

MINUTES OF THE **MEETING** OF THE **POLICY & RESOURCES COMMITTEE** HELD ON **WEDNESDAY 13<sup>th</sup> SEPTEMBER 2017** AT 7.00 P.M. AT THE TOWN HALL, GREAT WESTERN HOUSE, 9 DEVON SQUARE, NEWTON ABBOT

**PRESENT:** Councillor M Ryan (Chairman)  
C N Parker (Vice-Chairman)

Councillors Mrs J Cleave R Jenks  
R Hayes K Purchase  
M Hocking Ms L Roberts  
D Howe T Ward

In attendance: Philip Rowe – Town Clerk  
Sally Henley – Town Development Manager  
Alex Robinson – Committee Administrator

By Invitation: Mr Rob Cude, Crew Manager, Newton Abbot Fire Station

155. **WELCOME AND INTRODUCTION**

The Chairman welcomed Rob Cude, Crew Manager, Newton Abbot Fire Station to the meeting and thanked him in advance of his presentation to Members.

156. **APOLOGIES**

Apologies for absence were received on behalf of Councillors C Coyle-Moore, Mrs C Bunday, Mrs J A Jones (Mayor) and M Joyce.

157. **MINUTES**

The Minutes of the Meeting of the Policy and Resources Committee held on 12<sup>th</sup> July were received and signed as a correct record.

158. **INTERESTS**

None declared.

159. **PUBLIC PARTICIPATION**

None.

160. **NEWTON ABBOT FIRE STATION - PRESENTATION**

The Chairman introduced Mr Rob Cude, Crew Manager from Newton Abbot Fire Station and invited him to update Members, on the service and activities of the Fire Service in the town.

Mr Cude thanked Councillors for their invitation and introduced his presentation with a background to the structure of the service across the region:

- The Devon and Somerset Fire Services were combined into one regional unit in 2007,
- The service is the largest in the country, outside of the London Metropolitan service,

- With over 2,100 staff it is the largest employer of on-call staff across the Fire Service in England,
- This region has the second largest number of Fire Stations in England outside of London,
- Devon and Somerset are split into six areas with three Area Commands,
- The Service is then further managed between Whole time; On-Call and Volunteer stations depending upon the demand for the service between busy city centres and rural out-reach stations.

The Service delivered three key areas:

**Prevention** - Fire Safety at home, School Visits and new roles included Safeguarding and First Responder.

**Protection** – Fire Safety Advice in commercial settings, Inspections and Audits.

**Response** – Emergency Fire Safety Response; following the success of the Home Safety Campaigns, the primary demand for the response service was now in connection with road traffic collisions.

Mr Cude explained his own personal history with the Fire Service and noted the vast wealth of experience among his staff. The Service demanded a great deal of commitment in terms of living and working within five minutes of the Station over an extensive weekly shift pattern. Many primary employers allowed the release of their staff to attend to emergency call-outs but with reduced staffing levels in many businesses they were finding it increasingly difficult. Overall this has meant that it was more difficult for the Fire Service to retain on-call staff in the current economic climate.

Newton Abbot Fire Station is well served by both whole-time and on-call personnel. The station operates with 21 staff; nine of whom are on duty at any one time, working with two fire engines and one specialist environmental protection unit. Newton Abbot is the busiest On-Call station in the area responding to in excess of 560 call outs per year so the town is well served.

This October, the Fire Station will mark the 45<sup>th</sup> Anniversary of the Station at its present site in Newton Abbot. He welcomed the presence of the Mayor of Newton Abbot to the event and praised the use of social media in tracing many of the past employees who had served at Newton Abbot station, who had been invited to attend. The event would be marked by the unveiling of a plaque.

In summarising, Mr Cude advised that the Service recruited from across the community, many of those serving as on-call staff working alongside their primary employment to serve their community and the supplementary training provided by the Service gave transferrable skills for staff to take back to their main employment. A new scheme would provide a certificate to employers in recognition of their commitment to releasing on-call staff to the Fire Service.

The Chairman thanked Mr Cude for his thorough and informative presentation and invited questions from Members, which raised the following points:

- The Devon Fire Service combined with Somerset rather than Devon, (as per the Police Service) because of a close match in structure and equipment,
- The positive use of social media in advising the public of local situations,

- Commercial Fire Safety Audits are now carried out on a risk based assessment,
- Vulnerable buildings have been identified and remedial works are in place to rectify any fire safety issues,
- Members thanked the Fire Service for their response to recent local fire emergencies, in particular, on the Buckland Estate.

The Chairman thanked Mr Cude for taking questions and requested the opportunity for Members to visit the Fire Station at a convenient time. Mr Cude agreed to arrange a visit in due course. Where upon Mr Cude was invited to leave the meeting.

#### 161. REPRESENTATIVES ON OUTSIDE BODIES

The following Members reported on their attendance at meetings of outside bodies:

(i) Councillor David Howe reported that the Stover Canal Trust Annual Open Weekend would be held on 23<sup>rd</sup> and 24<sup>th</sup> September 2017.

(ii) Councillor Colin Parker reported on the Town Team meeting to which he had attended:

- A presentation on Town Centre Markets by Teignbridge District Council,
- A recent survey highlighted the marked reduction in Cattle Sales in recent years,
- The success of 'Summer Nights' events, the third and final event on Saturday 16<sup>th</sup> September,
- Devon County Council VMS electronic parking signs are not working and not considered a priority to be fixed,
- Resurfacing works to the road in Wolborough Street originally scheduled for October half-term have been deferred to February 2018,
- Resurfacing of the pedestrian area in Courtenay Street will be carried out at the end of September and
- Concern at reduced staffing levels of local Police service.

The Clerk reported that no reports had been received from outside bodies.

#### 162. SUB COMMITTEES/WORKING PARTIES/FORUMS

##### (i). NEWTON'S PLACE PROJECT BOARD – 27<sup>th</sup> JULY 2017

Arising from the consideration of the report of the meeting it was,

**RESOLVED** that the minutes of the Newton's Place Project Board – held on 27<sup>th</sup> July 2017 be hereby approved and adopted and it being noted that the Working Group were working to gain match funding for the Delivery Phase of the Project and tenders were out for seven disciplines for the professional services with interviews being held over the next three weeks.

##### (ii). NEWTON ABBOT NEIGHBOURHOOD DEVELOPMENT PLAN MONITORING GROUP – 8<sup>th</sup> AUGUST 2017

Arising from the consideration of the report of the meeting it was,

**RESOLVED** that the minutes of the Newton Abbot Neighbourhood Development Plan Monitoring Group - held on 8<sup>th</sup> August 2017 be hereby

approved and adopted subject to the additional 'Champions' for Masterplanning being included and it being;

**AGREED** that the following Members be assigned as Champions to policies within the Newton Abbot Neighbourhood Development Plan:

<b>Policy</b>		<b>Champion Councillor(s)</b>
1	Support for Community Energy Initiatives	M Joyce
2	Quality of Design	A Jones & D Howe
3	Natural Environment & Biodiversity	A Jones & D Howe
4	Provision of Cycle/Walkways	M Pilkington & R Hayes
5	Provision of Community Facilities	C Bunday
6	Use of Community Infrastructure Levies	<i>Specified within ND Plan</i>
7	Masterplanning	C Parker, Ms L Roberts & R Jenks
8	Town Centre Regeneration	M Hocking, A Jones, M Joyce & L Roberts
9	Creation of Business Premises	M Hocking & L Roberts
10	Broadband Speeds	<i>National Scheme</i>
11	Designated & Non-Designated Heritage Assets	C Bunday & D Howe

### 163. POLICIES

The Chairman introduced the new Policy documents, previously circulated. The Town Clerk reported that the first set related to Health and Safety which applied primarily to staff but also to Members on occasions where they attended events or assisted the Handyman. The second set of policy documents, related to the changing use of ICT in the Town Hall and security of information. The Clerk informed Members of the proposed changes to Data Protection legislation; to be known as the General Data Protection Regulation effective, May 2018. He noted the change in the requirement for recording and sharing personal information and added that he would report in more detail at Full Council.

In considering the policies, the Clerk reminded members of the need to exercise caution in forwarding and sharing details contained within copied emails and an effort to reduce email traffic by replying to the author alone, rather than using the 'reply all' function. Following a discussion among Members and their review of the policy documents it was;

**RESOLVED** that subject to minor amendments the Policies in relation to **Health & Safety:**

- (a) Display Screen Equipment Regulations 1992,
- (b) Electrical Safety,
- (c) Guidance on Manual Lifting and Handling,
- (d) Potentially Abusive or Violent Persons,
- (e) Working Alone,
- (f) Safety in Offices and Museum and,

**Information Communication Technology (ICT):**

- (a) Internet and E-mail Policy,
- (b) Fire Wall,
- (c) Remote Access & Mobile Working Policy, and

(d) Password Policy, be hereby, approved and recommended to Full Council for adoption.

164. **INCOME & EXPENDITURE**

The Committee received and noted the overview of Income and Expenditure statement for Policy and Resources Committee for the Period 1<sup>st</sup> April – 31<sup>st</sup> July 2017. Following consideration, it was

**RESOLVED** that the Income and Expenditure Statement for the Policy and Resources Committee for the period 1<sup>st</sup> April – 31<sup>st</sup> July 2017, be hereby, approved and signed by the Chairman of the Policy and Resources Committee.

165. **DATE OF NEXT MEETING**

The next meeting would be Wednesday 1<sup>st</sup> November 2017.

166. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED** that the press and public be excluded from the meeting during the discussion of the following item of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

167. **ST. LEONARD'S CLOCK TOWER**

The Chairman invited the Clerk to update Members on investigations into repairs to the St. Leonard's Clock Tower.

**RESOLVED** that the Town Clerk be authorised to progress such investigations and report back to Members in due course.

CHAIRMAN