the two Independent Persons (up to a maximum of £500 per person in any one year).

(Report circulated)

20

### **VARIATION OF DECISION ON PARKING TARIFFS**

The report of the Assistant Director Public Realm was submitted seeking approval to a minor variation in the changes to parking tariff proposals previously agreed by Executive on 20 November 2012.

Councillor Mrs Henson, on behalf of Councillor Prowse, queried the exclusion of Saturdays from commuter season tickets in Howell Road and Magdalen Road car parks as a result of their redesignation as short stay car parks. The Portfolio Holder Sustainable Development and Transport responded that variation of the original proposal, to continue to allow the use of season tickets on Mondays to Fridays, was proposed in response to the many representations received from local businesses, employees and the Chamber of Commerce. It was considered that this addressed the usage by the majority of people affected. She clarified that the original number of objections reported included some double-counting and 225 was in fact the correct figure.

**RESOLVED** that:-

- (1) approval be given to the use of commuter season tickets, on Mondays to Fridays only, in Howell Road and Magdalen Road car parks; and
- (2) the implementation of these changes to the City of Exeter (Civil Enforcement Off Street Parking Places) Order 2012, including the changes resolved by Executive on 20 November 2012, be made by way of an amendment to the existing Order. The Amendment Order therefore be advertised, made and sealed to come into force on 4 March 2013.

(Report circulated)

21

### **PROGRESSION TO DEVELOPING A FULL BUSINESS CASE FOR AN ICT SHARED SERVICE**

The report of the Strategic Director was submitted seeking approval to progress to a full business case in respect of the creation of a local authorities' owned company to provide shared ICT services. The Chair agreed to accept the report as a matter of urgency since the three other Councils involved in the project were in the process of gaining agreement and wished to make an announcement shortly. Submission of the report to the next meeting of Executive on 19 March would delay the process.

Councillor Crow spoke on the item under Standing Order 44, and queried which aspects of the ICT service would be covered by the arrangement. Whilst supporting the principle of shared services, she was mindful of the Council's systems review work and stressed the need for ICT systems to be tailored to the service rather than the other way round.

The Strategic Director responded that all aspects of ICT were being considered and assured members that a very thorough investigation would be undertaken before entering into any arrangement.

Other members acknowledged the benefits which could derive from shared services whilst urging some caution in the light of the many major public sector IT systems which had encountered significant problems. The Leader stated that a convincing business case would need to be made before the Council proceeded with the proposal.

Executive welcomed the potential efficiency and savings that could be achieved by the shared service and congratulated officers on their open-minded approach to the proposal.

**RESOLVED** that:-

- (1) approval be given to progress to the next stage of the ICT shared service project, the construction of a detailed business case setting out detailed costs and benefits associated with a shared service facility; and
- (2) a budget of £20,000 (inclusive of contingency) be approved to progress this work.

(Report circulated)

22      **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 involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1, Schedule 12A of the Act.

23      **COUNCIL OWN BUILD AFFORDABLE HOUSING PROGRAMME - WAVE TWO**

The report of the Assistant Director Housing and Contracts was submitted seeking approval to Wave Two of the Council Own Build affordable housing programme.

Members considered the proposed shift from downsizing schemes to family homes on three of the developments: Newport Road, Bennett Square and Whipton Methodist Church and the retention of Rennes House Car Park as a down-sizing and flatted scheme. They were disappointed that local demand for down-sizing accommodation had not been as great as had been anticipated and discussed the potential impact of the new benefits system on future demand. It was anticipated that the requirements of tenants wishing to down-size could be met through the housing register but it was agreed that demand for all types of properties should be kept under review in the light of continually changing circumstances and the longer term needs of the city. The Assistant Director Housing and Contracts undertook to confirm proposals for the future of Whipton Methodist Church in the light of current security concerns.



Whilst technical problems had blighted initial Passivhaus developments in this country, members strongly endorsed their longer term benefits, particularly in the light of rising energy costs and climate change predictions. They were pleased to note the considerable reduction in premium, in comparison with original unit costs, which these now attracted.

Members noted that a report on the available funding options for development of the sites would be submitted at a future date but supported the proposal to commence the Wave Two programme as soon as possible using available Housing Revenue Account capital.

**RESOLVED** that:-

- (1) the scheme design of Newport Road, Bennett Square and Whipton Methodist Church Sites be changed from flats for downsizing to family homes;
- (2) the Council's commitment to developing low-energy Passivhaus Council homes be confirmed; and
- (3) the use of up to £7.5M Housing Revenue Account capital funding for the Council Own Build Wave Two development programme, be approved unless alternative funds become available.

(Report circulated to Members)

(The meeting commenced at 5.30 pm and closed at 7.10 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 February 2013.**

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# Agenda Annex

## SEATING IN THE GUILDHALL

Lord Mayor's Chaplain			Deputy Lord Mayor Councillor Prowse (C)	Lord Mayor Councillor Newby (C)	Chief Executive	Corporate Manager Democratic/Civic Support	
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Member Services Manager	Corporate Manager Legal	Assistant Director Finance		Strategic Director	Strategic Director	
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Councillors	Councillors	Councillors		Councillors	Councillors
Tippins (L)	Bowkett (L)	Edwards (L)		Mrs Henson (C)	D J Henson (C)
Crew (L)	Robson (L)	Sutton (L)		Baldwin (C)	Donovan (C)
Branston (L)	Spackman (L)	Martin (L)		Shiel (C)	Mottram (C)
Laws (L)	Bull (L)	Sheldon (L)	TABLE	Crow (C)	Winterbottom (C)
Choules (L)	Dawson (L)	Hannaforde (L)			Leadbetter (C)
Bialyk (L)	Owen (L)	Denham (L)			
Macdonald (L)	Clark (L)				
Pearson (L)					

Cllr Morris (L)	Cllr Lyons (L)	Cllr Wardle (L)	Cllr Ruffle (LD)	Cllr Mitchell (LD)	Cllr Mrs Brock (LD)	Cllr Payne (LD)	Cllr Fullam (LD)
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L: Labour : 24  
 C: Conservative : 11  
 LD: Liberal Democrat : 5

### Portfolio Holders

Edwards: Leader  
 Hannaforde : Housing and Community Involvement  
 Martin: Business Transformation and Human Resources  
 Sheldon: Environment and Leisure  
 Sutton: Sustainable Development and Transport  
 Denham: Economy and Tourism

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