

**MINUTES OF THE ANNUAL MEETING OF THE SOUTH HAMS DISTRICT
COUNCIL HELD AT FOLLATON HOUSE, TOTNES ON THURSDAY 8 MAY 2008**

MEMBERS

* Cllr R J Carter – Chairman

* Cllr B F Cane – Vice-Chairman

* Cllr K J Baldry	* Cllr M J Howarth
* Cllr N A Barnes	* Cllr C W Jones
* Cllr H D Bastone	* Cllr L P Jones
* Cllr J H Baverstock	* Cllr R M Lawrence
* Cllr J I G Blackler	∅ Cllr I Longrigg
* Cllr J Brazil	* Cllr D W May
* Cllr B E Carson	* Cllr D M O'Callaghan
* Cllr P H Cook	* Cllr C M Pannell
* Cllr S E Cooper	∅ Cllr J T Pennington
∅ Cllr P Coulson	* Cllr S L Rankin
* Cllr R F Croad	* Cllr R Rowe
* Cllr G Date	* Cllr M F Saltern
* Cllr G J Fielden	* Cllr J W Squire
* Cllr R D Gilbert	* Cllr R C Steer
∅ Cllr F J Hawke	* Cllr M Stone
* Cllr J D Hawkins	* Cllr R J Tucker
* Cllr T J Hewitt	* Cllr R J Vint
* Cllr M J Hicks	* Cllr A Ward
* Cllr P W Hitchins	* Cllr J A Westacott

* Denotes attendance

∅ Denotes apology for absence

Officers in attendance:

For all items: Chief Executive, Strategic Director (Community), Strategic Director (Resources), Deputy Monitoring Officer and Member Support Services Manager.

01/08

ELECTION OF THE CHAIRMAN OF COUNCIL

RESOLVED

That Cllr B F Cane be elected Chairman of the Council for the period expiring on the date of the Annual Meeting of the Council in 2009.

Cllr Cane declared and signed his acceptance of office.

02/08 **ADDRESS BY THE NEW CHAIRMAN OF COUNCIL**

Cllr Cane addressed the Council, expressing his thanks to the previous Chairman, Cllr Carter, and his wish to continue with the work Cllr Carter started. Cllr Cane also welcomed Richard Yonge and David Thorning to their first Annual Council meeting since having been made Honorary Aldermen (minute 76/07 refers).

The newly appointed Chairman nominated St Luke's Hospice and the Dame Hannah Rogers School in Ivybridge as his charities for his year of office.

In what was to be a challenging year ahead, he advised that it was his intention to visit as many town and parish councils, and get to know as many members of staff, as was possible.

03/08 **VOTE OF THANKS TO RETIRING CHAIRMAN**

RESOLVED

That the thanks of the Council be extended to Cllr Carter for the manner in which he performed his duties during his term of office as Chairman of the Council.

04/08 **RESPONSE OF THE RETIRING CHAIRMAN**

Cllr Carter addressed the Council, expressing his thanks to the many people who had donated to his nominated charity, the Devon Air Ambulance Trust, helping him to raise £7,824.07 during the year. He also advised of his pleasure in being Chairman of Council and wished the newly appointed Chairman a successful year.

Finally, the retiring Chairman expressed his thanks to those who had supported him during his year of office.

05/08 **APPOINTMENT OF VICE CHAIRMAN OF COUNCIL**

RESOLVED

That Cllr M Stone be appointed Vice Chairman of the Council for the period expiring on the date of the Annual Meeting of the Council in 2009.

Cllr Stone declared and signed his acceptance of office.

06/08 **MINUTES**

The minutes of the meeting of the Council held on 27 March 2008 were confirmed as a correct record and signed by the Chairman.

07/08 **ELECTION OF THE LEADER OF THE COUNCIL AND THE CHAIRMAN OF THE EXECUTIVE**

RESOLVED

That Cllr R J Tucker be elected Leader of the Council and Chairman of the Executive for the period expiring on the date of the Annual Meeting of the Council in 2009.

In expressing his thanks at being elected Leader, Cllr Tucker made reference to a paper which had been tabled for Members (as attached at Appendix A). The paper outlined what the Council was proposing to deliver to the people and communities of the South Hams in 2008/09 in accordance with the Corporate Priorities. The Leader felt it important that all Members be aware of the aspirations of the Council and indicated that, if Members were so minded, he would welcome the paper being fully debated at a future Council meeting.

08/08 **ELECTION OF THE DEPUTY LEADER OF THE COUNCIL AND THE VICE CHAIRMAN OF THE EXECUTIVE**

RESOLVED

That Cllr P W Hitchins be elected Deputy Leader of the Council and Vice Chairman of the Executive for the period expiring on the date of the Annual Meeting of the Council in 2009.

09/08 **POLITICAL GROUPS**

The Chairman advised Members that a review of the representation of the political groups on the Council's Bodies had been carried out in consultation with the Leaders of the Political Groups.

The Chairman then reminded Members that the number of seats on the Council's Bodies was set by the Constitution, with the exception of the Development Control Committee. In June 2001, the Council decided that the size of the Development Control Committee was to be reviewed annually.

RESOLVED

1. That the allocation of seats on Council Bodies, as agreed with the Leaders of the Political Groups, be approved;
2. That the political balance rules are disapplied in the case of the Elected Member representation on the Salcombe Harbour Board;

3. That the number of seats on the Development Control Committee be approved at 20 for the 2008/09 municipal year.

10/08 **APPOINTMENT OF MEMBERS OF THE BODIES OF THE COUNCIL**

The Council received nominations for the membership of the Bodies of the Council.

RESOLVED

That, for the 2008 / 2009 municipal year, Members be appointed to the Bodies of the Council as set out in Appendix B to these minutes.

11/08 **ELECTION OF CHAIRMEN AND VICE CHAIRMEN OF THE BODIES OF THE COUNCIL**

The Council received nominations for the positions of Chairmen and Vice Chairmen of the Bodies of the Council.

RESOLVED

That the Chairmen and Vice Chairmen of the Bodies of the Council for the 2008 / 2009 municipal year be as indicated below:-

Body	Chairman	Vice Chairman
Development Control Committee	Cllr G J Fielden	Cllr D W May
Salcombe Harbour Board	Cllr J Brazil	(co-opted Member)
Personnel Panel	Cllr M F Saltern	Cllr J A Westacott
Scrutiny	Cllr C M Pannell	Cllr K J Baldry
Community Policy Development Group	Cllr J D Hawkins	Cllr R C Steer
Environment Policy Development Group	Cllr R Rowe	Cllr R J Carter
Prosperity Policy Development Group	Cllr R F Croad	Cllr I Longrigg

Audit Committee	Cllr M J Howarth	Cllr J T Pennington
Licensing Committee	Cllr J H Baverstock	Cllr J W Squire

12/08

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

A report was considered which set out details of those outside bodies to which the Council appointed representatives and included a list of nominations for representation on these outside bodies.

RESOLVED

1. That the Council should be represented on the list of outside bodies as presented to the meeting;
2. That the Members, as detailed in Appendix C to these minutes, be appointed as the Council's representatives to those bodies for the 2008/09 municipal year, and that for the purposes of Members' Allowances, attendance at meetings of these bodies be regarded as an approved duty;
3. That Members appointed to outside bodies provide regular feedback and consultation on the issues affecting the bodies concerned.

13/08

APPOINTMENT OF OTHER GROUPS

Members confirmed the appointment for the 2008 / 2009 municipal year of:-

- (a) Joint Health & Safety Consultative Panel;
- (b) Tree and Hedge Appeal Group;
- (c) Development Planning Steering Group;
- (d) Political Structures Working Group;
- (e) Public Spaces Working Group;
- (f) Totnes Southern Area Working Group;
- (g) Council Tax Setting Panel;
- (h) Design and Conservation Panel;
- (i) Joint Staff Consultative Forum;
- (j) Executive Project Board;
- (k) Asset Management Group;
- (l) Shared Services Steering Group;
- (m) Programming Panel.

Council then considered the appointments to the above bodies.

RESOLVED

That the appointment of the other groups of the Council for the 2008 / 2009 municipal year be approved, as shown in Appendix D to these minutes.

14/08 URGENT BUSINESS

The Chairman announced that he had agreed to one item of urgent business being raised at the meeting, regarding an update on the Civil Parking Enforcement matter. This was considered urgent in view of the Chief Executive taking emergency action and the constitutional requirement to report this action to a meeting of the Executive or Council as soon as was reasonably practical thereafter. This would be considered as item 19 (see 17/08 below).

15/08 DECLARATIONS OF INTEREST

Members were invited to declare any interests in the items of business to be considered during the course of the meeting. These were made as follows:-

Cllr J Brazil declared a personal interest in Item 19 'Civil Parking Enforcement' (minute 17/08 below refers) by virtue of him also being a Member of Devon County Council and remained in the meeting during the discussion and vote on this item.

16/08 CHAIRMAN'S ANNOUNCEMENTS

The Council noted a list of Civic Engagements attended by the previous Chairman. Cllr Carter provided Council with a brief summary of his engagements during 2007/08, in particular highlighting his pride at being presented to Her Majesty the Queen on 10 April 2008 at the Britannia Royal Naval College.

17/08 CIVIL PARKING ENFORCEMENT

The Deputy Monitoring Officer reminded Council that it had agreed to accept the powers for Civil Parking Enforcement on behalf of Devon County Council (DCC) on the basis that 'the full and actual set-up and running costs would be funded by DCC' (Minute 93/07 refers).

Following lengthy negotiations, it had since become apparent that officers could not guarantee that DCC would cover the full costs. It was noted that the potential costs in question related to any changes in terms and conditions relating to the employment of a single individual who was to be transferred from the Police. As this was considered to be unlikely, officers had felt the risk to be so justifiably remote for the Chief Executive to exercise his emergency powers and approve the Agreement.

RESOLVED

That Council note the emergency action taken by the Chief Executive to approve the Civil Parking Enforcement Agreement.

18/08

QUESTIONS

It was noted that the following questions had been received in accordance with Council Procedure Rule 8:-

From Cllr Vint to Cllr Carson, Executive Member for a Distinct Environment

- i) In light of the near doubling of oil prices in the last twelve months, their continuing increase and the risk of imminent fuel shortages, what further steps will the Council take to help avoid increases in staff travel expenditure, to implement a green travel plan and to provide alternative transport if required?*

In response, Cllr Carson stated that at the Executive meeting on 8 November 2007, the Council adopted the Climate Change Policy and Strategy. One of the agreed actions was to develop a staff and Member travel plan to promote the use of low carbon emission alternatives, and promote home working to reduce the need for travel.

The Council had also been accepted on this years' Carbon Trust 'Carbon Management Programme,' which was formally launched in London on 8 May 2008. Engagement in this programme, coupled with the actions in the Climate Change Action Plan, would help the Council reduce its use of fuel.

In light of neighbouring authorities making good progress on green travel plans, Cllr Vint asked a supplementary question requesting whether a paper which evaluated the success of these schemes could be presented to the next meeting of the Environment Policy Development Group. In response, Cllr Carson made reference to the difficulties in setting up a travel plan in such a rural area but advised that the Council would look at the issue, and in principle, he was confident that such a paper could be produced for consideration by the Group.

From Cllr O'Callaghan to Cllr Bastone, Executive Member for Community Affairs

- ii) Will this Council follow the example of some other rural authorities, and allow more flexibility over the hours of use for the new bus pass scheme for those over 65?*

In response, Cllr Bastone advised that the Devonwide Partnership currently did not have any plans to change the hours of operation of the new bus pass scheme.

Cllr O'Callaghan asked a supplementary question with regard to the likely increased cost of making the provision for the free service to commence thirty minutes earlier from 9.00am. In response, Cllr Bastone stated that the new national scheme, introduced from April 2008, allowed people over 60 and eligible disabled people free off-peak travel on all local buses in England. Off-peak meant a start time of 9.30am, to avoid the rush hour and school use and unfortunately the Government had not provided funds to pay for a 9.00am start time.

The Council was a member of a Devonwide Partnership comprising: Teignbridge, Mid Devon, Torridge, North Devon, West Devon and Exeter who had all introduced the scheme in accordance with the national start time of 9.30am.

The National scheme changed the way that bus operators were reimbursed. Under the old scheme, South Hams did not have to pay for bus trips of individuals who did not live in the South Hams. Under the new scheme, the Council had to pay for all journeys in the South Hams, regardless of where the individual lived.

Members of the Partnership decided to implement the National Scheme, due to the area being a tourist resort, with a high proportion of retired residents and it was possible that we would see an increase in the use of local buses which we would have to pay for. It was already apparent from the television and in newspapers how individuals were travelling the length of the country for nothing.

Estimating the extent to which these changes would impact on the Council budget would be very difficult, especially as there was an outstanding Judicial Review against the Department of Transport by the bus operators.

On a more positive note, Cllr Bastone advised that the Partnership would review the operation and cost of the scheme after the busy summer period to see if it would be possible to extend the scheme. Until the increased demand, and hence cost, was fully understood, it would be difficult to offer an extension.

The Council had been awarded additional grant funding of £403,000 by Government. This grant had been calculated to only reimburse costs of the national scheme and not allow for any local extensions. When added to the 2007/08 budget, it resulted in a new budget for 2008/09 of £1,153,000. Disappointingly, this new grant would not relate to the actual additional costs for each local authority but be based on a formula. There was therefore a risk that the Council would not have sufficient funds to pay for the scheme.

There had been considerable lobbying of the government by the Partnership and local government in general to try and change the scheme and ensure a fair and equitable distribution of resources to pay for the national scheme. The Government had indicated that it would review the scheme when evidence of demand patterns across the country were available.

As an aside, Cllr Bastone also stated that over the two years of the free scheme, the net cost to Council taxpayers was estimated to be £395,000. This was an estimate because the money for the concessionary fares was 'lost' within the Revenue Support Grant calculations.

From Cllr O'Callaghan to Cllr Tucker, Leader of Council

iii) Will this Council investigate the merits of starting the development control committee meetings at an earlier time?

In response, Cllr Tucker advised that this matter had been fully investigated by the Political Structures Working Group. Having taken everything into account, the Group had recommended no change to the start time of Development Control Committee meetings.

In stating her belief that applications at the tail end of the agenda were not given as much deliberation as those earlier on the agenda, as Members were becoming fatigued, Cllr O'Callaghan asked a supplementary question with regard to whether the Committee Members could each be canvassed for their views on the matter. In response, Cllr Tucker stated that the Chairman of the Committee had the ability to bring the start time of the meeting forward in special circumstances. However, under normal circumstances, a start time of 2.00pm had been considered to be acceptable by the Working Group.

19/08

NOTICE OF MOTIONS

It was noted that one motion had been received in accordance with Council Procedure Rule 10.1.

By Cllrs Baldry and Lawrence

"This Council notes the good progress which has been made, and continues to be made, in the recycling of domestic waste in the District including the kerbside collection of many categories of items for recycling. It further notes that this performance has been achieved thanks to the efforts and enthusiasm of the public of the South Hams and the hard work of staff.

This Council wishes to build on this achievement and to take account of the aspirations of many members of the business community by offering to facilitate a comprehensive trade waste recycling scheme as soon as possible. Ways to realise this extension to recycling should be progressed by the appropriate Policy Development Groups who should make a recommendation to the Executive by October."

Having been **PROPOSED** and **SECONDED**, the proposer of the motion made reference to the levels of demand within the South Hams for the provision of a trade waste recycling scheme. The proposer also made reference to the volumes of recyclable trade waste which was being sent to landfill. In outlining the Council's good record in recycling domestic waste, the proposer also felt that there had to be methods of overcoming the government regulations concerning the inability to collect domestic and trade waste together. In urging the Council to support the motion, the proposer requested that Members acknowledge the need for common sense to be applied in this instance.

In seconding the motion, the seconder highlighted the 'can do' approach of Modbury in becoming the first plastic bag free town in the country. The seconder made reference to the positive approach taken by the residents and traders of Modbury to embrace the concept, which eventually became a reality and received nationwide press coverage and support. In supporting the motion, the seconder felt that the Council should follow the example of Modbury and be seen to be a proactive authority on this matter. Finally, the seconder emphasised the financial costs of sending such trade waste to landfill and stated that residents could not understand why the Council was unable to collect and recycle trade waste.

In discussion, particular reference was made to:-

- (a) the amount of trade waste sent to landfill. In support of the motion, a Member stated that approximately 7,000 tonnes of trade waste per year was currently being sent to landfill, which was considered to be morally and environmentally irresponsible. The Member requested that this matter, including full consideration of opportunities to convert waste to energy, should be presented to the Environment Policy Development Group at the earliest possible opportunity;
- (b) the need for pressure to be applied to producers and manufacturers to reduce the levels of packaging being generated;
- (c) the potential for partnership working. A Member believed that there was potential to work in partnership to facilitate improved recycling;
- (d) progress made by North Devon District Council. A Member advised that she was led to believe that North Devon District Council was already conducting a profitable trade waste recycling service and felt that advice should be sought from this authority;
- (e) the comments of the Executive Member with responsibility for a Clean Environment. The Member **PROPOSED** as an amendment, deletion of the last sentence of the motion (which was subsequently **SECONDED**) for reasons including:
 - the operations and business development staffing review was to create a specific staffing resource to look at trade waste;

- the need to make a distinction between domestic and trade waste. A government mandate had imposed that Council Tax be collected to pay for the provision of recycling domestic waste, whereas the collection and recycling of trade waste could not be subsidised by Council Taxpayers. Therefore, a trade waste recycling service would have to be undertaken as a commercial operation across the district;
- the fact that officers were currently looking at establishing a pilot exercise for the recycling of trade waste in the towns of Ivybridge and Totnes.

Some Members did not support the amendment and felt that a definite timescale would in fact provide the Executive with a clear direction. As an assurance, the Leader informed that the potential to develop a trade waste recycling scheme was already being progressed.

It was then:

RESOLVED

That this Council notes the good progress which has been made, and continues to be made, in the recycling of domestic waste in the District including the kerbside collection of many categories of items for recycling. It further notes that this performance has been achieved thanks to the efforts and enthusiasm of the public of the South Hams and the hard work of staff.

This Council wishes to build on this achievement and to take account of the aspirations of many members of the business community by offering to facilitate a comprehensive trade waste recycling scheme as soon as possible.

20/08

AMENDMENTS TO THE COUNCIL'S CONSTITUTION

Consideration was given to a report which outlined proposed amendments to Articles 6, 9 and 10 of the Constitution.

RESOLVED

That:-

- 1(a) the monitoring of the Leisure Contract operated by Tone Leisure (South Hams) Ltd become the responsibility of the Scrutiny Group instead of the Audit Committee;

- (b) the Standards Committee be delegated the function of assessing and reviewing complaints made about Members' conduct and referred for local investigation; and
 - (c) the Head of Corporate Services be authorised to amend these bodies' respective terms of reference in Articles 6, 9 and 10 of the Constitution accordingly;
- 2(a) the Head of Environment Services be given delegated authority to appoint Civil Enforcement Officers and authorise them to enforce the provisions of the Traffic Management Act 2004 relating to civil enforcement of traffic contraventions by virtue of the Council's agreement with Devon County Council; and
- (b) the Head of Corporate Services be authorised to amend the Scheme of Delegations accordingly.

21/08

CALENDAR OF MEETINGS 2008 / 2009

Consideration was given to a report which set out a draft calendar of meetings for the 2008 / 2009 municipal year.

The Chairman advised that since the agenda report had been published, 3 amendments had been suggested which were:

- to move the proposed Scrutiny meeting scheduled for 11 June 2009 back a week to 18 June 2009;
- to move the Audit Committee meeting scheduled for 23 June 2009 forward a week to 16 June 2009;
- to move the Audit Committee meeting scheduled for 15 September 2009 forward a week to 8 September 2009.

With these amendments, the Chairman moved approval of the Calendar as presented (this proposal was subsequently seconded).

In discussion, a Member felt that an additional Council meeting should be incorporated into the Calendar in July 2008. To justify this inclusion, the Member stated that Stage Two of the Local Government Review was scheduled to conclude on 4 July 2008 and it could be pertinent to programme a Council meeting into diaries soon after this date. Therefore, a provisional Council meeting was subsequently programmed into the Calendar to take place on 24 July 2008.

RESOLVED

That the calendar of meetings for the 2008 / 2009 municipal year as set out in Appendix E to these minutes be approved.

22/08

REPORTS OF BODIES**RESOLVED**

That the minutes and recommendations of the undermentioned bodies be received and approved subject to any amendments listed below:-

- (a) Development Control Committee 19 March 2008
- (b) Development Control Committee 16 April 2008
- (c) Development Control Committee 23 April 2008

DC.68/07: Application 7/49/2426/06 – Sherford New Community, Land South/South West of A38 Deep Lane and East of Haye Road, Elburton, Plymouth

In response to a question, the Chairman of the Committee advised that he had aired his concerns at the meeting and had been comforted by the assurances and responses which he had received from officers and had therefore voted in favour of the application.

- (d) Scrutiny 20 March 2008
- (e) Scrutiny 24 April 2008
- (f) Salcombe Harbour Board 31 March 2008

SH.60/07: Replacement of Visitors' Pontoon

RESOLVED

- i) That the replacement of Whitestrand end pontoons planned for 2008/09 be postponed until 2009/10;
- ii) That the Harbour Master, in consultation with the Chairman of Salcombe Harbour Board and the Lead Executive Member for the Harbour, invite tenders for the replacement of the Visitors' Pontoon during winter 2008/09.

SH.61/07: Kingsbridge Basin Visitors' Pontoon

The Chairman of the Board stated that installation of the Visitors' Pontoon had been slightly delayed but would be ready for use imminently.

RESOLVED

That a dedicated Visitors' Pontoon be installed at Kingsbridge in line with the proposal as set out in the report presented to the Harbour Board.

- | | | |
|-----|-----------------|---------------|
| (g) | Personnel Panel | 31 March 2008 |
| (h) | Personnel Panel | 29 April 2008 |
| (i) | Audit Committee | 8 April 2008 |

A.35/07: Anti-Fraud and Corruption Strategy; Fraud and Corruption Response Plan and Benefit Fraud Prosecution and Sanction Policy

RESOLVED

That the Anti-Fraud and Corruption Strategy, Fraud and Corruption Response Plan and Benefit Fraud Prosecution and Sanction Policy be adopted.

- | | | |
|-----|-------------------------------------|---------------|
| (j) | Prosperity Policy Development Group | 15 April 2008 |
| (k) | Executive | 1 April 2008 |
| (l) | Executive | 10 April 2008 |

E.123/07 Review of Waste Collection Service

RESOLVED

That:-

- a) option C, as identified in the report as presented to Members, be approved;
- b) a supplementary budget of £290,000 for Environment Services for 2008/2009 be approved and incorporated within the Council's base budget thereafter;
- c) delegated authority be given to the Strategic Director (Operations), in conjunction with the Strategic Director (Resources), to evaluate and make arrangements for the most cost-effective method of procurement for the future renewal of the fleet;
- d) the revised Vehicle Replacement Programme, as identified in appendix A to the circulated report, be approved.

(Meeting commenced at 2.00 pm and concluded at 3.55 pm).

Chairman

WHAT IS SOUTH HAMS DISTRICT COUNCIL PROPOSING TO DELIVER TO THE PEOPLE AND COMMUNITIES OF THE DISTRICT IN 2008/09

We believe it is important to set out our aspirations. Whilst some of these are particularly challenging at a time of declining financial support from Central Government, we believe it is important that we set ourselves challenging targets. These are:

CP1 – Secure a supply of housing for local people at affordable levels

- We will progress our new affordable housing policies enabling us to provide more affordable homes in the future;
- We will complete the 2nd phase (53 houses) of the development of Totnes Southern Area and begin the necessary work to prepare for the third and final phase of the development;
- We will work with landowners, partners and the local community to enable new affordable homes at Dartmouth, Totnes, Lee Mill and Newton Ferrers;
- We will work with landowners, local communities and partners to provide between 70 and 100 affordable homes;
- We hope to receive an acceptable planning application for the development of Sherford which will provide jobs and housing for people across the South Hams;
- We will avoid the long term use of bed and breakfast accommodation for homeless households and continue to help people across the district avoid homelessness;
- We will fund adapting at least 60 homes where a disabled person resides.

CP2 – Create the conditions for the growth and maintenance of quality economic activity

- We will complete at least 5 employment units at Admiral's Court and plan for developing a fourth phase;
- The employment space at the Watermark Centre, Ivybridge will be completed with a financial contribution of approximately £½ million from the Council;
- We will work with landowners to promote the regeneration of key sites such as Noss on Dart and Baltic Wharf in Totnes so as to help achieve more jobs;
- We will work to achieve employment development at Lamage;
- We will work with local people in Dartmouth to enhance Dartmouth Town Centre;
- We will support tourism businesses to carry out Sustainable Tourism initiatives;
- We will encourage businesses to improve environmental performance and business profitability through the Green Tourism Business Scheme.

CP3 – Maintain the district’s distinctive environment whilst enabling access and sensitive development

- We will start a major tree planting programme in the Langage area;
- We will bid for lottery money to improve open spaces in South Hams and also review opportunities to upgrade our key parks;
- We will carry out environmental improvements at Norton Park & Ride;
- We will, with partners, revise and renew the plan for the Area of Outstanding Natural Beauty, to ensure action is taken to conserve and manage this special area over the next five years;
- We will work with our partners in West Devon and Teignbridge to address climate change issues.

CP4 – Maintain a clean environment

- We will recycle or compost at least 50% of household waste generated in the South Hams;
- We will set up a pilot scheme to deliver a seamless street maintenance service with at least one Quality Council in the South Hams.

CP5 – Work with others to improve access to key services

- We will work with Tone leisure and the youth service to improve access to the leisure centres for children and young people;
- We will work in partnership with Tone Leisure to deliver 10 Play Ranger sessions in 3 parks to improve access to safe and exciting play opportunities for children and young people;
- We will work with Mansion House to provide a new Family Playbus to provide access for families with under 5s to play and extend services to reach rural communities;
- We will deliver 2 day Playschemes to 5 locations in South Hams, the recycling scrapstore, to provide access to holiday activities for children aged 8-13, with a recycling message;
- We will aim to work with Ivybridge Town Council to provide easier access to services for local people;
- We have launched a Customer First Policy and will review our procedures to best meet customer expectation.

CP6 – Improve core service performance in a cost-effective way

- We will deliver savings of £500,000 (of which at least £100,000 will be efficiency savings from shared services);
- We will carry out efficiency reviews of services that are important to you.

Appendix B**Membership of Council Bodies for 2008/2009****A Executive**

Cllr N A Barnes
 Cllr H D Bastone
 Cllr B E Carson
 Cllr T J Hewitt
 Cllr M J Hicks
 Cllr P W Hitchins
 Cllr M F Saltern
 Cllr R J Tucker

B Development Control Committee

Cllr H D Bastone
 Cllr J Brazil
 Cllr B F Cane
 Cllr R J Carter
 Cllr S E Cooper
 Cllr P Coulson
 Cllr G J Fielden
 Cllr J D Hawkins
 Cllr M J Hicks
 Cllr P W Hitchins

Cllr I Longrigg
 Cllr D W May
 Cllr D M O'Callaghan
 Cllr J T Pennington
 Cllr R Rowe
 Cllr J W Squire
 Cllr R C Steer
 Cllr R J Vint
 Cllr A Ward
 Cllr J A Westacott

C Personnel Panel

Cllr R F Croad
 Cllr T J Hewitt
 Cllr M F Saltern
 Cllr R J Tucker
 Cllr J A Westacott

E Community Policy Development Group

Cllr B F Cane
 Cllr S E Cooper
 Cllr J D Hawkins
 Cllr M J Howarth
 Cllr C W Jones
 Cllr L P Jones
 Cllr D M O'Callaghan
 Cllr R C Steer

F Environment Policy Development Group

Cllr R J Carter
 Cllr P Coulson
 Cllr G Date
 Cllr D W May
 Cllr S L Rankin
 Cllr R Rowe
 Cllr R J Vint
 Cllr A Ward

G Prosperity Policy Development Group

Cllr J I G Blackler
 Cllr J Brazil
 Cllr R F Croad
 Cllr F J Hawke
 Cllr R M Lawrence
 Cllr I Longrigg
 Cllr J T Pennington
 Cllr M Stone

D Scrutiny

Cllr K J Baldry
Cllr J H Baverstock
Cllr P H Cook
Cllr R D Gilbert
Cllr G J Fielden
Cllr C M Pannell
Cllr J W Squire
Cllr J A Westacott

H Audit Committee

Cllr P Coulson
Cllr R F Croad
Cllr G Date
Cllr M J Howarth
Cllr J T Pennington

I Devon Building Control Partnership

Cllr H D Bastone
Cllr R Rowe

K Standards Committee

Cllr B E Carson
Cllr G Date

J Licensing Committee

Cllr K J Baldry
Cllr J H Baverstock
Cllr J I G Blackler
Cllr B E Carson
Cllr R J Carter
Cllr P H Cook
Cllr C W Jones
Cllr D W May
Cllr C M Pannell
Cllr S L Rankin
Cllr M F Saltern
Cllr J W Squire

L Salcombe Harbour Board

Cllr J H Baverstock
Cllr J Brazil
Cllr R D Gilbert
Cllr M J Hicks

Appendix C**Representation on Outside Bodies 2008/09**

ORGANISATION	Nominee(s) (Number of places shown)
1. AONB Partnership Committee	Cllrs M J Hicks and R Rowe (2 representatives)
2. Avon Estuary Conservation Forum	Cllr B E Carson (1 Representative)
3. Civil Parking Enforcement – Appeals Committee	Chairman of Scrutiny (Substitute – Scrutiny Shadow Member for a Clean Environment) (1 Representative + 1 Substitute)
4. Court of the University of Exeter	Cllr J T Pennington (1 Representative)
5. Devon Authorities Waste Reduction Recycling Committee	Cllr T J Hewitt (1 Representative nominated by the Executive)
6. Dart Estuary Conservation Forum	Cllr R Rowe (1 Representative nominated by the Executive)
7. Dart Harbour Navigation Authority (Non-Beneficiary user group)	Cllr I Longrigg (1 Representative)
8. Dartington Housing Association	Cllr M J Hicks (1 Representative)
9. Dartmoor National Park Committee	Cllr P W Hitchins (1 Representative)
10. Dartmoor National Park - Joint Advisory Committee on Housing for Local Needs	Cllrs J I G Blackler and C M Pannell (2 Representatives)
11. Devon Conservation Forum	Cllr J W Squire (1 Representative)
12. Devon County / South Hams Highways and Traffic Orders Committee	Cllrs P Coulson and A Ward (2 Representatives)
13. Devon County Council Health Overview & Scrutiny Committee	Cllr J W Squire (1 Representative)
14. Devon & Cornwall Housing Association	Cllr R F Croad (1 Representative)

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| 15. | Devon Playing Fields Association | Cllr R D Gilbert
(1 Representative nominated by the Executive) |
| 16. | Devonport Public Safety Scheme - Local Liaison Committee | Cllr J W Squire
(1 Representative) |
| 17. | Erme Estuary Conservation Forum | Cllr G J Fielden
(1 Representative nominated by the Executive) |
| 18. | Hope Cove Harbour Commissioners | Cllr R J Carter
(1 Representative) |
| 19. | Local Government Association:- | |
| | (i) General Assembly | Cllr P W Hitchins
(1 Representative) |
| | (ii) South West Branch | Cllr P W Hitchins, Leader (or nominee),
Cllr A Ward
(3 Representatives) |
| | (iii) Rural Commission | Leader or Deputy Leader
(1 Representative) |
| | (iv) LGA Committee, Panel, etc appointments | (NB: These appointments are made via an Electoral College process through the LGA. Council has given delegated authority to the Head of Corporate Services, in consultation with the Leaders of the Political Groups, to agree any such appointments). |
| 20. | Most Sparsely Populated Group | Cllr P W Hitchins
(1 Representative nominated by the Executive) |
| 21. | Plymouth Area Ground Work Trust Board | Cllr P W Hitchins
(1 Representative) |
| 22. | Plymouth City Airport Consultative Committee | Cllr N A Barnes
(1 Representative) |
| 23. | Plymouth Sub Regional Economic Partnership | Cllr P W Hitchins (or nominee)
(1 Representative) |
| 24. | River Yealm Harbour Authority | Cllr S E Cooper
1 Representative |

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| 25. | Rural Renaissance Partnership with West Devon | Executive Prosperity portfolio holder
(1 Representative) |
| 26. | Salcombe Kingsbridge Estuary Conservation Forum | Cllr D M O'Callaghan and Chairman of Salcombe Harbour Board (or nominee)
(2 Representatives) |
| 27. | Slapton Executive Committee | Cllrs J H Baverstock and I Longrigg
(2 Representatives) |
| 28. | South Devon and Dartmoor Crime Reduction Partnership | Cllr G J Fielden
(1 Representative) |
| 29. | South Devon Healthcare NHS Foundation Trust Governance Board | Cllr M J Hicks
(1 Representative) |
| 30. | South Hams Arts Forum | Cllr N A Barnes
(1 Representative) |
| 31. | South Hams Citizens' Advice Bureau | Cllr M J Howarth
(1 Representative) |
| 32. | South Hams Council for Voluntary Service - Executive Committee | Cllrs F J Hawke and J W Squire
(2 Representatives) |
| 33. | South Hams Food and Drink Association Board | Cllr R Rowe
(1 Representative nominated by the Executive) |
| 34. | South Hams Local Strategic Partnership | Cllrs R J Tucker and A Ward
(2 Representatives – 1 majority group and 1 minority group) |
| 35. | South Hams Police Liaison Meeting | Cllr J H Baverstock and B E Carson
(2 Representatives) |
| 36. | South Hams Sustainability Group | Cllrs B E Carson and A Ward
(2 Representatives – 1 majority group and 1 minority) |
| 37. | South West Provincial Employers | Cllr T J Hewitt
(1 Representative nominated by the Executive) |
| 38. | South West Regional Chamber | Leader of the Council
(1 Representative) |
| 39. | South West Tourism Consultative | Cllr R Rowe |

	Committee	(1 Representative nominated by the Executive)
40.	Sport South Hams	Cllr R D Gilbert (1 Representative)
41.	Supporting People – Joint Commissioning Body	Cllr M F Saltern (1 Representative)
42.	Tamar Estuary Consultative Forum	Cllr B E Carson (1 Representative)
43.	Tamar Valley of Outstanding Beauty Partnership	Cllr B E Carson (1 Representative)
44.	Tor Homes	Cllrs B E Carson, F J Hawke, S L Rankin and M F Saltern (4 Representatives)
45.	Totnes Adult & Community Learning Committee	Cllrs J T Pennington and J A Westacott (2 Representatives)
46.	Totnes & Dartmouth Ring & Ride Association	Cllr M Stone (1 Representative)
47.	Totnes and District Swimming Pool Association	Cllr B E Carson and J A Westacott (2 Representatives, of which 1 representative is nominated by the Executive)
48.	Villages in Action Board	Cllr A Ward (1 Representative)
49.	Yealm Estuary Management Plan Joint Steering Group	Cllr S E Cooper (1 Representative nominated by the Executive)

Appendix D**Membership of Other Groups 2008/09****A Joint Health & Safety Consultative Panel**

Leader of the Council
 Chairman of the Personnel Panel
 Cllr R F Croad
 Cllr J A Westacott

G Council Tax Setting Panel

Chairman of Council
 Leader of Council
 Chairman of Scrutiny
 Cllr G Date

B Tree and Hedge Appeal Group

Chairman or Vice-Chairman of Development Control Committee and one other member of Development Control Committee

One nominee of the Executive who is not a Member of the Development Control Committee

Any two other Members of the Council who are not Members of the Development Control Committee

H Design and Conservation Panel

Member Champions for Design and Heritage & Historic Buildings

C Development Planning Steering Group

Cllr H D Bastone
 Cllr B E Carson
 Cllr T J Hewitt
 Cllr M J Hicks
 Cllr P W Hitchins
 Cllr M F Saltern
 Cllr J W Squire
 Cllr R J Tucker
 Cllr A Ward
 Cllr J A Westacott

I Joint Staff Consultative Forum

Leader of Council
 Chairman and Vice Chairman of the Personnel Panel

D Political Structures Working Group

Cllr K J Baldry
 Cllr S E Cooper
 Cllr R F Croad
 Cllr P W Hitchins
 Cllr J T Pennington
 Cllr R Rowe
 Cllr R J Tucker
 Cllr A Ward

J Executive Project Board (Customer Services Unit)

Executive Member for Access to Council Services

E Public Spaces Working Group

Chairman of Community Policy Development Group

Cllr M J Howarth
Cllr C M Pannell
Cllr R C Steer

F Totnes Southern Area Group

Leader of the Council
Cllr P W Hitchins
Cllr J T Pennington
Cllr J A Westacott

K Asset Management Group

Executive Member with responsibility for Asset Management
Scrutiny Shadow

L Shared Services Steering Group

Leader of the Council
Leader of the Opposition

M Programming Panel

Chairman of the Executive
Chairman of Scrutiny
Chairmen of Community, Environment and Prosperity Policy Development Groups.

Calendar of Meetings 2008/2009**May 2008**

- 8 ANNUAL COUNCIL
- 21 Development Control
- 22 Community PDG
- 29 Executive

June 2008

- 2 Salcombe Harbour Board
- 10 Audit Committee
- 12 Scrutiny
- 19 Prosperity PDG
- 25 Development Control
- 26 COUNCIL

July 2008

- 3 Environment PDG
- 7 Salcombe Harbour Board (Annual Inspection)
- 10 Executive
- 24 (am) Scrutiny
- 24 (pm) Council
- 30 Development Control

September 2008

- 3 Development Control
- 4 Executive
- 9 Audit Committee
- 17 Community PDG
- 18 Scrutiny
- 22 Salcombe Harbour Board
- 25 COUNCIL

October 2008

- 1 Development Control
- 2 Executive

- 15 Environment PDG (am)
- 16 Scrutiny
- 22 Prosperity PDG
- 29 Development Control

November 2008

- 3 Salcombe Harbour
- 6 Executive
- 13 Council
- 20 Scrutiny

December 2008

- 2 Audit
- 4 Executive (Budget)
- 9 Prosperity PDG (Budget only)
- 10 Development Control
- 16 Environment PDG (Budget only)
- 17 Scrutiny
- 18 Council

January 2009

- 6 Community PDG (Budget only)
- 8 Executive
- 14 Development Control
- 15 Scrutiny (Budget only)
- 19 Salcombe Harbour Board
- 22 Executive (Budget only)
- 28 Prosperity PDG

February 2009

- 5 Council (Budget)
- 11 Development Control
- 12 Scrutiny
- 18 Community PDG
- 24 Council Tax Setting Panel
- 25 Environment PDG

March 2009

- 5 Executive
- 11 Development Control
- 19 Scrutiny
- 23 Salcombe Harbour Board
- 26 Council

April 2009

- 7 Audit
- 9 Executive
- 15 Development Control
- 23 Scrutiny
- 29 Prosperity PDG

May 2009

- 14 Annual Council
- 20 Development Control
- 27 Community PDG
- 28 Executive

June 2009

- 1 Salcombe Harbour Board
- 16 Audit
- 17 Development Control
- 18 Scrutiny
- 25 Council

July 2009

- 1 Environment PDG
- 9 Executive
- 13 Salcombe Harbour Board (Annual Inspection)
- 15 Community PDG
- 22 Development Control
- 23 Scrutiny
- 29 Prosperity PDG

30 Council

September 2009

2 Development Control
8 Audit
10 Executive
17 Council
24 Scrutiny
28 Salcombe Harbour Board