

Agenda for Cabinet

Wednesday, 6 April 2016; 5.30pm

[Members of Cabinet](#)

Venue: Council Chamber, Knowle, Sidmouth, EX10 8HL

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Members of the public exercising their right to speak during Public Question Time will be recorded.

- 1 [Public speaking](#)
- 2 Minutes of 9 March 2016 (pages 4-10), to be signed as a true record
- 3 Apologies
- 4 [Declarations of interest](#)
- 5 [Matters of urgency](#)
- 6 Confidential/exempt items – there are no items which officers recommend should be dealt with in this way.

7 Forward Plan for key decisions for the period 1 May 2016 to 31 August 2016 (pages 11-14)

8 Minutes of the Housing Review Board held on 10 March 2016 (pages 15-21)

9 Minutes of the STRATA Joint Scrutiny held on 17 March 2016 (pages 22-27)

10 Minutes of the Scrutiny Committee held on 17 March 2016 (pages 28-31)

Part A matters for key decision

11 **Relocation update** (pages 32-49)

This update is to advise on progress of the relocation plans and seek Cabinet agreement to further key actions.

Appendix 1 – Floor plans Honiton HQ and Exmouth Town Hall refurbishment

Appendix 2 – Pegasus Life plan for Knowle Site buildings footprint

Appendix 3 – Service Delivery and Office Relocation Survey results summary

12 **Devolution update** (pages 50-92)

To update members on progress of the Devolution Prospectus

Appendix 1 – Governance Workshop Notes

Appendix 2 - Governance Workshop slides

Appendix 3 – Briefing key messages

Appendix 4 - HoSW Prospectus for Productivity presentation

Appendix 5 - HoSW Productivity Plan Workshop Meeting notes

Part A matters for decision

13 **Cranbrook Community Questionnaire results** (pages 93-98)

The report outlines the results of the Cranbrook Community Questionnaire 2015 which was undertaken jointly between Organisational Development at EDDC and the Cranbrook Community Development Worker at EDVSA. This is the third annual questionnaire.

14 **Cranbrook: Healthy New Towns programme** (pages 99-118)

To advise that Cranbrook is one of ten developments selected nationally by NHS England for the Healthy New Towns programme

Appendix 1 – Cranbrook: A Healthy New Town slides

Appendix 2 – Healthy New Towns Selection Event slide

Appendix 3 – NHS England: Registration of Interest

15 **Monthly Performance reports – February 2016** (pages 119-122)

Performance information for the 2015/6 financial year for February 2016 is supplied to allow the Cabinet to monitor progress with selected performance measures and identify any service areas where improvement is necessary.

Appendix 1 – February Snapshot

16 **Whimple Neighbourhood Area Designation** (pages 123-133)

To define and designate the Neighbourhood Area for the parish Whimple. The report does not recommend a specific area for designation rather it highlights three potential options, highlights issues relevant to these options.

Appendix 1 – Response from Cranbrook Town Council

17 Empty homes enforcement project – Mountfield and The Wing, Musbury
(pages 134-144)

Mountfield and The Wing are listed residential properties which have been empty for a considerable period of time and are now seriously dilapidated. The owner has shown no interest in maintaining the properties or the grounds around the properties. The Private Sector Housing team have received significant numbers of complaints about the state of these properties. The report identifies the issues; sets out what enforcement options have been considered; and recommends a course of action to bring these properties back into use.

Appendix 1 – Photographs

For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546

EAST DEVON DISTRICT COUNCIL
Minutes of the meeting of Cabinet held
at Knowle, Sidmouth on 9 March 2016

Attendance list at end of document

The meeting started at 5.30pm and ended at 6.03pm

***189 Public Speaking**

Ed Moffatt from the Diocese of Exeter spoke on agenda item 12 - Cranbrook Place of Worship Land. Mr Moffatt had been working on the creation of a church community for Cranbrook for the past 13 years. In that time the Church primary school had been established with a strong local identity. There was an aspiration for a church building in Cranbrook. A sharing agreement had been drawn up with Churches Together in Devon and Cornerstone Church. The three funding partners were the Diocese of Exeter representing the Church of England in Devon, the Plymouth and Exeter District of the Methodist Church and the South West Synod of the United Reform Church. Cornerstone Church was aware of the onus to be dedicated to the service of the whole community of Cranbrook. The Diocese of Exeter was aware of the legal agreement and was happy to take this forward with the Council in due course. Answering a question from the Chairman Mr Moffatt confirmed that following a recruitment and interview process; which included participation from local community groups, there was now a new minister who would start the post shortly as well as living in Cranbrook itself.

***190 Minutes**

The minutes of the Cabinet meeting held on 10 February 2016 were confirmed and signed as a true record. Following an amendment from Council to minute **179 ESCo Energy Services**, the recommendation now reads,

‘that the Council is not currently persuaded to become a shareholder of the public sector Energy Services Company (ESCo) and would request further information in order to make a final decision.’

***191 Declarations**

Councillor Iain Chubb – Minute 13
Interest: Personal
Reason: Is a private landlord

Councillor Bill Nash – Minute 13
Interest: Personal
Reason: Is a private landlord

***192 Matters referred to the Cabinet**

There were no matters referred to the Cabinet by the Overview and Scrutiny Committees.

***193 Exclusion of the public**

There were no confidential items which officers recommended should be dealt with in this way.

***194 Forward Plan**

Members noted the contents of the forward plan for key decisions for the period 1 April 2016 to 30 July 2016.

***195 Notes of the New Homes Bonus Panel held on 25 January 2016**

Members received the action notes of the New Homes Bonus Panel held on 25 January 2016. Members were asked to note the concerns at the recent changes to criteria with regard to the use of Parishes Together Fund monies for ditching and drainage works and potentially verge and hedge cutting.

RESOLVED:

that the New Homes Bonus Panel's decisions be supported and its recommendations approved, as set out in the notes of the Panel's meeting.

***196 Minutes of the Overview Committee held on 26 January 2016**

Members received and noted of the Minutes of the Overview Committee held on 26 January 2016.

RESOLVED (1) that the following be noted:

Minute 27 - Enterprise Zone update

1. the outcome of the Enterprise Zone application submitted by the Heart of the South West Local Enterprise Partnership confirmed as part of the Government's Autumn statement,
2. the additional work that will be needed to be undertaken to develop a detailed business case and defined geography before the Zone can become operational.

Minute 28 - South West Trains franchise consultation

Minute 29 - Overview forward plan

That the forward plan include:

- 9 February 2016 – additional meeting on the Refuse and Recycling contract award.
- 22 March 2016 – Sustainability. Update on Flood Risk Management and Shoreline Management Plan, Update on Economic Development and Draft Annual Report.
- First meeting after 1 May 2016 – EDDC policy on providing Affordable/Starter Homes

***197 Minutes of the Scrutiny Committee held on 18 February 2016**

Members received and noted Minutes of the Scrutiny Committee held on 18 February 2016.

RESOLVED (1) that the following be noted:

Minute 50 – Portfolio Holder up-date – Sustainable Homes and Communities

1. the report
2. the housing team be congratulated on its significant achievements;
3. the Committee express its concerns at the failure of the Housing Minister to recognise and address the housing problems faced by EDDC as a result of the imposed reduction in housing rent.

Minute 52 - Quarterly monitoring of performance, 3rd quarter 2015/16 Oct – Dec 2015

1. the provision of Broadband and the importance of engaging with communities be included in the Scrutiny forward plan,
2. the new policy relating to motor homes to welcome day visitors to East Devon's towns be circulated to the Committee for their information,

3. the Strategic Lead – Organisational Development and Transformation be invited to a future meeting of the Committee with comparative data from other authorities to outline the current position relating to working days lost due to sickness absence and actions being taken,
4. the Development Manager be asked to advise on the number of temporary staff now within the service (whether this has increased or decreased) and future plans to improve performance in respect of determining planning applications,
5. officers take care in preparing the wording of the questionnaire in respect of a potential increase in street trading as this was already causing local concern,
6. officers provide the Committee with an update on the Management Plans for Seaton, Sidmouth, Exmouth and Budleigh beaches,
7. Seaton Jurassic – the Committee to monitor visitor numbers against projections,
8. Planning on-line – to invite the Economy Practice Manager to a future meeting of the Committee to address concerns raised about the service currently provided, issues around the search facility and plans to only provide town and parish councils with on-line documents on which to submit their comments.

Minute 53 – Scrutiny Forward Plan

Items were agreed for inclusion:

17 March 2016

Beach Hut update

Chardstock and Dunkeswell Strategy 27 decision debate

14 April 2016

Draft Scrutiny annual report.

Broadband provision. Consider inviting Councillor Ian Thomas (former Portfolio Holder relevant for Broadband) and Phil Twiss (current Portfolio Holder relevant for Broadband).
How we consult and engage with the public – implementation of policy

Future meetings

- Portfolio Holder updates as required
- Review of the production process of the Local Plan.
- Exmouth Sea Scouts hut – update on progress.
- Review of EDDC website – including search engine, comparison with other authorities, and how this reflects the image of the Council.
- Planning on-line – to invite the Economy Practice Manager to a future meeting of the Committee to address concerns raised about the service currently provided, issues around the search facility and plans to only provide town and parish councils with on-line documents on which to submit their comments.
- The Strategic Lead – Organisational Development and Transformation be invited to a future meeting of the Committee with comparative data from other authorities to outline the current position relating to working days lost due to sickness absence and actions being taken,
- Seaton Jurassic – the Committee to monitor visitor numbers against projections,
- Police 101 service – the new Police Crime Commissioner to be invited (after May elections). To include what is expected from the service, and how it needs to be improved to gain the support and faith of the public providing information and needing help.

RESOLVED (2) that the following recommendations be agreed:

Minute 51 - Scope for Dunkeswell and Chardstock Built-up Area Boundary (BUAB)

Subject to,

1. the background paper timeline including the date of the public hearing when the Inspector heard the contributions from Chardstock and Councillor Ben Ingham,
2. the consultees be increased to include the former Dunkeswell ward member, Bob Buxton, Councillor Andrew Moulding (who addressed Council on the issue).

198 **Programme of meetings 2016/17**

The Cabinet considered the proposed timetable of meetings for the next Council year.

RECOMMENDED:

that the draft meetings timetable be referred for approval to the annual meeting of the Council.

RESOLVED:

that the 2016 Annual Council meeting be held on Wednesday 18 May.

REASON:

To meet the legal requirement to hold an annual meeting and also such other meetings as necessary for the conduct of the Council's business in accordance with its constitution.

*199 **Cranbrook Place of Worship Land**

Darren Summerfield, New Community Projects Officer presented the report. The Section 106 Legal Agreement for Cranbrook made provision for Place of Worship Land. The site was an area of 0.2 hectares adjacent to St Martin's Primary School and fronting Younghayes Road; located within the first phase of the town. Following its laying out the New Community Partners were required to transfer the land to the District Council. The Diocese of Exeter and Cornerstone Church had requested that following the transfer of the land to the Council that it be transferred to the Diocese. The Place of Worship Land was in the process of being prepared in accordance with the agreed specification and the purpose of the report was to consider the options for its future management and ownership.

Cornerstone Church and Churches Together in Devon's vision had set out that in the short term the church intended to develop the approved spiritual garden as a community facility. It stated that the approved scheme was developed in conjunction with the community and that project received support from people across the community, including those of different faiths and those who consider themselves without faith. The spiritual garden was intended to be an open space that was accessible to all so to provide a location for reflection, spirituality and occasions for community gathering. It would include a central covered area and this could be used for a range of activities such as christenings, wedding blessings, storytelling, musical performances, BBQs and picnics. In addition, including areas of green space and wild flowers, it was envisaged that the site could include space for temporary community vegetable gardens where various community groups could take responsibility for using the space.

RESOLVED:

1. On receipt of the Cranbrook Place of Worship Land from the New Community Partners that the land was transferred to the Diocese of Exeter acting on behalf of Churches Together in Devon.

2. Delegate the agreement of the details of the transfer of the Place of Worship Land to the Deputy Chief Executive to include the details contained at Paragraph 6.3 of the report.

REASON:

To support the delivery of a temporary spiritual garden at Cranbrook and to allow the Diocese of Exeter and Cornerstone Church to lead any future project to develop a permanent place of worship building on the site.

***200 The Smoke and Carbon Monoxide Alarm (England) Regulations 2015**

John Golding, Strategic Lead Housing, Health and Environment presented the report. From the 1 October 2015 private sector landlords were required to ensure that at least one smoke alarm was installed on every storey of their rented property, and that a carbon monoxide alarm was installed in any room which contains a solid fuel burning appliance. They were also required to ensure that such alarms were in proper working order at the start of each new tenancy. These requirements were enforced by the Local Housing Authority.

It was a requirement of the Local Housing Authority to have a statement of principles which act as guidance and sets out how they will enforce the regulations. The statement also set out the approach to determine the amounts that could be appropriate penalties for breaches of the regulation.

The government required local authorities to be open and transparent regarding the civil penalty and to publish the statement of principles which they would follow when determining the amount of penalty charge. These principles and the fine levels were comparable with the Devon Local Authorities and other local authorities across the UK.

Discussion included the following:

- Many properties; specially in Exmouth, were not registered as Houses in Multiple Occupation (HMO) and amongst other issues could create fire hazards
- The burden was on the landlord to understand the rules of HMO when these were quite complex in law

RESOLVED:

That Cabinet note the new regulations and the statement of principles and fine levels be agreed

REASON:

The regulations require that the council agrees a statement of principles and fine levels.

***201 Compulsory Purchase Order: exchanging inalienable land in the ownership of the National Trust with land owned by the Diocese of Exeter at the request of the Parish Council of Branscombe, to provide an extension to the St Winifred's graveyard**

The churchyard of St Winifred's, Branscombe had two burial plots remaining before the graveyard was full. The St Winifred's Parochial Church Council in consultation with Branscombe Parish Council had been exploring the possible options for a number of years to seek an alternative burial site. The Parish Council and the Parochial Church Council requested that East Devon should assist and acquire the land by Compulsory Purchase Order (CPO) in 2013.

This had been achieved by compulsorily purchasing an inalienable parcel of land from the National Trust and swapping it with land provided by the Diocese of Exeter.

The legal process had now concluded and the Council received confirmation from the National Planning Casework Unit on 14 January 2016 that it could confirm the CPO.

RESOLVED:

That Cabinet as recommended by Council, agreed the confirmation of the Compulsory Purchase Order

REASON:

To progress the matter so that the two parcels of land can be conveyed between the National Trust and the Diocese of Exeter.

***202 Monthly Performance reports – January 2016**

The report set out performance information for January 2016. This allowed Cabinet to monitor progress with selected performance measures and identify any service areas where improvement was necessary.

There were two indicators that were showing excellent performance:

1. Percentage of planning appeal decisions where the planning inspector has disagreed with the Council's decision
2. Days taken to process Housing Benefit/Council Tax Benefit new claims and change events

There were no performance indicators showing as concern.

RESOLVED:

that the progress and proposed improvement action for performance measures for January 2016 be noted.

REASON:

The performance reports highlighted progress using a monthly snapshot report; SPAR report on monthly performance indicators and system thinking measures in key service areas including Development Control, Housing and Revenues and Benefits.

Attendance list

Present:

Andrew Moulding Deputy Leader/Strategic Development and Partnership

Portfolio Holders:

Tom Wright	Corporate Business
Iain Chubb	Environment
Jill Elson	Sustainable Homes and Communities
Philip Skinner	Portfolio Holder Economy
Phil Twiss	Corporate Services
Ian Thomas	Portfolio Holder Finance

Cabinet Members without Portfolio

Geoff Pook
Eileen Wragg

Cabinet apologies:

Paul Diviani Leader

Non-Cabinet apologies:

Paul Carter
David Chapman
Maddy Chapman
Alan Dent
Graham Godbeer
Alison Greenhalgh
Dawn Manley
Cherry Nicholas
John O’Leary
Mark Williamson

Also present:

Councillors:

Brian Bailey
David Barratt
Peter Bowden
John Dyson
Peter Faithfull
Roger Giles
Simon Grundy
Ian Hall
Steve Hall
Mike Howe
Geoff Jung
Bill Nash
Pauline Stott

Also present:

Officers:

Mark Williams, Chief Executive
Richard Cohen, Deputy Chief Executive
Simon Davey, Strategic Lead – Finance
John Golding, Strategic Lead Housing, Health and Environment
Henry Gordon Lennox, Strategic Lead – Legal, Licensing and Democratic Services
Darren Summerfield, New Community Projects Officer
Amanda Coombes, Democratic Services Officer

Chairman Date.....

EAST DEVON DISTRICT COUNCIL
Forward Plan of Key Decisions - For the 4 month period 1 May 2016 to 31 August 2016

This plan contains all the (i) important decisions that the Council intends to take and (ii) Key Decisions that the Council's Cabinet expects to make during the 4-month period referred to above. The plan is rolled forward every month.

Key Decisions are defined by law as “**an executive decision** which is likely :-

- (a) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Council's area

In accordance with section 9Q of the Local Government Act 2000, in determining the meaning of “significant” in (a) and (b) above regard shall be had to any guidance for the time being issued by the Secretary of State.

A public notice period of 28 clear days is required when a Key Decision is to be taken by the Council's Cabinet even if the meeting is wholly or partly to be in private. Key Decisions and the relevant Cabinet meeting are shown in bold.

The Cabinet may only take Key Decisions in accordance with the requirements of the Executive Procedure Rules set out in Part 4 of the Constitution and the Local Authorities (Executive Arrangements)(Meetings and Access to information)(England) Regulations 2012. A minute of each key decision is published within 2 days of it having been made. This is available for public inspection on the Council's website <http://www.eastdevon.gov.uk>, and at the Council Offices, Knowle, Sidmouth, Devon. The law and the Council's constitution provide for urgent key decisions to be made without 28 clear days notice of the proposed decisions having been published. A decision notice will be published for these in exactly the same way.

This document includes notice of any matter the Council considers to be Key Decisions which, at this stage, should be considered in the private part of the meeting and the reason why. Any written representations that a particular decision should be moved to the public part of the meeting should be sent to the Democratic Services Team (address as above) as soon as possible. **Members of the public have the opportunity to speak on the relevant decision at meetings (in accordance with public speaking rules) unless shown in *italics*.**

Obtaining documents

Committee reports made available on the Council's website including those in respect of Key Decisions include links to the relevant background documents. If a printed copy of all or part of any report or document included with the report or background document is required please contact Democratic Services (address as above).

Decision		List of documents.	Lead/reporting Officer	Decision maker and proposed date for decision	Other meeting dates where the matter is to be debated / considered	Operative Date for decision (assuming, where applicable, no call-in)	Part A = Public meeting Part B = private meeting [and reasons]
1.	Sports and Social Clubs Rent Support Grant		Deputy Chief Executive	Council 27 July 2016	Cabinet 11 May 2016	28 July 2016	Part A
2	West Hill Boundary Review		Chief Executive	Council 27 July 2016	Cabinet 8 June 2016	28 July 2016	Part A
3	Relocation update report		Deputy Chief Executive	Council 20 April 2016	Cabinet 6 April 2016	18 May 2016	Part A
4	CIL Charging Schedule		Service Lead - Planning Strategy and Development Management	Extraordinary Council meeting to be arranged in April		Day following extraordinary council meeting	Part A

Decision		List of documents.	Lead/reporting Officer	Decision maker and proposed date for decision	Other meeting dates where the matter is to be debated / considered	Operative Date for decision (assuming, where applicable, no call-in)	Part A = Public meeting Part B = private meeting [and reasons]
5	Cranbrook Masterplan DPD - issues & options		Service Lead - Planning Strategy and Development Management	Extraordinary Council meeting to be arranged	Development Management Committee		Part A

Table showing potential future key decisions which are yet to be included in the current Forward Plan

Future Decisions		Lead / reporting Officer	Consultation and meeting dates (Committees, principal groups and organisations) To be confirmed	Operative Date for decision To be confirmed
1	Specific CIL Governance Issues	Deputy Chief Executive (RC)		
2	Business Support – options for the future	Deputy Chief Executive (RC)		

Future Decisions		Lead / reporting Officer	Consultation and meeting dates (Committees, principal groups and organisations) To be confirmed	Operative Date for decision To be confirmed
3	Thelma Hulbert Gallery - progress	Strategic Lead (Housing, Health and Environment) / Service Lead (Countryside)		

The members of the Cabinet are as follows: Cllr Paul Diviani (Leader of the Council and Chairman of the Cabinet), Cllr Andrew Moulding (Strategic Development and Partnerships Portfolio Holder), Tom Wright (Corporate Business Portfolio Holder) Cllr Phil Twiss (Corporate Services Portfolio Holder) Cllr Philip Skinner (Economy Portfolio Holder), Cllr Iain Chubb (Environment Portfolio Holder) Cllr Ian Thomas (Finance Portfolio Holder), Cllr Jill Elson (Sustainable Homes and Communities Portfolio Holder), and Cabinet Members without Portfolio - Geoff Pook and Eileen Wragg. Members of the public who wish to make any representations or comments concerning any of the key decisions referred to in this Forward Plan may do so by writing to the identified Lead Member of the Cabinet (Leader of the Council) c/o the Democratic Services Team, Council Offices, Knowle, Sidmouth, Devon, EX10 8HL. Telephone 01395 517546.

May 2016

EAST DEVON DISTRICT COUNCIL

Minutes of a Meeting of the Housing Review Board held at Knowle, Sidmouth on 10 March 2016

Attendance list at end of document

The meeting started at 2.30pm and ended at 4.20pm.

64 Public Speaking

Councillor Ian Hall reported that a loan shark awareness estate walkabout had recently taken place in Millwey Rise, Axminster. He urged that loan shark awareness be kept in the spotlight and the Chairman suggested that an article be placed in the Housing Matters magazine.

RECOMMENDED: that an article be placed in Housing Matters to raise awareness of loan sharks.

***65 Minutes**

The minutes of the Housing Review Board meeting held on 14 January 2016 were confirmed and signed as a true record.

***66 Declarations of Interest**

Angela Bea: Personal interest – housing tenant.

Mike Berridge: Personal interest - family member lives in a Council owned property; housing tenant.

Joyce Ebborn: Personal interest - housing tenant

Cllr Ian Hall: Personal interest – family member lives in a Council owned property and uses Home Safeguard

Sylvia Martin: Personal interest – housing tenant.

Cllr Jim Knight: Personal interest – family member lives in a Council owned property and another family member is a housing association tenant.

Pat Rous: Personal interest - housing tenant.

***67 Matters of urgency**

There were no matters of urgency identified.

***68 Forward plan**

The Strategic Lead, Housing, Health and Environment presented the forward plan and advised Members that the forward plan acted as a reminder of agenda items to come forward to future meetings. Members were reminded that they could add further issues to the next forward plan by informing either himself or the Democratic Services Officer.

The Chairman advised the Board that the first meeting of the Housing Revenue Account Business Plan Task and Finish Forum would take place on 17 June. The Housing and Planning Bill would have been considered by the House of Commons and the impact of the Bill could be better assessed.

The following additions were made during and after the meeting:

- Statement of intention for unused land at Millwey Rise and Foxhill, Axminster.
- Update report on the effectiveness of work carried out to combat damp penetration in Council properties.
- Update report to raise tenants' awareness of ways of preventing condensation in their homes.

RESOLVED: that the forward plan be noted and updated.

69 Rent setting for 2016/17

The Rental Manager's report provided the Housing Review Board with details of the Government's announcement to give a year-long exception for supported accommodation from the 1% rent reduction in the social rented sector, to reduce the threat to the viability of supported living.

The report explained the financial details and implications of how the exception would impact the supported tenants in sheltered housing. The Strategic Lead – Housing, Health and Environment outlined to the Board the anticipated income into the Housing Revenue Account using the formula previously used for rent increases if a 0.9% increase was implemented. The Board were reminded that the introduction and increase in support charges would be phased. This allowed for an excellent service to be provided to sheltered housing tenants.

RECOMMENDED: that the increase in rents in respect of supported accommodation be approved as per the Government's announcement.

70 Gas servicing contract

The Property and Asset Manager's report requested approval to extend the existing gas servicing contract for a further six months, until 1 October 2016. Officers and tenants were generally happy with the performance and service provision of the current contractor. The current contract term was from 1 October 2010 for a four year period, with the option to extend by up to two years on an annual basis. Officers were currently in discussion with Mid Devon District Council to progress a partnering arrangement with regard to tendering both authorities' gas servicing contracts at the same time.

The results of the tender exercise would be presented at a future Board meeting, ready for commencement of the new contract in October 2016.

Officers had been advised that boiler replacement work should fall under a separate contract agreement and officers had successfully engaged with Fusion 21, a social enterprise company who specialised in large-scale procurement for the public sector. As a local authority the Council could access the existing frameworks that had already been set up and benefit from excellent prices due to the size of the buying power available through Fusion 21.

RECOMMENDED:

1. that an extension until 1 October 2016 to the existing gas servicing contract be approved.
2. that proposals to tender the contract jointly with Mid Devon District Council in line with European procurement regulations be approved.
3. that the use of Fusion 21 and their procurement framework for the boiler upgrade programme be approved.

71 Response to Tenant Scrutiny Panel on tenant participation

The Landlord Services Manager's report responded to recommendations of the Tenant Scrutiny Panel (TSP) report, which was presented to the Housing Review Board on 5 November 2015, in relation to their review of customer recruitment and involvement. She clarified some points and inaccuracies within the original TSP report. The response set out the recommendations that had already been achieved, those recommendations that were

relatively straightforward and had now been added to the work plan, and those that needed further discussion by the Board so that it could be decided whether or not the recommendation should be acted upon.

It was noted that the TSP worked independently and produced an independent report with an effective scrutiny function. Officers gave advice and support as and when it was requested.

The TSP recommendations that had financial implications and required further Board discussion were:

- Make sure tenant involvement priorities are linked to the organisation's vision and objectives (TSP recommendation 2).
- Make sure the customer involvement budget meets the needs of the collective annual customer involvement work plan (TSP recommendation 2.8).
- Develop a way to measure the value for money created (or not) by customer involvement to show how involvement has influenced and benefitted the business as well as tenants generally. Report on this annually to HRB and tenants in the annual report (TSP recommendation 2.10).
- Make customers central to decision making processes (TSP recommendation 3).
- Support customers to be able to 'challenge' East Devon as effectively as 'critical friends'. Support staff to understand this is about improving services and is not personal (TSP recommendation 3.8).
- Finding out which communication methods customers prefer to use – and use these to communicate with them (TSP recommendation 3.16).
- Employ another full time customer involvement person to support the current role which gets bogged down in administrating to the groups. In this way, one can focus on promoting and developing effective customer involvement, whilst the other can focus on admin (TSP recommendation 3.17).

The Board discussed the recruitment of another tenant participation officer and noted the limited finances available to fund an additional post. The budget for 2016/17 had just been set and did not include money for this. The Strategic Lead, Housing, Health and Environment reported that Housing Service Management Team would be considering a number of requests for additional staff, but there was limited scope for new posts, and there was a need to consider priorities from a service management point of view. A decision on any additional investment in staff would be brought to a future Board meeting.

Tenant representative Angela Bea informed the Board that she had recently attended two training events on tenant participation and communication from Councils to tenants. She believed that local representation should start from the bottom up and representation should be based on area rather than subject matter. The Chairman suggested that Angela write a short report for the next meeting of the Housing Review Board on tenant participation and representation.

RECOMMENDED:

1. that the Tenant Scrutiny Panel recommendations that were already being achieved and those that have been incorporated into the resident involvement work plans be noted.
2. that the Housing Project and Information and Analysis Officers be engaged to measure the social and monetary value created by resident involvement, and to show how involvement has influenced and benefitted the business as well as tenants generally.

3. that the OpenHousing management system be used to gather tenant profiling information into the future.
4. that the tenant representative write a short report for inclusion on the next Housing Review Board agenda on tenant participation and representation.

72 Annual report of the Housing Review Board

Members were asked to note the annual report of the Housing Review Board which highlighted the achievements and detailed the work undertaken by the Board over the last year.

The Strategic Lead, Housing, Health and Environment thanked the Democratic Services Officer for her report and commented that it was a good discipline for the Board to annually review the work it had undertaken. Cllr Hull also thanked the Democratic Services Officer for producing such a readable and easy to understand report.

It was noted that the remit of the Board was out of date as some of the tenant groups had changed. This would be updated when changes to the Constitution were made at the annual meeting of the Council on 18 May 2016.

RECOMMENDED: that the remit of the Housing Review Board be updated when the Constitution is updated at the Annual Council meeting.

RESOLVED: that the annual report of the Housing Review Board be noted.

73 New void performance calculation

The Information and Analysis Officer's report outlined the changes made to how the performance indicator 'average re let times' was calculated. This now reflected HouseMark's calculation and was more in line with Systems Thinking, being a more accurate end to end measure ensuring a more comparable and meaningful statistic was being produced. The report compared performance using the old and the new calculation to provide an understanding of the difference the new calculation would have on void performance. Using the new calculation, the re let times increased by approximately five days. The teams involved in the void process were using this as an opportunity to scrutinise their work and establish how re let times might be improved.

RECOMMENDED: that the new void calculation be adopted.

***74 Home Safeguard annual report 2014/15**

The Board received the Home Safeguard annual report which highlighted the key achievements of the service during the year. Home Safeguard was a key part of the housing service for tenants in sheltered housing and had a significant private sector customer base. It provided a 24/7 community alarm based on a telephony system with telecare and telehealth capabilities.

The Board agreed that Home Safeguard was a wonderful service. It had high performance and was highly valued by its customers.

RESOLVED: that the Home Safeguard annual report 2014/15 be noted.

75 Strategy and options for spending Right to Buy receipts

The Housing Development and Enabling Officer's report set out a strategy for spending Right to Buy (RTB) receipts to ensure the Council continued to deliver affordable homes in

the district. Failure to spend receipts on time would result in them being returned to Government with interest.

Since the RTB discount was increased the Council had seen an increase in the numbers of RTB sales. Consequently this had generated a significant amount of RTB receipts. To enable the Council to spend the receipts it must find 70% of the total costs of a project, the remaining 30% would come from RTB receipts. The RTB guidance notes from the Department of Communities and Local Government stated that there were two ways a council could spend the receipts on the provision of affordable housing:

- use the money itself as a direct provider whereby the council finds 70% of the cost of provision, or
- transfer the receipt over to another registered provider, with that other provider putting the remaining 70% funding into the provision.

Options for spending RTB receipts were:

- The Council could decide not to spend the RTB receipts.
- The Council could spend all the RTB receipts on new council homes/land.
- To use Commuted Sums from planning gain in lieu of on-site affordable housing with RTB receipts.
- Create a RTB grant funding pool for registered providers to bid for.
- A hybrid approach.

Officers were working hard to identify funding streams to spend the money on time and at the correct amount in the areas required. The Housing Development and Enabling Officer requested that delegated authority be given to allow for a faster turnaround, reduce bureaucracy and hit deadlines.

The report recommended that in the short term, with a deadline of September 2016 to spend the next tranche of RTB receipts, that the RTB receipts be combined with commuted sum monies and that homes be bought on the open market. This option would not require any HRA funding/subsidy. It was recommended that in the long term, beyond 2017, a hybrid approach be adopted.

The Portfolio Holder – Sustainable Homes and Communities advised the Board that she had asked the Overview Committee to look at an affordable homes policy, in light of the Housing and Planning Bill.

On behalf of the Board, the Chairman thanked the Housing Development and Enabling Officer for his report and the officers for their hard work.

RECOMMENDED:

1. that the proposed options for spending Right to Buy receipts to secure additional suitable affordable housing in the district be approved.
2. that delegated authority be given to the Portfolio Holder Sustainable Homes and Communities, Chair of the Housing Review Board and the Strategic Lead – Housing, Health and Environment to approve a programme of individual property purchases to meet the short term Right to Buy spending deadline.

***76 Selling off the stock**

The Strategic Lead – Housing, Health and Environment presented to the Board two publications; a policy fact sheet on the disposal of vacant high value social housing, from

the Department for Communities and Local Government; and 'selling off the stock' an interim analysis of the proposals for sales on council houses in high-value areas to finance a new right to buy for housing association tenants, by the Chartered Institute of Housing.

The details had not been made public as to what constituted high value stock, but the Housing Revenue Account (HRA) Business Plan TaFF would consider this as part of their review. Assumptions would need to be built into the HRA Business Plan. The Strategic Lead, Housing, Health and Environment urged caution regarding any future spending plans until the 'high value' payment formula was published and the implications could be assessed.

The Portfolio Holder – Sustainable Homes and Communities reported that she had been in contact with and was lobbying MPs and members of the House of Lords on many aspects of the Housing and Planning Bill and the Welfare Reform Bill. It was noted the notion of 'Pay to Stay' had been dropped by the Government for the time being.

RESOLVED: that the information papers included in the agenda be noted.

***77 Estate Management Service Review Group report**

The Board was presented with a report from the tenant lead (Pat Rous) of the Estate Management Service Review Group, which highlighted the many ways the group had been involved in a variety of issues. The group was first set up in 2008 and comprised a mix of tenants and staff. Over the last 12 months the group had reviewed its purpose and how it worked and agreed that it needed to change its focus. Some of the areas covered by the review group included animal awareness, noise nuisance and energy. Fire safety was a regular agenda item. Grounds maintenance and garden maintenance were also being considered and there would be closer working with the Repairs Service Review Group. Recruitment of new members continued to be a struggle.

On behalf of the Board, the Chairman thanked Pat for her report, which contained very useful information.

RESOLVED: that the report be noted.

Attendance list

Present:

Cllr Pauline Stott (Chairman)
Cllr Megan Armstrong
Cllr Ian Hall
Cllr Douglas Hull
Cllr Jim Knight

Co-opted tenant members:

Pat Rous (Vice Chairman)
Angela Bea
Mike Berridge
Joyce Ebborn

Independent community representative:

Christine Drew

Officers:

Bev Anderson, Tenant Participation Assistant
Sue Bewes, Landlord Services Manager
Natalie Brown, Information & Analysis Officer
Amy Gilbert, Property and Asset Manager
John Golding, Strategic Lead - Housing, Health and Environment
Darren Hicks, Housing Officer - Estate Management
Paul Lowe, Housing Enabling Officer
Andrew Mitchell, Housing Needs & Strategy Manager
Jane Reading, Tenant & Communities Section Leader
Giles Salter, Solicitor
Alethea Thompson, Democratic Services Officer
Melissa Wall, Housing Projects Officer
Mandy White, Accountant

Also present:

Cllr Jill Elson, Portfolio Holder – Sustainable Homes and Communities
Cllr David Barratt
Sylvia Martin - Tenant Scrutiny Panel
Peter Sullivan

Apologies:

Julie Bingham – independent community representative
Harry Roberts - tenant
Cllr Steve Gazzard

Chairman Date.....

STRATA JOINT SCRUTINY COMMITTEE

Thursday 17 March 2016

Present:-

Councillor Prowse (Chair)
Councillors Raybould, Dewhirst, Haines and Jung

Also Present

Chief Operating Officer, Manager Programmes and Resources, Director with responsibility for Finance, Strategic Lead for Human Resources, Teignbridge Strata Director, Democratic Services Officer (Committees) 9HB)

David Curnow - Devon Audit Partnership

1 **APOLOGIES**

These were received from Councillors Bialyk, Chapman and Dent.

2 **DAVID CURNOW**

The Chair welcomed David Curnow of the Devon Audit Partnership attending as an observer.

3 **PEER REVIEW OF TEIGNBRIDGE DISTRICT COUNCIL**

At the Chairman's request, the Teignbridge Strata Director reported that Teignbridge District Council had recently undergone an LGA peer challenge. This had covered scrutiny mechanisms including arrangements with external partners such as the other Strata authorities. The pre-scrutiny process, now in place for Strata, had been welcomed and the peer group report was awaited.

4 **MINUTES**

The minutes of the meeting held on 3 December 2015 were taken as read and signed by the Chair as correct.

5 **DECLARATIONS OF INTEREST**

No declarations of disclosable pecuniary interest were made

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

None.

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

The following question had been put by Councillor Dewhirst:-

"Members at Teignbridge District Council have commented that they have been informed by Strata Engineers that they should not be helping Members with their computers."

I understand that the rules regarding members IT at Teignbridge are that Strata is tasked with ensuring that Members have access to their electronic communication from the Council and constituents on their own personal computer equipment and that they be able to utilise other functions on their computer arising from this communication such as viewing portable document files, MS Word files and MS Excel files. Please can the Chief Executive confirm that this is the case?

Can the Chief Operating Officer confirm if Exeter City Council and East Devon District Council have the same regulations regarding Member's IT?

If a Member receives a virus, trojan or other malicious software in a communication from a constituent that then bars the Member from accessing their emails will Strata help the Member to regain control of their computer? Can the Chief Operating Officer also explain where this duty ends and general maintenance of Member's IT equipment begins?"

The Chief Operating Officer advised that the operational backing from Strata replicated that of the East Devon model and that support on offer was as comprehensive as possible, other than for when equipment was irrevocably damaged.

He undertook to answer the questions in writing.

Strata Joint Scrutiny Committee noted the position.

8

STRATA BUDGET MONITORING QUARTER 3 2015/16

The report of the Director with responsibility for Finance was submitted advising Members on the financial progress of Strata during the first nine months of 2015/16, including a project outturn assessment against the savings set out in the Business Plan.

At the six month stage, the Board was projecting a saving of £201,488 against the target of £262,098. The reduction was partly attributable to replacement infrastructure for Teignbridge but would also be partly offset by a reduction in employee costs. Each Council's contribution towards the capital budget was £150,000 per annum. Responding to a Member, he advised that, where the three Councils sought to obtain additional equipment such as tablets, Iphones, software systems and even software upgrade, the purchasing and up-front payment was undertaken by Strata and the Councils invoiced. Exeter Members were provided with I pads whereas East Devon Members owned their own equipment.

Members were advised that the Government had required a commitment to spend the Transformation Challenge Award grant of £975,000 and that this had been substantially committed. A total of £745,840 had been carried forward into this financial year, of which £408,268 had been spent. It was anticipated that the remainder would be used in this financial year and be sufficient to meet the anticipated expenditure.

Strata Joint Scrutiny Committee noted the report.

9

STRATA BUDGET 2016/17

The report of the Strata Board was submitted seeking approval for the 2016/17 financial year budget.

The budget required the three owner Councils to approve each of its own budgets based on the initial three year approved methodology - the 2013/14 budget as adjusted for inflation and agreed conditions/disposals. It also reflected the decisions made at the JEC on 24 November 2015 to offer Strata contracts to those staff who wished to transfer which had substantially removed the projected surplus in the original Business Plan for 2016/17. The reduction would be made up in future years to ensure the savings approved were made by the end of the project. Any in year surplus achieved would be returned in the form of a refund to each Council in line with the agreed percentage split. The anticipated surplus for the year was approximately £27,000.

The capital programme was based on the annual contribution, convergence projects and any approved Council schemes, which would be delivered by Strata. The budget for 2016/17 was £941,090.

The three Councils had agreed a total revenue budget transfer for 2016/17 of £5,900,990 including the £15,000 for support services and all existing staffing, supplies and services.

Members also noted that:-

- the green travel item related to a subsidy offered to staff in relation to public transport; and
- the budgeted item for Exeter City Council parking was in respect of additional parking spaces for Strata Managers and contractors who were frequent visitors to the other partner authorities.

Strata Joint Scrutiny Committee noted the report.

10

STRATA IMPLEMENTATION PROGRESS MARCH 2016

The Chief Operating Officer presented the report on the progress of the Implementation Plan. The Strata Plan had been created in 2014 and much work had been done in implementing the vision of a single IT organisation delivering IT services from a single data centre using the latest virtual desktop infrastructure.

The main elements of the new IT infrastructure - data centre, WAN and main computers - had been completed in 2015, overcoming several challenges. They had provided the foundation for the delivery of the virtual desktop infrastructure (VDI) to roll out the Global Desktop to all staff members, with 419 having been globalised to date.

A major problem with software from VMWare had delayed the Desktop globalisation process - completion in Exeter would now be early April, with an expected late May start in East Devon and a September start in Teignbridge.

The transfer of various suppliers over to Virgin Media Business contract was underway again following a delay in the process in December which Virgin had subsequently solved and, consequently, Virgin had now allocated three defined staff members to the Strata contract. Moving on to a single contract was the first step in migrating to a modern digital telecoms platform called SIP which was planned for August 2016.

Migration towards single versions of business software and migration of applications and projects had begun.

Strata Joint Scrutiny Committee noted the progress of the Implementation Plan.

STRATA BOARD WORK PLAN

The report of the Strata Board on the work plan was submitted.

The Democratic Services Manager/Monitoring Officer Governance and Communications presented the newly adopted work plan that would be monitored by the Board over the next twelve months. He reported that considerable focus had been given to delivering the first part of the implementation plan and the new virtual desk top and supporting technologies across the three Councils. The work plan would be kept under monthly review by the Board which would be reviewing wider progress against the Company's business and organisational objectives.

The work plan was meant to provide the delivery of relevant and timely information to this Scrutiny Committee and the Executive. It was also intended to provide a framework for the management of the company's business and service delivery objectives against the approved business plan.

Members welcomed progress on the Plan, highlighting the reference to additional shareholders and suggesting that the availability of Board minutes would be helpful.

The former matter had been discussed at a Board meeting as it was possible that, as the Company established itself, it might wish to expand as part of an extended partnership with other Councils. This was a matter for the future.

In respect of making the minutes of Board meetings available to Members, the Scrutiny Committee felt that a full understanding of the operation of the Company was vital if they were to fulfil their representative roles on behalf of the public. They acknowledged that some of the Board's deliberations covered confidential commercial and staffing issues but that, without knowledge of Board business, they were not presently in a position to know what was or was not sensitive information and, critically, were unable to fully scrutinise the operation of the Company.

A further issue was that general understanding amongst all Members across the three Authorities of the operation and raison d'être of the Company was not thought to be high, especially amongst new Councillors. Although briefings were held at the beginning of the Municipal Year, the most recent had been poorly attended.

Strata Joint Scrutiny Committee:-

- (1) noted the report; and
- (2) requested the Teignbridge Strata Director to report to the next Scrutiny Committee meeting on mechanisms for increasing the transparency of Board business.

PERFORMANCE MANAGEMENT OF THE CHIEF OPERATING OFFICER

The Strategic Lead for Human Resources presented the report of the Strata Board on arrangements adopted for the performance management approach for the Chief Operating Officer.

Joint Strata Scrutiny Committee noted the report and that a "two tier" approach would be used:-

- performance assessment – carried out by the Board collectively – three Directors; and
- performance management – carried out by one Board member.

13

FAMILY FRIENDLY POLICIES

The Strategic Lead for Human Resources presented the report of the Strata Board on proposed family friendly policies adopted by the Board in principle. These covered maternity, paternity and adoption leave. They had been discussed and agreed by Unison regional from the outset as representing the statutory provisions, given the other additional enhanced benefits such as holiday entitlement, flexi times etc.

Strata Joint Scrutiny Committee supported the action of the Board in agreeing the policies, in principle, so that they could be discussed and agreed with Unison at the next Staff Joint Forum.

14

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

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

15

STAFF ENGAGEMENT SURVEY

The Strategic Lead for Human Resources presented the report of the Strata Board updating Members on the recent staff engagement exercise. It was the first staff engagement survey undertaken by Human Resources on behalf of Strata suggested for completion on Strata's first year anniversary.

Because of the split sites, a focus on communication and better connectivity would be important. Members remarked on the level of staff response at 52% which it was anticipated would increase in future years. A target in excess of 90% was the goal and, ultimately, it was intended to seek Investors In People accreditation. It was proposed that the Chief Operating Officer and management team, together with Human Resources, produce an Action Plan, the results to be published on the intranet. It was also the intention for Human Resources surgeries to be held at all sites.

Joint Strata Scrutiny Committee noted the actions approved by the Board.

16

SECURITY STATUS OVERVIEW

The report of the Strata Board updating Members on changing cyber threats and Strata's response, in the light of recent security incidents, was submitted.

The Chief Operating Officer reported that all three sites were protected by daily backup with the new Strata systems which now included the City Council systems backed up at Oakwood. East Devon was backed up at Honiton and initial tests for Teignbridge to be backed up at Oakwood had been successful.

Details were provided of recent attacks and on-going work to combat loss of data systems through a cyber-attack. It was noted that these threats were increasing, such activity now practically organised on a commercial basis.

Joint Strata Scrutiny Committee noted the actions approved by the Board.

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

Chair

EAST DEVON DISTRICT COUNCIL

Minutes of a meeting of the Scrutiny Committee held at Knowle, Sidmouth on 17 March 2016

Attendance list at end of document

The meeting started at 6pm and ended at 8.08pm.

***54 Public speaking**

There were no public speakers at the meeting.

***55 Minutes**

The minutes of the Scrutiny Committee held on the 18 February 2016 were confirmed as a true record. An update report on the queries raised on the quarterly monitoring report had been circulated to members.

***56 Declarations of Interest**

Councillor Geoff Pook – Personal interest – beach hut tenant.

57 Beach hut update

The committee received an update report showing progress since the decisions by the Cabinet on 7 October 2015. The standard hire charges had been increased for 2016/17 with the aim to work towards market rates in future years. Existing tenants had received an explanation letter setting out the results of the consultation exercise and the current situation with long waiting lists for some areas.

The Chairman of Asset Management Forum, Councillor Geoff Pook, addressed the committee on the background to and the present actions on the rental level of the huts and sites owned by the council. He agreed that the issue was emotive but directly impacted a small percentage of the population of the district; whereas realising a better return on assets helped towards a stronger overall budget that benefitted the whole district.

The issues discussed with officers by both Ward Members and the committee included:

- Provision of beach huts and sites was a discretionary service;
- Testing the market by auction was discounted by members;
- Research had covered six other coastal authorities and a wide range of asset ranging from site only through to luxury permanent buildings;
- Some members challenged the speed in trying to reach market rates over a two year period and felt that a more graduated increase in rent over a longer period would have been better received by tenants. Members were reminded that Cabinet had directed the service to move towards market rates in the medium term which had to fit in the longer term aim of asset transfer negotiation with town and parish councils;
- The decision on raising rent to estimated market value over a two year period was made in collaboration with the Portfolio Holder. Some members challenged if this level of detail should have been consulted with local ward members before the decision was taken;
- Level of uptake for renewal of rents would be monitored and if it was found that the huts or sites were not being rented by either existing tenants or by those on the waiting list, the charge would be reviewed;
- Discussions on asset transfer and management of beach huts had started with town councils through a meeting with the relevant clerks. This would be progressed

further and there were still negotiations to work on with the practicalities of how the sites may be run in the future;

- Concern by some members over the legal complexities of a shared asset between the district and a town council;
- Members required a better explanation of the associated service charges relating to beach huts, in particular with the NNDR element;
- Members would welcome the numbers on individual waiting lists to be published;
- Should more beach huts be made available in areas of high demand where space and constraints permit?

The Chairman voiced concern over how the recommendations of the committee on the 17 September were handled at the meeting of the Cabinet on 7 October 2015, at which he was present. The committee debated a recommendation for Cabinet to help ensure that future recommendations of the committee were received and dealt with efficiently at Cabinet.

The Portfolio Holder for Environment reminded the committee of the value of the beautiful coastline the District enjoyed and that members should therefore not undervalue the assets that it held.

RECOMMENDED:

1. that the number of people on individual waiting lists for beach huts and beach hut sites as at 10 March 2016 be published;
2. the Scrutiny Committee expresses concern that its recommendations regarding beach huts, arrived at following detailed consideration at its meeting in September 2015, were not explicit in the officer report to the subsequent Cabinet meeting. Scrutiny Committee therefore recommends that good practice is to include any recommendations from committees who have considered the matter prior to a Cabinet decision, in the report to Cabinet;
3. the Scrutiny Committee reiterates its view that there must be early involvement of relevant Ward Members and Parish or Town Councils in issues concerning them, particularly with regard to what may be contentious issues;
4. that officers explore any potential to expand on beach hut provision where demand is high, bearing in mind the usual constraints of environmental factors and planning considerations.

RESOLVED:

That the committee receive a further explanation of the breakdown of associated service charges for beach huts and beach hut sites

56 Scope for Dunkeswell and Chardstock Built-up Area Boundary (BUAB)

Representatives of Chardstock Parish Council had previously asked members to undertake a review of the decision to include Chardstock and Dunkeswell in the list of settlements (within the Local Plan) with a BUAB. The Committee had agreed that this review would take place when the Local Plan had been adopted. The matter had been scoped by the committee at their last meeting on the 18 February and the committee now had the opportunity to debate lessons to be learned from the previous decision.

The committee had received a written submission from Councillor Andrew Moulding, who had given his apologies for the meeting, which covered his involvement including at Council on 26 March 2015 where the proposal to include Chardstock in the BUAB list was carried on vote.

Former councillor Bob Buxton had also submitted a letter for the committee to consider which outlined his involvement and his understanding that in 2014 there was support for the building of a free school in Dunkeswell.

Councillor David Everett from Chardstock Parish Council addressed the committee about the impact on the parish in the interim period between the decision by the Council to include that settlement in the BUAB and the Planning Inspector's decision. In that period, members had disagreed with officer recommendation on a planning application for five houses in the parish that the parish could not sustain. He advised that, had the parish council been aware that their status would be discussed at full Council, they would have attended to speak to the Council under public speaking to put their view.

The Service Lead Planning Strategy and Development Management reminded the committee that the Development Management Committee and subsequently Council at a special meeting were being asked to comment on amendments to the Local Plan before its submission to the Inspector, and these amendments followed on from further work on sustainability. After the decision by Council, the Local Plan was subject to further consultation, including with town and parish councils, with their responses being sent to the Planning Inspector for his consideration alongside the amendments to the plan. In respect of Dunkeswell, the evidence did not show that a school was imminent to the settlement; even if a school was in prospect, it would not have changed the position because until the school was built, there was no certainty of delivery.

The Vice Chairman spoke of the work of the Development Management Committee and how the perception by members of what was sustainable had changed over time. There was now in place clear criteria to assess sustainability. He felt that as members, they had been persuaded by speakers and made an emotive decision rather than on the evidence provided to them and the officer advice given.

During debate members agreed that decisions should be made based on evidence but had differing views on what action could be taken to ensure that robust decisions were taken without interfering with the sovereign right of elected councillors to make a decision.

RECOMMENDED:

1. the Scrutiny Committee expressed concern with how Development Management Committee (on 23 March 2015) and Council (at extraordinary meeting on 26 March 2015) agreed to designate Chardstock and Dunkeswell in Strategy 27 of the Local Plan, contrary to long standing officer advice. The committee recommends that in similar cases where there is an argument against officer advice, the onus is on councillors to produce evidence to support their motion;
2. that Chairmen and Vice Chairman be offered training and support to help ensure robust decision making which is based on evidence occurs at meetings;
3. that Chairmen seek to ensure the committee or council are aware of who public speakers are, and if they represent a body or organisation, before that individual addresses the meeting.

***53 Scrutiny Forward Plan**

The proposed forward plan for Scrutiny was considered. Portfolio Holder for Economy, Councillor Skinner, had confirmed he would attend the next meeting of the committee.

Scoping work was still to be undertaken on the topics listed on the forward plan, with reports coming back to the committee at future meetings. This included on the council website, where work had already begun on a paper and the Vice Chairman had already

been in discussion with officers on an approach. Members were asked to report any difficulties they had in locating information on the website so that action could be taken where necessary.

Cost implications for towns and parishes in responding as consultee on planning applications was requested for inclusion into the report of the Economy Practice Manager.

Members also requested that the final accounts of the Parliamentary Election be pursued with the Chief Executive for the committee to consider.

Attendance list

Scrutiny Members present:

Roger Giles
Alan Dent
Dean Barrow
David Chapman
Maddy Chapman
Cathy Gardner
Alison Greenhalgh
Simon Grundy
Cherry Nicholas
Val Ranger
Marianne Rixson
Brenda Taylor

Other Members present:

Iain Chubb
Geoff Pook
Megan Armstrong
Colin Brown
Pauline Stott
Tom Wright

Officers present:

Richard Cohen, Deputy Chief Executive
Henry Gordon Lennox, Strategic Lead Legal, Licensing and Democratic Services; and Monitoring Officer
Ed Freeman, Service Lead Planning Strategy and Development Management
Donna Best, Principal Estates Surveyor
Debbie Meakin, Democratic Services Officer

Scrutiny Member apologies:

Marcus Hartnell
Bill Nash

Other Member apologies:

Ian Thomas
Andrew Moulding
Geoff Jung
Councillor Tim Clewer from Dunkeswell Parish Council

Chairman Date.....

Report to: Cabinet
Date of Meeting: 6 April 2016
Public Document: Yes
Exemption: None
Review date for release: None



Agenda item: 11

Subject: Relocation and Transformation Update

Purpose of report: This is an update for Cabinet to advise on progress of relocation plans and seek Cabinet agreement to further key actions.

This report is to both to bring Members up to speed on project progress and the management of multiple tasks under the authority of the Relocation Executive Group and Deputy Chief Executive and to consider recommendations for project changes that arise as the relocation plan moves forward.

Recommendation:

Knowle Site

- 1. Note that Pegasus Life Ltd following public consultation exercises will be submitting its application for development of the Knowle site. The projected likely date of consideration of the application is July 2016**
- 2. Note that Sidmouth Town Council has responded positively to the Deputy Chief Executive's formal proposal to transfer the remaining Knowle Park to Town Council ownership together with a commuted sum and negotiations continue**

Honiton Heathpark

- 3. Note that preparations are underway by the design team to submit a planning application for new build Council offices at Heathpark with a view to Planning Committee consideration in September 2016**
- 4. Note that the new HQ design is moving from concept to detailed design of space allocations for desks, meeting spaces, storage, reception area, Chamber, member area, services and external works**
- 5. Note that construction is planned to commence in November 2016 for a period of up to 12 months, followed by Client Fit Out Works with occupation of the new HQ targeted for February 2018**
- 6. Note that the Deputy Chief Executive has again met with businesses and staff at the East Devon Business Centre to discuss and advise on project progress**

Exmouth Town Hall

- 7. Note that the Deputy Chief Executive and design team have met with tenants of Exmouth Town Hall to discuss their needs, concerns and expectations regarding the refurbishment of the**

building and its impact on their operations including any disruption or temporary displacement

8. Note that the Council has issued Section 25 notices to end the tenancies of Town Hall tenants to be followed by negotiation of new tenancies
9. Note that refurbishment is planned to commence in Autumn 2016 and last between 8-10 months, followed by Client Fit Out Works.

Other

10. That Cabinet approve the use of £47,040 of transformation funds for the additional scope required within the Electronic Document Management System.
11. Note that the Council has appointed Interserve to provide the Pre Construction Advisory role through a two stage competitive tender process based upon the CFSW Framework. As part of the second stage tender process, Interserve will be asked to provide their firm fixed price tender for the Project Works later this Year. If in the event the received tender is not acceptable a further tendering process will be carried out.
12. Note that there continues to be ongoing detailed engagement with staff and tenants regarding space allocation, twin site facilities, team locations, internal design, fit out and operational requirements
13. Note that Members have received a presentation on new offices design and layout. Further presentations and discussion will be arranged as the project moves forward
14. Agree SMT's decision to locate Housing Services in the main as well as availability of other front facing provision (Benefits, Environmental Health, Planning) on the basis of the findings of the Service Delivery and Office Relocation Survey with residents (attached at Appendix 3)
15. Note the successful recruitment of a Relocation Facilities Manager post to prepare and oversee the physical relocation of staff and resources

Reason for recommendation:

The above recommendations are to advise Cabinet on project progress and seek agreement to take forward the previous commitment of Council to deliver relocation from Knowle to Honiton and Exmouth offices.

Officer:

Richard Cohen, rcohen@eastdevon.gov.uk, tel: 01393 571552

Deputy Chief Executive – Regeneration, Development and Partnerships

Financial implications:

Spend to date is £ 943,000 which is within budget for this stage of the project and within overall budget of £9.7m. Detailed cost plans are being prepared on the basis of decisions made to date on design, these final cost plans will be compared against the budget and presented for members' approval before building or refurbishment works are commenced. There is more financial risk with costs associated with Exmouth Town Hall as this is a refurbishment project and the condition of the building appears to worse than expected, but as stated details will be presented back to members when the final position is known.

A separate request is made within the report, outside of the Relocation project, but linked to the Council's transformation agenda for the need of additional resources to complete the process of transferring our services to using the Electronic Data Management System. A request is made for two additional staff for 12 months on a part time basis at a total cost of £35,900 (suitable individuals have been identified) and for £11,140 to train staff and consultancy for advice on mobile working and how best to proceed with certain aspects of the document storage. It is proposed that this supplementary estimate of £47,040 is met from the Council's Transformation Fund which currently stands at £174,170.

Legal implications: The Council has carried out a consultation exercise and has considered and taken into account the findings / outcomes of the consultation exercise in formulating how the Council provides its services and from where going forward (as detailed in Appendix 3). The Council has therefore satisfied its obligations in this regard. Otherwise there are no direct legal implications arising from the content of this report.

Equalities impact: Low Impact

Equalities considerations have been included as part of our moving and improving consultation. The Council will fully explore potential impacts and mitigations of equality and accessibility enabling our customers to interact with us in ways that suit them best either physically or remotely. Investment in our HQ buildings and presence in the District will result in significant improvement in the customer experience.

The outcomes of our consultation are attached as Appendix 3

Risk: Medium Risk

The project includes a comprehensive and detailed risk register alongside structures, management and decision making procedures. The register is reviewed monthly and updated as required. SWAP reviewed the risk register operation as part of a report to Council in March 2015 and was satisfied as to the professional approach taken to risk management and project decision gateways.

There are a range of detailed risks including some red rated to reflect their importance to the progress of the project. These include such matters as:

- Construction and refurbishment costs on the new and existing buildings
- Planning approvals
- The possibility of legal challenge and delay
- The importance of successful ICT implementation.

Links to background information:

Appendices attached:

Appendix 1 – Floor plans for Honiton HQ and Exmouth Town Hall refurbishment. Honiton HQ building basic scale drawings

Appendix 2 – Pegasus Life plan for Knowle Site buildings footprint

Appendix 3 – Service Delivery and Office Relocation Survey - results summary.

Moving and Improving results:
[Results non-random M&I Oct 15](#)
[Results VCGM&I Oct 15](#)
[Results Equalities Questionnaire M&I Dec 15](#)
[Results TPC MI Oct 15](#)

Link to Council Plan:

Relocation meets a range of the Council's priorities. It will provide future resilience and improved working for the Council and underpin service efficiencies and improvements for our residents, businesses and visitors. In particular, relocation is identified as a key action in our continuous improvement to be an outstanding council.

Report in full

The relocation project has moved forward on a number of fronts:

1. Knowle Site

- a. **Pegasus Life** – The Council as landowner continues to liaise closely with Pegasus Life. The company has carried out preparations including site investigations and other survey work and will be submitting its planning application (attached at Appendix 2 is one overall drawing of the site and building footprints). Pegasus Life has also conducted public consultation exercises that were both well organised and well attended. In addition the developer has met individually with residents local to the Knowle to explain its proposals and listen to local views on a one to one basis.

At the time of writing this report we understand that Pegasus Life is preparing its planning application with a view to submitting in the near future.

- b. **Sidmouth Town Council** – Sidmouth Town Council has responded positively in writing to EDDC's offer regarding the Knowle Park outside the development boundary and including the lower car park. Detailed negotiation to ensue that will include more specific detail on conditions, timing and the financial considerations.

2. Honiton Heathpark

- a. **Planning Application** – The Design Team is progressing work toward a planning application. This includes detail such as site investigations, traffic measurement and building design. Our original intention was to precede the Pegasus Life planning application but we now feel that it would be better to see the Knowle site determined first. This makes sense because firstly, the Knowle application can be considered without the presence of a decision either way on the Council's destination plans and secondly, the Council as landowner will have certainty on the Planning Authority's decision on the Knowle application. This is important to our timetabling because we believe there may yet be further attempts to object to development of the Knowle site.
- b. **Construction Timetable** – To reflect the revision of the planning timetable and to allow for a period of time to manage the possibility of a Judicial Review attempt or other legal challenge we are allowing a further three months within the project timetable. The timeline now anticipates HQ occupation in Feb 2018.

3. Exmouth Town Hall

- a. **Refurbishment Timetable** – Further to the previous Relocation Update Report of 9 September 2015, the opportunity for accelerated delivery of Exmouth Town Hall was addressed and officers have investigated this further. We now have the responses from residents to the Service Delivery and Office Relocation Survey which clearly emphasises a desire to see EDDC at Exmouth Town Hall providing a mix of our external services. The added value is that we will also be in situ with the town council and multiple complementary other service providers.

The Council would like to occupy the refurbished Town Hall and return tenants to the building in advance of the completion of the Honiton HQ building and this can be possible because the refurbishment of the town hall will take less time to complete than the new build Honiton office. There are multiple benefits to this approach:

- Early full occupation
- Reception issues of facilities, service and management resolved
- Management of the risk of overall move by a staged rather than simultaneous relocation. Subject to its shorter works period Exmouth could be occupied 3-4 months earlier than Honiton.

The Town Hall is vastly under-occupied at the moment and early occupation ahead of the Honiton move will allow us to test ICT systems, work practices, new equipment and twin site operation before the move to the main HQ. A two stage move rather than an 'all at once' arrangement is a significant risk management outcome. Certain tenants will be in the building anyway having been able to remain while refurbishment is carried out.

- b. **Tenant Continuity** - It is EDDC's clear desire that ETH should be a building offering a mix of customer focused services and we wish to ensure that the Town Council and other current tenants are able to remain with us and that we offer them a fair deal to do so. Tenant engagement is therefore vital through the process. There has been further discussion with the town council and other tenant representatives to explore their expectations and concerns in relation to the impact of building works and arrangements for continued tenancies afterwards.

Some will be able to remain while works go on around them although there will be some disruption or short term displacement. Exmouth Town Council will need to vacate the building for up to 11mths and the council chamber and meeting rooms will be out of use also. This is an evolving level of detail and timings and will be refined for the tenants as the refurbishment plan develops.

The Deputy Chief Executive will continue to lead discussions and negotiations with the Town Council and our other tenants. Notice has been given to existing tenants in order to meet the timetable of commencement of works by Oct 2016. Compensation will be paid where appropriate. The Deputy Chief Executive and officers from the relocation, legal and estates teams are in close touch with tenants including the Town Council to manage the changes. Some tenants such as the CAB and CCTV operators should be able to continue to operate for most of the time within the Town Hall while works go on around them although there will be disruption in terms of noise and planned power or heating outages. Others, such as the Town Council and Registrars will have to find alternative accommodation for the duration of the refurbishment. We would like to bring back all our tenants to the modernised offices

and space has been identified for each in the improved building (See Appendix 2). Tenants' space would be of similar quality to EDD's but unfurnished.

4. Design

- a. **Building Design** - Following their commission, the design team have been working on design plans for the Honiton new build and refurbishment of Exmouth Town Hall in accordance with the Council's requirements in terms of floor space, budget and facilities for customers, staff, tenants and councillors. Latest drawings of floor layouts and the design of the new Honiton HQ building are attached at Appendix 1.

The Design Team has produced some building designs for the new office based on the outputs from WorkSmart Workshops and 'The Way We Work' document which was put together based on staff feedback. Managers from across the Council have given comments in writing and in workshops at the progressive stages of designs using the design stage guidance process according to Royal Institute of British Architects (RIBA) guidelines.

- b. **Internal Layout** - The relocation team, SMT and managers have worked together with the design team to address optimal space usage and internal design of both buildings to test viability of space arrangements:

- Desk numbers, type and usage (including peak times)
- Complimentarily with mobile working
- ICT requirements
- Electronic data management and print facilities
- Personal, operational and off-site storage
- Different meeting spaces, public and member facilities, council chamber and reception area

The Design Team has incorporated changes as we move into the Detailed Design Stage. Managers have been briefed on key aspects of the evolving design and layouts and tasked with cascading this information and getting feedback from their teams. This includes an early look at which teams will be based where. In response to the public consultation we are focusing outward facing services at Exmouth including housing, benefits, environmental health, licensing and planning.

Attached at Appendix 1 are emerging designs and internal layouts for both office locations. These are progressing through agreed design stages with the design team and are evolving in response to the input of the Executive Group, Officer Working Party, Strategic Management Team, workforce and, in the case of Exmouth Town Hall, the tenants.

Key aspects of the design include:

Heathpark

- A three storey building with central core and two wings of open office space, flexible formal and informal meeting space, Member facilities and services on all floors
- A central core with ground floor made up of a large reception area and public facing service access
- A double height Council Chamber on the first floor that is $\frac{3}{4}$ the size of the current Knowle Chamber. Access will be through reception and by lift or stairs to the first floor where there will be circulation space in front of the chamber.

Exmouth Town Hall

- Refurbishment within existing building footprint

- Expanded reception and public access area offering breadth of EDDC customer services
- Retained space available for existing tenants and Town Council proposed to move upstairs
- 1st and 2nd floor office space opened up where structurally possible
- Former council chamber and committee room separation removed

- c. **ICT and Document Management** – The Council is pursuing its Electronic Document Management System (EDMS) project which provides the underpinning technology to support a significant reduction in paper by scanning documents and managing access to documents on line. The result will be less storage on and off site and reduced printing costs. A process of back scanning has been underway for some time with many services have completed this work however, the process of back-scanning needs to continue across all service areas so that we minimise costs relating to offsite storage of paper documents.

The Council wishes to widen the scope of this project to facilitate the production of workflows in customer facing areas. This will allow officers to process incoming hard copies of correspondence and forms through to their conclusion irrespective of where the officer handling the work is based. This will be particularly useful for the dual sites and our new ways of working which means officers may operate from different locations. Workflows are already being used in Revenues and Benefits and the Council wishes to develop these in other areas of the organisation where this can benefit our customers and improve efficiencies in processing.

It is anticipated that the additional scope of this project will require additional Strata resource which will be fulfilled on a secondment basis. Total additional costs relating to the wider scope are £47,040 and it is proposed that these are taken the transformation budget.

5. Construction Procurement

- a. The South West Construction Framework process to secure construction services for Honiton and Exmouth has been concluded. Five Framework Contractors were considered and Interserve has been appointed on the basis of what is known as a Pre Construction Agreement. Following the completion and approval of the detailed design, Interserve will be required to provide a Second Stage tender before any appointment to commence construction/refurbishment.

6. Engagement and consultation with key stakeholders and customers

- a. **Staff, Members and Tenants** – Through the WorkSmart workshops and other channels, there has been extensive and continuing engagement with our staff, Members and tenants regarding how the new offices will look and operate as part of our Work Smart strategy. Responses, ideas and analysis have been fed into the work of our design team and will continue to be throughout the key stages of design. The Strategic Lead Organisational Development and Transformation will continue to lead staff engagement throughout this change project
- b. **Customers** - In the latter part of 2015, East Devon District Council sent out surveys requesting feedback from residents, town and parish councils, businesses and community and equality groups to gain feedback about service delivery in relation to office relocation. This feedback primarily highlights that 83% of those surveyed had not visited the council offices in person over the last 12 months and that 91% think they will

be able to access our services when we move. 84% of people have regular access to the internet and nearly two thirds of people would mainly access our services on-line or by phone. Most people didn't think that they would want to access services through surgeries but, of those that did, Sidmouth was the most popular location and supported by 10% of respondents.

The outcome document which outlines the Council's response to the survey information is attached at Appendix 3. There is also a link attached to this report to the detailed consultation responses that informed the outcome document attached. SMT have taken on board the feedback and ensured that services are provided in a ways and locations that meet the needs of residents. Where our services are delivered will be managed on an ongoing basis by our Strategic and Service Leads using demand analysis.

- 7. Facilities Management** – Our Relocation Facilities Manager, Jules Waddington, has been in post for several months now to oversee the practical elements of the move and internal aspects of our move working alongside the Deputy Chief Executive, Relocation Manager, Service Lead - Organisational and Transformation and Strata. The physical move of staff, functions and services is a very detailed and complex process with many interdependencies and, to minimise risk, the move planning needs to start in good time. This is a fixed term post to manage the preparations and staged move from Knowle to Exmouth and Honiton as well as the combination of Knowle Depot functions at Manstone and for a period after to ensure that staff and systems in our new locations are supported to be able to deliver effectively in transition.

Conclusion

Now that the Council has moved from options consideration and is focused on the agreed twin site approach, the project is moving at pace. With the signing of a conditional contract with Pegasus Life and the commissioning of our design team, relocation has progressed significantly. Staff are keen to see progress and this has become an even more engaged process as the design team move through the phases of design from concept to detailed design. This involves floor plans and services layouts for both buildings and basic building design for Heathpark (see attached Appendix 1). What will follow is an increasing level of detailed design leading to a formal planning application process. The Council is working to the Royal Institute of British Architecture approved design code process to manage the project.

Officer and Executive Groups meet monthly and there are regular meetings with the Design Team as well. SMT is also engaged including on matters of ICT, document management, team locations, operational issues, facilities and other corporate direction.

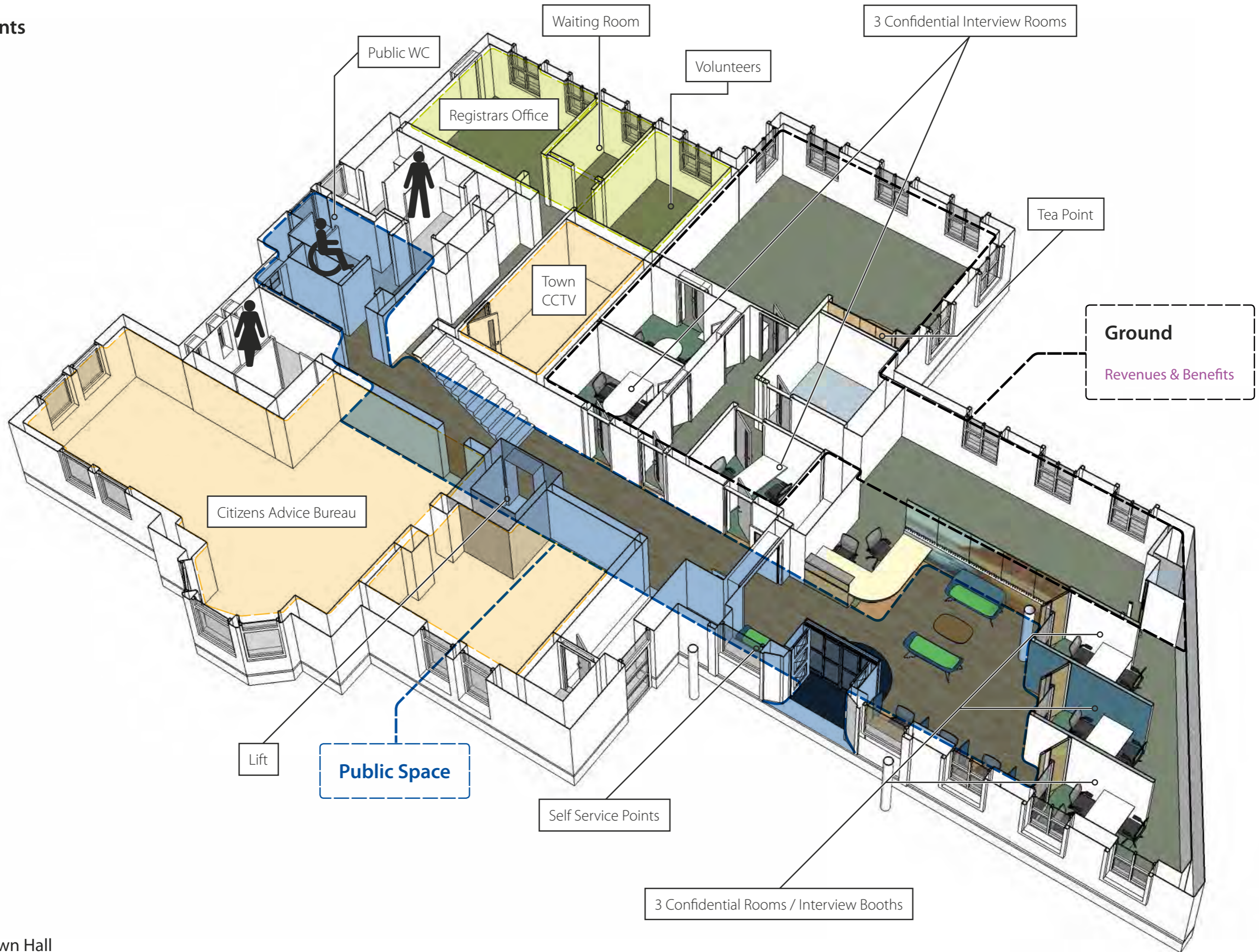
The consultation process with our residents has further informed our evolving and improving service provision around the move to our twin sites (see Appendix 3 attached)..

The Deputy Chief Executive and officers will continue to work with our tenants to minimise uncertainties and come up with a fair arrangement around new leases and license agreements so that these partner organisations and businesses are a part of the much improved new accommodation that we will be able to offer

We expect that there may continue to be attempts to challenge the Council's commitment to relocation. In the meantime, reporting of relocation is ongoing and the Council will continue to publish relocation documentation as it has consistently promised to do so.

Departments

Finance



Exmouth Town Hall
Ground Floor

Departments

Chief Executive

Development, Regeneration and Partnership

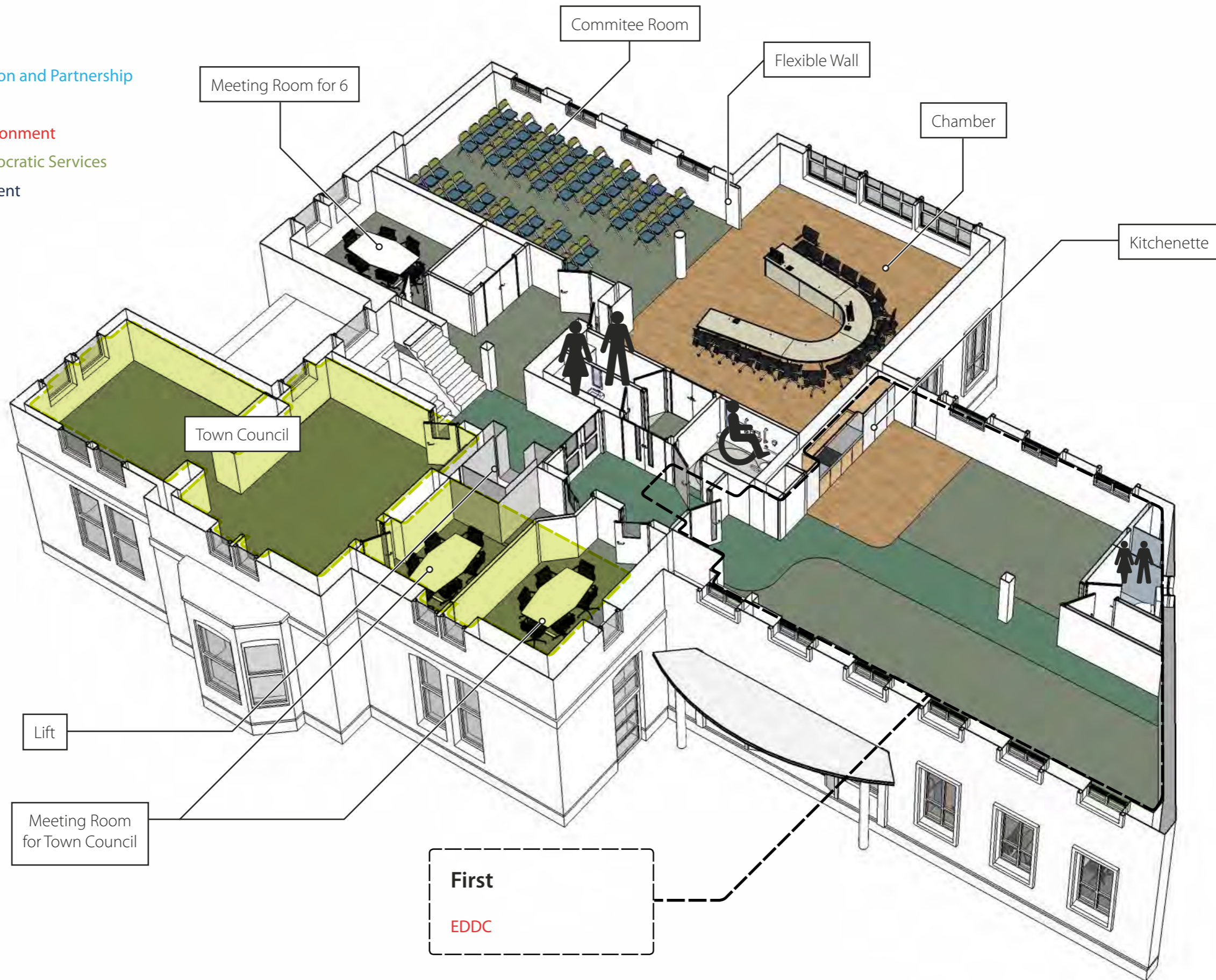
Finance

Housing, Health and Environment

Legal, Licensing and Democratic Services

Organisational Development

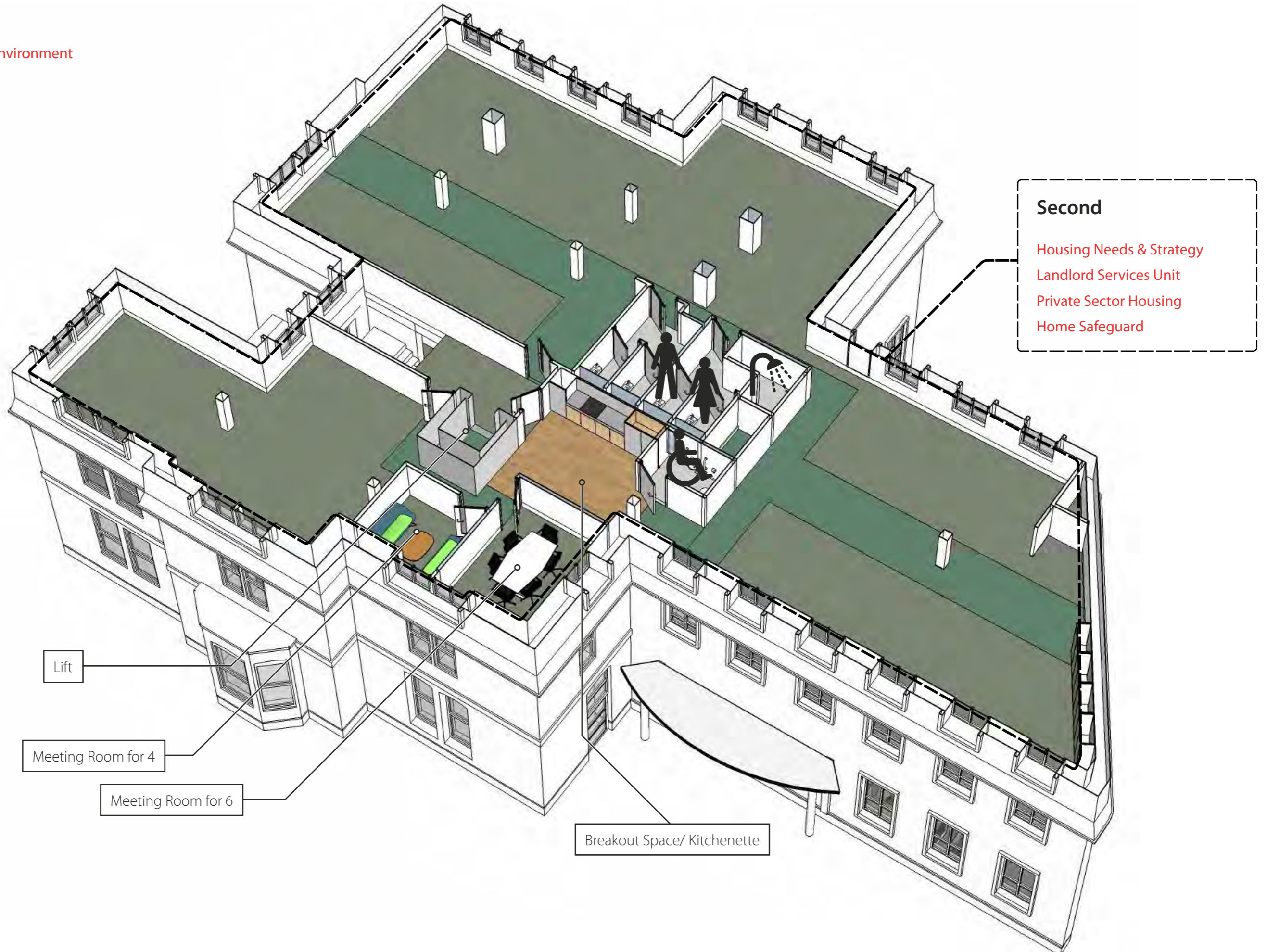
Strata Service Solutions



Exmouth Town Hall
First Floor

Departments

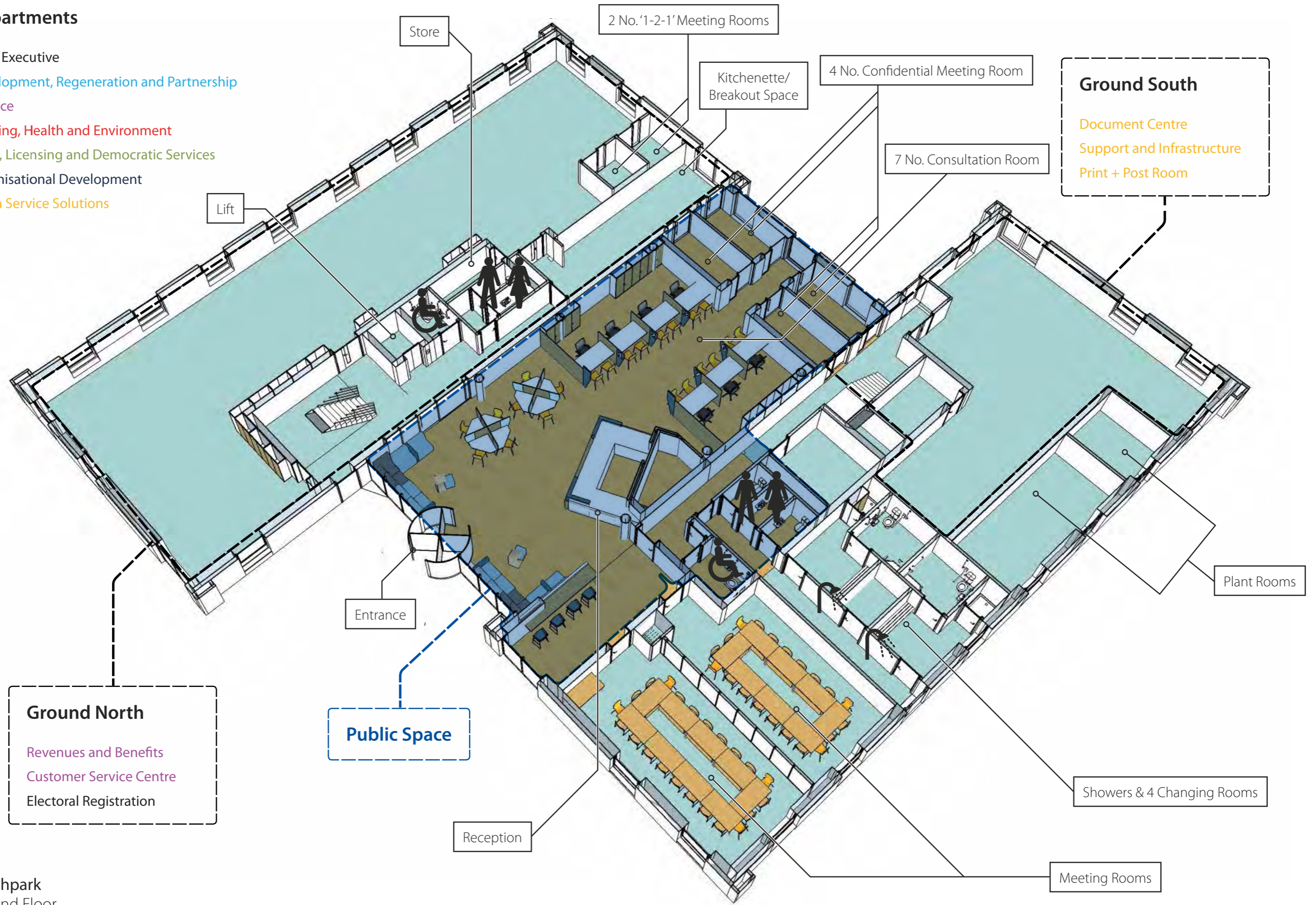
Housing, Health and Environment



Exmouth Town Hall
Second Floor

Departments

- Chief Executive
- Development, Regeneration and Partnership
- Finance
- Housing, Health and Environment
- Legal, Licensing and Democratic Services
- Organisational Development
- Strata Service Solutions



Ground North

- Revenues and Benefits
- Customer Service Centre
- Electoral Registration

Ground South

- Document Centre
- Support and Infrastructure
- Print + Post Room

Heathpark
Ground Floor

Departments

Chief Executive

Development, Regeneration and Partnership

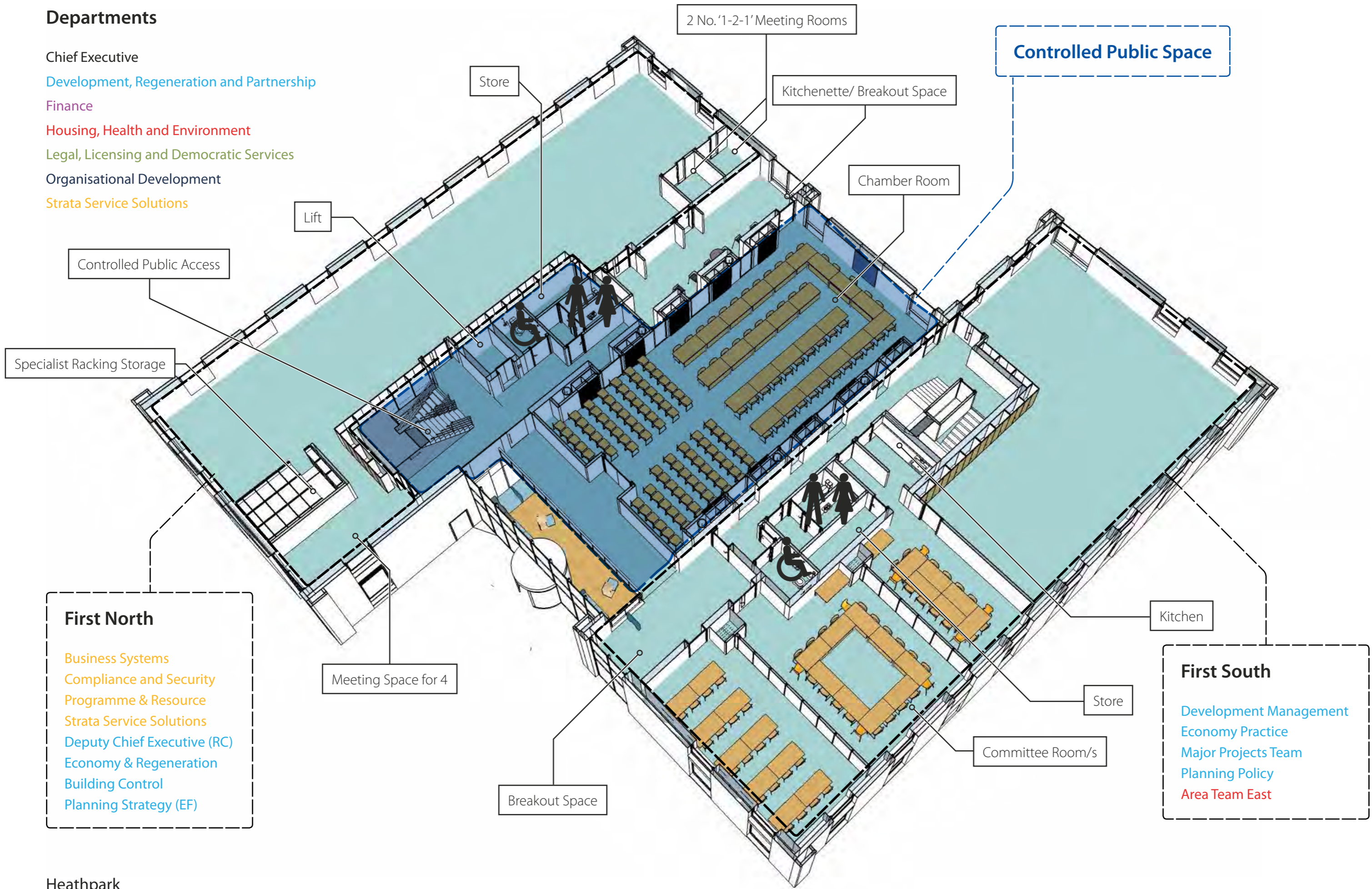
Finance

Housing, Health and Environment

Legal, Licensing and Democratic Services

Organisational Development

Strata Service Solutions



First North

- Business Systems
- Compliance and Security Programme & Resource
- Strata Service Solutions
- Deputy Chief Executive (RC)
- Economy & Regeneration
- Building Control
- Planning Strategy (EF)

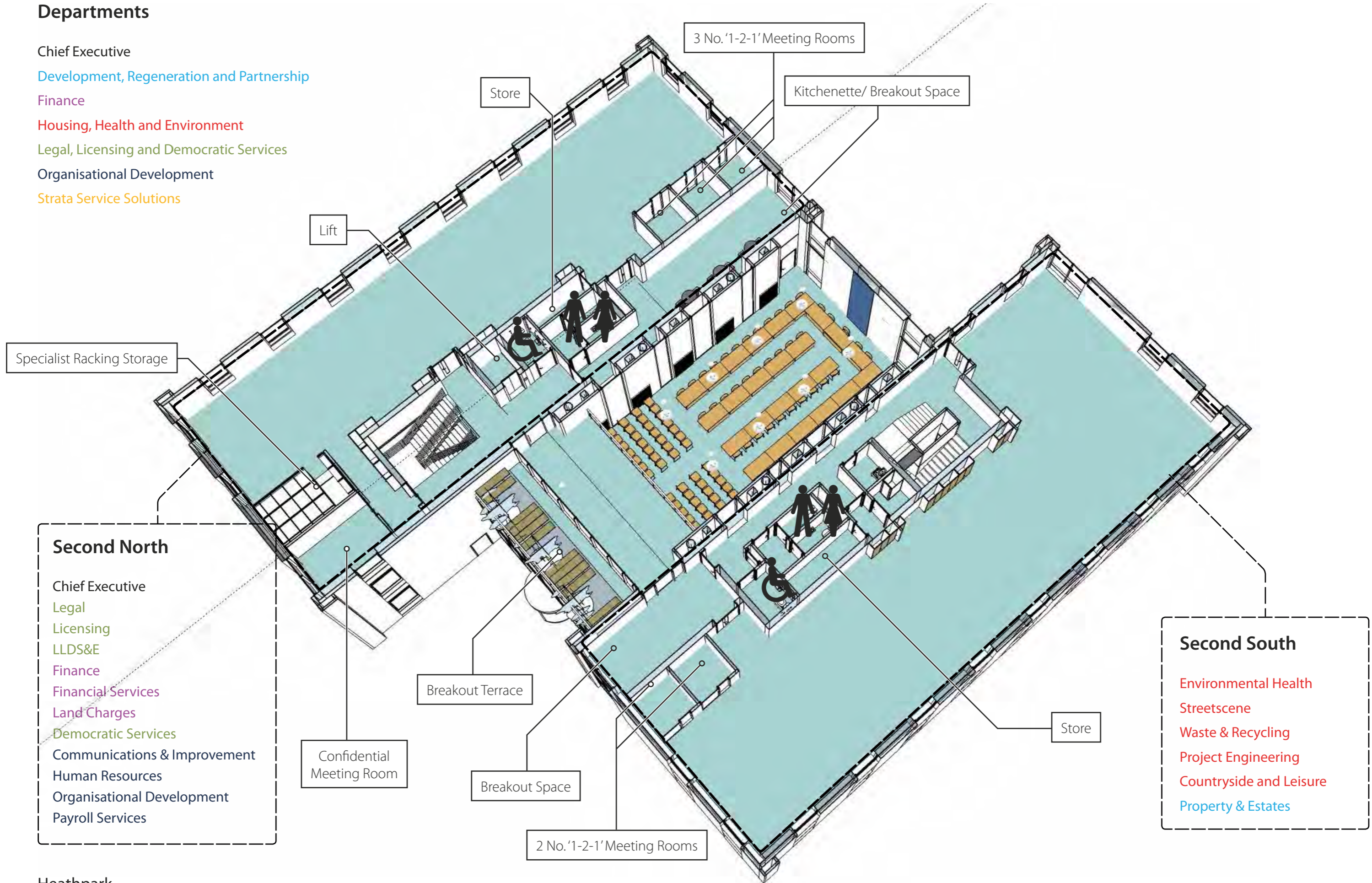
First South

- Development Management
- Economy Practice
- Major Projects Team
- Planning Policy
- Area Team East

Heathpark
First Floor

Departments

- Chief Executive
- Development, Regeneration and Partnership
- Finance
- Housing, Health and Environment
- Legal, Licensing and Democratic Services
- Organisational Development
- Strata Service Solutions



Second North

- Chief Executive
- Legal
- Licensing
- LLDS&E
- Finance
- Financial Services
- Land Charges
- Democratic Services
- Communications & Improvement
- Human Resources
- Organisational Development
- Payroll Services

Second South

- Environmental Health
- Streetscene
- Waste & Recycling
- Project Engineering
- Countryside and Leisure
- Property & Estates

Heathpark
Second Floor



 Surface Car Parking

The Knowle - Plan Indicating Surface Car Parking Proposed

drawing no. FIG: 001
 date 08/03/16

Tibbalds planning and urban design
 19 Maltings Place
 169 Tower Bridge Road
 London SE1 3JB
 T 020 7089 2121
 F 020 7089 2120



Appendix 3 – Service Delivery and Office Relocation

Service delivery and office relocation

1 Introduction

In the latter part of 2015, East Devon District Council sent out a number of surveys requesting feedback from residents, town and parish councils, businesses, community and equality groups to gain feedback about service delivery in relation to office relocation.

Fundamentally, the aim of this consultation was to understand if our customers wanted us to delivery services differently bearing in mind the impact of the office relocation.

The survey and background documentation highlighted the council's commitment to providing services how and when our customers want them through our increased use of mobile and flexible working. The documentation also outlined that the council continues to be engaged in ongoing work to develop more of our services so that they are available to customers who wish to access them on line.

2 Summary feedback

Further to the survey work here are the headlines from the random mail-out residents' survey:

- a) 83 % of those responding had not visited our main offices in Sidmouth for the last 12 months.
- b) The main reason people visit is to discuss their circumstances with an officer and the second most common reason is to drop off letters or forms.
- c) 91% said they considered that they would be able to access services they need when we move to Honiton and Exmouth.
- d) 64% of 658 respondents didn't think they would use surgeries. The most popular suggestion for additional surgeries is Sidmouth (10% of respondents).
- e) 261 respondents that would use surgeries gave us their views on which services they would like to access through surgeries in question 6.
- f) 38% would visit us in Honiton and/or Exmouth to access our services and 62% would not.
- g) People would mainly access our services on-line (64%) or by phone (62%). 84% have regular access to the internet for personal use, mainly using a pc/laptop.

3 Service delivery considerations

3.1 Housing Benefit and Council Tax Support

Based on what our customers have said, the council will address the need for Housing Benefit and Council Tax Support through having relevant officers based both Honiton and Exmouth.

The service will continue to deliver customer access through its use of surgeries which already operate in Axminster, Cranbrook, Honiton and Seaton.

The council will also look to provide a surgery in Sidmouth and as with the other sites we will keep customer demand under review in order to be flexible to meet changing demand where required.

We also continue to offer home visits to customers who would prefer.

3.2 Searches on land and property

Based on feedback from these surveys, this service will be provided from the Honiton office in terms of customers visiting.

Customers will be able to access land and property details via a self service point at both Honiton and Exmouth.

We will continue to monitor customer demand in case this changes from the current pattern of demand which shows that most customers do not access this service face to face but use other channels.

3.3 Housing

Housing services will be available from the new Council offices in Honiton and Exmouth

In respect of Housing we will continue to run 'drop in' surgeries for housing options interviews and homeless approaches. These will be operated in Honiton and Exmouth. We will also organise new tenancy 'sign ups' at both office locations, and the opportunity to report repairs and estate management issues.

Whilst Housing staff are likely to be based in Exmouth we will have a staff presence in Honiton and continue to undertake much of our business by way of home visits, site visits and by utilizing our community centre's throughout the district for tenants meetings etc.

The Council will continuously improve the information on our website and establish an on-line tenant portal to report housing repairs, view rent accounts and request a service. Home Safeguard will continue to be contactable 24/7 and take the Council's out of hours calls.

3.4 StreetScene

There will continue to be a StreetScene presence at our depots in both Sidmouth and Exmouth. It is likely that we will also have a Recycling and Waste team presence at Greendale depot working alongside our recycling and refuse contractor. Greendale depot is located on the main road from Sidmouth to Exeter.

3.5 Countryside

Our Countryside team are a mobile workforce and will be based at Honiton and across the district with a presence at Seaton Wetlands.

3.6 Environmental Health

Environmental health officers are mobile and currently work across the district and this arrangement will continue.

There will be members of the Environmental Health officer team working in Exmouth on a regular basis.

3.7 Planning and building control services

It is envisaged that there will be full reception cover for all aspects of the planning service at Honiton. For Development Management and Building Control, service will be available on an appointment rather than a drop in basis.

The council does not currently provide surgeries for Planning and Building Control services and current patterns of demand do not indicate this is required. Noting the expressed requirements in the survey feedback for access to Planning at Exmouth the Council proposes to provide these services on an appointment basis as part of a trial.

3.8 Licensing

Given the low number of people indicating the desire to access this service from Exmouth and surgeries, Licensing should be located at Honiton but to satisfy the demand identified they will have a regular weekly presence at Exmouth and at surgeries around the district, although that provision will need to be subject to more detailed consideration in terms of demand.

Report to: Cabinet
Date of Meeting: 6 April 2016
Public Document: Yes
Exemption: None



Review date for release None

Agenda item: 12

Subject: Devolution Update

Purpose of report: To update members on progress of the Devolution Prospectus

Recommendation: To note progress to date, particularly post the Budget announcements and agree representation at the proposed briefing meetings

Reason for recommendation: This is an ongoing process. It is proposed to hold briefing sessions for members of the 19 local authorities and nominations are sought

Officer: Mark Williams, Chief Executive mwilliams@eastdevon.gov.uk

Financial implications: This is an update report and does not include any recommendations which have direct financial implications.

Legal implications: There are no direct legal implications arising out of the report

Equalities impact: Low Impact

Risk: Medium Risk

At this stage actual risks are difficult to determine but the devolution process does have the potential to impact on the future working of the Council

Links to background information: • <https://new.devon.gov.uk/democracy/how-the-council-works/devolution/>

Link to Council Plan: All priorities

Report in full

1. Members will be aware that the Heart of the South West's 'Prospectus for Productivity' was published on the 3rd March and sent to the Government. Various press releases were issued to announce the publication: <http://eastdevon.gov.uk/news/2016/03/east-devon-backs-devolution-bid-to-boost-prosperity/>

In addition a copy of the Prospectus was sent to all members by e-mail on the 2nd March. Of particular note for East Devon is the identification of 'Exeter' as a key centre for data analytics. Many of the assets that are identified as being material to this opportunity are located in the district.

2. Since the publication of the Prospectus, 4 further matters have occurred which are worthy of update:
- A) As a result of broadening member interest across the HoSW area it is proposed to prepare a toolkit for members and also put forward a proposal for Member development events across the area. No further details have currently been provided but in anticipation of the events being publicised it would be useful to have a list of members whom I could forward details to.
 - B) A Governance workshop was held at Cullompton on the 2nd March. I have attached as Appendices A & B a copy of the relevant slides and also the notes of the workshop. Of particular note is the reference to the Cities and Local Government Devolution Act 2016 and the broad agreement that a Combined Authority is the group's preferred governance option as set out in the Devolution Prospectus. However a Governance Review will explore all options equally and openly. Further details of this will be provided in due course.
 - C) An Exeter based devolution breakfast briefing took place on the 3rd March. I have attached as Appendices C & D a copy of the presentation provided by Professor Nigel Jump and also notes of the discussion that ensued. The details provided by Professor Jump are particularly relevant and show the size of the task that the Heart of the South West needs to address. Although we have low unemployment in our area we also have relatively low productivity too. Greater Exeter is a productivity 'hot spot' but this is set against a background of a national picture which shows UK productivity as 18% below the G7 average (and falling).
3. The fourth update arises from the announcements in the recent Budget statement concerning the 'deals' concluded with East Anglia, the West of England and also Greater Lincolnshire. I have attached as Appendix E a copy of notes from a recent Productivity Plan Workshop to which the officer leads were invited. The current view is that the Government is especially keen to progress deals where an elected mayor is viewed as the appropriate governance solution and is minded to adopt a two track approach to those that prefer the combined authority approach (the current approach in the Heart of the South West prospectus). It is suggested in the notes that the East Anglia approach is similar to what our area could hope to expect if an elected mayor turns out to be the preferred option from the proposed Governance Review. If you follow the link it can be seen from the East Anglia 'deal' the key components of the deal from a governance perspective. The relevant paragraphs are the following and also 72 to 82:

['Summary of the proposed devolution agreement between government and the leaders of the 22 local authorities with the support of the New Anglia Local Enterprise Partnership.'](#)

A new, directly elected Mayor will act as Chair to The East Anglia Combined Authority and will exercise the following powers and functions devolved from central Government:

- Responsibility for a multi-year, consolidated and, devolved local transport budget
- Responsibility for a new Key Route Network of local authority roads that will be managed and maintained by the Combined Authority on behalf of the Mayor
- Powers over strategic planning and housing, including £175m (out to 20/21) ringfenced funding to deliver an ambitious target of new homes, the responsibility to create a non-statutory spatial framework for East Anglia and to develop with government a Land Commission and to chair The East Anglia Joint Assets Board for economic assets

The new East Combined Authority, working with the Mayor, will receive the following powers:

- Control of a new additional £30 million a year funding allocation over 30 years, to be invested to The East Anglia Single Investment Fund, to boost growth
- Responsibility for chairing an area-based review of 16+ skills provision, the outcomes of which will be taken forward in line with the principles of the devolved arrangements, and devolved 19+ adult skills funding from 2018/19.
- Joint responsibility with the government to co-design the new National Work and Health Programme designed to focus on those with a health condition or disability and the very long term unemployed.

Further powers may be agreed over time and included in future legislation.’

Governance Workshop

Notes of Meeting

Wednesday 2nd March 2016

3 - 5pm, Padbrook Park, Cullompton

Welcome and introduction to the event

John Osman welcomed everyone to the workshop and outlined the objectives for the day:

- To discuss issues and challenges of Governance for our Deal
- To agree outline Terms of Reference and a process for the required 'Governance Review'
- To respond to government's expectations around elected mayors and reach a view to feed into negotiations

John said that the new Cities and Local Government Devolution Act 2016 gives strong powers to the Secretary of State so it is important that the Heart of the South West has a position on the issues that the government will push us on.

Other areas have had a mix of approaches, there is no single process to follow:

- Hampshire have been pressured to adopt an elected mayor or reorganisation
- Oxfordshire have proposed becoming 4 unitary authorities
- North Midlands originally dismissed the mayor option, then proposed it, but are now having difficulties winning approval from their constituent councils and MPs, with one council wishing to join another deal.

John said that clearly it is important to agree a single approach on governance that we can argue successfully with government and demonstrate is the best solution for us.

What is the process for establishing the Combined Authority, and what is the role of the Governance Review in that process?

David Marlow introduced the concept and detail of a Combined Authority and what it means, how one is established and how other devolved areas are approaching the issue.

- The government, and legislation offer a Combined Authority with or without a mayor, or what are termed 'alternative governance arrangements'.
- A Combined Authority can be given virtually any functions if the Secretary of State allows.
- Five Combined Authorities have been established under 2009 Local Democracy Act, and six mayoral authorities proposed so far under the 2016 Act.
- A Combined Authority is set up in 3 stages:

<p>1) The local authority stage – including Governance Review 2) The Secretary of State stage – including consultation and drafting Orders 3) The Parliamentary Stage – approving the Order</p> <ul style="list-style-type: none"> • The new Act allows the Secretary of State to fast track but this hasn't been tested yet. <p>David stated that there is no definitive roadmap to follow and that we only have the existing literature and cues from other areas to help guide us.</p> <p>A Governance Review is the key next step for the Heart of the South West. This must demonstrate that our governance proposals will improve the economy and can discharge devolved functions effectively. The process should take between 6 and 9 months. There is a lot of detailed work required to deliver it and will require significant time, resource and engagement to do thoroughly.</p> <p>Leaders and Chiefs discussed the Governance Review, made several points and asked questions:</p> <ul style="list-style-type: none"> • What obligations does Greg Clark have to us? <ul style="list-style-type: none"> ○ The 2016 Act is enabling which means the Secretary of State has a lot of power but is not obliged to do anything for us unless he wishes to. He could actually impose his will if he chose to. • What are the risks and rewards of a Governance Review? <ul style="list-style-type: none"> ○ Tactically there may be a case for a full and open Review whilst discussions continue on our devolution deal. It would give Government confidence that we are progressing. • We should keep control over what we want and how we'll deliver it, and what we will and will not accept. • The 'alternative arrangements' could include local government reorganisation and we should examine the pros and cons. • It feels like a very powerful message to do the Review now and answer the difficult questions that government will ask us regardless. <p>Agreed: to move ahead now on an open and thorough Governance Review that considers all the options available to us.</p> <p>Agreed: the Programme Management Office / Governance Workstream will put together a detailed specification / scope: work required, resources required, outcomes required.</p>	
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Discussion on Elected Mayor

<p>The objective of this session was to discuss mayoral governance and the role it may, or may not play in the Heart of the South West's plans.</p> <p>David Marlow outlined the role of elected mayors for Combined Authority areas:</p> <ul style="list-style-type: none"> • There are different types of mayor and none have yet been set up for 	
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devolved areas because the legislation is so new: first elections are due in May 2017

- An elected mayor chairs the Combined Authority, can allocate portfolios to his Executive but **does not** choose the Executive – partner councils do that. He must have a deputy mayor and can raise a precept for mayoral functions and raise business rates subject to conditions.
- Devolution deals with elected mayors include powers for Combined Authority Members to veto on strategy and financial matters.
- Functions are decided by the Secretary of State but include Police and Crime Commissioner Powers.
- We don't know what other powers and arrangements are possible because the Secretary of State has not yet made any Orders to set one up. However there appear to be different sorts of mayor possible.
- The government's preference is for elected mayors, and areas have been pushed hard to have them, or other forms of reorganisation

Leaders and Chiefs discussed the Governance Review, made several points and asked questions:

- Mayoral systems have checks and balances and work best when members understand it.
- The business sector want to see efficiency above all, not layers of governance for the sake of it.
- The Local Enterprise Partnership's role in governance arrangements should be considered in the Review.
- Is an elected mayor a price worth paying for the benefits it secures?
- If we leave elected mayor out of our Governance Review, the government will ask us about it anyway, to the exclusion of all else. We need to have an argument to present him
- We should consider mayor in the Governance Review: it is a good negotiating position. It will show why an elected mayor is not necessary and also the benefits it could bring. Until the Governance Review is concluded we do not really know the risks and benefits.
- We must understand that the Secretary of State could impose a structure on us, however doing a thorough Governance Review will detail the best option and facilitate negotiations.

Agreed: that elected mayor options should be explored in the Governance Review

Conclusions and next steps

John Osman summarised the discussion and the detail of agreed outcomes and next steps:

- I. A Combined Authority is the group's preferred governance option as set out in our Devolution Prospectus, however the Governance Review will explore

<p>all options equally and openly.</p> <p>2. That a full Governance Review should take place.</p> <ul style="list-style-type: none">• It should start as soon as possible• The Governance Workstream / Programme Management Office will draft Terms of Reference for the Review• The Review should be carried out in-house where possible, with external support as and when needed• The Combined Authority with mayor option should be considered within the Review• The review should run concurrently with workstreams and negotiations on our devolution deal• That partner authorities should be regularly updated on progress, including more information on:<ul style="list-style-type: none">○ The process○ Timetable○ Costs <p>3. Our tactics should be to work from a position of strength where we have all the information we need to tackle the Secretary of State's challenges and expectations.</p>	
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Heart of the South West devolution: Governance workshop – 02/03/16



Presentation to HotSW Workshop

Name David Marlow

Third Life Economics

Date 2nd March 2016

Purpose and agenda

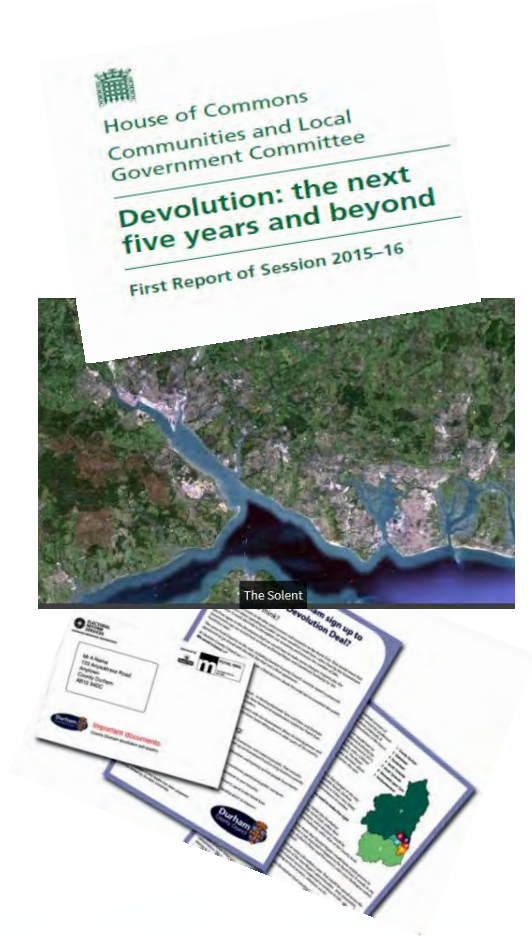
Purpose

- To progress governance issues and challenges of our devolution prospectus through:-
 - agree outline scope and process for a Governance review
 - Consider the HotSW position on elected mayor options

Agenda

- 1 500 – Welcome, introduction and updates (JO)
- 1 515 – Combined Authorities and the Governance Review considerations (DM)
- 1 550 – Tea Break
- 1 600 – The elected mayor considerations and discussion (DM)
- 1 640 – Conclusions and next steps
- 1 700 – Close

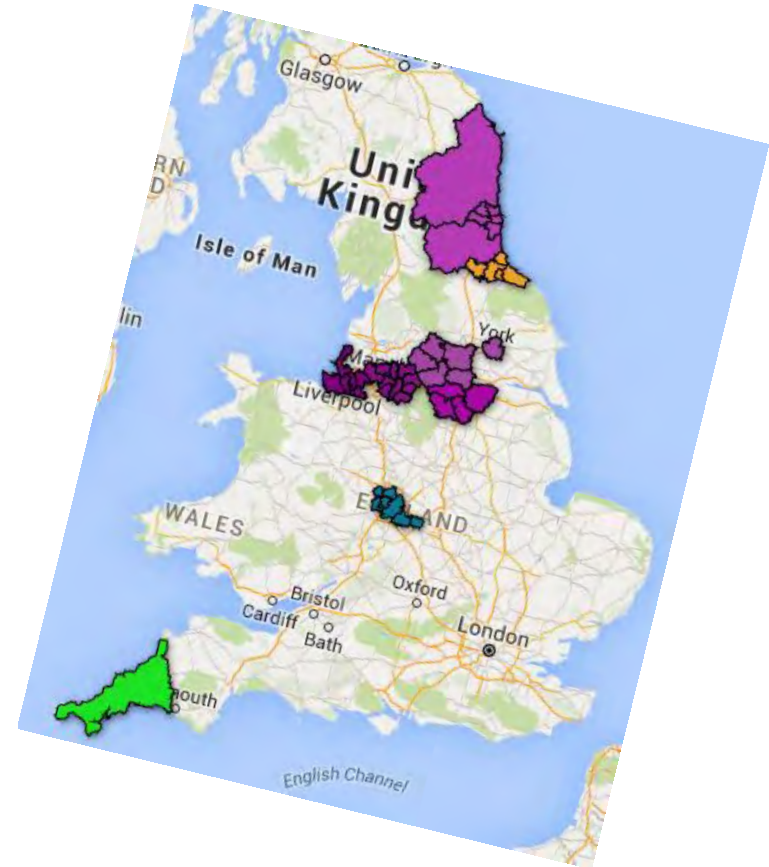
Updates on....



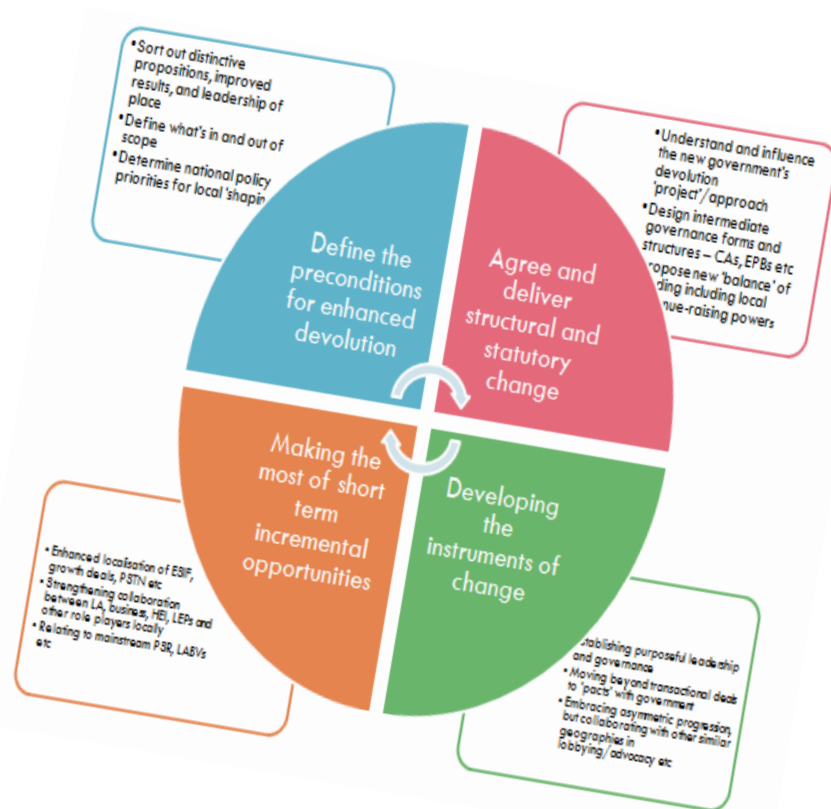
- Submission of prospectus and initial Government response...
- Other devolution developments since January....
- Purpose and progress sought at this workshop...

Combined Authorities...

- A legal structure of two or more LAs established by order issued by SoS. Can be:-
 - Mayoral
 - Non-mayoral
 - Propose 'alternative governance arrangements'
- Has transport and economic development powers under 2009 Act but may be extended to other roles and functions (including qualified health and care) under 2016 Act
- Has power of general competence, and some financial powers if specified in the order
- Five CAs established under 2009 Act; Six mayoral authorities proposed so far under 2016 Act



Establishing the CA....



- Clear under the 2009 Act:-
 - ▣ LA-led stage (including Governance Review)
 - ▣ DCLG stage (including consultation and draft order)
 - ▣ Parliamentary stage – laying and approving the Order
- Some ambiguities under 2016 Act where SoS may be able to make an order under accelerated procedures, BUT:-
 - ▣ Requires consent of all participating LAs
 - ▣ Still requires extensive consultation
 - ▣ Not a tested process
- Recommendation: HotSW should do this as a locally-led process?

Towards a Governance Review...

- Needs to demonstrate the proposals meet 'tests' on:-
 - ▣ improving the economy
 - ▣ the exercise, effectiveness and efficiency of proposed functions across the area
- Needs to publish a proposed 'scheme' of how the CA will operate
- Needs to show how we have consulted on the proposals
- Typically may take 6-9 months?



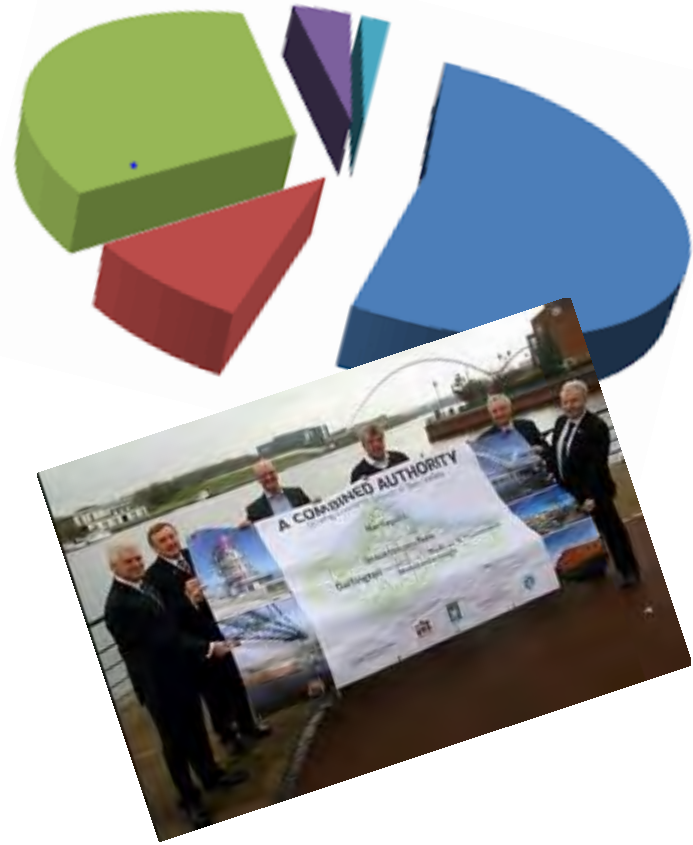
What high level questions will the review address?



- What are our shared ambitions for the area?
 - ▣ Economic
 - ▣ Statutory and other functions
- Why are current arrangements sub-optimal for meeting those ambitions?
- What governance changes would better enable ambitions to be met?

How will we set about answering them?

- Desk research
- Evidence review and analysis
- Consultation processes and deliberative exchange
- Options assessment
- Development of a 'scheme' of how the preferred option will 'work' and relate to other relevant arrangements (e.g. LEP etc)



What needs to be in a preferred 'scheme'?



- Name, Membership, voting, executive and scrutiny arrangements
- Statutory and incidental roles and functions
- Funding
- Substructures (including relations to LEP)

What lessons can we learn from previous reviews?

- The 'reviews' are substantial documents (50-100 pages sometimes with appendices)
- Too often they have started with the 'answer' (i.e. a CA) rather than genuinely explored critical issues
- NONE of them have tackled either the elected Mayor or the expanded roles and functions robustly (to be fair they were reviews under LDEDCA2009)
- MOST have been criticised for excluding citizens, communities and stakeholders

Discussions....

- Do we agree....?
 - To undertake a Governance Review over Spring/Summer – concurrent with negotiations on the substance of our prospectus
 - That this should be a ‘genuine’ exercise to explore leadership and governance needed to deliver our prospectus
 - That PMO should produce ToRs and proposals for the process of the review
- Do we have specific steers on ToRs, process, consultation etc?





**KEEP
CALM
IT'S
TEA
TIME**

Elected Mayors...



- Already include London plus a further +/-15 LAs covering population of 3.6m (including two core cities)
- Six 'metro-mayors' agreed – including all devolution agreement areas except Cornwall – plus a North Midlands proposal
- Directly elected using the Supplementary vote system
- First elections due in May 2017

What powers does a Mayor have?

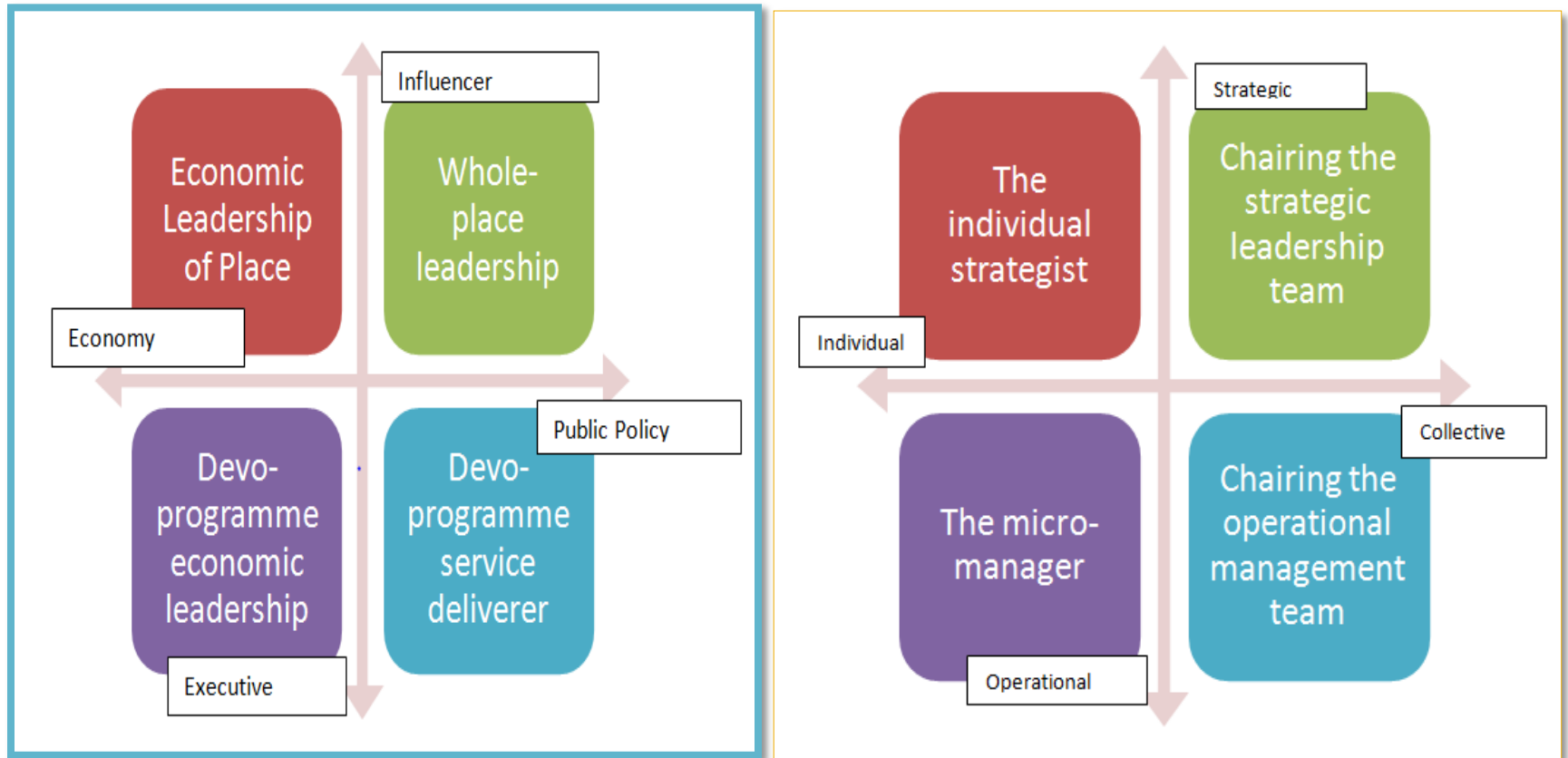
- Chairs the CA and may allocate portfolios of the Executive (but doesn't choose the executive...)
- May be PCC (so far only chosen by GMCA and proposed by north Midlands)?
- Must choose a Deputy(ies)
- Other functions are determined by the Order and may be delegated to the Mayor OR to the CA
- Each 'deal' does provide scenarios where Mayor may be overruled by CA Members – both on financial and strategy matters
- May raise a precept on council tax for mayoral functions; May raise business rates subject to....



What have the agreements to date said?

- Greater Manchester – chairs Infrastructure and Housing Funds, ‘Integrated Transport Authority’; has PCC and Fire roles; prepares GM strategic plan (subject to unanimous agreement of CA Executive) and has MDC, CIL and CPO powers (‘dual key’ with LA); co-chairs Land Commission (with Housing Minister)
 - Decisions may be overruled by 2/3 majority of Executive
- North East – initially restricted to transport, strategic planning and business rates with all other powers devolved to NECA (‘working with the Mayor’); decisions by majority voting; all Mayoral budgets, plans and strategies may be amended by 2/3 of LA Leaders;
 - Not yet signed off by NE LAs post SR and Durham ‘referendum’
- Other options – more extensive ‘dual key’ arrangements; different schemes for support required for Mayoral decision-making; different schemes for Scrutiny....
- ...but we don’t really know until Orders are made....

What model of Mayor might evolve (and be explored in a Governance Review)?



Plenary discussions

**Should our Governance
Review consider and
consult on mayoral
options?**

Agreements and next steps

next
steps



Closing remarks





Thank you

DavidMarlow@thirdlifeeconomics.co.uk

Agreements made at the workshop

1. A Combined Authority is the group's preferred governance option as set out in our Devolution Prospectus, however the Governance Review will explore all options equally and openly.
2. That a full Governance Review should take place.
 - It should start as soon as possible
 - The Governance Workstream / Programme Management Office will draft Terms of Reference for the Review
 - The Review should be carried out in-house where possible, with external support as and when needed
 - The Combined Authority with mayor option should be considered within the Review
 - The review should run concurrently with workstreams and negotiations on our devolution deal
 - That partner authorities should be regularly updated on progress, including more information on:
 - The process
 - Timetable
 - Costs
3. Our tactics should be to work from a position of strength where we have all the information we need to tackle the Secretary of State's challenges and expectations.

Devolution Breakfast Briefing

Exeter Golf and Country Club

3rd March 2016

Key Issues/messages

Growth is a function of employment and productivity – doing well on the former but not the latter

Catalysts vs. anchors – where should the attention be focused? Should it be all sectors of the economy? On improving the poor performers e.g. tourism? Or on high growth potential sectors?

How will the economy be structured going forward – what are the main businesses?

Skills – big changes in the way that apprenticeships are funded. Three key issues;

- Culture – how to engage children in the productivity agenda e.g. with schools. Curriculum currently a limiting factor
- Ambition – a rewarding career locally
- Partnership – of colleges/industry e.g. Flybe training academy

Housebuilding industry and construction skills – disincentive for builders to tackle this individually. Needs a labour agency. Risk of initiatives running behind the economic cycle. Prospectus anticipates 50k homes over and above current local plans

Living wage – what will this mean for low skilled jobs?

Marketing – should be celebrating the area as a place to do business as well as quality of life

Investment – getting the infrastructure right is critical including high speed broadband and investment in key centres

Airports – needs a clear strategy

Cooperate to compete – agglomeration effects are important e.g. Bristol/Newport/Cardiff. Need to consider relationship with Plymouth, Torbay, Taunton

Devolution – about getting powers and resources back from London

Voice – Government more likely to listen to business than local government

Partnership – needs a can do attitude

Ambition – this shouldn't be tempered. We have the potential to have a world class economy

Timing – is perfect . Need practical projects and to get on with them

Productivity & Growth

Devolution for Development

Exeter Golf & Country Club
3rd March 2016

Professor Nigel F Jump

Executive Director & Chief Economist, Strategic Economics Ltd

www.strategiceconomics.co.uk



UK Macro Conditions

- Growth driven by jobs ... not productivity
- Inflation driven by commodities ... not money



SW regional economy – LEPs compared

Exeter c14% of HoSW output - higher productivity

	2014 GVA (£mn)	GVA per head (£)	GVA ph index (UK =100)
WoE	30826	28022	112.3
Glos	14881	24342	97.5
Sw & Wilts	16392	24361	97.6
Dorset	16189	21453	86.0
HoSW	33320	19657	78.8
CloS	9462	17278	69.2
SW	121070	22324	90.7
Solent	25282	24286	97.3
UK	1618346	24958	100

SW regional economy - full employment



Labour Market rates (% Oct 2014 - Sep 2015)

	Emp	Unemp		Emp	Unemp
Gloucs	78.6	4.2	Devon County	77.9	3.2
			Plymouth	74.1	5.8
Bristol	75.9	5.4	Torbay	72.8	6.0
Other WoE	79.3	3.7	Somerset	79.1	4.0
Wilts	79.5	3.3	Cornwall & IoS	74.5	4.2
Swindon	77.5	4.7	Dorset County	78.8	3.0
South West	77.4	4.0	Bmth & Poole	74.4	4.3
England	73.6	5.3			

Productivity Performance



Productivity Drivers



Growth - driven by demographic & technological change

$$g = f (P + E)$$

UK trend: “2.3 = 1.6 + 0.7”

- productivity offsets diminishing returns

Drivers of productivity:

investment

innovation

skills

entrepreneurship

competitiveness

2014: UK 18% points < G7 average & falling

– lowest since measured 1991

Other Growth Factors



- Attitude
 - realistic aspirations
- Access
 - information, wealth & credit,
- Engagement
 - supply chains, trade & markets
- Agglomeration
 - networks & peripherality
- Policy
 - regulation & property rights
 - stabilisation & development policies

Intervention Basics



Support drivers of productivity

support the best
encourage the new

improve the worst
raise all boats

Development Intervention Matrix

Clusters - specialisation & stickiness

ABCD - 'Anchors' 'Beacons' 'Catalysts' 'Drifters'

HoSW: Prospectus for Productivity

Highlights “more & better jobs”
“healthy & skilled workforce”
“housing for a growing population”

6 opportunities nuclear marine
 aero/adv engin data analytics
 rural productivity health & care

6 challenges low & slow productivity
 skills gaps weaker entrep/innov
 ageing health & care
resilient & modern infrastructure & connectivity

HoSW Prospectus for Productivity

Productivity Plan

Targets

“£53bn economy 2030”

“accelerate 163,000 new jobs”

“179,000 new homes”

“match GSE productivity”

transform rather than reform

Dangers

motherhood & apple pie

nowhere standing still

unrealistic or missing

Productivity Plan Workshop 18 March 2016 Meeting notes

Materials from the meeting: Scene Setter and Presentation



Productivity
workshop 180316.ppt



180316 productivity
plan workshop scenes

Details	
1	<p>Welcome (Tracey Lee)</p> <p>TL welcomed all to the workshop:</p> <ul style="list-style-type: none"> • Prospectus submitted on 29th February waiting for Government to inform us of timeline for negotiations • 3 deals (Heads of Terms) agreed in the Budget – East Anglia, Lincolnshire, West of England (Links attached) • https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508115/The_East_Anglia_Devolution_Agreement_FINAL_with_signatures_and_logos.pdf • https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508112/160315_West_of_England_Devolution_Agreement_Draft - _FINAL.pdf • https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508174/160315_Greater_Lincolnshire_Devolution_Agreement - _FINAL.pdf • If you look at the East Anglia model see that we are in a position to negotiate a similar heads of terms with Government • Purpose of today's workshop is to look at a Productivity Plan for Heart of the South West • Not just about devolution but our longer term ambitions for our area • The journey of putting together the plan and the relationships and opportunities this will bring as important as creating a plan. This will galvanise the longer term leadership and system for our area.
2	<p>HotSW productivity challenge and Productivity Plan</p> <p>DM gave a presentation (see above) which posed the following questions and challenges:</p> <p><i>Do we agree that the HotSW Productivity Plan is “the plan by which we deploy powers and resources received in our devolution agreement, together with local contributions, in pursuit of transformational growth and reform” with a goal to deliver “levels of productivity akin to the Greater South East (outside inner London) by 2030”</i></p> <p>To put this into context DM referred to a slide showing the productivity challenge for HotSW compared with other areas across Europe. Working in groups, delegates were asked to come up with one positive characteristic and one</p>

concern for transformation of productivity levels.
The following observations were made by delegates:-

Potential	Concerns
Agglomeration	Environmental impacts
Natural resources/unique quality of place	Low value drivers (eg care work)
Anchor sectors	Over dependency on a few key sectors
Growing HE sector	Demographic time bomb
Potential to build our profile and credibility	Not spreading the jam too thin
Cultural identity and distinctiveness	

Points were made about the potential issues that HotSW had against these other areas:

- Business and enterprise culture
- Retention of younger, skilled workforce following university
- Opportunity to have a career rather than a job
- Connectivity
- Reach of our Universities across the wider area

Raising Productivity – DM illustrated the ways in which productivity might be raised. He highlighted the traditional government view of the 5 drivers:

- Investment
- Innovation
- Skills
- Entrepreneurship
- Competitiveness

Followed by the Bank of England's analysis of the 'productivity puzzle', based on the following three factors:

- **Capital Deepening** - we don't invest enough capital per unit of labour
- **Technical Efficiency** - we don't deploy capital and labour efficiently in tandem
- **Capacity Utilisation** – we protected low value firms and activities during the recession for employment reasons.

Finally he highlighted **Agglomeration** and **Metro-connectivity** as two other factors for consideration in any strategic approach to productivity growth.

Tensions – DM highlighted the balance that needs to be achieved and the acknowledgement of the tensions in having a focus on productivity. One of the key concerns raised is how to avoid polarisation and widening inequalities.

Four potential frameworks for the production of the Productivity Plan

- a. Purist model – Set a challenging target and then set about testing and supporting its achievement. This model requires very hard choices to be made in the focus on a target in terms of where you put your effort to achieve.
- b. Prospectus Delivery Plan – from a bottom up perspective you pull together all the outcomes from the workstreams. Issues around coordination and sequencing. Also, could be questioned whether this is a game changing/transformational framework

	<p>c. Tailoring to the national Productivity Plan – this requires the plan to be aligned with Government plans that are constantly being amended and could be questioned how this would reflect local views.</p> <p>d. Metro devolution plan – mixture of SEP refresh, public service reform and a fiscal devolution plan. This is the model adopted by Greater Manchester</p>
3	<p>Shaping the plan – observations from the table discussions Following the presentation there were group discussions and the following observations were made</p> <p>Big changes</p> <ul style="list-style-type: none"> • Infrastructure theme is instrumental and must be led by the other themes and the 6 golden opportunities • Is it a productivity plan of people/business or productivity plan of place (GMCA model looks at its net contribution to the UK economy by reducing its call on national resources as well as the tax contribution) • We need a mixture of approach that can capitalise on the potential of our cities, our rural area and the wellbeing of our elderly • Focus on building eco systems and how we get maximum leverage out of our world class environment • How do we avoid going backwards (Hinkley skills shortages and growing elderly population) • Graduate retention is key <p>Tensions</p> <ul style="list-style-type: none"> • Local and national government perspectives eg business rates reform and what must central government continue to lead • Small family businesses and ambition (lifestyle businesses) and do they have a role in transformation? • Productivity at what cost – not sacrificing the environment • Backing the ‘winners’ v spreading the jam • Other measures – e.g. happiness • Dealing with retirees <p>Framework and shape</p> <ul style="list-style-type: none"> • Transformation focusing on drivers and involving action plans • Making choices – sequencing • Separate from devolution – it is about HotSW longer term transformation • Need to consider the narrative with the HotSW audience – members and public • Culture of place important • Framework needs to be simple and compelling message on a few key factors with a compelling vision • Need to focus on what we do that is world class and create that focus as international talking point • Need a way to explain what difference a productivity plan can make to local communities <p>Implications for existing work streams</p> <ul style="list-style-type: none"> • Managing diversity of ambition and place

	<ul style="list-style-type: none"> • Need clarity of vision – top down to shape the bottom up evidence base we have built to date • More thinking required on eco systems, permeable boundaries (e.g. peninsula, south coast, West of England) • More work required around leadership and a systems leadership approach • Need to be bold and simple in our narrative to Government and our stakeholders • Need to bring stakeholders with us • Require more inter-theme dialogue and work • Communications and stakeholder management needs a lot more work and focus
4	<p>Delivering the plan</p> <p>DM went through the delivery options and the following comments were made:</p> <ul style="list-style-type: none"> • Consensus around a mix and match approach in terms of delivery with the opportunity to bring in extended local family e.g. Universities but also some external experts with world class reputations. • This would be balanced with the use of in-house expertise • Such an approach would bring in local ownership and capacity building • Engagement of partners, members and public needs to be strengthened in developing this approach • Keep up the pace and link to own strategic development within each partner organisation
5	<p>Conclusions and next steps</p> <p>The key step was felt to be the development of a vision and criteria to drive the development of the productivity plan and the work streams within the devolution prospectus. Building on the 6 golden opportunities exploring</p> <ol style="list-style-type: none"> a) what will move us forward rapidly b) what will stop us moving backwards <p>Need this vision to be developed and agreed by our Leaders before we do too much more work within the theme areas. Recognise that we need to keep the pace.</p> <p>Twin track process:-</p> <ul style="list-style-type: none"> • The Productivity Plan being the longer term vision of transformation irrespective of what devolution deal we obtain. It will be an overarching plan that will drive ambition for the area. • Devolution – will work rapidly with government to agree a Heads of Terms similar to the East Anglia devolution model and push for an early deal. <p>We could commission our universities to undertake some research to explore the options for transformational change in our area to inform the development.</p> <p>Action: The PMO will be asked to develop a Next Steps document for comment on the development of the vision, criteria, and the framework and resources required to deliver a shared plan.</p>

Report to: **Cabinet**

Date of Meeting: 6 April 2016

Public Document: Yes

Exemption: None

Review date for release None



Agenda item: 13

Subject: **Cranbrook Community Questionnaire results**

Purpose of report: This report outlines the results of the Cranbrook Community Questionnaire 2015 which was undertaken jointly between Organisational Development at EDDC and the Cranbrook Community Development Worker at EDVSA. This is the third such annual questionnaire. These surveys are vital to get feedback on the progress of Cranbrook, how people feel about it and what they want to see happen in the future. This can then inform the decision making process.

Recommendation: **That members of Cabinet are aware of the results of the Cranbrook Community Questionnaire 2015**

Reason for recommendation: This consultation has been designed to help inform decisions regarding Cranbrook. The first Cranbrook Community Questionnaire was carried out in 2013 and provided us with vital feedback to help us evaluate and plan.

Officer: Andrew Wood – East of Exeter Projects Director
awood@eastdevon.gov.uk tel: 07740 024918

Jamie Buckley – Community Engagement and Funding Officer
jbuckley@eastdevon.gov.uk tel: 01395 517569

Financial implications: There are no recommendations in this report which have a direct financial implication

Legal implications: There are no direct legal implications arising as a consequence of this report.

Equalities impact: Low Impact

Risk: Medium Risk

There is a risk to council reputation if we do not seek feedback from Cranbrook residents. Additionally, there is a risk to our reputation if we ask for feedback and do not take action or provide feedback as a result of what people tell us in the survey. We will mitigate this risk by widely publishing the results of the survey and actions we are taking as a result using various forms of media.

Links to background information: [Cranbrook Community Questionnaire 2014 report to Cabinet](#) – Item 15

Link to Council Plan: Outstanding council

Report in full

1. Introduction

The first Cranbrook Community Questionnaire was carried out in 2013. The latest questionnaire was devised by Organisational Development at East Devon District Council and the Cranbrook Community Development Worker at EDVSA in collaboration with other Cranbrook stakeholders such as Travel Devon, Cranbrook Town Council and the Growth Point Team.

In November 2015 a paper copy of the questionnaire was hand delivered or posted to all the occupied households in Cranbrook with a pre-paid return envelope. Residents also had the option of completing the questionnaire on EDDCs website.

213 copies of the questionnaire were returned which were analysed by EDDC. As of the end of December 2015 there were 1,222 completed homes in Cranbrook.

The original survey provided an invaluable insight as to how the first residents of East Devon's new community felt about Cranbrook as a place to live. Uniquely it has also established a baseline from which to monitor progress moving forward against a set of metrics. There are many comparisons available between the results for 2015 and 2014. In some cases the questions were changed for more timely questions relevant to work going on in 2014 and 2015.

These surveys are vital to get feedback on the progress of Cranbrook, how people feel about it and what they want to see happen in the future. This can then inform the decision making process. This report seeks to outline the key messages from the questionnaire results.

2. Summary of results

Where scores don't add up to 100% this is because many people did not express a view either way.

2.1 Your community

- 51% feel part of the community, this is 12% less people than in 2014 and a 19% reduction since 2013. 20% do not feel part of their community, 9% more people than in 2013.
- 64% regularly speak to the people they meet, an 8% fall since 2014. 15% do not regularly speak to people in the local area, 7% more than last year.
- 89% get out of the house regularly, against 3% who don't. No significant change from previous years.
- 88% feel it is a good place to live. 4% don't feel it is a good place to live. No significant change from previous years.
- 87% get on well with the people they meet, 2% said they didn't. No significant change from previous years.
- 71% trust the people in the local area and 3% don't 14%. No significant change from previous years.

People moved to Cranbrook as it is close to Exeter but still in the countryside, it was an opportunity to have a brand new home, they could afford to buy for the first time and it's close to their place of work.

48% of people had moved to Cranbrook from Exeter, 19% from elsewhere in East Devon and 16% from wider Devon. 83% of people moved to Cranbrook from within Devon.

- 85% of residents would recommend Cranbrook as a place to live.

- The main things people like most about Cranbrook is the community spirit, the friendly people and the location.
- What people don't like most about Cranbrook is the lack of facilities and amenities, particularly a pub, leisure centre and more shops. They also didn't like the fact that there are Gypsy and Traveller sites proposed for Cranbrook.

2.2 Health and wellbeing

When asked to score various aspects of their health and wellbeing between 0 and 10 where 0 is 'not at all' and 10 is 'completely':

- 88% of people rated their happiness yesterday as six or more.
- 89% of people gave a score of six or more to 'to what extent do you feel the things you do in life are worthwhile.'
- 89% rated their satisfaction with their life nowadays as six or more.
- On a scale of 0 to 10 where 0 is 'not at all anxious' and 10 is 'completely anxious' 71% would rate their anxiety level as four or less.

2.3 Information and services

- 56% don't feel well informed about what services are available or coming to Cranbrook, 45% do feel well informed.
- 70% feel well informed about what's going on in the community, this is 16% less people than in 2014.
- 57% don't feel well informed about planning and development in Cranbrook.
- 54% are satisfied with public transport, 22% are dissatisfied mainly due to the railway station delays and they want more frequent buses.
- 59% are satisfied with the doorstep waste and recycling collection this is 11% less than last year, 28% are dissatisfied mainly as they cannot recycle cardboard and all plastics.
- 62% of people are satisfied with parks, public gardens, play areas and open spaces. This is a rise of 25% since 2014.
- 41% are satisfied with street cleaning, 32% were dissatisfied.
- 82% are satisfied with the ways they can pay Council Tax, this is a fall from 87% in 2013 and 2014.
- 42% are satisfied with their housing providers associated services, 29% are dissatisfied.
- 43% satisfied with the internet and telephone, this is 22% less people than in 2013 and 2014. 41% are dissatisfied, a rise of 17%. Mainly as there is only one available internet provider and the internet service is poor and intermittent.
- 63% satisfied with energy services, this is 18% more people last year. 21% are not satisfied (14% less than last year). The most common comments of those dissatisfied stated there is only one energy provider so they have no choice and that heating bills are expensive.

The most common services or facilities people most want (in order) are a leisure centre/swimming pool/gym, a pub and something for young people to do.

2.4 Cranbrook Town Council

Percentage of people that felt these areas of work should be important to Cranbrook Town Council:

- 93% a manager and facilitator of projects to develop the town.

- 92% a provider of local services to the community.
- 91% leading the community in campaigning for resources and services.
- 90% a democratically elected representative voice for the community.
- 89% a manager of community facilities and open spaces.
- 88% a one stop shop for communication with public authorities and voluntary agencies.
- 87% closely examining and inspecting the work of other public bodies in Cranbrook.
- 86% a place for debating the communities priorities.
- 78% a figurehead for the community and leader of civic events.

2.5 Outdoor activity

Residents were asked to estimate the time they spend walking, cycling and jogging or running now, and how long they would spend doing these activities after Country Park and cycleway improvements:

- 84% of residents spend over an hour a week walking now, 94% estimate they will spend over an hour walking a week after the improvements.
- 22% of residents spend over an hour a week cycling now, 71% estimate they will spend over an hour cycling a week after the improvements.
- 23% of residents spend over an hour a week jogging or running now, 40% estimate they will spend over an hour jogging or running a week after the improvements.

Percentage of people that had visited these local outdoor spaces in their leisure time:

- Pebbled Heaths – 9%
- Taking part in water activity on the estuary – 15%
- Ashclyst Forest – 23%
- Killerton – 19%
- Dawlish Warren – 64%
- Exe Estuary – 72%
- Cranbrook Country Park – 88%
- Exmouth seafront – 91%

2.6 Travel

- 76% of people make one or more car, van, motorbike or scooter journeys a day from home.
- 79% most regularly travel to and from work driving a car or van alone, 16% use a bus and 16% share a car, 10% travel by bicycle and 9% walk.
- 55% most regularly travel to and from leisure by walking, 54% share a car or van, 50% drive a car or van alone, 34% use the bus and 27% cycle.
- 92% usually travel by car, motorbike, scooter or van.
- 46% of households have one car or van, 47% have two and 5% have three.

2.7 About you

A large proportion of households were made up of families with parents aged under 40 with young children.

- 53% of households contain two people who are employed full or part time.
- 15% had one or more members of the household with a disability or infirmity that limits their everyday activity
- The majority of people that live in Cranbrook are White British.
- The majority of people that live in Cranbrook work in Exeter, 68% of households have at least one member that works in Exeter.

- 50% of households have one or more people that are Christian, 54% of households have at least one person that is of no religion or faith.

3. Analysis

The results of the latest survey highlight a number of interesting trends and it is important to try and understand the factors that may be driving these. For example there has been substantial work undertaken between the community, Town Council and E.On regarding the district heating system which has led to a tangible increase in satisfaction levels. A similar initiative is now being taken forward with the broadband provider.

Access to services has been a consistent area of concern. 2015 saw the;

- opening of the Doctors' surgery and separate pharmacy
- completion of the 7 shop units in the Summer and the opening of the first shop (the Co-op) in September
- opening of Cranbrook Railway Station in December

The railway station in particular was keenly anticipated by the community. The results from the survey show that satisfaction levels with public transport are not particularly high. Rail services to and from Cranbrook commenced on the 13th December which was towards the end of the period for completing the questionnaires. It is therefore likely that the full effect of this opening has not been fully captured by this latest survey and it will be interesting to see how this influences modal shares in the next survey.

Looking forward the challenge remains of ensuring that facilities and services are delivered in step with the rapidly growing population. The most common services or facilities people most want are a leisure centre/swimming pool/gym, a pub and something for young people to do. Considerable further work has been undertaken over the course of the last 6 months to consider how the Town Centre of Cranbrook will develop. This will provide of all of these facilities. Indeed there is a live planning application for the first pub in Cranbrook. The Consortium are also in the process of applying to the Homes and Communities Agency for a further instalment of loan funding to help accelerate the delivery of facilities detailed in the s.106 agreement including the Town Council office, library and youth centre and to bring forward a new leisure centre/swimming pool. This will be the subject of a separate paper to Cabinet.

The survey highlights that the majority of people don't feel well informed about planning and development in Cranbrook. The publication of the Issues and Options stage of the Cranbrook Masterplan is a golden opportunity to address this. A programme of engagement events is currently being devised in consultation with the Town Council.

Cranbrook has recently been successful in the application to become part of NHS England's Healthy New Towns programme. Alongside 9 other major developments in England this will provide a focus for how better health and wellbeing outcomes can be planned in to Cranbrook including looking at new models of service delivery. Again the survey provides the ability to track the impact of this initiative.

4. What happens with the results

As part of the questionnaire respondents could choose to receive the results of the questionnaire directly, and feedback on what we are doing about what the results told us. Most respondents signed up to receive this information and gave us their contact details. They have now been sent the results summary.

The results of the questionnaire have been circulated amongst everyone that included questions in the questionnaire. They have all been asked for information on what they are doing with the results. Some of the major feedback received so far is:

- East Devon District Council will incorporate some of the results into the Issues and Options report for the Cranbrook Masterplan, this will explain and ask for peoples views on a plan for the future of Cranbrook. The results of this questionnaire help to highlight some of the challenges that the Masterplan needs to address.
- East Devon District Council will put the questionnaire results as an agenda item on the next monthly meeting that is chaired by CABI/Design Council and includes Devon County Council, Cranbrook Town Council and the Consortium. Partners will be asked to set out what actions they intend to take to address the results that relate to their areas of responsibility.

The main reasons for making sure we feedback to residents is to try and reduce consultation fatigue amongst Cranbrook residents and to improve response rates for next year's questionnaire. Some feedback from Town Councillors is that people living in Cranbrook feel over consulted and feel like nothing is happening with the results of these consultations. To try and reduce this we are doing one joint questionnaire with questions from several stakeholders and also taking action on the results.

5. Conclusion

The annual Community Questionnaire is an invaluable resource which not only provides an insight into the current mood within Cranbrook but also provides the ability to track progress over time. Overall it highlights that Cranbrook is a young, dynamic and rapidly growing community with the vast majority of people feeling that it is a good place to live. Cranbrook continues to fulfill its purpose of providing local homes for local people.

The results also highlight that there is no room for complacency. The year on year decrease in the proportion of people who feel part of the community highlight that ongoing efforts are required to help support the growth of the town. For example the Cranbrook Community Development Worker has recently run a well attended 'What's occurring?' event to showcase various clubs and societies in Cranbrook.

During 2016 further progress is expected to be made in setting a framework for the growth of the town to circa 20,000 population, helping to create a vibrant town centre for Cranbrook and in taking forward the Healthy New Towns initiative.

Report to: **Cabinet**

Date of Meeting: 6 April 2016

Public Document: Yes

Exemption: None

Review date for release None



Agenda item: 14

Subject: **Cranbrook: Healthy New Towns programme.**

Purpose of report: To advise that Cranbrook is one of ten developments selected nationally by NHS England for the Healthy New Towns programme.

Recommendation: **That members are aware of the inclusion of Cranbrook in the Healthy New Towns programme.**

Reason for recommendation: To ensure that Members are informed of this programme and can respond to queries accordingly.

Officer: Helen Wharam, Public Health Project Officer, Environmental Health, HWharam@eastdevon.gov.uk 01395 571651

Financial implications: The recommendation in this report as no direct financial implications.

It should be noted however the report refers to “- the need to recognise the value of the proposed Health & Wellbeing Centre and delivering separate leisure facilities to the developing community at Cranbrook. These are key contributors to a healthy new town infrastructure with high quality, accessible facilities in the town. We will be encouraging all partners to work together to deliver these key facilities –“In order to advance the delivery of these facilities there is likely to be cost implications to the partners involved; particular the district and county councils. Details will need to be presented to members to consider the implications. This Council has previously financial supported early delivery of key capital works for the benefit of Cranbrook which has been through the use of New Homes Bonus (NHB) monies generated by the additional housing growth. The NHB scheme is currently under review by government and consultation has just concluded, if East Devon is to help fund the delivery of key assets going forward then we would look to government to help secure certainty that such expenditure could be matched by additional NHB possibly in a specific agreement with the Council which will need to be explored.

Legal implications: On the basis of the content of the report, there are no direct legal implications arising. Clearly as the programme moves forward it is likely that more detailed consideration will need to be given to governance and other legal matters. The Legal Team will provide assistance when required.

Equalities impact: High Impact
This national programme aims to support healthy housing developments. Locally it will create opportunities for East Devon to work together with a wide range of established and new partners, to combat inequalities and encourage healthier lifestyles.

The successful bid for Cranbrook focused on two themes: healthy schooling, and the use of technology to deliver modern healthcare services.

Risk:

Low Risk

These activities are an extension of work already being performed by teams across the Council and externally. It is anticipated that some national funding will be made available to support the programme.

Links to background information:

[NHS England - Healthy New Towns](#)

Link to Council Plan:

Encouraging communities to be outstanding, delivering and promoting our outstanding environment and continuously improving to be an outstanding Council.

1. Summary

1.1 Cranbrook has been selected as one of ten sites from 114 applications for NHS England's Healthy New Towns programme.

2. Background

2.1 National context:

NHS England's Healthy New Towns programme aims to look at how sites can redesign local health and care services, and how they can take a cutting edge approach to improving their community's health, wellbeing and independence. This programme arose from the NHS Five Year Forward View of 2014 which committed to improve population health and to integrate health and care services as new places are built, and runs in parallel with the need to build over 200,000 more homes in England every year. It is also hoped to demonstrate that focusing on health and wellbeing outcomes can deliver value to the house-building industry as well as other stakeholders.

2.2 Cranbrook selection activities to date:

- i. A team of staff from across the Council worked with a wide range of partners to submit an expression of interest for Cranbrook in September 2015
- ii. Cranbrook was shortlisted from 114 applications and in December 2015 received feedback from NHS England [NHSE] on the expression of interest
- iii. The team re-worked the bid in response to NHSE's feedback and presented at the national selection event along with 15 other sites in February 2016
- iv. Ten successful sites including Cranbrook were announced in national media on 1st March 2016.

2.3 Cranbrook bid details:

Cranbrook's development is at a stage where there are opportunities to have a defining influence on its population of 20,000. Cranbrook is delivering new homes at one of the fastest rates in the country, operating a commercially driven delivery model with three national house builders on site.

Cranbrook has an unusually young population with three times the England average of 0-4 year olds and a high proportion in the 25-39 age group. NHSE's feedback was to make this population

structure the focus of our bid, because it is felt to offer ideal opportunities to explore innovative solutions for health and wellbeing.

The two key themes proposed at the shortlisting event and which will form the basis of Cranbrook's activity within the Healthy New Towns programme are:

- i. Creating opportunities for healthy schooling
- ii. Making use of digital technology to deliver modern healthcare solutions.

We also need to recognise the value of the proposed Health & Wellbeing Centre and delivering separate leisure facilities to the developing community at Cranbrook. These are key contributors to a healthy new town infrastructure with high quality, accessible facilities in the town. We will be encouraging all partners to work together to deliver these key facilities.

2.4 Partners:

The presenting team for the selection panel included representatives from:

- East Devon District Council
- Exeter and East Devon Growth Point
- Devon County Council Public Health Department
- NEW Devon Clinical Commissioning Group
- South West Academic Health Science Network

In addition, a wide range of additional partners ranging from school head teachers to technology companies also supported the bid.

2.5 Forthcoming national activities:

- i. NHS England has advised that they are currently recruiting a programme delivery team and in due course Cranbrook will be allocated a permanent account manager from the Healthy New Towns' team in London.
- ii. By the new financial year NHSE aim to have finalised a document outlining the overall support package provided by the programme. Support will be offered in 2 main phases, with an initial package lasting approximately six months leading into the scoping and procurement of a more detailed technical support offer in phase 2.
- iii. Further guidance is expected during March on how to access revenue grant funding through the programme for 2016/7. For the time being we are tasked with thinking about how we might want to use such funding and the arrangements that we would wish to put in place in order to make those decisions.

2.6 Forthcoming local activities:

- i. We anticipate that with this support Cranbrook can become a showcase/exempla development. A wide range of potential partners are interested in supporting this programme, already demonstrating benefits from Cranbrook's association with the programme.
- ii. It is anticipated that projects relating to healthy schooling and/or technological healthcare solutions will be developed, guided by input from NHSE.
- iii. Initially there is a need to be ready for press and other enquiries. Briefing details are to be published on a webpage as soon as possible.

- iv. Governance processes need to be established. It is proposed that a small panel of key EDDC staff and external partners could be convened adopting a 'governance light' approach.
- v. More details will be issued to Cabinet once these become available.

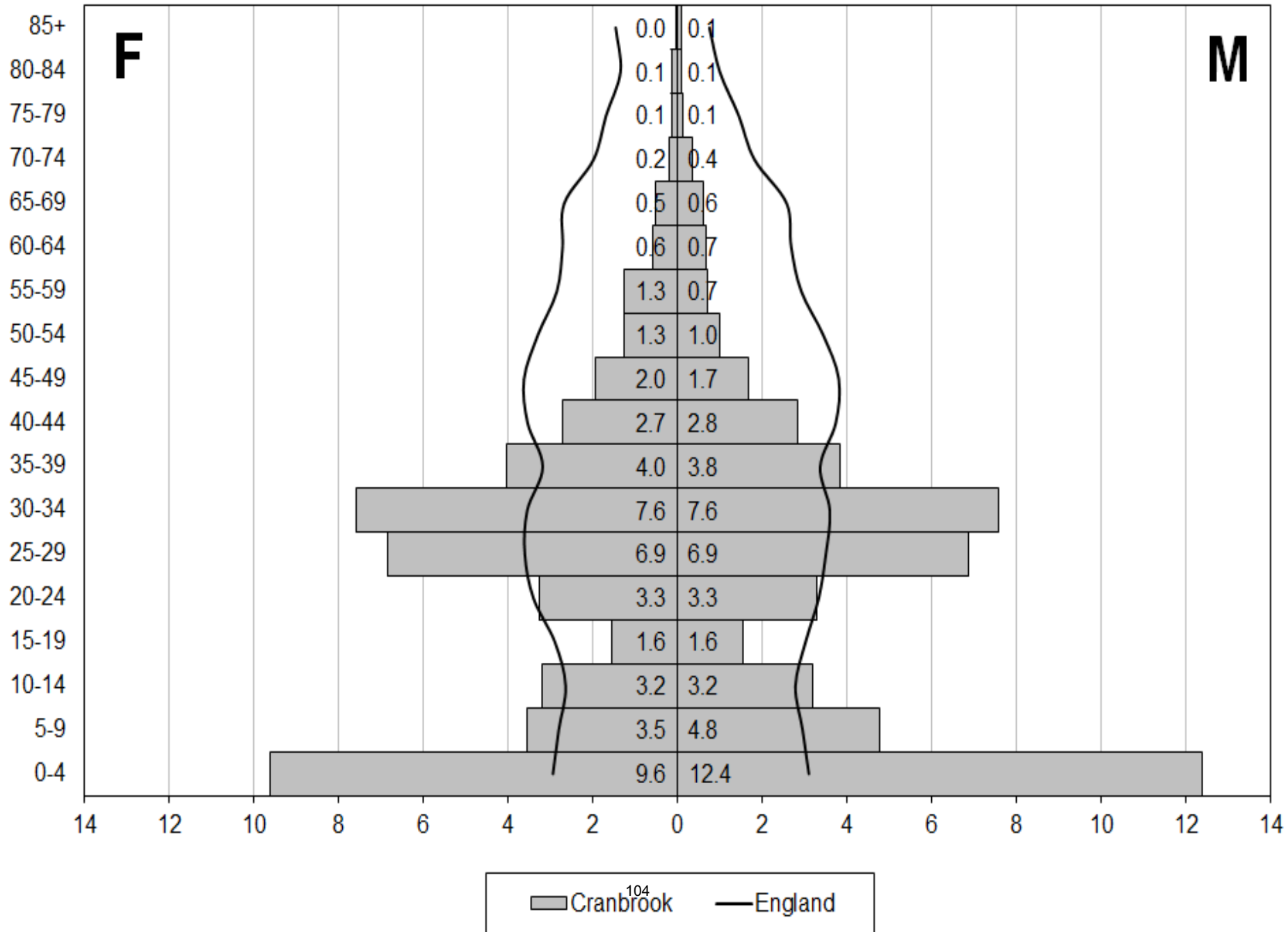
3. Supporting documentation

- i. Slide presentation delivered at the national selection event in February 2016
- ii. Background information pack submitted before the national selection event
- iii. Expression of interest submitted in September 2015.

Cranbrook: A Healthy New Town



Population Pyramid (% compared to England)



Proposals

1. Healthy schools

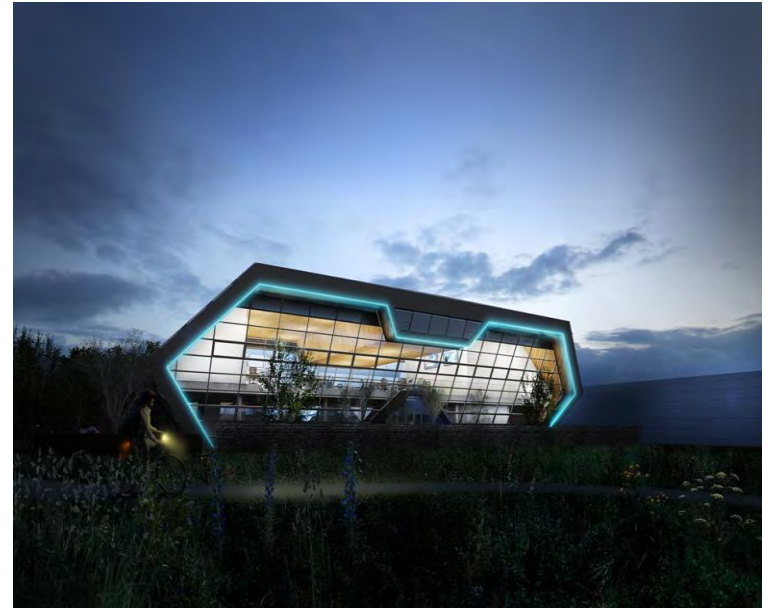
Mental and physical health
Educational attainment
Sparx – data driven

2. Harnessing technology

Behavioural and healthcare nudges
Sharing of performance/
gamification
Enterprise zone/data analytics

3. Built environment

Masterplan
Healthy living hub
Future service delivery

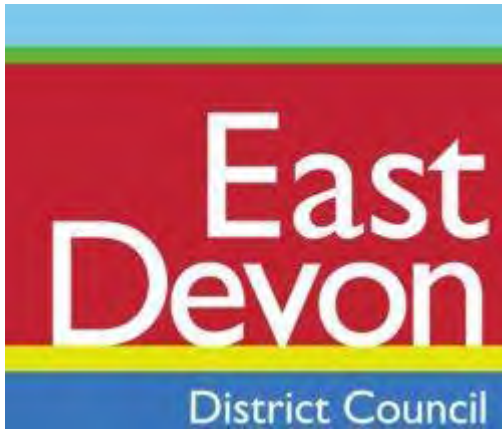


Benefits from being in the programme

- Timing and raised profile
- Galvanise partners – both public and private
- Expertise and guidance
 - digital technology
 - healthcare infrastructure
 - active design
- Expert challenge/championing
- Opportunities for innovation
- Resource / help with securing grants

Replication of learning

- ‘Sister’ development Sherford
- Hosted visits e.g. Worcester/Basingstoke
- Professional institutions/bodies
- Awards e.g. Insider Housing
- Homes and Communities Agency
- Design Council Caba
- Research opportunities and contributions to evidence base
- Learning model and networks



**South West
Academic Health
Science Network**
Connecting needs with solutions

Exeter and East Devon
Growth Point



**Northern, Eastern and Western Devon
Clinical Commissioning Group**

Healthy New Towns Selection Event

Background pack – **Cranbrook**

February 2016

Cranbrook – Key Facts

Region: South West

Size of development (total number of residential units planned): 8,000

Type of land (e.g. greenfield, housing regeneration, other brownfield): Greenfield

Development planning status: Outline Planning Permission for 3,500 homes. Circa 1,300 homes built and occupied. Live applications for a further 4,120 homes.

Date of first occupation: July 2012

Anticipated completion date: 2031

Full list of partners supporting this development: Cranbrook New Community Partners (Persimmon, Taylor Wimpey, Hallam Land Management), Cranbrook Town Council, East Devon District Council, Exeter City Council, Devon County Council, Homes and Communities Agency.

Full list of partners that are actively supporting this application to the Healthy New Towns programme: St Martin's Primary School, Ted Wragg Multi Academy Trust, Devon County Council, North East and West Devon Clinical Commissioning Group, Devon Doctors, Royal Devon and Exeter Foundation NHS Trust, Devon Partnership Trust, South West Academic Health Science Network, Andromeda, Sparx, Killen Consulting, Health Fabric and Heart of the South West Local Enterprise Partnership.

Lead applicant organisation: East Devon District Council

Cranbrook – Brief overview

Characteristics of the population expected to live in Cranbrook when it is completed (<50 words):

Records show an unusually young demographic with 3 times the England average of 0-4 year olds and a further bulge in the 25-39 age groups. This structure is likely to hold throughout current planning horizons (2031), although a wider housing-mix will be introduced including extra care.

Summary of the main areas of focus for Cranbrook’s Healthy New Towns application (<100 words):

Following feedback on our EoI to focus on Cranbrook’s unusually young population, we will develop three key areas:

1. **Schooling:** to improve health / wellbeing outcomes at the earliest possible opportunity through targeted interventions including engagement with the primary and secondary schools
2. **Technological:** to harness new forms of technology to measure, encourage and incentivise healthy lifestyles and/or to deliver joined up healthcare; using social media to share results and create behavioural nudges through a community based approach
3. **Built environment:** to seek excellence and ensure ambitious health and wellbeing outcomes are embedded in further expansion through Cranbrook’s forthcoming masterplan (99)

Further information relating to Cranbrook’s application (<100 words):

Cranbrook’s development is at a critical stage; there are opportunities to have a defining influence on its population of 20,000. We have engaged with a wide range of potential partners to develop this proposal and have already seen benefits from our association with the HNT initiative.

Cranbrook is delivering new homes at one of the fastest rates in the country. It is a commercially driven delivery model with three national house builders on site. Part of our challenge is to demonstrate that focusing on health and wellbeing outcomes can deliver value to the house-building industry as well as other stakeholders.

NHS England: Forward View into Action

REGISTRATION OF INTEREST FOR HEALTHY NEW TOWNS PROGRAMME

Q1. Who is making the application?

(Who is the lead partner and who are the other organisations involved in the partnership? Interested areas may want to list wider partnerships in place. Please include the name and contact details of a single CEO best able to field queries about the application.)

Lead partner:

East Devon District Council (EDDC), CEO Mark Williams, Council Offices, Knowle, Sidmouth, EX10 8HL

Application queries c/o: John Golding, Strategic Lead – Housing, Health & Environment

Email: jgolding@eastdevon.gov.uk Tel: 01395 516551 ext: 2364

Range of partnership organisations already involved in developing Cranbrook include:

1. Local authorities: East Devon District Council (EDDC); Devon County Council (DCC) including Public Health Devon, Exeter City Council (ECC), Cranbrook Town Council, Exeter & East Devon Growth Point team.
2. Healthcare service providers and commissioners: NEW CCG, RD&E NHS Foundation Trust, Devon Partnership NHS Trust, Northern Devon Healthcare NHS Trust, Devon Doctors, Virgin Healthcare (Devon CAMHS), NHS England.
3. Community and voluntary agencies including East Devon Council for Voluntary Service (EDVSA), Leisure East Devon (LED), Police, Citizens Advice Bureau (CAB), Cornerstone Church.
4. Land development companies and house builders.
5. Homes and Communities Agency funding and support for infrastructure and affordable housing, and Registered Providers.
6. As a member of the Heart of the South West Local Enterprise Partnership (LEP), EDDC is well positioned to share learning from the *Healthy New Towns* programme with our LEP partner authorities.

Sample of wider community activities to date:

1. Community engagement in Cranbrook has included:
 - a. Department for Communities & Local Government (DCLG) sponsored Cranbrook's "Our place" plan.
 - b. Residents' surveys at <http://eastdevon.gov.uk/consultation-and-surveys/>
 - c. Community Support Worker activities e.g. with primary school children.
2. EDDC-initiated meeting with healthcare commissioners and providers discussing health and wellbeing facilities for Cranbrook June 2nd.
3. ECC-initiated meeting with partners to meet NHS-England and PHE July 29th.
4. DCC-PH-initiated meeting with senior leaders of healthcare community focusing on Cranbrook's future healthcare needs Sept 11th.
5. Many partners contributing to Cranbrook master-planning exercise with Cabe and Savills.
6. Many partners contributing to profiling exercise led by DCC to model Cranbrook's Joint Strategic Needs Assessment (JSNA) and to develop its health and wellbeing strategy.
7. Multi-agency & Community Helpers in Cranbrook (CHIC) input to healthy sustainable travel plan.

Further partnership activities to be scheduled include:

1. Further public engagement work e.g. via Healthwatch, the voluntary group Community Helpers in Cranbrook (CHIC) and members of Cranbrook's newly elected Town Council.
2. Further engagement with Adult and Childrens Social Services and other stakeholders.

3. Engagement with academic researchers e.g. from University of Exeter Medical School (UEMS) and Academic Health Science Network (AHSN-SW)
4. Potential further expansion of work with house builders.
5. Negotiations between EDDC, DCC & Active Devon to fund volunteer-led community events embedding use of public green space for recreational and sport activities.

A sustainable new community at Cranbrook: health impact assessment (technical and main report from July 2007) is available: <http://www.devonhealthandwellbeing.org.uk/library/hia/>

Q2. Please provide a brief description of the site. (500 words max.)

Please outline the name, location, total planned size (in housing units) as well as naming the local planning authority for the site. Please also outline the phase of the planning process, expected build-out rate and completion date for this site.

Name: Cranbrook New Town

Location: in East Devon situated east of Exeter between the M5 and A30, near Exeter airport.

Total planned size: Predicted housing stock of approx 8,000, accommodating 20,000 – 25,000 residents by 2028 (figures depending upon calculating occupancy rate at 2.2 – 2.8).

Local planning authority: East Devon District Council

Outline of planning-process phase:

Timeline to date

1991 - Initial concept

1996 - Devon Structure Plan

2006 - East Devon Local Plan (15,000 objections)

2010 - OPP [outline planning permission] for 2,900 homes

2011 - RMs [reserved matters i.e. 2nd stage] for 1,120 homes

2012 - Successful launch: first residents move in

2014 - Additional 587 homes permitted (Nov)

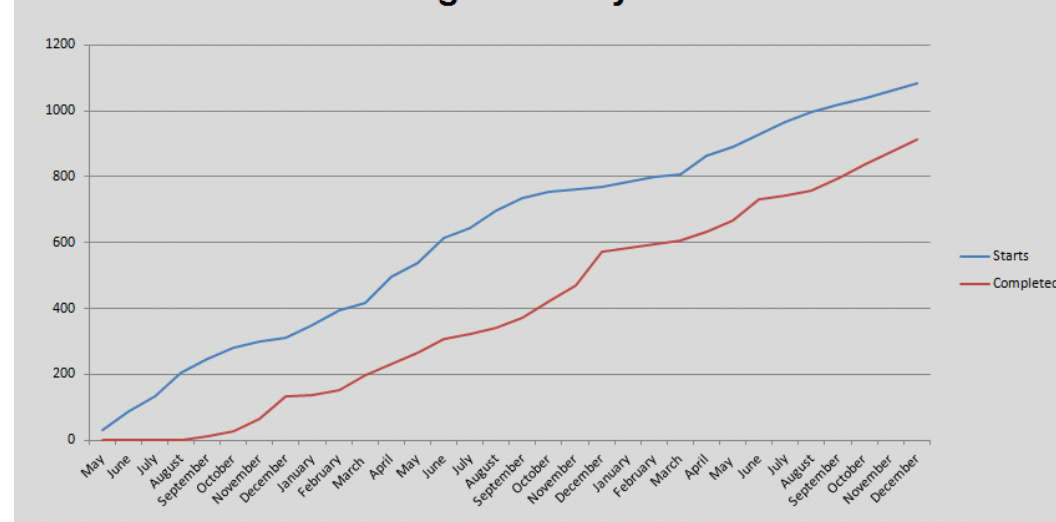
2014 - 914 occupations (Dec)

2015 - Cranbrook Town Council elected (May)

2015 - Master planning workshops attended by key stakeholders facilitated by Cabe (July & Sept).

Build-out rate and completion date:

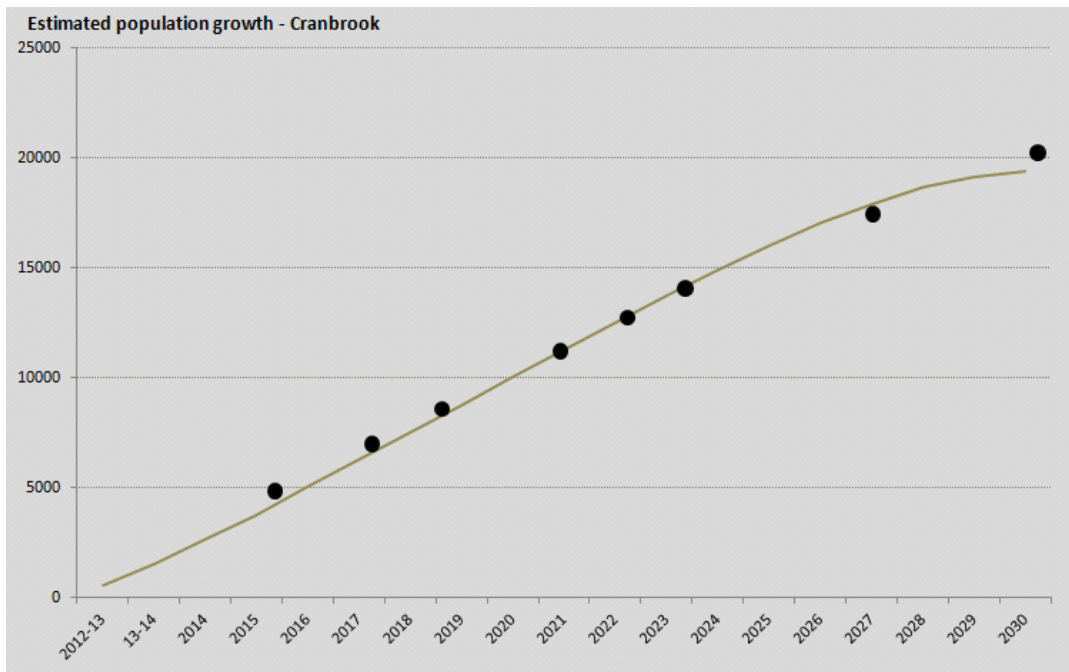
Cranbrook house building rates May 2012 to December 2014



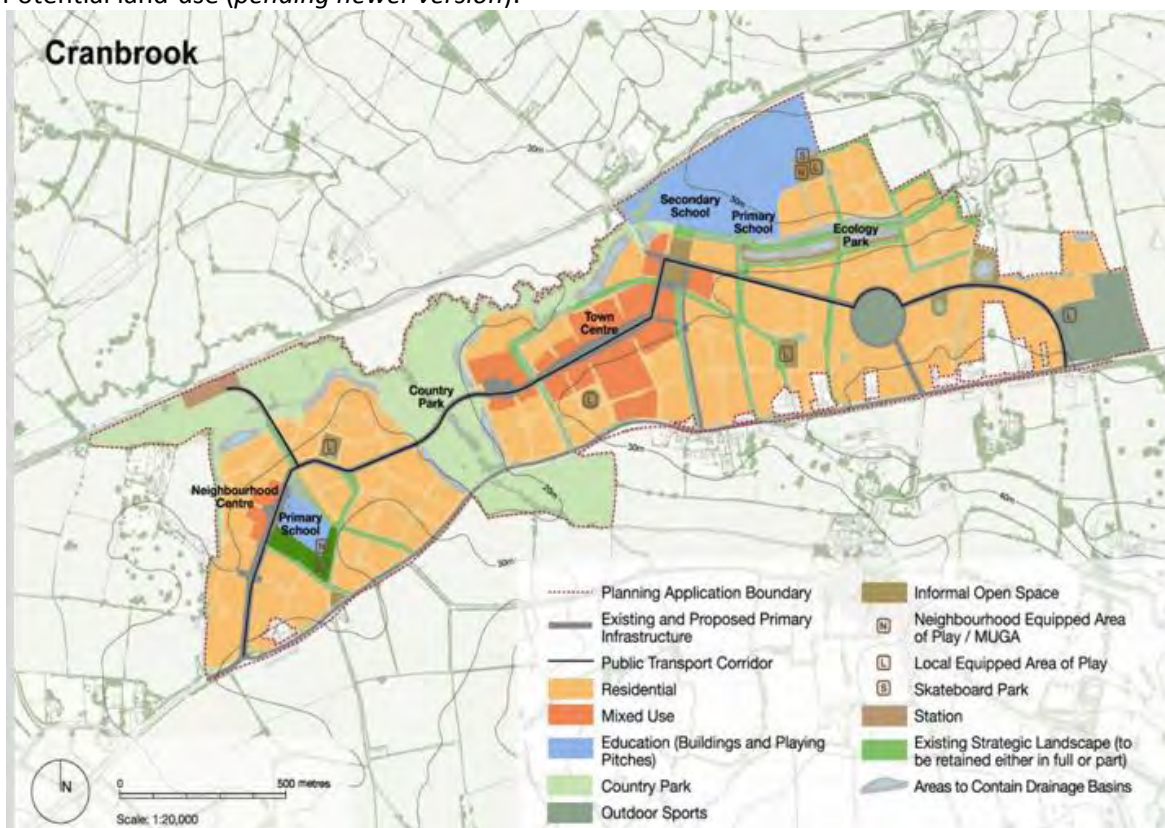
3,600 houses consented

Build rates have been 400 per year, anticipated that this may drop to 300 per year.

Cranbrook is close to an existing historic city but located within an essentially rural area. Cranbrook now has over 1,000 dwellings with circa 35% of these being affordable local homes for local people. About 49% of the residents have moved in from the Exeter area, only 7% from outside Devon, while the others have moved from elsewhere within Devon. There are expansion proposals for a further 4,620 houses. The new homes along with associated infrastructure, commercial and community developments will form a major new town in Devon.



Potential land-use (pending newer version):



Imaginative and sustainable approaches to the development have been negotiated as far as possible within the land-developers' constraints, e.g.:

- The innovative district heating system generates heat in a central location to meet all residential requirements (to heat rooms and water) - offering higher efficiencies, better pollution control, and mitigating fuel poverty in Cranbrook.
- Transport connections and green spaces are being created for the new community - giving the opportunity to encourage active travel and healthy lifestyles from the outset.
- Cranbrook's own railway station, connecting to Exeter and elsewhere, due to open later in 2015.

Work in progress

Master-planning is currently modelling:

- Affordable and energy efficient housing
- Location, density and mix of land uses
- Street layout and connectivity
- Modes of travel
- Access to public services, employment, local fresh food and other services
- Community interaction
- Safety and security
- Open and green space
- Air quality and noise.

Q3. How would your scheme promote health and wellbeing through the built environment? How could the NHS support you to deliver your ambition?

A. How the built environment can promote health and wellbeing in Cranbrook

1. Our commitment

Our aspiration is to create in Cranbrook a healthy, vibrant, attractive and sustainable town with a rich urban fabric that imaginatively anticipates the changing needs of 21st Century lifestyles.

Cranbrook presents the opportunity to embed self-care and integrate new models of care from the outset. We want to reduce the onset of costly chronic disease through designing Cranbrook's built environment and harnessing technology to promote healthy lifestyles and self-care. Marmot's policy objective number 5 – "to create and develop healthy and sustainable places and communities"^[1], underpins our commitment. Social, economic and environmental characteristics i.e. "three pillars of sustainability" should all be given equal weight.

2. Achievements to date

Cranbrook's built environment reduces inequalities and promotes physical health and mental wellbeing e.g. through:

- High proportion of affordable housing
- Primary and secondary schools
- Innovative district heating scheme
- Country park
- Younghayes Centre – fully utilised by the community
- GP surgery
- Pharmacy
- Network of cycle and foot paths.

3. Healthcare services and facilities

Perhaps uniquely we have the potential to build new healthcare infrastructure, and are working with partners keen to embrace new modes of delivery. A health and wellbeing strategy is being drawn up and specifications for health and wellbeing facilities are in discussion with a wide range of partners. We are exploring how to combine digital infrastructure with flexible use of space to help create a 'healthcare campus' co-locating services alongside a library, business support, CAB and others.

Our planners endeavour to negotiate in support of health and wellbeing, e.g. to encourage local food-production the planning system can deliver allotments and all gardens will have fruit trees. They rely on EDDC's standards, e.g. for open space, setting out expectations for provision of outdoor and indoor leisure facilities. Natural England recommends that "Everyone should have access to an area of green space bigger than two hectares within five minutes' walk or 300 metres from their home"^[2]. Evidence demonstrates the benefits of walking groups^[3], so EDDC and LED are broadening outreach activities and developing physical activity and sport opportunities; a *walking 4 health* scheme is being set up for Cranbrook.

B. How the NHS could support delivery of our ambition through the built environment:

Together we can proactively prevent the "health gap" and enable residents to 'pursue the life they value' [Marmot]. The process will provide a learning-model to support future developments. NHS-England can share these evidence-based outcomes. Other national and regional priorities would be supported too, such as NHS-England's *The call to action*. Local healthcare can *commission for prevention*, benefiting from a built environment that supports healthy behaviours.

With NHS-England's expertise, Cranbrook's built environment can become a showcase development promoting innovative solutions for health and wellbeing e.g.:

- Healthy housing design; mixed housing including bungalows and self-build
- Spatial layout that creates a sense of place
- Active travel can be built-in through informed planning
- Obesogenic factors in the built-environment can be designed-out i.e. by planning to reduce environments that encourage people to eat unhealthily and not do enough exercise, that encourage cars over walking, and that offer high streets and public places dominated by takeaways; retail units should offer fresh food for those unable to garden.

The growing population of Cranbrook is a young demographic: these young adults may potentially hold progressive views and might buy in to sustainable development, technological solutions and healthy child-friendly environs. There are already options for residents to purchase low-energy technology; the *healthy new towns initiative* could fund making this equipment mandatory.

The UK's current economic model emphasises housing development; it does not future-proof the long-term needs of a new community including health services. National housing standards hinder some desirable innovations: e.g. optimum natural light levels are not currently mandatory despite the benefits this would bring to mental wellbeing. To build-in health we need to challenge traditional economic models for housing developments - easier via this national *initiative*.

Through the built environment, NHS England could support *healthy new towns* by:

1. Bringing status to and focusing attention on the five selected development sites, enabling networking and facilitating planning negotiations with developers.
2. Helping to realise the potential and opportunities to make Cranbrook a healthy community.
3. Working with NEW CCG as a co-commissioner of health & wellbeing facilities.

4. Securing capital grants to develop a healthcare 'campus'.
5. Ensuring that health-planning sits alongside place-shaping when master planning the new town.
6. Ensuring that the health elements of the National Planning Policy Framework (NPPF) are introduced into the growth of Cranbrook.
7. Advocating inclusion and design of 'life-time' homes or similar design principles.
8. Advocating national changes to the traditional economic model of development, to consider the long-term needs of the community e.g. to encourage active travel and reduce food-outlets.
9. Championing legislative changes by co-ordinate evidence to reduce obesogenic factors ^[4].
10. Championing local healthcare organisations to engage in and respond to the planning application processes.
11. Encouraging developers to champion changes to the traditional model e.g. by recommending a shift to *passivhaus* standards of low-energy building, and early provision of high quality public open space.
12. Sharing evidence and illustrating return-on-investment for healthy developments.
13. Investing resource into new infrastructures aimed to close the 'health gap'.
14. Investing resource including personnel to assist in delivery of a healthy new town.
15. Promoting the value of good green infrastructure.
16. Contributing to ill health prevention initiatives relating to good design and place shaping.
17. Assisting in developing comprehensive healthcare infrastructure for Cranbrook.

Spin-off benefits:

1. Commissioning academic research input into the links between health and urban design.
2. Championing/commissioning longitudinal research studies by academic bodies e.g. University of Exeter Medical School or AHSN-SW.
3. Sharing and normalising what is learned through this initiative to other developments.

Summary

The case to reform traditional healthcare is overwhelming. Evidence shows that connected and empowered communities are healthy communities; Cranbrook's built environment can empower people to care for themselves, such that healthy behaviour becomes normative.

We want residents to be proud of Cranbrook. Risks of not acting would miss opportunities for health improvement and leave the development of Cranbrook driven by developers primarily motivated by short-term financial gain. With NHS-England's expertise a good case can be created that convinces the developer consortium that healthy town status will attract people who want to live in Cranbrook, so creating a stronger market and unique selling point for their product.

References:

- [1] Marmot (2010) Fair society healthy lives (Marmot review)
<http://www.instituteofhealthequity.org/projects/fair-society-healthy-lives-the-marmot-review>
- [2] Natural England. Nature nearby: accessible natural greenspace guidance. Guidance. Natural England; 2010. Report No. NE265
- [3] Hanson S, Jones A. Is there evidence that walking groups have health benefits? A systematic review and meta-analysis Br J Sports Med Jan 2015 doi:10.1136/bjsports-2014-094157
- [4] BMA (2015) Food for thought: Promoting healthy diets among children and young people
<http://bma.org.uk/working-for-change/improving-and-protecting-health/food-for-thought>

Q4. What opportunities are there to redesign how health and social care is delivered in your development? How could the NHS support you in delivering this?

A. Opportunities to redesign delivery of health and social care in Cranbrook:

1. New models of care

Cranbrook is an entirely new development, which gives the NHS a unique opportunity to deliver health in new and exciting ways. We have the opportunity to innovate, redesign, support and contribute to *New Models of Care*, without the constraints in established urban areas. The NHS *Five Year Forward View* sets out how health services need to change and argues for a new relationship with patients and communities. PHE's strategy, *From Evidence into Action*, calls for place-based approaches that develop local solutions, integrating public services and also building resilience of communities.

2. Community resilience

East Devon is an outstanding place in which to live, but there are considerable inequalities across the district including within the Cranbrook development. Cranbrook's demographic is much younger than East Devon, closer to that seen in parts of some large urban areas. Social cohesion and a sense of belonging underpin community resilience: we are working with partners to create cultural identity. Cranbrook already has a strong sense of local identity which must be harnessed to drive forward health improvement for all. Cranbrook's young population means that investments made here will shape future health outcomes over many generations.

Cranbrook already has schools, religious minister, community support worker, community centre, shops and green space. These all encourage residents' sense of place and connectivity. Cranbrook presents a golden opportunity to embed evidence-based community-centred approach/es from the outset, working with the newly forming community to influence delivery of their services:

- Knowledge transfer models can be implemented alongside knowledge champions.
- Community-centred approaches can be commissioned ^[1].
- Rapid pace of development offers opportunities for test-of-change processes and sharing outcomes.
- The young population offer an economic contribution and workforce opportunities aligned to wider population care needs.

3. Harnessing technology

Fibre-optic cables are standard throughout Cranbrook. With expertise from NHS-England advances in medical technology can be used to redesign flexible health and care delivery, e.g. self-management and assistive technology, video consultations and community connections. The opportunity to embed evidence-based technological infrastructure offers imaginative alternatives to traditional care ^[2] and could help to tackle capacity problems in current service provision, including financial pressures and shortage of GPs.

4. Joined up services

Through the 'Integrated Care for Exeter' project, partners in this locality - local government, public and community sector organisations, key NHS commissioners and providers and Age UK Exeter already work together to promote independence for adults with complex needs in the city.

A similar joined up multispecialty community concept could be commissioned / delivered in Cranbrook, designed to eliminate from the outset 'hot spots' and 'cold spots' – "linking primary care and public health to create communities of solution" ^[3].

B. How the NHS could support redesign of health and social care:

Although these aspirations are inarguably “the right thing to do”, there is no financial incentive for developers, making it difficult to negotiate the best possible outcomes for residents. Championing national changes to built-environment standards as outlined in question 3 would be a key outcome.

Support from NHS England in redesigning care delivery could include:

1. Co-commissioning re-designed health services for Cranbrook, working with NEW CCG and commissioning for prevention.
2. Providing financial investment to initiate the new service-design; could include creating a cross-sector business case for investment in health.
3. Converting up-front capital into revenue for community-building activities.
4. Ensuring primary healthcare provision is joined up seamlessly with services that maintain health and prevent illness.
5. Providing evidence and expertise in digital technologies and information governance.
6. Providing expertise and resource for community engagement events etc.
7. Brokering public consultation e.g. with Healthwatch.
8. Assist in promoting healthy lifestyles across the life course for Cranbrook residents.
9. Encouraging clinicians to prescribe social, active interventions such as ‘walking for health’ e.g. in response to poor mental health or obesity.
10. Assisting Cranbrook’s master plan to ensure that this healthy new town becomes a reality.
11. Brokering research opportunities e.g. with University of Exeter Medical School, AHSN-SW, and/or PenCLAHRC.
12. Sharing the evidence from outcomes with future developments.

Summary

There are clear political, economic, social, technological, legislative and environmental drivers for redesigning healthcare delivery. Work with partners has already begun to explore these opportunities.

The *initiative* will raise Cranbrook’s profile: expertise and resource from NHS-England would expand opportunities to deliver innovative joined up system solutions. We will contribute to the evidence-base and provide a learning-model which NHS-England can share with future developments.

References

- [1] PHE & NHS-E (2015) a guide to community-centred approaches for health and wellbeing. At: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417515/A_guide_to_community-centred_approaches_for_health_and_wellbeing_full_report.pdf
- [2] Simple telehealth: patient/public. Background: what digital healthcare or telehealth is. At: <http://www.digitalhealthsot.nhs.uk/index.php/patient-public>
- [3] Westfall, JM (2013) Cold spotting: linking primary care and public health to create communities of solution. J Am Board Fam Med 2013;26:239–240.

Please send the completed form to the Healthy New Towns Team at (england.fiveyearview@nhs.net) by **30 September 2015**

Report to: **Cabinet**

Date of Meeting: 6 April 2016

Public Document: Yes

Exemption: None

Review date for release None



Agenda item: **15**

Subject: **Monthly Performance Report February 2016**

Purpose of report: Performance information for the 2015/16 financial year for February 2016 is supplied to allow the Cabinet to monitor progress with selected performance measures and identify any service areas where improvement is necessary.

Recommendation: **1. That the Cabinet considers the progress and proposed improvement action for performance measures for the 2015/16 financial year for February 2016.**

Reason for recommendation: This performance report highlights progress using a monthly snapshot report; SPAR report on monthly performance indicators and system thinking measures in key service areas including Development Management, Housing, Revenues and Benefits and Streetscene.

Officer: Karen Jenkins, Strategic Lead – Organisational Development and Transformation kjenkins@eastdevon.gov.uk ext 2762

Financial implications: There are no direct financial implications

Legal implications: There are none arising from the recommendations in this report

Equalities impact: Low Impact

Risk: Low Risk

A failure to monitor performance may result in customer complaints, poor service delivery and may compromise the Council's reputation.

Links to background information:

- [Appendix A – Monthly Performance Snapshot for February 2016](#)
- [Appendix B - The Performance Indicator Monitoring Report for the 2015/16 financial year up to February 2016](#)
- [Appendix C – System Thinking Reports for Housing, Development Management, Revenues and Benefits and Streetscene for February 2016](#)

Link to Council Plan: Continuously improving to be an outstanding Council

Report in full

1. Performance information is provided on a monthly basis. In summary most of the measures are showing acceptable performance.

2. There are three indicators that are showing excellent performance:
 - Percentage of planning appeal decisions where the planning inspector has disagreed with the Council’s decision
 - Days taken to process Housing Benefit/Council Tax Benefit new claims and change events
 - Creditor Days - % of invoices paid in 10 working days
3. There are no performance indicators showing as concern. The absence indicator that had been showing concern has shown improvement over the last two months. Some analysis of the absence data for the year has been undertaken for the year to December 2015.

4. **Absence Reporting – April to December 2015.**

- There has been a 10.01% reduction in short term absence compared to the same period the previous year.
- There has been a 13.88% reduction in medium term absence compared to the same period the previous year.
- There has been a 10.42% reduction in long term absence compared to the same period the previous year.
- Overall for this period there has been 8.98% reduction in the number of days lost compared to the same period last year (from 3421.87 days to 3114.57 days)
- The current projected outturn for number of days lost per FTE is expected to be around 8.8 days compared to the previous year of 10.41 days.
- Phased return related absence in this period accounts for 85.6 days excluding this absence would result in a further absence reduction of 2.74% (from 3114.57 days to 3028.97 day) and an overall absence reduction of 11.48% compared to the period last year (from 3421.87days to 3028.97 days)
- Top 5 Reasons for Long Term absence 2015/16

Reason for Absence	Number of days lost 2015/16	Number of Cases 2015/2016	Number of days lost 2014/2015	Number of cases 2014/2015
Cancer	424	6	181	3
Eye Ear Nose	46	1	0	0
Hospital treatment	54	1	2	122
Muscular Skeletal	346	5	492	6
*Stress, Depression	365.94	6	658	7

*Only 1 case was work related and this accounts for 84/658 days lost

The table above illustrates that the main cause of long term absence this year is as a result of Cancer and Cancer treatment. Sadly of these 6 cases 3 employees are no longer employed by the Council.

5. Monthly Performance Snapshot for February is attached for information in [Appendix A](#).
6. A full report showing more detail for all the performance indicators mentioned above appears in [Appendix B](#).
7. Rolling reports/charts for Housing, Development Management, Revenues and Benefits and Streetscene appear in [Appendix C](#).

Monthly Performance Snapshot – February 2016



This monthly performance snapshot shows our performance over the last month:

- **5 days** to process your Housing or Council Tax Benefit claims
- **95%** of invoices received by us are paid within 10 days
- An estimated **54%** of all waste collected was recycled in February.
- Less than **3 days** on average to clear fly tipping cases, dealing with **44 cases** in February
- We dealt with 168 reactive building maintenance repairs at our public buildings during February, 87 of these were at LED sites, and the remaining 81 were at corporate assets.

Latest headlines:

- East Devon District Council has retained its Investors in People award for a second time, officially recognising that the authority is among the best employers in the country.
- The new Recycling & Waste Collection contract has been awarded to SUEZ, which will provide an improved recycling service with 3 weekly residual waste collections, improve our recycling rates and also has helped make a significant contribution to our council's savings targets in order to present a balanced budget.
- The Countryside Team have planned over 70 public events for the spring and summer.
- Over 700 hours have been worked already by our volunteers helping the Countryside Team in 2016!
- We have undertaken estate walkabouts reviewing the condition of our housing properties at Forton Road and Bripenny Road in Exmouth.
- Our first Youth Tenant Conference was held at The Beehive in Honiton.
- Phase One of Open Housing, our new IT system, went live across over half of the service.

- The gallery team worked closely with Mayor Caroline Kolek to organise 2 creative days with the Honiton Dementia Alliance knitting in memory of someone with dementia for a yarn bombing event taking place in April when the knitted creations will be displayed in the garden.
- Successful joint procurement of new £100k business support contract with Exeter City Council, Teignbridge District Council & Mid Devon District Council with the new service beginning in April. This improved contract aims to double the provision of support to local businesses with the potential to increase further through the possible awarding of match funding.
- First of a series of Hinkley Point C Supply Chain events held at EDBC – excellent feedback. The number of East Devon businesses now registered to be able to supply this new nuclear development has risen by 20% in 3 months.
- Planning permission has been received for the realignment of the road and car park for Queens Drive.
- Work has started on site for reconstruction of Mamhead slipway Exmouth.
- We held successful consultations on Exmouth tidal defence project.
- Submission of Exmouth Economic Plan for Coastal Community Team.

Did you know?

- In its nationally recognised research with the Municipal Journal, Research Consultancy Local Futures scored East Devon top of all 325 districts in its Quality of life score. Quality of life score is made up of school results, levels of crime, health score, life expectancy and the natural environment

Report to: **Cabinet**

Date of Meeting: 6 April 2016

Public Document: Yes

Exemption: None

Review date for release None



Agenda item: **16**

Subject: **Whimble Neighbourhood Area Designation**

Purpose of report: To define and designate the Neighbourhood Area for the parish Whimble. Cabinet is advised that this report does not recommend a specific area for designation rather it highlights three potential options, highlights issues relevant to these options and seeks member decision on the appropriate area to designate.

Recommendation:

- (1) That Cabinet take into account the advice contained in this report to designate an appropriate Neighbourhood Area for the Whimble Neighbourhood Plan.**
- (2) That Cabinet identify and confirm reasons for the chosen Neighbourhood Area and that these reasons are formally recorded in the decision documentation.**

Reason for recommendation: To enable Whimble Parish Council to prepare a neighbourhood plan under the auspices of the Localism Act 2011 and the Neighbourhood Planning Regulations 2012.

Officer: Tim Spurway, Neighbourhood Planning Officer,
tspurway@eastdevon.gov.uk tel: 01395 571745

Financial implications: Once the Neighbourhood Area has been designated, the District Council can claim £5,000 from Government to help with the costs associated with supporting the Neighbourhood Plan group. Further grants can be claimed at later stages in the process.
Once 'made' the Parish Council will be eligible to receive 25% of CIL receipts for development that occurs within the Neighbourhood Area upon adoption of the CIL charging scheme.

Legal implications: This report is being brought before Cabinet due to current constitutional arrangements and the legislative framework in respect of Neighbourhood planning.

By way of background, once a Neighbourhood Area is designated the District Council are legally required to provide advice and assistance to the

subsequent production of the Neighbourhood Plan (including the costs of organising the independent examination – although a grant from DCLG towards the costs can be sought). Once the Neighbourhood Plan is adopted then it carries weight as part of the Development Plan and moreover entitles the Neighbourhood to 25% of CIL receipts from development within its area to be used towards the provision of local infrastructure.

In this instance it is the responsibility of Cabinet to determine the suitability/ extent of the Neighbourhood Area to designate and moreover to determine the reasons for so doing. It is critical (to avoid the risk of legal challenge) that full and justifiable reasons are given when making the decision.

Having noted the above advice there are no further legal implications arising from this report.

Equalities impact: Low Impact

The Neighbourhood Area application has been advertised in a variety of formats to increase accessibility. Neighbourhood Planning is designed to be inclusive and extensive consultation is a fundamental requirement. All electors are invited to vote in the referendum.

Risk: Medium Risk

There is a risk that should the Neighbourhood Area include the Cranbrook Expansion areas this could have an adverse impact on the delivery of the strategic infrastructure requirements for Cranbrook.

There is also a risk that the Parish Council and local community will feel disenfranchised by the decision to designate a different area than the parish boundary as requested.

Should a decision not be made at this cabinet meeting the area faces automatic designation on the 15th April 2016, as laid out in the Neighbourhood Planning Regulations.

Links to background information:

- Localism Act 2011
<http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>
- Neighbourhood Planning Regulations 2012
http://www.legislation.gov.uk/uksi/2012/637/pdfs/uksi_20120637_en.pdf
- Neighbourhood Planning Roadmap Guide
<http://locality.org.uk/wp-content/uploads/Roadmap-worksheets-map-May-13.pdf>

Link to Council Plan: Living in this Outstanding Place.

1.0 Report Considerations

1.1 Whimple Parish Council applied for designation of their whole Parish as a Neighbourhood Area on the 19th February 2016. Once a designated area is approved by the District Council, they can then produce a Neighbourhood Plan setting out how the local community would like to see the Parish develop in the future.

1.1 There are two main considerations in this report

- The legal requirements concerning whether the application for designation as a Neighbourhood Area has been properly made and advertised

- Whether the area applied for is appropriate

2.0 Does the application meet the requirements of the regulations?

- 2.1 The requirements for an application for designation of a Neighbourhood Area are set out in the Neighbourhood Planning Regulations 2012 and in section 61G of the Town and Country Planning Act 1990 (which was inserted by the Localism Act 2012).
- 2.2 Regulation 8 states that an application to the Council for designation of a Neighbourhood Area “must” include:
- a. A map which identifies the area to which the application relates;
 - b. A statement explaining why this area is considered appropriate to be designated as a neighbourhood area; and
 - c. A statement that the organisation is the relevant body for the purposes of section 61G of the 1990 Act.

The application meets the requirements. It includes a map of their Parish and a statement confirming that the Parish Council is a qualifying body. It also includes the reason for requesting that the whole Parish be designated.

- 2.3 In this instance, the Neighbourhood Planning Regulations require that the application be publicised for 4 weeks, and that a decision be taken on Neighbourhood Area designation within 8 weeks of first publicising the proposal. A decision on the extent of the area is therefore required to be made by the 15th April 2016 otherwise an area concurrent with the Parish boundary will be automatically designated.
- 2.4 The period of consultation commenced on 19th February 2016 with the publicity notice being sent out to the statutory consultees of the Environment Agency, English Heritage and Natural England, as well as neighbouring Councils and the New Community Partners. The notice has also been advertised on the parish noticeboard and has been available to view on the East Devon District Council Website. In this way it is considered to have been brought to the attention of those living, working and carrying out business in the area.
- 2.5 Upon publication of this report, the application is still out for consultation until the 18th March 2016 and only a single response has been received, from Natural England, offering general advice to support Neighbourhood Planning and not commenting on the extent of the area. A verbal update will be reported at Cabinet should any further responses be received by the closing date.

3.0 Are the areas applied for appropriate?

Cranbrook Expansion Area

- 3.1 The main issue of contention is the inclusion within the proposed Neighbourhood Area boundary, of an area of land allocated within the adopted Local Plan as an expansion area for Cranbrook.
- 3.2 The area applied for is the entirety of the parish, as amended by the recent Community Governance Review in mid-2014, which changed and reduced the Whimple Parish Boundary to accommodate the new parish of Cranbrook. The current extent of the parish (being the area applied for) is shown as the red line on the plan for Option A (to the rear of the report).

- 3.3 As illustrated on that plan, this contains part of an area allocated in the adopted Local Plan for Cranbrook Expansion. For context, members should be aware that the eastern expansion area is currently the subject of a live outline planning application for 1,750 dwellings and associated infrastructure (15/0047/MOUT), with a significant proportion of those proposed to be delivered within the Whimble Parish boundary. This application has yet to be determined. Notwithstanding what happens on the application, it is allocated in the adopted Local Plan.
- 3.4 The proposed Neighbourhood Area also includes a portion of the Cranbrook Plan area, which in the Local Plan is identified as *'land for the further expansion/intensification of Cranbrook to accommodate a further 1,550 houses and associated jobs, social, community and education facilities and infrastructure outside the designated Neighbourhood Plan Areas of Rockbeare, Broadclyst and Clyst Honiton.'*
- 3.5 There is a concern that the inclusion of the expansion areas within the Neighbourhood Area might inhibit the ability of Cranbrook to expand and also conflict with the emerging Cranbrook Development Plan Document.
- 3.6 Consultation with the community has revealed a desire to maintain a separation from Cranbrook to Whimble and there is a possibility that were Cranbrook expansion areas to be included in the designated neighbourhood area, the Neighbourhood Plan could seek to extend the green wedge (or other policy restricting scope for development) beyond that which has been adopted in the Local Plan and into planned expansion areas. Should the Neighbourhood Plan stymie the ability of Cranbrook to expand, this may impact on the ability to secure the best and most appropriate form of development for Cranbrook and of the District Council to demonstrate a 5 year supply of housing land in the future.

Cranbrook Master-plan

- 3.7 It is the purpose of the Cranbrook Master-plan to provide a strategic framework and to fully assess the growth and expansion of Cranbrook to ensure that infrastructure and community needs are met. Should the Neighbourhood Plan be in conflict with the priorities and proposals put forward it may result in considerable confusion and cause the Master-plan to stall whilst issues are resolved. It is of utmost importance that this document is progressed unencumbered as a lack of framework might mean that Cranbrook fails to meet the needs of the expanding community, and in the absence of an adopted Cranbrook master plan we may see further speculative applications from the consortium or other parties without a framework to judge them against.
- 3.8 The issues and options report on the Cranbrook Master Plan, expected shortly, will provide various alternative approaches for the future development of Cranbrook, which will be open to consultation. This is considered a way for communities to get involved in the future development of the Town. Further consultation exercises will also be held further down the line to ensure that community views are taken on board.
- 3.9 Communities and the Parish Council will also have the opportunity to comment on the individual Cranbrook planning applications as they are submitted.

Housing and Planning Bill 2015/2016

- 3.10 Members should be aware that proposed regulatory changes included in the Housing and Planning Bill (currently at Committee Stage of the House of Lords) would remove the ability of the District Council to designate an alternative area where a parish council applies for the whole of the area of the parish or applies to enlarge an existing designation of part of the parish to include the whole area of the parish.

- 3.11 New provisions in the Bill state that in these instances *'the local planning authority must, except in prescribed cases or circumstances, exercise their powers...to designate the specified area as a Neighbourhood Area.'*
- 3.12 On a practical level, this means that should Cabinet decide to designate an alternative area smaller than the whole of the parish, once the Housing and Planning Bill comes into force (should these provisions remain in the Bill), Whimble Parish Council will be able to automatically amend the boundary to cover the whole of the Parish.
- 3.13 This will also be the case for the existing designated Neighbourhood Areas in Clyst Honiton and Broadclyst, where cabinet resolved to exclude parts of the Parishes from the Neighbourhood Areas.

Community Infrastructure Levy

- 3.14 Under the regulations, Parishes with adopted Neighbourhood Plans would be able to claim up to 25% of CIL receipts to fund local infrastructure, as opposed to 15% for areas not covered by an adopted Neighbourhood Plan. Were the Cranbrook expansion area to be included within the Neighbourhood Area, this could reduce the CIL receipts of the Local Planning Authority and undermine the ability to deliver key infrastructure to meet the needs of the community. Though it might be that the Parish Council would choose to use receipts to provide relevant infrastructure.

Clyst Honiton and Broadclyst Neighbourhood Plans

- 3.15 Parallels can be drawn from previous Cabinet decisions on 2 April 2014 at Clyst Honiton and 2 October 2013 at Broadclyst. In these instances the Parish Councils of both areas sought to include key strategic Cranbrook growth areas as part of their Neighbourhood Areas.
- 3.16 In both instances, Cabinet agreed that it was considered inappropriate to include these areas in the Neighbourhood Areas and resolved to exclude them.

4.0 Alternative Options

- 4.1 Therefore the options broadly available to Cabinet in respect of identifying a Neighbourhood Area can broadly be identified as;
- Option A - The whole Parish of Whimble be designated as a Neighbourhood Area (as per the application from Whimble Parish Council); or
 - Option B - A smaller Neighbourhood Area, including most of the Parish but excluding the allocated Cranbrook expansion area, be designated; or
 - Option C - A smaller Neighbourhood Area, including most of the Parish but excluding all of the Cranbrook Plan Area, be designated.
- 4.2 The options above are illustrated in the maps provided in the following pages.
- 4.3 If Members do not designate the Neighbourhood Area as proposed in the formal original application (i.e. the whole of the Parish of Whimble – Option A, the Council must publish a statement setting out the decision and the statement of reasons for making that decision (the 'decision document'). Under this scenario (i.e. if the decision reached is anything bar Option A) the Council will designate a modified area as the Neighbourhood Area. This approach complies with Section 61G (5) of the Town and Country Planning Act 1990 (as amended by the Localism Act 2011), which explains that the local authority must designate some part of the area applied for as a Neighbourhood Area (in other words, the Council

cannot merely say 'no' to a proposed Neighbourhood Area, but must designate an alternative area to that applied for).

- 4.4 Cabinet are advised to consider the potential implications as outlined in this report for each of the options. The possible reasons (Cabinet might identify others) that Cabinet may want to confirm in the decision statement for adopting each particular area are shown below.

Option A

1. This is the original area as applied for by Whimble Parish Council and therefore reflects community aspirations.
2. Proposed changes prescribed in the Housing and Planning Bill 2015/2016 would allow Whimble Parish Council to automatically amend the area to cover the whole of the parish, should an alternative area be designated.
3. The designation of the whole of the parish may allow the community of Whimble to have a more proactive voice in the future development of the Cranbrook expansion area. This would lead to a greater level of engagement from the community of Whimble and provide a better understanding of how the growth of Cranbrook will impact on the village.

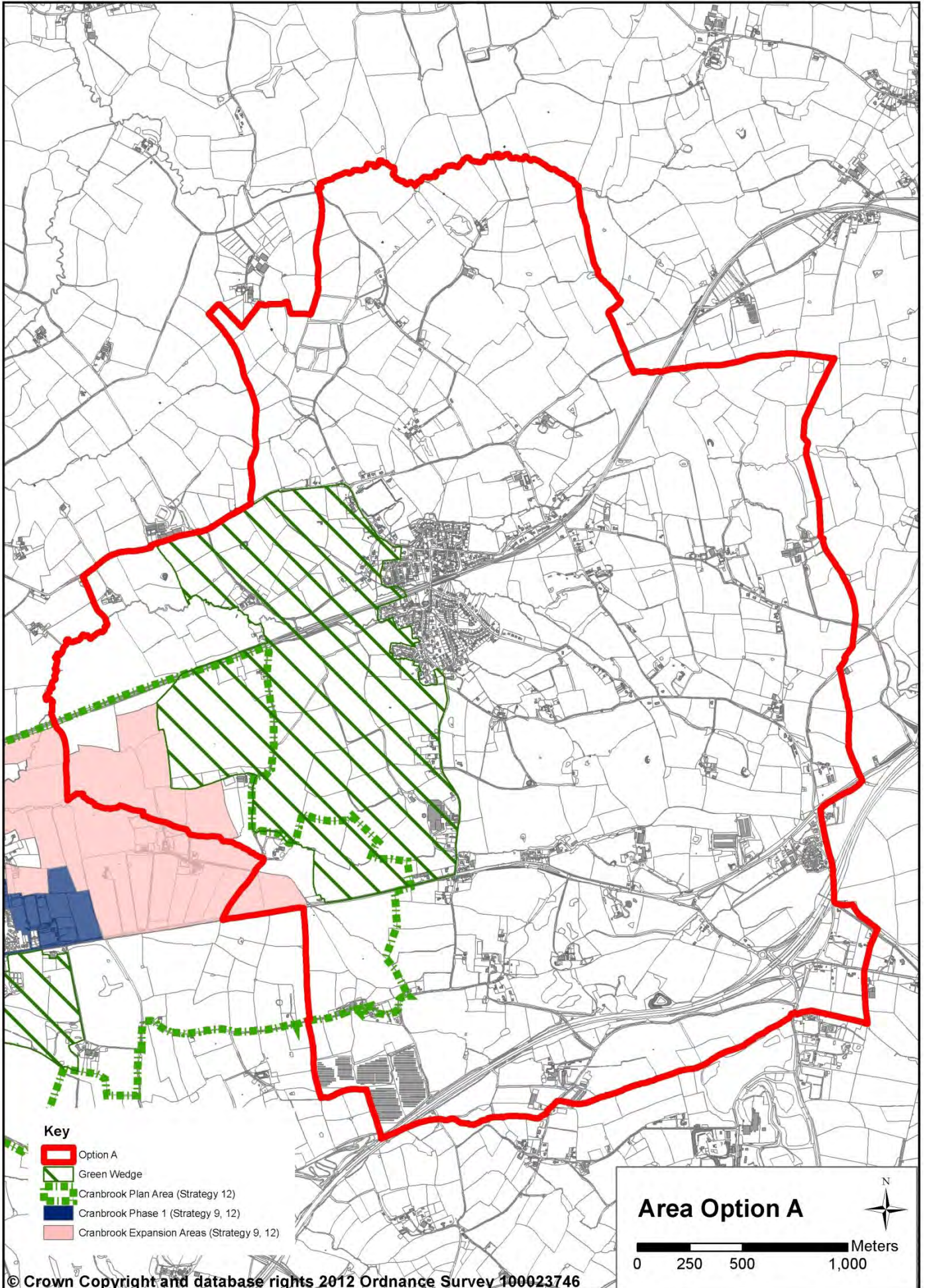
Option B

1. The development of the strategic eastern expansion area at Cranbrook will have implications that impact upon a wider sphere of influence than Whimble parish. It is not appropriate for such a site or sites to be planned by, and for, the community with a referendum which involves only Whimble residents.
2. That the inclusion of the Cranbrook Expansion area with the Neighbourhood Plan might conflict with the priorities identified in the Cranbrook Masterplan, delaying the delivery of a much-needed framework for the future growth of the Town with possible impacts upon the ability of the Council to demonstrate a 5-year housing land supply in the future.
3. There is a distinct difference in the nature and character of the Parish between the existing village of Whimble, the extensive rural area to the south of the parish and the significant new development to the west of the parish. It is unlikely that a single approach or set of planning policies could comprehensively address such a diversity of issues.
4. Parishes with adopted Neighbourhood Plans would be able to claim up to 25% of CIL receipts to fund local infrastructure which could significantly reduce the CIL receipts of the Local Planning Authority and undermine the ability of the District and County Councils to deliver key infrastructure to which they are already committed and which are needed for the strategic developments.

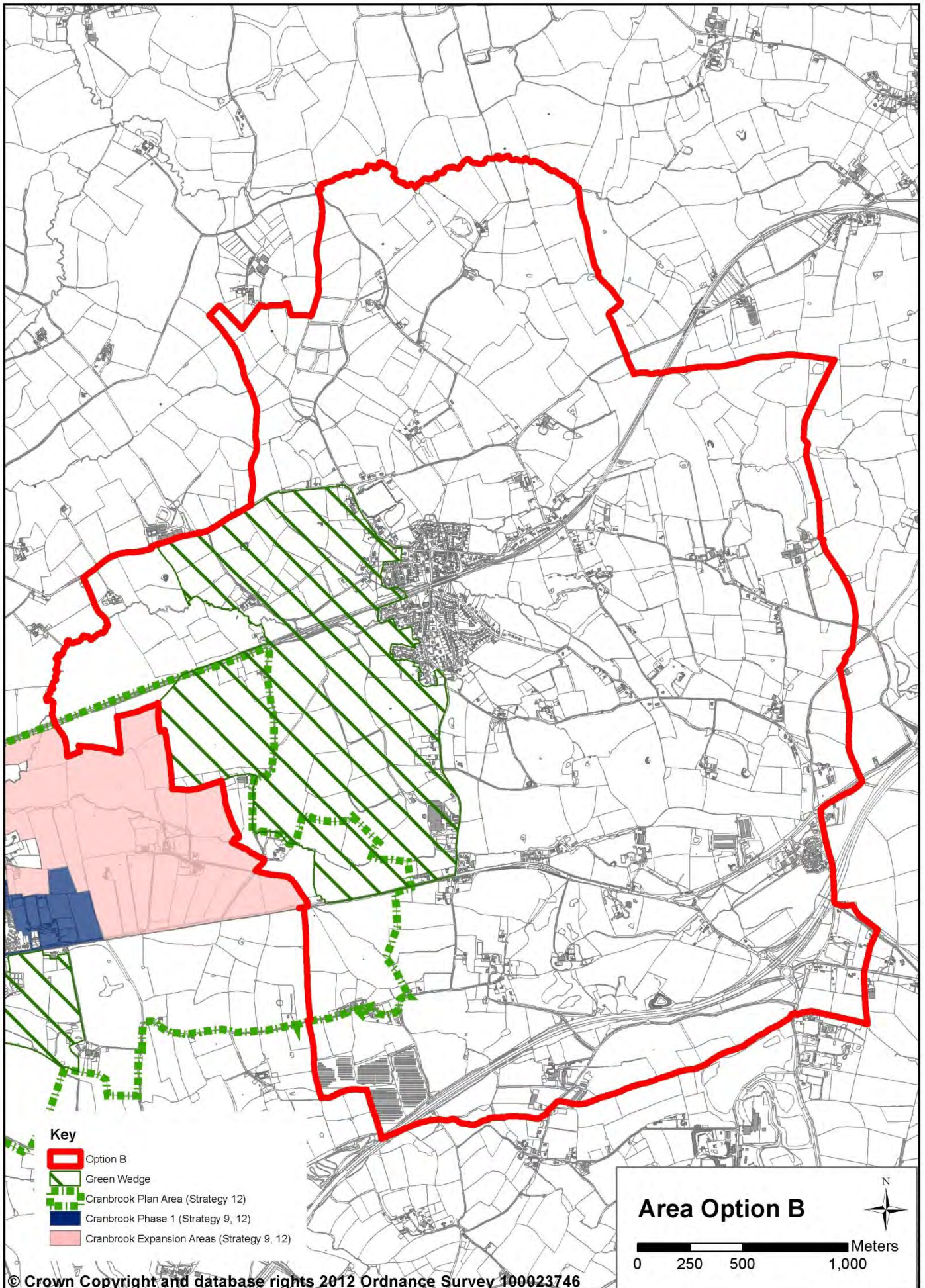
Option C – reasons under Option B could apply, plus:

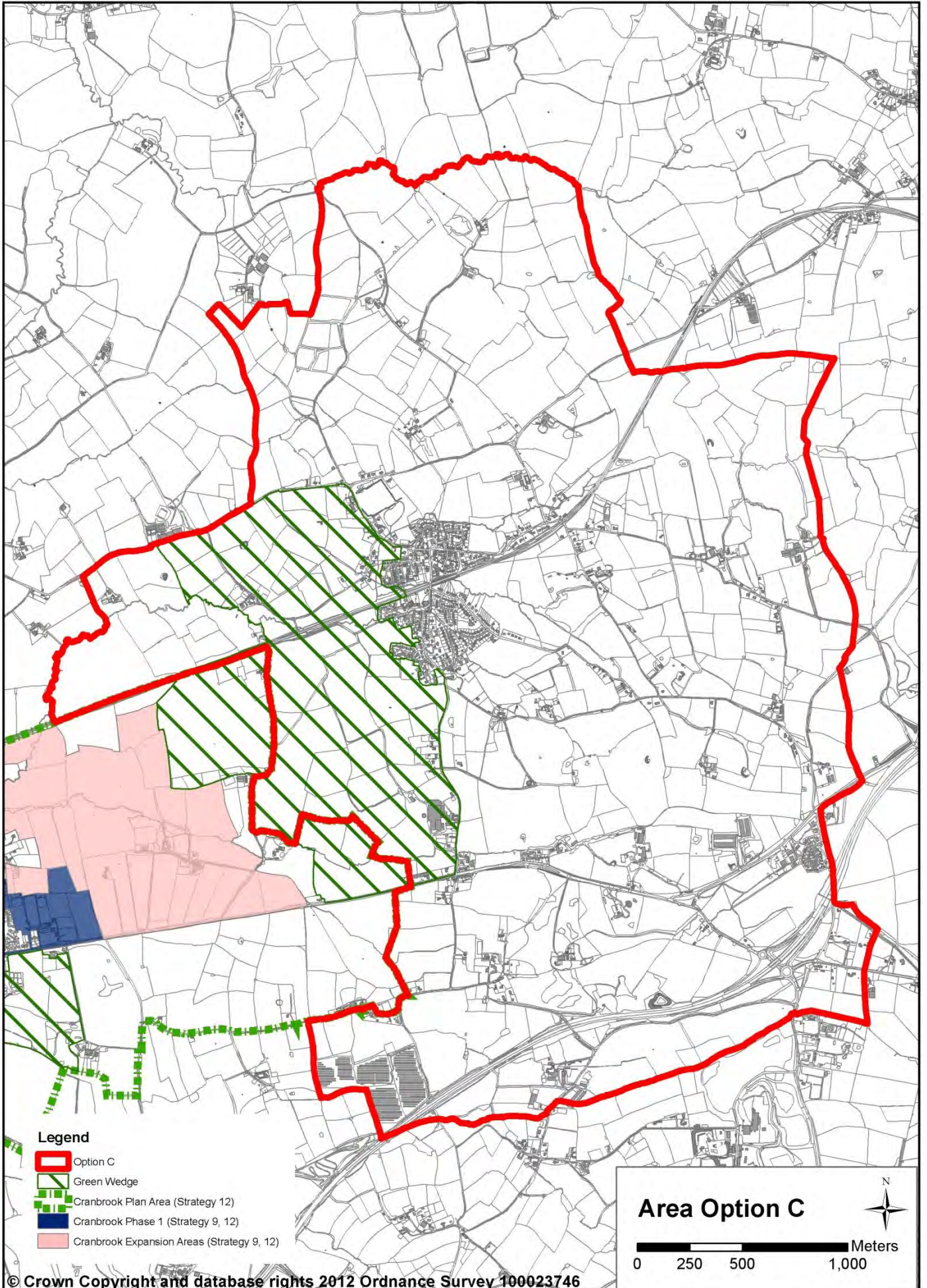
1. That the inclusion of any area identified in the Cranbrook Plan Area within the Neighbourhood Plan might conflict with the priorities identified in the Cranbrook Development Plan Document, delaying the delivery of a much-needed framework for the future growth of the Town with possible impacts upon the ability of the Council to demonstrate a 5-year housing land supply in the future.

- 4.5 Please note that officer opinion is that it is not considered appropriate to reduce the area further to exclude the entirety of the Cranbrook Plan Area- Option C, as this is not an approach we have adopted for the other Neighbourhood Areas of Broadclyst, Clyst Honiton and Rockbeare.



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5.0 Next Stages and Decision Notice

- 5.1 Members should be aware that a decision on the extent of the area cannot be deferred to a further meeting as the area will be automatically designated on the 15th April 2016, should an area not be agreed by that date. This prescribed timeline for making a decision on the area arises from the Neighbourhood Planning (General) (Amendment) Regulations 2015 and states that the local authority must determine the application within eight weeks from when the application is first publicised *‘where the application is from a parish council and the area to which the application relates is the whole of the area of the parish council.’*
- 5.2 The Council will need to publish the decision relating to the neighbourhood area on the website and bring the designation to the attention of people who live, work or carry out business in the neighbourhood area

Report to: Cabinet

Date of Meeting: 6 April 2016

Public Document: Yes

Exemption: None

Review date for release None



Agenda item: 17

Subject: Empty homes enforcement project – Mountfield and The Wing, Musbury

Purpose of report: Mountfield and The Wing are listed residential properties which have been empty for a considerable period of time and are now seriously dilapidated. The owner has shown no interest in maintaining the properties or the grounds around the properties. Private Sector Housing team have received significant numbers of complaints about the state of these properties from the Parish Council, District Councillors and neighbours. This report identifies the issues; sets out what enforcement options have been considered; and recommends a course of action to bring these properties back into use.

Recommendation: That the Enforced Sale procedure be instigated for the properties Mountfield and the Wing, Musbury and associated land in order to secure repayment of debts. The properties and land will be offered for sale by auction.

Reason for recommendation: The recommendation is made as the most appropriate course of action to deal with these two long term empty properties. If the enforced sale procedure is unsuccessful for any reason we will revisit the other enforcement options set out in the report, and report back to Cabinet.

Officer: Meryl Spencer, Private Sector Housing Manager
mspencer@eastdevon.gov.uk tel: 01395 517454

Financial implications: Financial Implications: The enforced sale of these two listed properties should have a positive financial effect. The properties have outstanding debts for council tax which can be recovered from the sale price. As well as this, the costs incurred by the council around managing and assessing these properties would come to an end, reducing further impact on the budget going forward. There is an additional risk of the properties not selling at auction and us therefore being unable to clear the outstanding debts.

Legal implications: The legal framework which gives the Council the discretion to use the Enforced Sales procedure is set out within the report and requires no further comment. Legal Services to liaise with Private Sector Housing to advise at all stages of the process.

Equalities impact: Low Impact

There are no equalities impacts

Risk:

Medium Risk

- If the properties do not sell at auction, the debts remain outstanding.
- These properties are listed and deteriorating and will continue to do so without intervention.

Links to background information:

Link to Council Plan: Living in this outstanding environment

1 Context

- 1.1 Mountfield and The Wing are listed residential properties which have been empty for a considerable period of time and are now seriously dilapidated. The owner has shown no interest in maintaining the properties or the grounds around the properties.
- 1.2 The Private Sector Housing team have received significant numbers of complaints about the state of these properties from the Parish Council, District Councillors and neighbours. This report identifies the issues; sets out what enforcement options have been considered; and recommends a course of action to bring these properties back into use

2. Introduction

- 2.1 Mountfield and The Wing are just two of the 7 empty properties owned by a single person, in East Devon. The Private Sector Housing Team have through the Empty Homes Partnership Officer, been dealing with significant numbers of complaints regarding the steady decline and deterioration of all of these properties over the past 10 – 15 years.
- 2.2 Having been successful with one property 2 years ago, sold through the Enforced Sale route, which was available because there were significant outstanding debts and the owner refused to either pay the debts or bring the property back into use, we are proposing to use this enforcement tool again.
- 2.3 The other 5 properties are smaller houses and it has been agreed that these will be taken through the enforced sale route as they too have significant outstanding Council Tax debts as well as being in very poor condition.
- 2.4 Mountfield and the Wing were considered originally to be one property however subsequent investigations with the Land Registry show that these are two separate legal titles albeit the buildings are attached to each other.
- 2.5 The properties are listed and therefore cannot be demolished. Although a significant part of the Wing has collapsed.
- 2.6 Building Control put up Heras Fencing around the exposed parts of the site in 2012, however, from complaints received from the parish council the fencing has not prevented unauthorised access to the land or properties.
- 2.7 The owner of the properties was sectioned under the Mental Health Act in December 2014. This followed a series of events in the London Borough of Kensington and Chelsea where her main home was repossessed. She was evicted from her

apartment for non payment of ground rent and other fees and presented herself as homeless at RK&CBC council offices. Due to her state she was referred to the Social Services department.

- 2.8 Although the owner was sectioned this has now been rescinded and she remains as a voluntary patient at the hospital because she has no other suitable accommodation to occupy and has refused temporary accommodation.

3. Relevant duties of the council

- 3.1 The council has a duty to ensure that Listed Properties are managed and maintained in good condition.
- 3.2 The council is expected to take action where there is significant deterioration of listed properties and reclaim the costs of any work carried out from the owner.
- 3.3 The council must keep the housing conditions in their area under review to identify any action that may need to be taken by them under any of the provisions of the Housing Act 2004.

4. Enforcement options

- 4.1.0 There are several enforcement options available to the council regarding this type of property.
- 4.1.1 The Private Sector Housing Team has followed their empty homes specified procedures which are initiated by attempts to discuss with the owner the reasons why properties remain empty and a strong emphasis is placed on working informally to guide owners towards bringing the property back into use or selling it on.
- 4.1.2 In this case the owner has had regular contact with Council Tax, Legal and Private Sector Housing but has made no efforts at all to bring the properties back into use or pay any outstanding debts.

4.2 Empty Dwelling Management Order

- 4.2.0 The Housing Act 2004 s132 provides a discretionary power to apply for an Empty Dwelling Management Order (EDMO) where a housing authority can take over the management of long term privately owned empty homes.
- 4.2.1 Whilst EDMO can be useful in some circumstances for instance if a listed building is just starting to fall into decay so bringing it back from the brink. This is not suitable for these properties because of the significant decay and deterioration evident.

4.3 Enforced Sale procedure

- 4.3.0 The Law of Property Act 1925 allows the local authority under certain circumstances with a debt on a vacant property, to register the debt as a charge registered in Part 2 of the Local Land Charges Register. This also can apply to land.
- 4.3.1 There is a variety of relevant legislation which can be used to incur a debt on a property including:
- Listed Building Repairs Notice (Listed Buildings Act 1990 s48);
 - Urgent Works Notice to listed buildings and unoccupied buildings in conservation areas (LBA 1990 s54);

- unsecured properties (Local Government (Miscellaneous Provisions) Act 1982 s 29;
- failure of the building's owner to pay council tax;
- Debts owed to the local authority as a result of works being carried out in default.
- Prevention of damage by Pests Act 1949 S4 where the local authority carries out works in default to clear and treat properties and land to remove harbourage and pests.

This is not an exhaustive list of the legislation that can be used.

4.3.2 The local authority applies for an order of sale following the charges being imposed and the property and/or land is then marketed for sale, usually by auction. A sale condition can be attached to ensure that the new owner carries out the necessary refurbishment, clearance and that the property is occupied within a certain time period.

4.3.3 Enforced Sale is an option available to the local authority because there are outstanding, council tax debts and debts owed as a result of works being carried out in default to assess the property and secure it. Also the land in the same ownership may be cleared and maintained and treated for pests, which would then allow us to attach charges to the land.

4.3.4 However it may be possible to auction the land in packages, giving the opportunity for other interested parties to buy a parcel or parcels to enhance their environment either for the community or personally.

4.3.5 There is a risk that the property and land will not sell because of the extensive conservation works required, or that the sale may not pay off the outstanding debts. It may then be possible to consider Compulsory Purchase Orders (CPO).

4.4 Compulsory Purchase Housing Act 1985, Town and Country Planning Act 1990 and/or Planning (Listed Buildings and Conservation Areas) Act 1990

Housing Act 1985

4.4.0 Under s17 (3) of the Housing Act 1985 the Local Housing Authority has powers to acquire land compulsorily for the purpose (CPO) of the provision of housing.

Town and Country Planning Act 1990

4.4.1 Under s226 (1) (a) of the Town and Country Planning Act 1990 a local authority can CPO any land and buildings if it thinks that the acquisition will facilitate the carrying out of development, redevelopment or improvement on or in relation to the land and buildings – provided the development, redevelopment or improvement will contribute to the promotion or improvement of economic, social or environmental well being.

Planning (Listed Buildings and Conservation Areas) Act 1990

4.4.2 Section 47 of the Listed Buildings Act 1990 allows a local authority to compulsorily acquire a listed building in need of repair. This power may only be utilised if the owner of the building has been served a Repairs Notice under section 48 of the Listed Buildings Act 1990 detailing the works which the authority considers reasonably necessary for the proper preservation of the building and explaining that

if the works required by the notice are not carried out, compulsory purchase proceedings may be instigated.

4.4.3 The Repairs Notice must be served 2 months before the compulsory purchase is commenced.

4.4.4 When serving a Repairs Notice it is required that a strategy is established for the repair and disposal of the property if compulsory purchase is the likely outcome.

Urgent Works Notice

4.4.5 Under the Planning (Listed Buildings and Conservation Areas) Act 1990 we have two forms of notice available to us where a listed building is considered at risk from further deterioration.

4.4.7 The first is an Urgent Works Notice under section 54 of the Act. This requires the owner of the property to carry out urgent works as prescribed in the Notice to make the building water and weather tight and structurally sound. If the owner agrees to undertake works, the local authority should request written confirmation that these will be carried out in accordance with the draft schedule, a start-of-works date and an estimate of the time the works will take. It is important to monitor compliance in order to establish if further action is required. The local authority should consider carefully any request for additional time, but this should always be kept to a minimum. If extra time is allowed, a revised date for works to start should be agreed in writing and delivered by recorded delivery.

4.4.8 Under section 54(5) of the Listed Buildings Act 1990, the owner of a building must be given not less than 7 days' notice in writing of the local authority's intention to carry out the works. This allows the owner the opportunity to discuss the matter with the local authority and to elect to carry out the works themselves. In cases where no response to the notice is received after 7 days, the local authority can carry out the prescribed works and recover the costs under Section 55 of the Act.

Works to prevent the penetration of water can include:

- Works to the roof covering and flashings, either by localised repairs to the existing, or, where damage is extensive and costs not too substantial, provision of temporary roof cover. This is to prevent water ingress.
- Unblocking and repair or replacement of gutters, downpipes, gullies, drains, etc. If no rainwater goods are in place it may be appropriate to fit an offset pipe or swan neck which is turned outwards to throw water off the building. This is to ensure adequate rainwater disposal and prevent water ingress.
- Careful destruction of invasive plant growth in and immediately around the building. Vegetation rooting in the fabric of a building is a primary cause of water ingress as it blocks gutters and downpipes and provides routes for water penetration by prising apart wall and roof fabric. Dense vegetation around a building can sometimes create a security risk.

4.4.9 Wet and dry rot are the most common natural causes of deterioration that can lead to loss of fabric and structural collapse. If water ingress has occurred, it is essential to enable the building to dry out and thus remove the conditions for the start or spread of rot, which can be done through:

- the provision of through ventilation, eg by opening inaccessible windows by 25mm and/or drilling holes in security boarding. This should not incur major expense.
- the clearance of significant rubbish and debris, pigeon droppings, etc, inside the building. Rubbish can start or contribute to fires and may inhibit proper inspection and the execution of works. Wet rubbish will hinder the drying out of the building, may contribute to the spread of rot and, if significant, can overload the structure. Pigeon droppings not only pose a serious health risk, but can trap damp causing rot.

4.4.10 The treatment of dry rot which threatens the stability of the building could be included in an Urgent Works Notice, but would depend on the impact of the rot on the integrity of the building and the extent of spread. Where dry rot is already within the structure of the building or shows signs of likely spread, the minimum work necessary to control it could be included as urgent work. However, works to ensure that the roof is covered, rainwater goods are functioning and the building is properly ventilated could prevent dry rot taking hold where it has not already done so, and further work may not be considered urgent.

4.4.11 A structural threat to the building can be dealt with as urgent works. Temporary support for the building such as structural scaffolding can be included in an Urgent Works Notice. Other than simple propping, the local authority may need to consult a structural engineer in order to specify appropriate measures, particularly if there has been a major fire or other sudden damage. An engineer's advice may also be important in establishing that the works specified are reasonable and the minimum necessary.

Repairs Notice

4.4.12 The second form of notice is a Repairs Notice under Section 48 of the Act. Section 48 of the Listed Buildings Act 1990 states that the works specified in a Repairs Notice must be those which are reasonably necessary for the proper preservation of the building.

4.4.13 A Repairs Notice should be considered when a building is neglected and the need for permanent repair accumulates to the point where there is potential for serious harm.

4.4.14 The building's condition at the date of listing is crucial in determining the extent of repairs that may be specified. Where a building has suffered damage or disrepair since being listed, the Repairs Notice procedure can be used to secure the building's preservation as at the date of listing, but should not be used to restore other features.

4.4.15 Repairs Notices are intended to secure works for the long-term preservation of a listed building. They should specify the use as far as practicable of matching materials, methods of construction and best conservation practice, in order to preserve the character, appearance and integrity of the building.

4.4.16 There can be no definitive statement about the type of works to be included in a Repairs Notice. Bearing in mind the date of listing, they can comprise:

- essential preliminary works to comply with health and safety regulations, eg decontamination, asbestos management ;
- comprehensive repairs to the structural envelope, roof structure, roof covering, chimneystacks and flues, brick, stone masonry or other construction materials, timber frame, external finishes and cladding, rainwater goods and flashings;

- measures to secure general structural stability in accordance with specialist structural engineering advice;
- repair or reinstatement of external joinery, ironwork and architectural features;
- internal structural repairs to floors, ceilings, walls and partitions;
- repair and reinstatement of internal finishes – including plasterwork, floor surfaces;
- basic internal and external redecoration;
- repair or reinstatement of internal joinery, staircases, features and fittings;
- repairs to boundary walls, gates, railings, and associated fittings, surfaces, pathways, entrance steps;
- installation of additional security measures to prevent vandalism or unauthorised access following completion of works.

4.4.18 A Section 215 Notice under the 1990 Planning Act applies mainly to untidy land that adversely affects the amenity of the area. It can be also applied to buildings but it may not include the full repair and restoration of the building. The test for a Section 215 Notice is whether the land adversely affects the amenity of the area. 'Amenity' is a broad common-sense concept and not formally defined in the legislation or procedural guidance. For buildings, it usually means that any remedial works would be confined to improving the appearance of external visible parts. The notice should not specify works which would require planning permission or listed building consent.

Boundary Wall

4.4.19 The boundary wall in the ownership of Mountfield at the time of listing (1981) is covered by the curtilage rule in that these sections would be covered by the statutory protection of the principal listed building. An urgent works notice could include works to stabilize sections that are not structural sound and most certainly the gate piers adjacent to the road.

Previous Actions by Planning

4.4.20 With regards to previous actions to attempt to protect the building we have tried to take enforcement action through the Enforcement Team in the past but have failed to enter into any meaningful communication with the owner. After gaining entry to the house with a Magistrates warrant prior to the collapse of The Wing we looked into serving an Urgent Works Notice which would have included providing a temporary roof over the building. It was indicated at the time there would be no budget to carry out these significant works on the assumption that the notice would not be complied with. Due to this and lack of capacity within the conservation team to look at alternative options no further action was taken until the enforced sale route was explored with Environment Health.

4.5 Compulsory Purchase Order expenses

4.5.0 There are expenses to consider for a CPO which the council may be required to bear. These include legal, advertising and making the CPO which could be up to £5,000.

4.5.1 The costs the council will incur in actually making the CPO are: legal costs, costs of newspaper notices, any Stamp Duty Land Tax, Land Registry fees, and auctioneer/estate agent's fees.

- 4.5.2 The compensation costs that the ex- owner could claim, the market value element will largely be covered by the money the council gets in when it sells the property. The ex-owner may claim that the property was sold cheaply, but will find this difficult to substantiate.
- 4.5.3 The council will be left to pay any basic loss payment, disturbance payment and reasonable surveyor's fees.
- 4.5.4 Sometimes a person or developer may want to own the CPO'd property and may be prepared to underwrite the costs of the CPO process. In this case an indemnity or back to back agreement can be concluded.
- 4.5.5 If the CPO goes to a full public inquiry there will be approximately £5,000 additional costs that the council will be expected to cover and cannot be reclaimed through the sale of the property.

5 Costs incurred in order to provide the relevant information needed.

5.1 Costs already incurred:

Housing Act 2004 HHSRS inspection = No notices served yet but likely enforcement charge for each notice is £350
Access (Clearance of undergrowth) = £125
Consultant Engineer surveyor cost = £300
Valuation fee = £1,500 + VAT
Boarding and securing fee = £768.28

- 5.2 All of these costs can be reclaimed via the Enforced Sale procedure as long as they are attached as a local land charge prior to obtaining the resolution to enforce the sale.

6. Photographs of the disrepair and dilapidation

- 6.1 **Annex 1** contains photographs of the condition of these properties.

7. Conclusions and recommendation

- 7.0 In conclusion these properties, Mountfield and The Wing, Musbury are listed and the land forms part of the conservation area; they are both in a serious dilapidated state; they are empty and have outstanding council tax, works in default and Housing Act 2004 enforcement debts.
- 7.1 The owner has shown no interest in managing or repairing these properties. Nor any interest in the detrimental effect that leaving these properties in the condition they are is having on neighbouring properties or the area.
- 7.2 It is recommended that the Enforced Sale procedure be instigated for the properties and land in order to secure repayment of debts. The properties and land will be offered for sale by auction. If this approach is ultimately unsuccessful we will revisit the other enforcement options outlined and report back to Cabinet.

Appendix 1: Empty Homes Enforcement Project – Mountfield and The Wing



Mountfield Musbury showing house and land.



Mountfield frontage

Appendix 1: Empty Homes Enforcement Project – Mountfield and The Wing



Fencing put in place across the driveway to prevent unauthorised access



Rear of Mountfield House

Appendix 1: Empty Homes Enforcement Project – Mountfield and The Wing



The Wing – showing the most recent deterioration and collapse.

Appendix 1: Response from Cranbrook Town Council



Tim Spurway
Neighbourhood Planning Officer
East Devon District Council

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EX5 7DR

(sent via email)

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17 March 2016

Dear Tim,

Whimble Neighbourhood Plan Area Consultation

Thank you for inviting Cranbrook Town Council to comment on Whimble Parish Council's proposed Neighbourhood Plan boundary. The currently proposed boundary includes in part areas which are currently designated as a potential expansion area to the development of Cranbrook under planning application 15/0047/MOUT.

Cranbrook Town Council **objects** to the currently proposed boundary because:

The development of Cranbrook and its future expansion areas represent a strategic and/or major development site in addition to other such sites in the vicinity, e.g. Skypark, Exeter Airport, Exeter Business Park and the Intermodal Freight Facility.

The inclusion of strategic sites were previously excluded from the Neighbourhood Plan boundaries for Broadclyst and Clyst Honiton Parish Councils – see East Devon District Council Cabinet minute 79 dated 2 October 2013 relating to Broadclyst and minute 222 dated 2 April 2014 relating to Clyst Honiton, as well as agenda item 21 attached to the Cabinet's agenda dated 5 March 2014, pages 91-107 – on the basis that

- a) the development of strategic site or sites would have implications which impact upon a wider sphere of influence than those two respective parishes. It was deemed inappropriate for such a site or sites to be planned by, and for, the community with a referendum which involves only local residents.
- b) there is a distinct difference in the nature and character of the parishes between the existing villages, the extensive rural area surrounding those and the significant new development in the strategic site(s). It was deemed unlikely that a single approach or set of planning policies could comprehensively address such a diversity of issues.

- c) At this stage the Neighbourhood Plan would have limited opportunity to positively influence key decisions and could not affect existing planning permissions on strategic sites. Inclusion of major development and strategic sites would unfairly raise the local communities' expectations as they will have limited influence.
- d) Parishes with adopted Neighbourhood Plans would be able to claim up to 25% of Community Infrastructure Levy (CIL) receipts to fund local infrastructure which could significantly reduce the CIL receipts of the Local Planning Authority and undermine the ability of the District and County Councils to deliver key infrastructure to which they are already committed.

Cranbrook Town Council strongly feels that the reasons outlined above are also valid in relation to Whimble Parish Council's proposed Neighbourhood Plan boundary.

Furthermore, the current boundaries of Cranbrook and surrounding parishes might be subject of a future Community Governance Review, if planning permissions covering the extension areas (planning applications 15/0045/MOUT, 15/0046/MOUT and 15/0047/MOUT) are granted formally.

For all the reasons outlined above and in order to maintain a consistent approach to Neighbourhood Plan areas in this part of the West End of East Devon, Cranbrook Town Council would urge East Devon District Council to designate a smaller Neighbourhood Plan area which excludes parts of the future expansion areas of Cranbrook. This would also be consistent with decisions which East Devon District Council's Cabinet has taken previously.

If Whimble Parish Council's proposed Neighbourhood Plan boundary becomes adopted prior to the planning applications relating to the expansion areas being approved, we would value your advice on how the Neighbourhood Plan area then relates to any future Community Governance Review, CIL and/or Section 106 agreements, and whether there the Neighbourhood Plan area can be changed by/following a Community Governance Review once it has been formally adopted.

Please do not hesitate to contact me if I can be of any further assistance.

Yours sincerely,

(sent electronically)

Janine Gardner
Town Clerk