

West Devon Overview and Scrutiny Committee



Title:	Agenda														
Date:	Tuesday, 26th April, 2022														
Time:	2.00 pm														
Venue:	Chamber - Kilworthy Park														
Full Members:	<p style="text-align: center;">Chairman Cllr Ewings Vice Chairman Cllr Kimber</p> <p><i>Members:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Cllr Blackman</td> <td style="width: 33%;">Cllr Sellis</td> </tr> <tr> <td>Cllr Coulson</td> <td>Cllr Southcott</td> </tr> <tr> <td>Cllr Heyworth</td> <td>Cllr Spettigue</td> </tr> <tr> <td>Cllr Kemp</td> <td>Cllr Turnbull</td> </tr> <tr> <td>Cllr Moody</td> <td>Cllr Vachon</td> </tr> <tr> <td>Cllr Moyse</td> <td>Cllr Wood</td> </tr> <tr> <td>Cllr Samuel</td> <td></td> </tr> </table>	Cllr Blackman	Cllr Sellis	Cllr Coulson	Cllr Southcott	Cllr Heyworth	Cllr Spettigue	Cllr Kemp	Cllr Turnbull	Cllr Moody	Cllr Vachon	Cllr Moyse	Cllr Wood	Cllr Samuel	
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Cllr Samuel															
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.														
Committee administrator:	Democratic.Services@swdevon.gov.uk														

- 1. Apologies for Absence**
- 2. Confirmation of Minutes** **1 - 4**
- 3. Declarations of Interest**
In accordance with the Code of Conduct, Members are invited to declare any Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests including the nature and extent of such interests they may have in any items to be considered at this meeting;
- 4. Items Requiring Urgent Attention**
To consider those items which, in the opinion of the Chairman, should be considered by the Meeting as matters of urgency
- 5. Public Forum** **5 - 6**
A period of up to 15 minutes is available to deal with issues raised by the public.
- 6. Third Sector Partners - West Devon CVS**
- 7. Third Sector Partners -LiveWest**
- 8. Thematic Update -Housing** **7 - 16**
- 9. Task and Finish Group Updates (if any)**
- 10. Draft O&S Annual Work Programme 2022/23,inc. prep for next meeting** **17 - 18**
- 11. Member Learning and Development Opportunities Arising from this Meeting**

Agenda Item 2

At a Meeting of the **OVERVIEW & SCRUTINY COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **22nd** day of **MARCH 2022** at **2:30 pm**.

Present: Cllr M Ewings – Chairman
Cllr P Kimber – Vice-Chairman

Cllr N Heyworth (via Teams) Cllr C Kemp
Cllr D Sellis Cllr T Southcott
Cllr J Spettigue Cllr P Vachon
Cllr L Wood (via Teams)

Deputy Chief Executive
Director of Place (via email)
Democratic Services Specialist
Head of Environmental Health and Licensing
Democratic Services Officers (via Teams)

Also in Attendance: Cllrs P Crozier, C Daniel, N Jory, T Leech, C Mott (via Teams), T Pearce (via Teams), and J Yelland (Via Teams)

***O&S 54 APOLOGIES FOR ABSENCE**
Apologies for absence for this meeting were received from Cllrs A Blackman, J Moody, D Moyse, and L Samuel.

***O&S 55 CONFIRMATION OF MINUTES**
The minutes of the Meeting of the Overview and Scrutiny Committee held on 15 February 2022 were confirmed by the Meeting as a true and correct record, save for the insertion of the following onto bullet point five against item 5 of the agenda (*O&S 48 refers):

It was agreed that it was far too early to come to a decision about how Council meetings were working.

***O&S 56 DECLARATIONS OF INTEREST**
Members and officers were invited to declare any interests in the items of business to be considered during the course of this meeting but there were none made.

***O&S 57 PUBLIC FORUM**

The Chairman confirmed that no formal requests had been received in accordance with the Overview and Scrutiny Procedure Rules.

***O&S 58 THIRD SECTOR PARTNERS – CITIZENS ADVICE**

The Hub Lead Member with responsibility for Leisure, Health, and Wellbeing introduced the Chief Executive of Citizens Advice (CA), Vicki Rowe. Ms Rowe gave an overview of Citizens Advice Annual Report which will be published in April 2022 and outlined that debt, welfare benefits, and housing were the three main issues that they were called upon for help, totalling 60% of their requests. Fuel debt concerns were on the increase. It was highlighted that almost half of CA's 150 volunteers had been lost since the Pandemic and a recruitment campaign was running. Following an informative and interesting presentation, the Committee thanked Ms Rowe and CA for all they do for residents in West Devon. It was agreed that Members would raise the issue of volunteer recruitment at their Town and Parish Council meetings.

***O&S 59 LEISURE CONTRACT – FUSION ANNUAL REPORT 2021**

The Hub Lead Member with responsibility for Leisure introduced Mr Peter King from Fusion who proceeded to give an update to the Committee.

Following questions from Members, Mr King confirmed that there were outstanding maintenance issues on the centres but that these were in hand. It was confirmed that the website would be reviewed imminently but that the app was more user friendly and informative for clients. Some Members felt that a better website would be useful for increasing footfall into the Centres. The café at Meadowlands was going to reopen, and procurement was underway for someone to run the café.

Mr King was invited to come back in six months to update on progress and with the schedule of maintenance.

It was then **RESOLVED** that:

The Overview and Scrutiny Committee **NOTED** the contents of Fusion's Annual Report for 2021 and proposals for 2022. The Committee strongly recommended that the website needed significant improvements.

***O&S 60 COUNCIL DELIVERY AGAINST CORPORATE THEME: ECONOMY**

The Lead Hub Member for Thriving Economy introduced the report that provided the Committee with an update on current projects, each project being reviewed in turn.

TE1.1: It was highlighted that the marketing plan was constantly measured against performance and the project would require a holistic aim. It was

confirmed that the team were working closely with business improvement with the aim of getting all commercial units occupied.

TE1.2: Progress on this project was noted as good, with thanks given to the officer.

TE1.3: Following discussion as to the recommendation to merge this project with TE1.1 for the next fiscal year, it was agreed that the decision to merge or not should remain with the officer and Hub Lead for Economy.

TE1.4: It was advised that the eco museum would be online by the end of the month, and a consultation porthole was hoped to be in place before the end of the financial year. An explanation of an eco museum was given.

TE1.5: It was detailed that the LGA (Local Government Association) had termed this project as trail blazing and path finding. The Broadband officer was working on enhanced engagement with the farming community.

TE1.6: All industrial estates had been visited and a subsequent database being developed. It was noted that a glossary of terms was required.

TE1.9: The Committee was informed that more activities would be coming forward over the next couple of months. It was confirmed that CCTV in Tavistock was the responsibility of the Town Council. The Officer confirmed she would send round the BID's regular reports and the address of their website.

TE1.10: It was outlined that there was significant activity in Okehampton, including a potential BID. The needs of the town and outlying hamlets had been identified over the last year, with Okehampton Town Council having agreed to go forward with a feasibility study, with the inherent cost split 50:50 with the Council.

TE1.11: It was confirmed that monies had not been awarded in tranche one. Tranche two would open in April 2022, with submission required in June 2022. Following discussions with Devon County Council and Sustrans, it was hoped that Members would approve another application to tranche two. This application would need to include an element of cycling.

TE1.12: As the fund's opening had been delayed, this project was moved to year two of the corporate strategy. The Council had reached out to external stakeholders and had been approached by National Trust. Projects were being developed so that they would be 'shovel ready' when the grant applications opened.

The Committee thanked the Lead Hub Member and the officers for their work and noted that they had come a long way in a short space of time.

It was then **RESOLVED** that:

1. the Overview and Scrutiny Committee **NOTED** the progress of the Thriving Economy Delivery Plan; and
2. the Committee had made a series of recommendations (as set out in the minutes above) to the Thriving Economy Advisory Group on areas for further exploration.

***O&S 61 TASK AND FINISH GROUP UPDATES (IF ANY)**
There were no updates.

***O&S 62 O&S ANNUAL WORK PROGRAMME**

It was also confirmed that South West Mutual Bank would be contacted to ask for a written update to be provided to Members or for a representative to attend a future Committee Meeting to respond to Member questions.

Following a review of the agenda for the Committee meeting on 26th April 2022, the representations by third sector partners were to be moved to a future meeting to ensure there was sufficient time to review housing. Members were requested to send any questions they had to the officer now.

***O&S 53 MEMBER LEARNING AND DEVELOPMENT OPPORTUNITIES ARISING FROM THIS MEETING**

- Committee Members were asked to update their Town and Parish Councils regarding the Citizen Advise recruitment campaign.
- Complains and Compliments for leisure centres to be given to Jon Parkinson for his regular monthly meetings with Fusion.
- Housing questions to Isabel Blake now for the next Committee meeting, 26th April 2022.
- It was noted that the new schematic reports and update were thorough and particularly useful. There had not been many questions because the report was well articulated and set the standard for the following schematic reports.

(The meeting terminated at 4:36 pm)

Chairman

PUBLIC FORUM PROCEDURES

(a) General

Members of the public may raise issues and ask questions at meetings of the Overview and Scrutiny Committee. This session will last for up to fifteen minutes at the beginning of each meeting, with any individual speaker having a maximum of three minutes to address the Committee.

(b) Notice of Questions

An issue or question may only be raised by a member of the public provided that they have given written notice (which may be by electronic mail) to Darryl White (darryl.white@swdevon.gov.uk) by 5.00pm on the Thursday, prior to the relevant meeting.

(c) Scope of Questions

An issue may be rejected by the Monitoring Officer if:

- it relates to a matter within the functions of the Planning and Licensing Committee;
- it is not about a matter for which the local authority has a responsibility or which affects the district;
- it is offensive, frivolous or defamatory;
- it is substantially the same as a question which has previously been put in the past six months; or
- it requires the disclosure of confidential or exempt information.

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Report to: **Overview and Scrutiny Committee**
Date: **26 April 2022**
Title: **A Plan for West Devon Thematic Update: Improving Homes**
Portfolio Area: **Cllr Barry Ratcliffe**
Lead Member for Improving Homes
Wards Affected: **All**
Urgent Decision: **N** Approval and Clearance obtained: **N**

Date next steps can be taken:

Author: **Isabel Blake** Role: **Head of Housing**
Contact: Isabel.Blake@swdevon.gov.uk

RECOMMENDATION:

That Overview and Scrutiny Committee note the progress in delivering against the Plan for West Devon 'Improving Homes Thematic Delivery Plan.

1. Executive summary

- 1.1 The Council adopted the Plan for West Devon in September 2021, alongside detailed Thematic Delivery Plans for each priority area.
- 1.2 This report provides the thematic update on the Improving Homes strand of the Plan for West Devon.

2. Thematic Update Report

- 2.1 The Performance Management Framework included with the Plan for West Devon strategy commits that Overview and Scrutiny will receive a thematic update at each meeting in order to consider the progress against the agreed Thematic Delivery Plans.
- 2.2 The Improving Homes Thematic Update report is set out as Appendix A to this report.

3. Next Steps

3.1 Progress against the Thematic Delivery Plan will continue to be regularly monitored by the Hub Lead for Improving Homes, through monthly meetings with the lead officer.

Highlights will also be provided in the quarterly Integrated Performance Management Report considered by the Hub.

3.2 Following consideration by Overview and Scrutiny, the progress report will be published on the Councils strategy reporting pages <https://westdevon.gov.uk/plan-for-west-devon> as a public record of progress.

4. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		Providing performance updates in respect of our strategic priorities contributes to Principle F of the CIPFA Delivering Good Governance in Local Government Framework. This principle is about managing risks and performance through robust internal control and strong public financial management.
Financial implications to include reference to value for money		This report does provide updates in respect of financial information but does not make any recommendations or lead to any financial implications not considered by other committees.
Risk		The thematic update report considers the key risks for the Council in delivering each action within the Plan for West Devon delivery plan.
Supporting Corporate Strategy		Improving Homes
Climate Change - Carbon / Biodiversity Impact		The appendix includes an overview of progress in respect of Minimum Energy Efficiency Standards
Comprehensive Impact Assessment Implications		
Equality and Diversity		No direct implications

Safeguarding		No direct implications
Community Safety, Crime and Disorder		No direct implications
Health, Safety and Wellbeing		No direct implications
Other implications		

Supporting Information

Appendices:

Appendix A – Thematic Update Report Improving Homes

Background Papers:

None

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Improving Homes

Thematic Progress Update

April 2022



Lead Member Introduction

Ensuring that everyone within West Devon has access to a safe and warm home is a key priority within A Plan for West Devon, particularly given we have recently declared a housing crisis within the borough.



Cllr Barry Ratcliffe
Lead Member for improving homes

This update report sets out the progress the Council has made in achieving the key actions set out in the 2021/22 thematic delivery plan and significant progress has been made so far.

Since adoption of A Plan for West Devon, in September 2021 some of the key achievements have been:

- ✓ Declared a Housing Crisis and developed a high level plan for responding
- ✓ Launched a new Seamoor Lettings Website making it an easier system to use.
- ✓ Seen 36 units of affordable housing delivered in West Devon
- ✓ Carried out a public consultation on our draft homelessness strategy 2022/2027 which is now ready for consideration by Full Council in May.

5 Activities on Track and within budget	1 Activities requiring additional intervention or have uncertainties that require managing	0 Activities off track with no current clear plan to resolve	0 Not yet due to start
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Over the coming pages, we set out more in-depth update for each action along with the wider benefits to our communities.

As we look to the second year of the delivery plan, the Council is taking a key role in supporting the Government Homes for Ukraine Scheme, ensuring that properties where Ukrainians will be hosted are safe and suitable. At the point of writing this report we have already seen the first Ukrainian guests arrive within West Devon and we will do all we can to welcome and support them.

Cllr Barry Ratcliffe

Cllr Barry Ratcliffe

Lead Member for Improving Homes



Action IH1.1 – Deliver local homes that meet the needs of local people through a cumulative 300 new homes by the end of 2023/24 across the joint local plan area

Key Highlights

In total during 2021/22, 175 new affordable properties were delivered in the West Devon and South Hams JLP area. Specifically for West Devon, 36 units of affordable housing were delivered and occupied. The planning consent was achieved on the homeless hostel to re-provide this much needed temporary accommodation (See IH1.6 for more information on this).

Key Risks / Issues

There will be further affordable housing completions over the next 12 months although there is a risk delivery could slow down due to issues sourcing labour & materials. This has been reported as a potential issue nationally by Registered Providers and house builders.

Overall Rating GREEN – On Track

Action IH1.2 – Work with Devon County Council to support people to live independently, identifying opportunities for specialist, purpose-built accommodation

Key Highlights and benefits

We are currently exploring specialist, purpose built accommodation at a site in West Devon. We have worked with Devon County Council and as a result received data from Devon County Council about how many people require specialist accommodation in West Devon to demonstrate the need.

Key Risks / Issues

- Planning permission would need to be obtained

Looking ahead to the next 6 months

- Arrange a briefing on S106 for Plymouth Road
- Feasibility work to be undertaken on bringing a site forward

Overall Rating GREEN – On Track

Action IH1.3 – Develop our understanding of housing need and implement plans for responding

Key Highlights

Housing Need mapping is currently being undertaken and this has provided useful information which is being finalised to evidence where the delivery of affordable house should be encouraged. This will be through consultation with Neighbourhood Planning Groups, communities and our Registered Providers when land opportunities arise.

Good progress is being made on Housing Needs surveys. North Tawton Town Council have carried out their own Housing Needs survey, The results of the Brentor Housing Needs survey are being finalised.

Key Risks / Issues

There is a resource requirement to deliver housing needs surveys at pace which is being considered as part of the ongoing resource needed to respond to the housing crisis

Looking ahead to the next 6 months

- Data mapping will be available with key information on towns and local centres. Further areas of high demand will be identified and added to the system to ensure there is a coherent picture of current stock, turnover, delivery of new properties and demand.
- Schedule Housing Needs surveys for Princetown and Mary Tavy

Overall Rating GREEN – ON TRACK



Action IH1.4 – Promote and support energy efficiency in homes through ensuring the private rented sector meets the requirements of the Domestic Minimum Energy Efficiency Standards, Green Homes Grant Phase 2 and Energy efficiency improvements social housing decarbonisation fund

Key Highlights

Using a government grant, the council is currently working with Tamar Energy on a project to improve or have proper exemptions for an initial 60 non-compliant rental properties.

Key Risks / Issues

The original plan was to fund a post to support this work, however we were unable to recruit and have commissioned this support from Tamar Energy. This work has included building a bespoke webform for engaging with landlords, ensuring that all of the information is provided to landlord so that they are aware of the requirements. This should reduce advice calls and interactions. The webform and back office database is complete and ready to go.

Looking ahead to the next 6 months

- Engaging with non-complaint landlords, 700 properties have been identified, letters starting to go out week commencing 11/4.
- Exemptions database interrogated and checked for false claims.
- 60 homes improved or properly exempted

Overall Rating

GREEN – ON TRACK

Action IH1.5 – Promote the best use and improve the quality of existing housing including through a new Seamoor Lettings website, a new tenancy strategy and seek redevelopment opportunities with partners to enhance the current housing stock to meet the needs of residents.

Key Highlights

We have launched a new Seamoor lettings website which, so far has been well received and we have seen more people signing up as landlords and possible future tenants. A regular communications plan is being planned to ensure we continue to progress.

We took part in promoting National Empty Homes week which ran from 28th Feb – 6th March to encourage people to report empty properties - although we know that the number of empty properties in West Devon is lower than the South West and national average. This was promoted alongside our Lendology borrowing scheme which enables access to good borrowing rates to make improvements to properties in the hope that it will bring more back in to use.

Our new Tenancy Strategy has been developed and was adopted by Members in November 2021.

Our registered provider partners have identified a number of potential regeneration projects but these are currently at early stages of discussion. More information will follow.

Key Risks / Issues

- Changes to Energy Performance Certificates etc for rental properties that are in the pipeline may see landlords become more reluctant to let properties. We will ensure that we build this in to our communications strategy and promote the Lendology finance options for landlords.
- Action IH1.5 is slightly off track against the original plan as we have not rolled out our package of support for HMO management and promoted it to landlords. This action has been rolled forward to 2022/23

Looking ahead to the next 6 months

- Project Team meeting to develop next phase of promoting Seamoor lettings website.



- Progress discussions with our registered provider partners on potential regeneration projects.

Overall Rating Amber – Slightly Off Track

Action IH1.6 – Deliver on our plans for 11 self-contained apartments in Tavistock to support people who are homeless

Key Highlights

We have received planning consent for the self-contained apartments in Tavistock.

On 20th April a Design Workshop was held to scope out the designs prior to going to tender for a contractor.

Key Risks / Issues

- The cost of both labour and materials continues to increase which may impact the business case for the project.

Looking ahead to the next 6 months

- Publish tender for contractors to deliver the scheme
- Refine Full business case for consideration by Members in July or September 2022.

Overall Rating GREEN – ON TRACK

This update will be considered by the West Devon Borough Council Overview and Scrutiny Committee at their meeting on 26th April 2022.

You can view the meeting by visiting our  **YouTube** channel:

<https://www.youtube.com/channel/UCDZEXV47SxBpXUDR6qbhtiA>

You can find out more about A Plan for West Devon by visiting

www.westdevon.gov.uk/plan-for-west-devon



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WEST DEVON OVERVIEW AND SCRUTINY COMMITTEE

INITIAL DRAFT ANNUAL WORK PROGRAMME PROPOSALS – 2022/23

Date of Meeting	Report	Lead Officer
21 June 2022	Third Sector Partners – South West Mutual Bank – Tony Greenham (written report)	Lisa Buckle
	Council Delivery against Corporate Theme: Inclusive Services	
	Contact Centre update	Dale Cropper
	Community Broadband – Quarterly Update	Gemma Bristow
	Task and Finish Group Updates (if any)	
	O+S Annual Work Programme <i>(to include preparation for next meeting)</i>	
26 July 2022	Task and Finish Group Updates <i>(if any)</i>	
	Council Delivery against Corporate Theme: Built Environment	
	O+S Annual Work Programme <i>(to include preparation for next meeting)</i>	
47 October 2022	Task and Finish Group Updates <i>(if any)</i>	
	Fusion Update – including maintenance schedule (*O&S 59)	Peter King and Jon Parkinson
	Council Delivery against Corporate Theme: Community	
	O+S Annual Work Programme <i>(to include preparation for next meeting)</i>	
15 November 2022	Task and Finish Group Updates <i>(if any)</i>	
	Council Delivery against Corporate Theme: Efficient Services	
	O+S Annual Work Programme <i>(to include preparation for next meeting)</i>	
17 January 2023	Task and Finish Group Updates <i>(if any)</i>	
	Council Delivery against Corporate Theme: Environment	
	O+S Annual Work Programme <i>(to include preparation for next meeting)</i>	
14 February 2023	Task and Finish Group Updates <i>(if any)</i>	
	Council Delivery against Corporate Theme: TBC	
	O+S Annual Work Programme <i>(to include preparation for next meeting)</i>	

21 March 2023	Task and Finish Group Updates <i>(if any)</i>	
	Council Delivery against Corporate Theme: TBC	
	O+S Annual Work Programme <i>(to include preparation for next meeting)</i>	
25 April 2023	Task and Finish Group Updates <i>(if any)</i>	
	Council Delivery against Corporate Theme: TBC	
	O+S Annual Work Programme <i>(to include preparation for next meeting)</i>	
<i>To be considered for scheduling:</i>		

DRAFT