

Agenda for Cabinet

Wednesday 3 January 2018; 5.30pm

[Members of Cabinet](#)

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

[View directions](#)

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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 29 November 2017 (pages 3-14), to be signed as a true record
- 3 Apologies
- 4 Declarations of interest
Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)
- 5 [Matters of urgency](#)
- 6 Confidential/exempt items – there were no items which officers recommend should be dealt with in this way.

- 7 Forward Plan for key decisions for the period 1 February 2018 to 31 May 2018 (pages 15-17)
- 8 Minutes of the Scrutiny Committee held on 16 November 2017 (pages 19-23)
Recommendations for Cabinet consideration can be found on page 18
- 9 Minutes of the Recycling and Waste Partnership Board held on 22 November 2017 (pages 25-32)
Recommendations for Cabinet consideration can be found on page 24
- 10 Minutes of the Capital Strategy & Allocation Group held on 6 December 2017 (pages 35-38)
Recommendations for Cabinet consideration can be found on pages 33-34
- 11 Minutes of the Asset Management Forum Committee held on 7 December 2017 (pages 39-41)
- 12 Minutes of the New Homes Bonus Panel held on 13 December 2017 (pages 44-46)
Recommendations for Cabinet consideration can be found on pages 42-43

Part A matters for decision

- 13 **Draft Revenue and Capital Budget 2018/19** (pages 47-57)
This report presents the draft revenue and capital budgets for 2018/19 for adoption by the Cabinet before consideration by a joint meeting of the Overview and Scrutiny Committees, the Housing Review Board and the business community.
Appendix 1 - items included within the Draft Budget (pages 58)
Appendix 2 - items not included within the Draft Budget (pages 59)
- 14 **2018/19 Council Tax Base** (pages 60-63)
This report sets out the tax base for 2018/19 and includes the breakdown for each parish, expressed in terms of Band D equivalent properties on which the council tax will be based. This is an important component in the Council's budget setting process for 2018/19.
- 15 **Monthly Performance reports – November 2017** (pages 64-67)
Performance information for the 2017/18 financial year for November 2017 is supplied to allow the Cabinet to monitor progress with selected performance measures and identify any service areas where improvement is necessary.
Appendix A - November 2017 snapshot

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 29 November 2017

Attendance list at end of document

The meeting started at 5.30pm and ended at 7.54pm

***108 Public Speaking**

There were two members of the public who wished to speak.

Nick Hookway spoke on Minute 121 - Exmouth Regeneration Update, Queen's Drive. Mr Hookway expressed his concern over the Phase 3 site being divided into 3 parts for new temporary attractions when the previous fun park could have been left open for this use. He was concerned over the cost of the attractions as well as the material they would be made out of. He was not convinced because of the road works, noise and dust that visitors would visit Exmouth to use these temporary attractions.

Kay Foster spoke on Minute 130 - Campervans and Motorhomes in Exmouth. Kay Foster stated that motorhomes would still be allowed to park along the seafront as well as 70 vehicles taking up approximately 2 spaces in the car parks overnight. She asked why the number of motorhomes could not be divided between other seaside towns such as Sidmouth, Seaton and Budleigh Salterton as Exmouth was being saturated with these vehicles.

In response to the question the Service Lead, Environmental Health and Car Parks explained Exmouth Town Council had asked the Council and Devon County Council for assistance to allow for overnight parking for motorhomes and campervans. He reiterated the Council was not trying to attract new business.

***109 Minutes**

The minutes of the Cabinet meeting held on 1 November 2017 were confirmed and signed as a true record.

***110 Declarations**

Councillor Ian Thomas: Minute 135; personal interest – Director of Exeter Science Park
Councillor Phi Skinner: Minute 135; personal interest – Shareholder representative of Exeter Science Park

Councillor Tom Wright: Minute 132; personal interest – member of LED

Councillor Pauline Stott: Minute 130; personal interest – owns a campervan

Councillor Bill Nash: Minute 130; personal interest – owns a campervan and Exmouth Town Councillor and Ward Member

Councillor Bill Nash: Minute 132; personal interest – Council appointed trustee of LED

Councillor Mark Williamson: Minute 121; personal interest – Ward member and Exmouth Town Councillor

Councillor Jill Elson: Minute 121; personal interest – Governor of Exmouth Community College

Councillor Roger Giles: Minute 126; personal interest – Member of Ottery St Mary Town Council

Councillor Eileen Wragg: Minute 135; personal interest – son works at Science Park

***111 Matters of urgency**

There were two reports that were dealt with in this way:

Minute 134 Introduction of a chargeable Green Waste collection service, and

Minute 135 Request for a £1.723m two year loan from the Exeter Science Park Ltd to fund Grow-on Building 1A

***112 Matters referred to the Cabinet**

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

***113 Exclusion of the public**

There were two items that officers recommended should be dealt with in this way.

***114 Forward Plan**

Members noted the contents of the forward plan for key decisions for the period 1 January 2018 to 30 April 2018.

***115 Minutes of the Strata Joint Executive Committee held on 26 September 2017**

Members received the Minutes of the Strata Joint Executive Committee held on 26 September 2017.

***116 Minutes of the Arts and Culture Forum held on 11 October 2017**

Members received the Minutes of the Arts and Culture Forum held on 11 October 2017.

RESOLVED that the following recommendation be approved:

the Villages in Action working with Carn to Cove in the future be supported.

***117 Minutes of the Scrutiny Committee held on 19 October 2017**

Members received the Minutes of the Scrutiny Committee held on 19 October 2017.

RESOLVED that the following recommendation be approved:

the petition was made through the Local Government Association to Government, to either exclude land charge requests from the Environmental Information Regulations, or the Environmental Information Regulations were scrapped as part of the exit from the European Union.

***118 Minutes of the South East Devon Habitat Regulations Executive Committee held on 23 October 2017**

Members received the Minutes of the South East Devon Habitat Regulations Executive Committee held on 23 October 2017.

***119 Minutes of the Overview Committee held on 7 November 2017**

Members received the Minutes of the Overview Committee held on 7 November 2017.

RESOLVED that the following recommendations be approved:

Minute 17 Scoping report – income generation and savings

the Overview Committee report its findings on income generation and transformation.

Minute 19 Heart of the South West Productivity Strategy Consultation

Cabinet be invited to review and contribute to a joint response from the four Exeter and Heart of Devon authorities comprising our functioning economic market area.

120 **Proposed changes to the working age Council Tax Reduction Scheme (known as Council Tax Support) from 1 April 2018**

The report from the Service Lead, Revenues and Benefits asked Members to consider the proposed changes to the working age Council Tax Reduction Scheme (known as Council Tax Support) from 1 April 2018 and to consider the impact of the changes made for the 2017/18 scheme.

RECOMMENDED:

that Cabinet recommends to Council;

1. that the impact of the changes made to the 2017/18 scheme and the accompanying Equality Impact Assessment (Appendix 1) be considered, and
2. that it be recommended to Council that the proposed working age Council Tax Reduction Scheme (contained in the background links) from 1 April 2018 be adopted.

REASON:

To align the Council Tax Reduction scheme for working age with changes to national benefits and the introduction of Full Service Universal Credit it is recommended that the proposals outlined are adopted.

121 **Exmouth Regeneration Update - Queen's Drive**

The Deputy Chief Executive outlined the purpose of the report was to provide an update on the status of the Queen's Drive regeneration project and to detail the progress of the last 12 months. The report covered progress with planning permissions; Phase 1 road and car park works, Phase 2 Grenadier Estates and the watersports centre; temporary uses for 2018; Phase 3 Visioning Exercise; overall programme and budget.

Discussions included the following:

- the recent 'Big Wheel' temporary attraction in Exmouth had been a success
- the beach was the best attraction. The Council was trying to create new opportunities on a temporary basis to support this attraction
- there were lots of open and free space for everyone to enjoy
- the Masterplan showed the timeline survey and needed to be reviewed by all as a reminder to its objectives
- concern over public money being spent on these temporary attractions
- once closed these attractions would be moved to and used at other sites
- the need to try out a variety of attractions
- Phase 3 would have a consultation so people could have they say on the matter
- concern over the cost of the new road.

Councillor Geoff Jung asked that it be put on record that he was against the expenditure of the reserved matters application.

RESOLVED:

1. that the successful and extensive consultation process undertaken by Grenadier Estates for Phase 2, the watersports centre and public space, in preparation for a submission of a detailed planning application, be noted,
2. that the appointment of Dyer and Butler as the contractor for the road and car park site be approved. That delegated authority be given to the Deputy Chief Executive in consultation with the Portfolio Holder for Economy and Strategic Lead

- (Governance and Licensing), to enter into the contract for the works and any associated highway related agreements,
3. that the updated budget position and detailed budget allocation which remained within the overall existing budget approved by Council in November 2016, be approved,
 4. that delegated authority to the Deputy Chief Executive in consultation with the Chairman of the Exmouth Regeneration Board be given to take forward a Visioning Exercise for the uses and design of the Phase 3 area of the site which will involve a detailed community engagement process in the New Year, and
 5. that delegated authority for the Deputy Chief Executive in consultation with the Portfolio Holder for Economy and Strategic Lead (Governance and Licensing) be given, to take forward and deliver plans for temporary uses. These would take place on the Phase 3 area to create a new mix of attractions for visitors and local residents for the 2018 season onwards.

RECOMMENDED:

that Cabinet recommends to Council;

6. that two Members to act as Directors of the Queens Drive Exmouth Community Interest Company, be appointed.

REASON:

1. To enable the Queen's Drive regeneration project to progress to the next stages of delivery in the case of the road and car park;
2. To ensure that the site remained available for use by the public as a leisure and play area whilst plans were being prepared for its redevelopment;
3. To ensure that a comprehensive review of opportunities for the regeneration of the Phase 3 area were reviewed, with the benefit of external expertise and that the community participated in the process.

***122 Exeter and East Devon Enterprise Zone**

The report set out to receive approval to vary the 'no worse off' principle in relation to business rate retention in order to support enhanced borrowing and investment.

Discussions included the following:

- vitality of the Science Park was important to drive economic development
- any adverse effect on the local roads needed to be managed

The Portfolio Holder Finance congratulated the team for the manner in which the Enterprise Zone designation had been introduced.

RESOLVED:

1. that the progress with the operation of the Enterprise Zone designation, be noted,
2. to vary the 'no worse off' principle in relation to business rate retention for the first 5 years to increase borrowing potential, be agreed,
3. that a further paper early in 2018 setting out specific investment propositions, be received.

REASON:

The Enterprise Zone designation went live in April 2017. Work had focused on developing projects to both overcome identified barriers to delivery and scoping catalytic investments that could increase the pace at which new commercial space and jobs were delivered. In

order to maximise the borrowing power and the scope to bring the projects forward, a variation was sought to the 'no worse off' principle in relation to retained business rates as set out in the Memorandum of Understanding signed with Devon County Council and the Heart of the South West LEP.

***123 Treasury Management Performance 2017/18 – 1 April 2017 to 30 September 2017**

The report detailed the overall position and performance of the Council's investment portfolio for the first six months of 2017/18.

RESOLVED:

that the investment values and performance for the period to 30 September 2017, be noted.

REASON:

The Council was required by regulations issued under the Local Government Act 2003 and the Code of Practice on Treasury Management in Public Services published by the Chartered Institute of Public Finance & Accounting (CIPFA) to produce a half yearly review of its treasury management activities and performance.

***124 Exemption to Contract Standing Orders - Provision of Treasury Management Services by Capita Asset Services**

The report informed of the renewal of a contract with Capita Asset Services to provide Treasury Management Services to the Council from 1 November 2017 for a period of three years at a cost of £24,300.

RESOLVED:

that an exemption to the Council's contract standing orders and renewal of a contract with Capita Asset Services to provide Treasury Management Services from 1 November 2017 for a period of 3 years, be noted.

REASON:

The current contract with Capita Asset Services expired on 31 October 2017. As there were only two companies operating in the local authority treasury advice market, the Council were unable to obtain the required three quotes. Capita had provided treasury management advice to the Council for a number of years and the experience lost and the disruption caused by moving to an alternative provider was unlikely to justify any savings that might be achieved by a move. In view of the above, it had been necessary to use an exemption to Contract Standing Orders.

***125 Monthly Performance reports – October 2017**

The report set out performance information for the 2017/18 financial year for October 2017.

There were four indicator showing excellent performance:

- Percentage of Non-domestic Rates collected
- Percentage of planning appeal decisions allowed against the authority's decision to refuse
- Days taken to process Housing Benefit/Council Tax Benefit new claims and change events
- Working days lost due to sickness absence

There were no performance indicators showing as concern.

The Portfolio Holder Finance wished to congratulate Simon Davey and his team for the high percentage collection of business rates and days taken to process new claims for Housing Benefits/Council tax.

RESOLVED:

that the progress and proposed improvement action for performance measures for the 2017/18 financial year for October 2017 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 Management, Housing and Revenues and Benefits.

***126 Response to Neighbourhood Plan for the parishes of Ottery St Mary and West Hill**

To agree the response by the Council to the current consultation for the Neighbourhood Plan for the parishes of Ottery St Mary and West Hill.

RESOLVED:

that the formal submission of the Neighbourhood Plan for the parishes of Ottery St Mary and West Hill be noted, and the producers of the plan be congratulated on the dedicated hard work and commitment in producing the document.

REASON:

To ensure that the view of the District Council was recorded and informed the consideration of the neighbourhood plan by the Independent Examiner.

***127 Response to Neighbourhood Plan for the parish of Feniton**

To agree the response by the Council to the current consultation for the Neighbourhood Plan for the parish of Feniton.

Councillor Susie Bond wished to thank officers Claire Rodway, Phil Twamley and Tim Spurway for their hard efforts and support in the process.

RESOLVED:

1. that the formal submission of the Neighbourhood Plan for the parish of Feniton be noted, and the producers of the plan be congratulated on the dedicated hard work and commitment in producing the document, and
2. that the Council make the proposed representation set out at paragraph 5.2 in the report in response to the consultation.

REASON:

To ensure that the view of the District Council was recorded and informed the consideration of the neighbourhood plan by the Independent Examiner.

***128 Dunkeswell Neighbourhood Plan to be formally 'made'**

The Dunkeswell Neighbourhood Plan had now passed referendum and must be formally 'made' by East Devon District Council in order to form part of the development plan.

RESOLVED:

1. that the Dunkeswell Neighbourhood Plan was 'made' so it formed part of the development plan, and

2. that Neighbourhood Plan group be congratulated for their hard work and advised that once 'made' the Neighbourhood Plan would carry full weight in the planning decision making process.

REASON:

The Dunkeswell Neighbourhood Plan received a majority 'yes' vote in their referendum as required by the regulations and there was no substantive reason not to 'make' the Plan.

***129 Uplyme Neighbourhood Plan to be formally 'made'**

The Uplyme Neighbourhood Plan had now passed referendum and must be formally 'made' by East Devon District Council in order to form part of the development plan.

The Portfolio Holder Finance wished to congratulate the Neighbourhood Planning team and EDDC officers for all their hard efforts.

RESOLVED:

1. that the Uplyme Neighbourhood Plan was 'made' so it formed part of the development plan, and
2. that Neighbourhood Plan group be congratulated for their hard work and advised that once 'made' the Neighbourhood Plan would carry full weight in the planning decision making process.

REASON:

The Uplyme Neighbourhood Plan received a majority 'yes' vote in their referendum as required by the regulations and there was no substantive reason not to 'make' the Plan.

***130 Campervans and Motorhomes in Exmouth**

The Service Lead, Environmental Health and Car Parks presented proposals for a pilot scheme to allow overnight sleeping in campervans and motorhomes within the council's long stay car parks at Maer Road, Queens Drive Echelon and Imperial Recreation Ground in Exmouth.

Discussions included the following:

- the use of sensible space/distance between the vehicles in the car parks
- no awnings or BBQs to be used
- car parks were not temporary campsites
- car parks should be closed at 10pm
- the wish for this proposal to improve tourism for Exmouth
- Devon County Council must sanction 'No Parking' on roads overnight

RESOLVED:

that a pilot scheme for Exmouth be implemented but conditional upon simultaneous implementation of a complementary scheme of on-street restrictions by Devon County Council, be approved.

The scheme was to offer overnight campervan and motorhome parking in Exmouth for short stays of up to 3 nights as follows:

1. To offer up to 30 pitches for motorcaravans in the current Queens Drive Echelon car park (up to a maximum vehicle length of 5.3m to avoid overhang into the carriageway).
2. To offer up to 20 pitches for motorcaravans in Imperial Recreation Ground car park
3. To offer up to 20 pitches for motorcaravans in Maer Road car park.

4. To consider the feasibility of offering services including: drinking water, waste water disposal and sewage disposal (in one or more of the toilet blocks) and sufficient refuse and recycling facilities located close to the pitches.

REASON:

Under the Civil Parking Enforcement duties as set out in the Road Traffic Regulation Act 1984, the Council had to carefully consider the needs of the community as a whole in arriving at the recommendations which sought to represent a balance of differing priorities and points of view.

These proposals would not interfere with the security of (or access to) any other premises and it was believed that they would not be prejudicial to the amenity of the locality. They were in all other material respects consistent with the legal duties and responsibilities to communities. There were a number of issues arising from the present practice of leaving these vehicles parked on-street and the recommendation would offer a balanced solution.

***131 Update on Air Quality in East Devon and Revocation of the Air Quality Management Area in Honiton**

The report from the Principal Environmental Health Officer updated Members on the air quality review and assessment work carried out by the Environmental Protection team and their participation in Devon wide air quality initiatives. Members were advised that recent measurement surveys had shown that air quality levels in Honiton were now compliant with national health based criteria and DEFRA had approved revocation of the Air Quality Management Area in Honiton.

RESOLVED:

that the revocation of the Air Quality Management Area in Honiton and the work carried out by the Environmental Protection team to assess and promote air quality initiatives across East Devon, be noted and approved.

REASON:

To enable the revocation process to be completed.

132 Energy Savings Proposal – Exmouth Leisure Centre, Honiton Leisure Centre and Sidmouth Swimming Pool

The Strategic Lead, Finance asked Members to consider a proposal from LED to make a capital investment of £262,000 in order to achieve annual energy savings estimated at £60,270 giving a payback period of just over 4 years.

RECOMMENDED:

that Cabinet recommends to Council;

1. to include £262,000 in the capital programme for the current financial year in order to fund the investment identified in the report to generate revenue savings to LED, and
2. that, if agreed, delegated authority be given to the Chief Executive to release the funding subject to appropriate due diligence being completed on the procurement process, reassurance being provided over the projected savings identified and appropriate documentation being in place to ensure that 50% of the cost of borrowing is met by LED.

REASON:

Currently the Council supported the annual deficit of LED in relation to the running of Leisure Facilities in East Devon. In order to maintain this deficit funding around the current level of £893,720 p.a. due to cost pressures in running these services, initiatives need to be pursued to reduce costs.

133 **Exclusion of the public**

that under Section 100(A) (4) of the Local Government Act 1972 and in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public (including the press) be excluded from the meeting as exempt and private information (as set out against each Part B agenda item), is likely to be disclosed and on balance the public interest is in discussing the items in private session (Part B).

134 **Introduction of a chargeable Green Waste collection service**

The report outlined service delivery options for a green waste collection service for the residents of East Devon District Council.

The Portfolio Holder Environment wished to thank the Recycling and Waste team for their tremendous effort to get this comprehensive and clear report to Cabinet in such little time.

RECOMMENDED:

that Cabinet recommend to Council to:

1. Approve the green waste collection service design as set out in the report, and the provisional service start date of 14 May 2018, and
2. Approve the proposed customer charges for the service, as detailed in the report, and
3. Delegate authority to the Service Lead - StreetScene to provide written confirmation to Devon County Council that EDDC intend to put in place a green waste collection service with a provisional commencement date of 14 May 2018 and thus enable a disposal facility to be put in place, as set out in para 4.5, and
4. Delegate authority to the Strategic Lead for Housing, Health & Environment in consultation with the Portfolio Holders for Environment and Finance and the Strategic Lead for Finance to approve the procurement method for purchase of the green waste containers and the initial quantity to be purchased to best meet the projected needs of the service, as set out in para 6.6, and
5. Delegate authority to the Strategic Lead for Housing, Health & Environment in consultation with the Portfolio Holders for Environment and Finance and Strategic Leads for Finance and Governance and Licensing to conclude analysis and agree the pricing model which best meets our Transformation Strategy savings targets, negotiate and complete any contract amendments with Suez, finalise the customer service agreement and implement the green waste collection service, and
6. That Council receives an update on the financial position at its meeting on 13 December.

REASON:

The reasons for the recommendations were to enable the Project Team to continue to plan for the implementation of the new service to meet the indicative timetable, and in the case of recommendations 4, 5 and 6 to provide delegated authority for some time critical decisions.

135 Request for a £1.723m two year loan from the Exeter Science Park Ltd to fund Growth on Building 1A

ESPL has proposed to EDDC a funding arrangement to support their construction of additional 800sqm of business space at the Science Park site. This report considers the opportunity and risk involved. The Portfolio Holder Finance pointed out that the report was incorrect in referring to EDDC as a board member of ESPL. Councillor Thomas is a director in a personal capacity.

RECOMMENDED:

that Cabinet recommends to Council to;

1. Approve a 2 year loan arrangement to ESPL for the sum of £1,732,000 plus an appropriate rate of interest to ensure State Aid compliance to enable the construction of 800m² of additional business space on the Science Park,
2. Give delegated authority to the Chief Executive in consultation with the Strategic Leads for Finance and Governance and Licensing to prepare and enter into appropriate loan agreements and security documentation (including against the new building), and

that Cabinet notes that;

3. SMT will in future receive progress reports on construction and operational phases and loan repayment arrangements with further reports to be brought back to Cabinet as required.

REASON:

EDDC was a shareholder and board member of ESPL. The site was a key element of the wider Growth Point and was now included within East Devon's Enterprise Zone. The Science Park was a key element of EDDC and its partners' commitment to promoting a high productivity and knowledge based economy. New business space on the site would enable ESPL to secure additional income to reinvest and EDDC would derive a higher rate of return than it could secure from its current investment arrangements. The council loan would be secured against the building and during the loan period ESPL would pay interest.

Attendance list

Present:

Paul Diviani Leader

Portfolio Holders:

Phil Twiss	Deputy Leader/Strategic Planning and Developments (arrived during Minute 127)
Ian Thomas	Finance
Tom Wright	Environment
Iain Chubb	Corporate Services
Phil Skinner	Economy (Acting Vice Chairman)

Jill Elson Sustainable Homes and Communities

Cabinet Members without Portfolio:

Eileen Wragg

Cabinet apologies:

Marcus Hartnell Deputy Portfolio Holder Environment

Non-Cabinet apologies:

Jenny Brown

Andrew Moulding

Graham Godbeer

Maddy Chapman

Steve Gazzard

David Key

Mike Howe

Mike Allen

Brenda Taylor

Steve Hall

Also present (for some or all of the meeting)

Councillors:

Brian Bailey

Bruce de Saram

David Barratt

Roger Giles

Dean Barrow

Cherry Nicholas

John Dyson

Colin Brown

Eleanor Rylance

Simon Grundy

Alan Dent

Ian Hall

John O'Leary

Helen Parr

Pauline Stott

Geoff Jung

Peter Faithfull

Paul Carter

Val Ranger

Peter Burrows

Susie Bond

Bill Nash

Rob Longhurst

Megan Armstrong

Mark Williamson

Ben Ingham

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 – Governance and Licensing, and Monitoring Officer
Karen Jenkins, Strategic Lead – Organisational Development and Transformation
Andy Wood, East of Exeter Projects Director
Andrew Ennis, Service Lead – Environmental Health and Car Parks
Gareth Bourton, Recycling and Waste Contract Manager
Amanda Coombes, Democratic Services Officer

Chairman Date.....

EAST DEVON DISTRICT COUNCIL

Forward Plan of Key Decisions - For the 4 month period 1 February 2018 to 31 May 2018

This plan contains all the (i) important decisions that the Council 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.	Enterprise Zone Investments		East Of Exeter Projects Director	Council 28 February 2018	Cabinet 7 February 2018	1 March 2018	Part A
2.	Port Royal Update		Deputy Chief Executive	Council 28 February 2018	Cabinet 7 February 2018	1 March 2018	Part A
3.	Car Park Charges Review		Service Lead - Environmental Health and Car Parks	Council 28 February 2018	Cabinet 7 February 2018	1 March 2018	Part A

Table showing potential future important / 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	Public Toilet Review	Service Lead – Street Scene	Consultation January 2018 Asset Management Forum tbc; Overview Committee tbc Cabinet tbc	

Future Decisions		Lead / reporting Officer	Consultation and meeting dates (Committees, principal groups and organisations) To be confirmed	Operative Date for decision To be confirmed
2	East Devon Local Economy	Deputy Chief Executive	Cabinet tbc; Council	

The members of the Cabinet are as follows: Cllr Paul Diviani (Leader of the Council and Chairman of the Cabinet), Cllr Phil Twiss (Strategic Development and Partnerships Portfolio Holder), Cllr Iain Chubb (Corporate Services Portfolio Holder), Cllr Philip Skinner (Economy Portfolio Holder), Cllr Tom Wright (Environment Portfolio Holder), Cllr Marcus Hartnell (Deputy Environment Portfolio Holder) Cllr Ian Thomas (Finance Portfolio Holder), Cllr Jill Elson (Sustainable Homes and Communities Portfolio Holder), and Cabinet Members without Portfolio - Cllr Geoff Pook and Cllr 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.

January 2018

Recommendations for Cabinet that will resolve in an action being taken:

Scrutiny Committee on 16 November 2017

Minute 25 Development Management systems thinking refresh

RECOMMENDED to Cabinet that the minimum standard of internal room sizes, as issued by Government, is adopted as a matter of priority by the authority.

Note: Nationally Described Space Standards

The government introduced Nationally Described Space Standards for new homes in March 2015 as part of a series of new technical housing standards. The standards provide very detailed requirements in terms of the floor area of different types of dwellings including storage space. The standards can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/524531/160519_Nationally_Described_Space_Standard_Final_Web_version.pdf.

At the same time the National Planning Practice Guidance (NPPG) was updated to detail how these should be operated. The guidance is clear that they can only be adopted through a Local Plan. They cannot be adopted as a subsequent Development Plan Document (DPD) or as a Supplementary Planning Document (SPD). The East Devon Local Plan was too advanced in its preparation and could not have taken these changes into account and so the view was taken that this was a matter to consider in a subsequent review of the plan. In order to do this we are required under the guidance to establish a need for the standards in the area as part of the supporting evidence for the plan. The guidance states that in producing the evidence authorities should take account of:

- need – evidence should be provided on the size and type of dwellings currently being built in the area, to ensure the impacts of adopting space standards can be properly assessed, for example, to consider any potential impact on meeting demand for starter homes.
- viability – the impact of adopting the space standard should be considered as part of a plan's viability assessment with account taken of the impact of potentially larger dwellings on land supply. Local planning authorities will also need to consider impacts on affordability where a space standard is to be adopted.
- timing – there may need to be a reasonable transitional period following adoption of a new policy on space standards to enable developers to factor the cost of space standards into future land acquisitions.

There would therefore be a significant amount of work and cost involved in gathering the required evidence when it may not be considered viable or desirable to adopt the standards. A further implication is the subsequent cost of applying the standards if they were adopted as planning application drawings would have to be checked to ensure that they comply with the standards and amended or refused where they don't. This could generate a significant amount of additional work that would need resourcing. The wider implications of adopting the standards would also have to be considered as if it is considered that current new housing is not comply with the standards then the cost of complying would be likely to drive up the cost of housing in the area. Clearly the major benefit would be to enhance the size and quality of living conditions in new homes in the district which would of course be a major benefit if demonstrated to be needed and viable.

In conclusion we have to wait under the guidance to consider the appropriateness of adopting the space standards as part of the Local Plan review. The standards largely came about due to issues in large urban conurbations. There have been some concerns particularly with flat conversions and some new small houses in East Devon but the problem is not considered to be wide spread. However without the standards adopted as policy we do not have the powers to take action when there is genuine cause for concern.

EAST DEVON DISTRICT COUNCIL

Minutes of a meeting of the Scrutiny Committee held at Knowle, Sidmouth on 16 November 2017

Attendance list at end of document

The meeting started at 6.00pm and ended at 8.20 pm.

***23 Public speaking**

Paul Arnott sought clarification for why the scheduled report on Elections had not come before the committee at the meeting. He stated that he had seen correspondence dated 19 September from the Electoral Commission that made clear that the District Council would not be specifically referenced in the expected report, and therefore awaiting its publication was not necessary for the committee to proceed with review of the report.

***24 Minutes**

The minutes of the Scrutiny Committee held on the 19 October 2017 were confirmed and signed as a true record.

25 Development Management systems thinking refresh

The Service Lead, Planning Strategy and Development Management, updated the committee on work refining some of the internal procedures in dealing with planning applications. The committee had originally requested his attendance at committee in response to the concern on meeting targets for determination of planning applications. The performance monitoring report reflected a vast improvement, with the targets being met.

The systems thinking refresh had included:

- Setting up of a householder team
- Only undertaking site visits on householder applications when necessary
- Focus on pre-application
- Limiting negotiations
- Extensions of time introduced for minor approaches.

Discussion on the service changes implemented included:

- Concern that neighbours to applications do not object in order to avoid upsetting the neighbouring applicant, which could be missed if site visits were not carried out. In response, the committee were reminded that objectors could always put their views to the local Ward Member to make representation on their behalf;
- Considerable time had been saved in reducing site visits. Visits were still made if an objection was made by any objector, including Ward Member or town/parish council, and a significant proportion of applications still received a site visit. No recommendation was made on an application until officers were satisfied that they had all relevant information;
- A suggestion was made to inform the ward member and local town or parish if no site visit had been made. Whilst the Service Lead felt that this may only create demand (which was therefore preventable) he did agree to look into how feasible this would be;
- Negotiations in the past had, on some applications, become protracted. This led to many amendments to plans and a degree of consultation fatigue on those amendments. The revised approach expects submission of one pack of amendments to address issues with the application, after which a decision will be made.

The committee had also raised concern at their meeting on the 9 May on the impact of small internal room sizes, particularly in relation to converted larger buildings into home of multiple occupation. At the committee meeting of the 20 July, it was reported that Building regulations relating to internal room sizes only relate to buildings of student accommodation, hotels and schools. The only option identified at that time was the option for the committee to lobby government about their concerns.

The Service Lead reported that Government had now issued national minimum room sizes, which local authorities would have to research and evidence to support adoption through a local plan process. The national sizes came too late for the current Local Plan in place, but can be considered under the next review, which would take place once the Greater Exeter Strategic Plan (GESP) had progressed – this next review was expected to be in two years. Whilst minimum room sizes are a good concept for the welfare of house occupants, the Council needed to consider the impact of formally adopting the minimum, as it affected the size and cost of building houses. This in turn affects affordability.

The committee discussed options on lobbying in order to bring about better internal room sizes sooner, as there was great concern that domestic properties were being constructed with room sizes that were too small.

Discussion on the Housing and Employment Land Availability Assessment (HELAA) methodology and sites coming forward for allocation included:

- Concern that the methodology adopted for assessment had no mention of assessing agricultural land – how could it be guaranteed that high grade land will be protected? There was agreement that development of high grade land should be avoided, but there had to be a balance between maintaining that land and delivering the number of houses required;
- Concern that the call for sites was not widely known and therefore a number of sites would not be put forward, as historically one councillor commented that many parish councillors were also landowners and had put forward only their own land. In response, the Service lead outlined a number of means of publicising the call for sites currently used, with the process designed to be open and transparent;
- The HELAA Panel did include developers and land agents. This was necessary as part of the process was to establish the willingness of the development industry in developing sites. Developers and land agents on the HELAA panel did not dictate or control the process. The database of sites produced formed part of the evidence to inform the GESP; the final plan would be agreed by Members through Strategic Planning Committee and Council.

Questions were also put to the Service Lead on the HELAA methodology, and how sites came forward for consideration to be assessed, and it deemed correct, added to the database of potential sites for employment and residential development.

Other discussion generally covered:

- Regular monitoring of the delivery of sites that have planning permission is made to Development Management Committee, including a delivery forecast. The next annual report on this is due in the new year;
- Issues of poor quality plans specifically for Exmouth Town Council, with slow download speeds or lack of plans attached to application for consideration. Plans were currently scanned at 300dpi as best compromise between quality and file size, and some reduction in quality was inevitable when switching between mediums of paper copy and scanning. Just over half of applications are now submitted electronically by agents, which helps sustain a high quality of plan, and work

progresses in raising his number, but legislation does not permit the Council to insist on submission electronically only. A number of examples were quoted. The Vice Chairman agreed to raise Strata related issues with the joint scrutiny committee in order to seek prompt resolution of the issues;

- The zoom option was a useful tool when viewing plans on the website for complex plans;
- Work had been undertaken on a one to one basis with each town and parish council when moving from paper provided plans to electronic, with 90% taking this on successfully when first introduced. In response to a suggestion for a training session for all town and parish clerks, the Service Lead agreed to contact the clerks to ask if they needed any specific help, and then provide one to one assistance as this was felt to be the best method;
- The Portfolio Holder for Strategic Development and Partnerships alerted the committee to pending software updates that were required and receiving prompt attention to resolve download speed issues;
- Town and Parish Councils can always request additional time for consideration of applications, to fit around their meeting cycles if more time to review the application is required.

RECOMMENDED to Cabinet that the minimum standard of internal room sizes, as issued by Government, is adopted as a matter of priority by the authority.

RESOLVED that

- 1. The committee welcomes the improvement in performance against the government performance measures for the determination of planning applications;**
- 2. Strata be asked to**
 - a. Improve the link between the planning portal to the council back office systems as a priority;**
 - b. Investigate how PDF documents can be downloaded faster.**
- 3. That the planning service contacts town and parish clerks to follow up any outstanding issues with receiving electronic planning applications.**

26 Quarterly monitoring of performance for second quarter 2017/18

The Vice Chairman highlighted the following from the second quarter:

- Housing and Council Tax and Benefit Claims - note comments regarding peak work loads in February and again in August and September
- Affordable Homes delivered 122 LY 100 target TY. Officer comments clear;
- Beach Safety Officer resignation – carried over from old report. The Chairman expressed his disappointment at the incorrect information relating to this item, particularly as it was a key role of the committee to scrutinise performance, which must be undertaken on accurate data;
- Fly Tipping 2 instances this Qtr from 4 in Qtr 1. On target. Portfolio Holder is working with the relevant officers to work on a strategy for fly tipping, after a recent Devon Waste Board Partnership meeting;
- Cranbrook Masterplan - for consultation on Preferred Approach during November and December – covered by Strategic Planning Committee;

- GESP. Delay due to Mid Devon Local Plan examination. Draft plan before members in 2018;
- Green Space Plan - officer on maternity leave. Information board at Budleigh really interesting and informative and commended to the committee;
- Asset Mapping. Await progress with interest;
- Tree Team has now been increased. Request update in 2018 to the committee;
- District Design Guide. Delayed by workload and staffing issues;
- Streetscene Health and Safety. New Technical Officer needed. H&S to be a priority. High risk litter picking an issue, and Portfolio Holder aware of situation. Suggest support for dedicated post at draft budget meeting in January 2018;
- Releasing development sites. Officer contract ends November. In response to a question from the Chairman about a possible adverse impact on the District's 5 year housing land supply, the Service Lead for Planning Strategy and Development Management outlined a proposal being developed for replacement with a delivery team, detail of which in costing and scale would be presented in the draft budget meeting in January.

Debate covered:

- Concern on implications for tourism and leisure users of open spaces, in light of a key objective on developing events or providing booking facilities for open spaces;
- Query on the objective on the delivery of recently awarded Tesco bags for life grant award on supporting workshops and enhancing the garden – which garden?;
- Concern on overdevelopment of income streams relating to the Local Nature Reserves, and how that impacted on low income families;
- A new policy on viability was expected in the spring of 2018.

***27 Scrutiny Forward Plan**

Additional items to allocate to the forward plan were:

- Specific Portfolio Holder report on the delivery of affordable housing in the District;
- Update on the work of the Tree Team following an expansion of the team;
- Review of community engagement policy from other authorities.

Cllr Gardner also raised a number of specific questions in relation to the proofing of ballot papers, and maintaining secrecy of ballot, that she wished to have responses to when the committee received the Elections report now set for February 2018. Advice was given to provide the questions in detail and the Democratic Services officer would circulate these to the committee, and ask the Chief Executive to cover the questions in his updated report. Cllr Rylance also requested an update on the implementation of recommendations made by the Electoral Commission following the 2015 election.

County Councillors for the district would be requested to lobby the Cabinet Member for Adult Social Care and Health Services to attend a future committee meeting to discuss mental health services in the area.

Attendance list (present for all or part of the meeting):

Scrutiny Members present:

Cathy Gardner
Dean Barrow
Cherry Nicholas
Maddy Chapman

Roger Giles
Alan Dent
Bill Nash
Marianne Rixson
Eleanor Rylance
Douglas Hull

Other Members

Phil Twiss
Brian Bailey
Pauline Stott
Peter Faithfull
Rob Longhurst
David Barratt

Officers present:

Ed Freeman, Service Lead Planning Strategy and Development Management
Shirley Shaw, Planning Barrister
Debbie Meakin, Democratic Services Officer

Apologies from Scrutiny Members:

Bruce de Saram
Simon Grundy
John O’Leary
Darryl Nicholas
Val Ranger

Apologies from Non – Scrutiny Members:

Jill Elson
Tom Wright
Paul Diviani
Mike Howe

Chairman Date.....

Recommendation for Cabinet that will resolve in an action being taken:

Recycling and Waste Partnership Board on 22 November 2017

Minute 39 Garden waste collections
RECOMMENDED by the Recycling and Waste Partnership Board:
that Cabinet approve in principle the green waste collection service subject to any necessary amendments being made by officers following detailed analysis of the figures and service plan.

EAST DEVON DISTRICT COUNCIL

Minutes of a meeting of the East Devon Recycling and Waste Partnership Board, Room One, Knowle, on 22 November 2017

Attendance list at end of document

The meeting started at 10.00am and ended at 1:15pm.

***31 Minutes**

The minutes of the Recycling and Waste Partnership Board meeting held on 23 August 2017 were confirmed and signed as a true record.

***32 Declarations of interest**

None

***33 Matters arising**

The Streetscene Service Lead thanked SUEZ for arranging EDDC access to the VT Live system, which had been very helpful and interesting.

***34 Joint contract review and operational update**

The Recycling and Waste Contract Manager and the SUEZ Senior Contract Manager gave the Board a joint contract review and operational update. The new service was in a bedding in period and the teams were working hard to consolidate the excellent results that had been achieved. Significant efforts were focussed on returning operational standards to pre-mobilisation levels. As a result customer contact levels were reducing and customer compliments on the excellent service had been recently received. Specifically missed collections and complaints relating to container returns and spillages had reduced, although there was room for improvement.

SUEZ were looking ahead to Christmas and the three week catch up period due to the bank holidays involved. Additional resources had been pre-planned to assist with the potential of additional recycling material following Christmas. On behalf of the Board the Chairman thanked SUEZ for continually ensuring services were covered before considering the resources required. There had been excellent team work all through the implementation period.

The key projects that would be undertaken in 2018 were:

- Participation and education project
- Materials recycling facility (MRF) build
- Green waste collection service

It was noted that the number of road traffic collisions and incidents resulting from driver behaviour attributed to the new service roll out and a high staff turnover (approximately 40%) had increased. The turnover of drivers was significant and warranted a longer term solution for the viability of the contract. Focus would also be given to improving the performance of drivers that were in place. A need to invest in staff in order to retain them was acknowledged.

A number of SUEZ staff had been recently promoted to team leader and some had passed their LGV tests. SUEZ were considering an apprenticeship scheme next year.

The SUEZ Contract Manager reported that the development of the Materials Recycling Facility (MRF) at Greendale had been delayed due to the influence of the additional tonnages experienced. SUEZ had signed the contract with the supplier. The equipment was being built to specification and would be delivered mid January 2018. There was a 4 – 6 week build period, with staff training afterwards. It was intended to have the MRF fully operational in April 2018. Recruitment had commenced for an assistant site manager to manage that part of the site.

It was reported that the success of the new recycling system had put East Devon on the map both nationally and regionally. A number of organisations were seeking advice and expertise as a result of the recognition of what the Partnership had achieved. One of the outcomes was that it gave an opportunity for the Partnership to influence future strategic organisational change across the district councils in Devon.

It was noted that Lena Price was the sole remaining member of the temporary Recycling Adviser Team, but would be leaving at the end of the month. She had been outstanding in her role and would leave with great thanks. It was suggested that a letter be sent to Lena on behalf of the Board acknowledging her efforts and thanking her for her hard work.

RESOLVED:

1. that the contract review and operational update be noted.
2. that a letter be sent to temporary Recycling Adviser Lena Price on behalf of the Board thanking her for her outstanding work.

***35 Performance framework/penalty calculator**

The Recycling and Waste Contract Manager reported that the performance penalty framework and the penalty calculator were now out of the suspension period that they had been in during the roll out of the new contract. The framework was being used as a performance measure rather than as a penalty, with the emphasis on partnership working and improving. It was noted that the level of missed collections was reducing.

RESOLVED: that the performance framework/penalty calculator statistics be noted.

***36 Risk register**

The Recycling and Waste Contract Manager reported that the risk register was a work in progress. The risk register was no longer in its mobilisation format, but was an ongoing operational document for the future. Risks had been added for the proposed new green waste collection service.

The risks highlighted were:

- Lack of STRATA design capacity to meet deadlines for communications, with overreliance on a single employee.
- LGV driver shortage and recruitment.
- Budget risk – unpredictable budget elements which EDDC has little control over, with limited mitigation.
- Lack of focus on bring banks – increase in fly tipping.

RESOLVED: that the risk register be noted.

***37 Change to bin size policy for single/double occupancy households**

The Recycling and Waste Contract Manager outlined a proposed change to the current policy for the allocation of bin sizes. It was proposed that new single/double occupancy

households requesting a refuse collection bin would be issued with a 140 litre bin. At present the calculation to allocate bin sizes to households was generally that occupancy of 4 or less people received a 180 litre bin and households of more than 4 people were allocated a 240 litre bin. Therefore the new policy would be as follows:

- New households/household changes of 1 or 2 people requesting a bin would receive a 140 litre bin.
- Households of 3 or 4 people would receive a 180 litre bin.
- Households of more than 4 people would receive a 240 litre bin.

This change of policy would only apply to existing single/double occupancy households if a bin needed to be replaced for any reason. New properties with 1 or 2 persons occupying them would be issued with 140 litre bins. The theory was that smaller bins constrained refuse capacity and encouraged recycling.

RESOLVED: that the change of bin size policy for single/double occupancy households be noted.

***38 Improvement projects/working groups – participation project update**

The Recycling and Waste Contract Manager presented a report on a low participation project. The aim of the project was to engage with residents to increase the rate of recycling and decrease unauthorized additional refuse capacity across the district.

The project team consisted of EDDC, SUEZ and Resource Futures. The presentation of recycling and refuse containers was monitored over two weeks of collections, and households who fell into one of three categories were identified:

- 1) Non-recyclers
- 2) Additional refuse capacity/excess waste producers
- 3) Both of the above.

The identified households were then directly engaged with. Service information and recycling containers were provided if needed and refuse capacity reduced if necessary. Engagement was focused on a household's individual needs, with assistance and changes made on a case-by-case basis.

Early results from this long term project showed the potential to take a significant volume of excess capacity out of the refuse stream and replace at least some of it with additional recycling capacity into the recycling stream. This had commercial and economic implications for the Partnership in addition to assisting improve recycling rates.

RESOLVED: that the low participation project be noted.

39 Garden waste collections

The Board considered the green waste collection service proposal. Key factors for the new service were:

- It should be provided district wide
- It should be a chargeable service
- It should be profitable
- It would be delivered by the partnership.

To manage the research, planning and design of the new service a project team was set up between EDDC and SUEZ officers. Customer survey results indicated that there was a significant demand in East Devon for a green waste service.

The summary of the standard service design was:

- 240 litre green wheeled bin – multiples could be provided up to a limit of three with multiple bins attracting additional charges.
- Fortnightly collection.
- 11 month collection year with collections suspended during January.
- Where ever possible collection days would be planned not to coincide with recycling and refuse collection days to reduce traffic congestion caused by multiple collections on the same day.

An indicative timetable was outlined in the report which proposed a provisional service commencement in mid May 2018, with a three phase communication programme leading up to it. It was suggested and agreed by the Board that communications for the green waste service would be sent out with the annual council tax bills which went to every household in the district.

The materials that would be collected included bark, grass cuttings, cut flowers, weeds, leaves, hedge clippings, houseplants, twigs and small branches up to 7cm thick, shrub pruning's, real Christmas trees. The materials that would not be collected included food waste, animal waste and pet litter, soil, compost or turf, bricks, stone or rubble, ash, paper or cardboard, large items of green waste such as large trees, logs or branches.

The disposal facility would be provided by Devon County Council (DCC) as the Waste Disposal Authority (WDA) at Hill Barton. The cost of the disposal would fall to the WDA. The Partnership would have to cover the cost of delivering collected material to the disposal site.

It was noted that green waste tonnages collected would not qualify for recycling credits from DCC but would be reported under Waste Data Flow and would therefore be taken into account in East Devon's recycling rate.

The key operation delivery aspects of the project were:

- Provision of collection vehicles
- Recruitment of crews
- Round planning
- Delivery of containers to customers
- CORE

In overall terms the delivery would be managed by:

- Vehicles – in the early stages a combination of some existing vehicles and some hired vehicles would be used. Once the system was bedded in, and demand levels were stabilised, it was proposed that EDDC purchase new vehicles which would be dedicated to the green waste service. The permanent fleet could carry specific livery for on- going promotion of the service.
- Crews – as this was a charged for service experienced crews from the existing recycling and refuse collection teams would be allocated to the delivery with these personnel being replaced by new recruitment into the recycling and refuse teams. The Board were reassured that the existing recycling service would not be diminished by this transfer of crews.
- Round planning – it was impossible to plan detailed rounds until customer participation levels and the customer spread across the district became known. Flexibility in round planning would be necessary in the early stages of the service implementation.

- Container delivery – existing container delivery crews would be used to deliver containers and if demand was high a third party provider would be engaged to meet the peak demands.
- CORE – a meeting had taken place between the Project Team, members of the SUEZ CORE team, Strata and Selected Interventions. The developments that needed to be made to the existing CORE in-cab system for the green waste system had been identified and Selected Interventions were in the process of designing and costing these.

It was proposed to use an existing Yorkshire Purchasing Organisation (YPO) framework to purchase the containers that would be required to deliver the service. It was intended to specify wheeled bins fitted with chips which would aid the tracking of deployed bins and help ensure bins remained with subscribing properties. The bins would also be embossed with white boxes that customers could write their house numbers on to show 'ownership'. The Board discussed whether to purchase an initial quantity of 10,000, with a 'draw down' on further quantities as demand became known, or 20,000 wheeled bins. There were storage issues with ordering too many containers in advance and initial take up of the service was currently unknown, however there needed to be sufficient containers available to meet demand. It was noted that the purchase of the containers could be included in the capital programme.

The proposal was to charge £48/year for the service. In addition to the annual subscription of £48/year the Board discussed whether to charge a one off non refundable deposit of £20 at the point of subscription to cover the purchase and delivery cost of the container. It was suggested that as an initial incentive to join the scheme, if customers subscribed early, by a certain date, to be determined, they would not incur the £20 fee for the container (so they received their first bin free – there would be a charge for replacement bins). This would give a good indication of take up.

When a customer subscribed to the scheme they would be asked to accept the service level agreement. This was included in the agenda papers and considered by the Board. Amendments were suggested to clause 5h, to clarify that replacement bins would be charged to the customer. Subscription to the service would be on a rolling 12 month period. If customers moved house within East Deon they could re-subscribe to the service free of charge at the new address, no refund would be offered at the old address and the service would cease at the old address (clause 10a, option 3).

All customer contact would be channelled through the Customer Service Centre (CSC) or the EDDC website as with all existing recycling and waste related issues. It was proposed that customers either use an online service and pay directly or for those contacting EDDC by phone, the payment is taken by the CSC team.

The key risks associated with the project had been added to the Partnership Board risk register and would be highlighted and monitored at Board meetings. The key risks were currently assessed as:

- Low customer participation – not able to meet profit expectations
- High customer participation at launch causing logistical problems
- Hill Barton not becoming the disposal facility – increased haulage costs
- Disposal point not in place for service launch
- Otter Rotters legacy giving rise to adverse publicity
- Adverse publicity to pricing

Options for the payment mechanism between EDDC and SUEZ had been previously presented to the Board and the two options were discussed in depth. Further analysis of the figures and financial modelling were required. The two options were:

- A fixed base monthly from EDDC to SUEZ to cover all SUEZ costs, overheads and margins with EDDC taking 100% of the profit. This option had the potential to deliver a higher level of profit to EDDC but as SUEZ costs would be covered by EDDC there was also a higher level of risk.
- An open book account detailing all costs with a 50:50 profit share between the two partners. This option was more in line with the partnership ethos that had been adopted and how business was conducted in other areas such as recycling materials sales income. Risks were shared, but as profit was also shared it would be a lower level of profit to EDDC.

The green waste service would be added to the existing partnership contract between EDDC and SUEZ. A service level agreement would be added as a variation to the contract using the change mechanism.

A key to the success of the service would be the communications strategy. The effectiveness of the strategy and communications action plan would be key in maximising customer participation, and the overall success of the new service.

RECOMMENDED: that Cabinet approve in principle the green waste collection service subject to any necessary amendments being made by officers following detailed analysis of the figures and service plan.

***40 Customer services update**

The Customer Services Manager reported to the Board that the customer service centre had worked very hard during the roll out of phase two. Call levels had now stabilised.

RESOLVED: that the customer services update be noted.

***41 Productivity/additional resources**

A report was presented by the SUEZ team on productivity and additional resources for the contract. The mobilisation and delivery of the new recycling and waste services had been an overwhelming success. This was achieved through robust planning and execution of mobilisation plans and close partnership working between EDDC and SUEZ. The standout statistic was that 54 more tonnes of recycling was being collected per week than expected. This had a direct correlation to the productivity of the rounds in the number of containers that could be sorted and collected during the working day, with the average pick/load rate being lower than anticipated in the SUEZ tender assumptions. This had required the deployment of extra resources (4 additional recycling rounds) to ensure that all allocated work could be collected on the day scheduled.

The overall impact of deploying additional resources has had a detrimental effect on SUEZ's budget and accounts and one which they felt could not be sustained. A productivity study had taken place to review the level of resources required.

Following a detailed review of productivity, tonnages and route optimization, SUEZ recommended that three additional recycling crews and four standard sized Romaquip recycling vehicles were required. SUEZ wished to utilize the Partnership Board for discussion and negotiation over the costs involved so far and in the future. To date SUEZ

had put additional resources into achieving the service, before discussing the costs with EDDC

The Chairman thanked SUEZ for their report and advised that it was not possible to make a decision at present. Officers would need to consider the report and set up a meeting between senior management from SUEZ and EDDC. However, he appreciated SUEZ's approach which demonstrated good partnership working and a commitment to providing the service.

***42 Any other business**

Marketing materials for the green waste collection service

James De Leburne – Senior Graphic Designer, STRATA, demonstrated visual language which could be used a variety of formats to promote green waste collections. The hashtag “that’s clipping brilliant” would be used. It was noted that depending on whether option one or option two was chosen, the material would either include the EDDC logo, or both the EDDC and SUEZ branding.

***43 Dates of future meetings**

RESOLVED: that the forthcoming meetings of the Recycling and Waste Partnership Board be held on:

28 January 2018 – 2pm

28 March 2018 – 2pm

27 June 2018 – 10am

12 September 2018 – 10am

7 November 2018 – 10am

Present

Councillor:

Tom Wright – Portfolio Holder, Environment (Chairman)

Officers:

Gareth Bourton - Recycling and Waste Contract Manager, EDDC

Simon Davey – Strategic Lead, Finance, EDDC

James De Leburne – Senior Graphic Designer, STRATA

Cherise Foster – Customer Services Manager, EDDC

Andrew Hancock - Service Lead – StreetScene EDDC

John Hudson, Accountant, EDDC

John Golding – Strategic Lead, Housing, Health and Environment, EDDC

Alethea Thompson – Democratic Services Officer, EDDC

SUEZ:

Steve Holgate, Director of Municipal Services, SUEZ

Stuart Jellings, Contract Manager, SUEZ

Harry McLeman – Assistant Contract Manager, SUEZ

Apologies:

Councillor Steve Gazzard

Councillor Marcus Hartnell

Councillor Geoff Jung
Nick Browning, General Manager – Municipal Operations, SUEZ
Dave Swire – Regional Manager, SUEZ

Chairman Date.....

Recommendations for Cabinet that will resolve in an action being taken:

Capital Strategy an Allocation Group held on 6 December 2017

Minute 6 Capital bids proposed for the 2018-19 Capital Programme

RECOMMENDED

a) East Devon Business Centre Phase 3 Workspace provision (£1,179,170)

That the project is approved subject to it being marked as indicative scheme in the Capital Budget thereby requiring a further report confirming final scheme costs and confirmation of grant funding to be received. The project cannot proceed until a further report is approved.

b) Car park improvements – Victory Hall, Broadclyst (£26,500)

That this bid can be supported as part of the Capital Programme.

c) Cliff and Beach Safety Works – Beer (£44,700)

That this bid be supported as part of the Capital Programme.

d) Exmouth Beach Access Steps Handrail Installation (£35,000)

That this bid be supported as part of the Capital Programme.

e) Seaton Beach Management Scheme Outline Business Case (£250,000)

That this bid be supported as part of the Capital Programme.

f) Clyst St Mary Flood Defence Improvements (£50,000)

That this bid can go ahead as part of the Capital Programme on the basis of additional funding being identified.

g) Parapet Wall Repair and Cliff Remedial Works – Jacob’s Ladder, Sidmouth (£65,000)

That this bid be supported as part of the Capital Programme.

h) Knowle Gardens Refurbishment (£22,500)

That this bid be supported as part of the Capital Programme.

i) Renewal of equipment, safety surfacing and perimeter fence in Glen Farm play area, Honiton (£50,000)

That all bids for play areas except Manstone which was to be transferred to the Town Council should be referred to Cabinet to determine if the Council should be supporting this type of spend.

j) Renewal of equipment and safety surfacing in St Mark’s play area, Honiton (£80,000)

The outcome under i) above relate also to this bid.

k) Renewal of skate equipment in Phear Skate park, Exmouth (£150,000)

l) Renewal of equipment, safety surfacing and perimeter fence in Stowford Rise play area, Sidmouth (£55,000)

The outcome under i) above relate also to this bid.

m) Manstone play area (£15,000)

That this bid be supported as part of the Capital Programme on the basis of it being transferred to the local council.

n) Renewal of equipment and safety surfacing in Meadway play area, Seaton (£50,000)

The outcome under i) above relate also to this bid.

o) Sidmouth Beach Management Scheme (£6,900,000)

That this bid be supported as part of the Capital Programme as an Indicative Scheme pending a full report to CSAG and Cabinet seeking final approval.

EAST DEVON DISTRICT COUNCIL

Report of a meeting of the Capital Strategy and Allocation Group held in The Council Chamber, Knowle, Sidmouth on Wednesday, 6 December 2017

Attendance list is at the end of the document

The meeting started at 3.00 pm and ended at 4.25 pm.

1. Chairman

Councillor Ian Thomas, Portfolio Holder – Finance, was elected Chairman of the Group for the remainder of the Council year until May 2018.

2. Report of the meeting of the Group

The report of the meeting held on 13 September 2017 was noted.

3. Apologies

None were received.

4. Declarations of interest

Councillor Geoff Pook – Item 6.3)

Type of interest – Personal interest

Reason – Councillor a member of Beer Parish Council

5. Matters of urgency

No matters of urgency were raised.

6. Capital bids proposed for the 2018-19 Capital Programme

The Strategic Lead for Finance, Simon Davey, explained the additional paper on summarising the Capital Programme and the Capital Programme Financing position. This included a summary of the new bids to be considered by the Group. Members were asked to consider 15 capital bids as listed below, which included an Initial Project Proposal Document (IPPD) for each bid, and also a scoring matrix. These were discussed at the meeting and the following outcomes noted.

a) East Devon Business Centre Phase 3 Workspace provision (£1,179,170)

This was an “indicative bid” as the estimated total cost of £1,179,170 was to be part funded by an external grant of £708,300 which was yet to be confirmed. If recommended for approval the scheme would go forward in the Capital Budget but would require to be marked as an “indicative bid” thereby putting a marker in the capital programme which would mean a further update report would be required to CSAG and Cabinet confirming the final scheme costs and grant funding approved. This will be required before the scheme could commence.

RECOMMENDED

That the project is approved subject to it being marked as indicative scheme in the Capital Budget thereby requiring a further report confirming final scheme costs and confirmation of grant funding to be received. The project cannot proceed until a further report is approved.

- b) Car park improvements – Victory Hall, Broadclyst (£26,500)**
This relates to re-surfacing a car park which will accommodate 40-50 spaces. Charging will result in payback in 2-3 years.

RECOMMENDED

That this bid can be supported as part of the Capital Programme.

- c) Cliff and Beach Safety Works – Beer (£44,700)**
Discussion considered how improving maintenance will assist in protecting Council assets.

RECOMMENDED

That this bid be supported as part of the Capital Programme.

- d) Exmouth Beach Access Steps Handrail Installation (£35,000)**
Discussion covered the issue of bringing the handrails up to required standards.

RECOMMENDED

That this bid be supported as part of the Capital Programme.

- e) Seaton Beach Management Scheme Outline Business Case (£250,000)**
This was a bid for money to write an Outline Business Case, which was required to be undertaken by DEFRA.

RECOMMENDED

That this bid be supported as part of the Capital Programme.

- f) Clyst St Mary Flood Defence Improvements (£50,000)**

RECOMMENDED

That this bid can go ahead as part of the Capital Programme on the basis of additional funding being identified.

- g) Parapet Wall Repair and Cliff Remedial Works – Jacob’s Ladder, Sidmouth (£65,000)**

RECOMMENDED

That this bid be supported as part of the Capital Programme.

- h) Knowle Gardens Refurbishment (£22,500)**

RECOMMENDED

That this bid be supported as part of the Capital Programme.

- i) Renewal of equipment, safety surfacing and perimeter fence in Glen Farm play area, Honiton (£50,000)**

This bid was considered to relate to a discretionary asset which could be transferred to the Town Council when it was brought up to a reasonable standard, and that it would be preferable for the local Council to maintain it thereafter as a local asset. This was not a statutory responsibility of EDDC although play areas are in District ownership currently. It was considered that

whilst EDDC have a responsibility to maintain them presently, they could be transferred to Town or Parish Councils.

RECOMMENDED

That all bids for play areas except Manstone which was to be transferred to the Town Council should be referred to Cabinet to determine if the Council should be supporting this type of spend.

j) Renewal of equipment and safety surfacing in St Mark's play area, Honiton (£80,000)

The outcome under i) above relate also to this bid.

k) Renewal of skate equipment in Phear Skate park, Exmouth (£150,000)

The outcome under i) above relate also to this bid.

l) Renewal of equipment, safety surfacing and perimeter fence in Stowford Rise play area, Sidmouth (£55,000)

The outcome under i) above relate also to this bid.

m) Manstone play area (£15,000)

RECOMMENDED

That this bid be supported as part of the Capital Programme on the basis of it being transferred to the local council.

n) Renewal of equipment and safety surfacing in Meadway play area, Seaton (£50,000)

The outcome under i) above relate also to this bid.

o) Sidmouth Beach Management Scheme (£6,900,000)

EDDC has committed to this plan with £5.7m being DEFRA funded and £700,000 to be found from other contributions, yet to be confirmed. The request is for EDDC to make a £300,000 allocation (£150,000 2019/20 and £150,000 in 2020/21) in the capital budget (EDDC already allocated £200,000). This is an "indicative scheme" therefore requiring a full report to CSAG and Cabinet to seek final approval once other funding commitments are secured.

RECOMMENDED

That this bid be supported as part of the Capital Programme as an Indicative Scheme pending a full report to CSAG and Cabinet seeking final approval.

7. Future meetings of the Group

RESOLVED

That the dates for future meetings are as follows;

7 March 2018 at 2.30pm in the Council Chamber

4 July 2018 at 2.30pm

5 September 2018 at 2.30pm

5 December 2018 at 2.30pm

6 March 2019 at 2.30pm

Councillors:

Present:

Ian Thomas (Chairman)
Phil Twiss
Geoff Pook
Philip Skinner

Apologies:

None given

Also present:

Rob Longhurst
Megan Armstrong

Officers:

Simon Davey, Strategic Lead – Finance
Laurelie Gifford, Financial Services Manager
John Hudson, Accountant
David Turner, Streetscene Engineer
Susan Howl, Democratic Services Manager

Chairman: Date:.....

EAST DEVON DISTRICT COUNCIL

Report of a Meeting of the Asset Management Forum held at Knowle, Sidmouth on Thursday, 7 December 2017

Present: Councillors:
Geoff Pook
Ian Thomas
Alan Dent
Paul Diviani

Officers:
Richard Cohen
Andrew Hancock
Rob Harrison
John Hudson
Paul Johns
Adrian Priest
Alethea Thompson
Anita Williams

Also present: Councillors:
Mike Allen
Megan Armstrong
Peter Faithfull

Apologies: Cllr Iain Chubb
Andrew Moulding
Philip Skinner

The meeting started at 9.35am and finished at 11.25am.

***7 Notes**

Members noted the report of the meeting held on 10 August 2017.
Councillor Thomas raised the issue of the toilet review (minute 5). It was noted that the consultation document would be referred back to the Asset Management Forum

***8 Declarations of interest**

Councillor Geoff Pook
Minute 10
Disclosable Personal Interest – Member of Beer Parish Council

***9 Seaton Workshops**

Adrian Priest reported that tenders previously received for the development of industrial units on land owned by the Council at Colyford Road and Fosseyway Seaton had gone past their date and therefore a retendering process was required.

It was suggested that re-tending process be undertaken as soon as possible as one expression of interest had already been received. The price of building materials was rising which would increase the costs if there was too much delay. The Forum considered whether the specification of the building should be reviewed, but it was noted that had already been revised.

RESOLVED: that officers commence a tender process to progress the Seaton industrial units, as soon as possible.

*10 **Beer pilot**

Members noted that Beer Parish Council had developed a proposal for the transfer of certain land and assets to be managed by Beer Parish Council. These were to be community assets that were not to be strategic to EDDC and which could be maintained at a parish level. The target date for the transfer was 1 April 2018 and any transfer should be cost neutral to EDDC. Beer Parish Council felt they could make operational savings to the way these assets were run and also make them work better for the village. There was the need to consider who would administer the extra local level, through this process of devolution. All of the assets within the parish had been balanced in terms of costs and considered as part of a package. Costs would be taken on as well as revenue earners in order to balance out the costs. The transaction was complex and there were still issues which needed to be agreed in order to progress the project further

Andrew Hancock explained that the district council would make some savings through the pilot, but there would be no staff savings initially. Once the full terms had been agreed, more work would need to be done to fully identify the financial impact on EDDC, which would then inform the discussion regarding the financial terms of the proposal.

Another point of view was that savings were being sliced through vertically by looking at the transfer of assets from a locality point of view, rather than from a district council service review (horizontal approach). The costs and real savings to EDDC via this method were questioned. It was felt that this approach would not work with less adventurous towns and parishes.

Members discussed whether the best way to progress this transfer was by lease or licence agreement. Concern was expressed that EDDC may be left with assets such as the cliffs and foreshore which potentially had some big financial liabilities associated with them. Members wanted reassurance that there would be an exit strategy and reversionary options.

Beer Parish council would write to EDDC to further clarify its preferences. EDDC officers would then meet to progress detail of proposals for an agreement with the Parish Council.

EDDC estates team now needed to work with Beer Parish Council and other internal departments to finalise the detail of the proposal in terms of identifying with plans the land that would be transferred, leased or operated under a licence or service level agreement, so that reports could be taken to Cabinet and Beer Parish Council. Once the terms have been agreed the EDDC legal team could draft the required documentation to reflect the terms agreed.

The Forum discussed the need for clear 'ownership' of the project and whether capacity existed within the estates team. Richard Cohen suggested that he chair a meeting of key officers to identify areas of work and the implications of time and capacity of the work involved.

RESOLVED that the Deputy Chief Executive meet with key EDDC officers to progress the project.

*11 **Asset mapping and access on line visualisation**

Rob Harrison explained that work was being undertaken to ensure that all of the Council's assets were correctly mapped. This was an ongoing project, but Strata support was required for some of the visual work. Paul Johns had initially surveyed and mapped all the housing land, and then did the same for Street Scene's sites. He had compared these maps with land registry and the deeds attached to the land records. There was now a record of land and building structures owned by the Council, with a value attached to them, but not the operating cost figures. It was noted that it was vital that any changes to assets in the district (such as the buying or selling of Council houses) was inputted into the system. However, at present there were a few different disaggregated systems that did not 'talk' to each other.

In order for the asset mapping and on line visualisation project to progress more Strata input was required. All the information was available, but someone with the IT capabilities was required to pull it all together and put it into a sensible format. The Deputy Chief Executive agreed to discuss this resource issue with the Strata IT Director. Paul Johns would provide Richard Cohen with a list of the data he currently had, and what was required.

RESOLVED: that the Deputy Chief Executive would discuss the Strata resource issues for the project with the IT Director.

Recommendations for Cabinet that will resolve in an action being taken:

New Homes Bonus Panel on 13 December 2017

Minute 11 Request from West Hill Parish Council to be allowed its own funding for 2017/18 - £1,757.80

RECOMMENDED: that the West Hill Parish Council be granted £1,757.80 funding from the Ottery St Mary Town Council allocation of Towns and Parishes Together fund for 2017/18.

Minute 12 (a) Application from All Saints, Chardstock, parish councils and Axminster Town Council - Christmas Lights - £2,500

RECOMMENDED that the application for £2,500 from All Saints and Chardstock Parish Councils and Axminster Town Council be supported.

Minute 12 (b) Application from All Saints, Chardstock and Kilmington Parish Councils and Axminster Town Council – for four heli-pads- £5,171.40

RECOMMENDED that the application from All Saints, Chardstock and Kilmington Parish Councils and Axminster Town Council for £5,171.40 for heli-pads, be supported.

Minute 12 (c) Application from Colyton and Northleigh Parish Councils - Cycle racks - £340

RECOMMENDED that the application for the cycle racks required in Colyton and Northleigh be supported.

Minute 12 (d) Application from Cranbrook Town Council, Broadclyst, Clyst Honiton, Poltimore and Whimble Parish Councils – Great Trees Project in Clyst Valley - £1,370.50

RECOMMENDED that the Cranbrook Town Council, Broadclyst, Clyst Honiton, Poltimore and Whimble Parish Councils application for Great Trees in the Clyst Valley, be supported.

Minute 12 (e) Application from Hawkchurch Parish Council– Ditching and Drainage - £464

RECOMMENDED that the application from Hawkchurch Parish Council for ditching and drainage work in the parish, be supported.

Minute 12 (f) Application from Newton Poppleford, East Budleigh with Bicton, Bishops Clyst and Woodbury Parish Councils – Defibrillators - £6,799

RECOMMENDED that the Newton Poppleford, East Budleigh with Bicton, Bishops Clyst and Woodbury Parish Councils, application for defibrillators, be supported.

Minute 12 (g) Application from Southleigh Parish Councils – Ditching and drainage - £202

RECOMMENDED that the application for ditching and drainage work required in the parish, be supported.

Minute 12 (h) Application from Stoke Canon and Rewe Parish Councils – Footpath - £951.50

RECOMMENDED that Stoke Canon and Rewe Parish Council's application for footpath work, be supported and the grant be increased to £1,250 as it was felt that the project fitted in with the Council's Health and Well-Being agenda.

Minute 12 (i) Uplyme Parish Council – Drainage - £1,55,40

RECOMMENDED that Uplyme Parish Councils application for funds to enable the clearing of ditches and gullies within the parish, be supported.

EAST DEVON DISTRICT COUNCIL

Notes of a Meeting of the New Homes Bonus Panel held at Knowle, Sidmouth on Wednesday 13 December 2017

Present: Councillors:
Phil Twiss (Chairman)
David Barratt
Iain Chubb
Simon Grundy
Geoff Jung

Apologies: Councillors:
Mike Allen
Douglas Hull

Officers: Ali Eastland, Locality Development Officer, DCC
Jamie Buckley, Community Engagement and Funding Officer
Chris Lane, Democratic Services Officer

The meeting started at 10:00am and finished at 11.05am.

***8 Minutes**

The notes of the previous meeting of the New Homes Bonus Panel held on 19 July 2017 were confirmed as a true record.

***9 Declarations of interest**

Councillor Geoff Jung declared a personal interest in Minute *12 as a member of Woodbury Speke Parish Council and Councillor Iain Chubb as a Devon County Councillor he had contributed part of his locality fund to the All Saints helipad project.

***10 Documentation**

The Parishes Together Fund guidance notes and application form, circulated with the agenda, were noted. The Chairman, Councillor Phil Twiss reported that he would be looking to improve the Towns and Parish Fund in 2018 along the new guidelines issued by Devon County Council for the funding.

11 West Hill Parish Council

The Community and Engagement Officer reported that West Hill Parish Council had requested that they be granted £1,757.80 from the Ottery St Mary Parish Councils allocation of funding for 2017/18. West Hill Parish Council were only formed in May 2017, so have no allocation as yet of their own. Cllr Phil Twiss reported that Ottery St Mary Town Council had taken the view that West Hill should be allowed this funding, which was their share of the fund based on the number of electors within the West Hill parish.

RECOMMENDED: that the West Hill Parish Council be granted £1,700 funding from the Towns and Parishes Together fund for 2017/18.

12 Applications for decision:

a) All Saints Christmas Lights - £2,500

The Community Engagement and Funding Officer outlined the project which was to pay for Christmas lights in Axminster. This was a joint project between, All Saints and Chardstock Parish councils and Axminster Town Council.

RECOMMENDED: that the All Saints Parish Councils application for £2,500 for Christmas Lights, be supported.

b) All Saints Community heli-pad - £5,171.40

The Community Engagement and Funding Officer outlined the project which was to pay for 4 community heli-pads within the parishes of All Saints, Chardstock, Axminster and Kilmington.

RECOMMENDED: that All Saints Parish Councils application for £5,171.40, be supported.

c) Colyton cycle racks- £340

The Community Engagement and Funding Officer outlined the project which was to pay for cycle racks wanted in Colyton and Northleigh. The Chairman, Councillor Phil Twiss, requested that the possibility of a publicity opportunity with Andrew Ennis, Service Lead – Environmental Health and Car Park, for this project be investigated.

RECOMMENDED: that the Colyton Parish Councils application for £340 for cycle racks required in Colyton and Northleigh, be supported.

d) Cranbrook great trees -£1,370.50

The Community Engagement and Funding Officer outlined the project which was to go towards paying for a great trees project in the Clyst Valley. This was a joint application from Cranbrook, Broadclyst, Clyst Honiton, Poltimore and Whimple.

RECOMMENDED: that the Cranbrook Town Councils application for £1,370.50 for a great trees project in the Clyst Valley, be supported.

e) Hawkchurch drainage £464

The Community Engagement and Funding Officer outlined the project which was to pay for ditching and drainage work required in the parish. Members noted that this would be the last year that the fund could pay for drainage and ditching work in towns and parishes and that in future they would have to precept for them.

RECOMMENDED: that the Hawkchurch Parish Councils application for £464 for ditching and drainage work required in the parish, be supported.

f) Newton Poppleford defibrillators - £6,799

The Community Engagement and Funding Officer outlined the project which was to pay for defibrillators in Newton Poppleford, East Budleigh with Bicton, Bishops Clyst and Woodbury Parish Councils.

RECOMMENDED: that the Newton Poppleford Parish Councils application for £6,799 for defibrillators in the four parishes, be supported.

g) Southleigh Drainage - £202

The Community Engagement and Funding Officer outlined the project which was to pay for ditching and drainage work required in the parish.

RECOMMENDED: that the Southleigh Parish Councils application for £202 for ditching and drainage work required in the parish, be supported.

h) Stoke Canon footpath - £951.50

The Community Engagement and Funding Officer outlined the project which was to pay for footpath work required in Stoke Canon and Rewe parishes.

RECOMMENDED: that the Stoke Canon Parish Councils application for £951.50 be increased to £1,250, for footpath work required in the parishes, be supported. This increase was given as it was felt that the project fitted in with the Council's Health and Well-being agenda.

i) Uplyme Drainage - £1,555.40

The Community Engagement and Funding Officer outlined the project which was to pay for ditching and drainage work required in the parish.

RECOMMENDED: that the Uplyme Parish Councils application for £1,555.40 for ditching and drainage work required in the parish, be supported.

Report to: Cabinet
Date of Meeting: 3 January 2018
Public Document: Yes
Exemption: None
Review date for release None



Agenda item: 13

Subject:

Draft Revenue and Capital Budgets 2018/19

Purpose of report:

This report presents the draft revenue and capital budgets for 2018/19 for adoption by the Cabinet before consideration by a joint meeting of the Overview and Scrutiny Committees and the Housing Review Board.

Recommendations from these meetings will be presented to the Cabinet on 7 February 2018 when members will finalise budget proposals to be recommended to Council.

Recommendation:

That the draft revenue and capital estimates are adopted before forwarding to a joint meeting of the Overview and Scrutiny Committees and Housing Review Board for consideration.

Reason for recommendation:

There is a requirement to set balanced budgets and to levy a Council Tax for 2018/19

Officer:

Simon Davey, Strategic Lead – Finance (CFO/S151)
sdavey@eastdevon.gov.uk 01395 517490

Financial implications:

Financial details are contained within the report

Legal implications:

No legal observations are required

Equalities impact:

Low Impact

Risk:

Low Risk

Risks have been considered in preparing the budgets and the financial implications have been assessed at the point of preparation. Various budget assumptions have been made including the treatment of inflation and interest rates; estimates on the level and timing of capital receipts; the treatment of demand led pressures; the treatment of planned efficiency savings/productivity gains; levels of income; financial risks inherent in any new arrangements; capital developments; the availability of funds to deal with major contingencies and the need for any provisions. In each of these areas the Council's financial standing, management and track record have been considered in order to prepare robust budget proposals.

Members will be aware from the minutes of the Recycling and Refuse Partnership Board of 22nd November contained on this agenda that SUEZ have reported on the additional resources they are employing to deal with the additional recycling tonnes being collected. This is having a detrimental effect on SUEZ's budget and accounts which they considered cannot be sustained. Further discussions and consideration will be necessary to understand the implications, no additional costs have been allowed for within the draft budget.

Other specific areas of risk have been highlighted where appropriate within the report.

Links to background information: [Draft Revenue and Capital Estimates 2018 - 2019](#)

Supporting Information on Special Item Bids:

- [Clyst Honiton Parish Council Support](#)
- [Action East Devon](#)

Link to Council Plan: Budgets and related service plans link back to the Council Plan

1. Process

- 1.1 The Constitution requires the Cabinet to approve the draft revenue and capital budget prior to consideration by the Overview and Scrutiny Committees. The Housing Review Board will undertake the same function in relation to the Housing Revenue Account budgets.
- 1.2 Recommendations from these meetings will be reported back to the Cabinet at its meeting on 7 February, along with any comments from the business community. At this meeting members will be required to recommend the Council Tax requirement for 2018/19.
- 1.3 At the same time as preparing the draft budget, draft service plans are also prepared for member consideration. Service plans and budgets are aligned and link back to the Council Plan.

2. General Fund Budget

The Overall Financial Picture

- 2.1 Under the four year financial settlement arrangement the Council will receive £0.127m in Revenue Support Grant (RSG) for 2018/19; a 76% (£0.406m) reduction when compared with 2017/18. The Government's strategy is to phase out RSG with East Devon's grant ending in 2018/19. RSG has in the past been the main grant to local authorities to fund core service delivery; funding is now to be provided through Business Rate income, New Homes Bonus, Council Tax and the Councils' own income raising activities.
- 2.2 With the expected reduction in RSG and other budget pressures the Council's Medium Term Financial Plan (MTFP) contained within the Council's Financial Plan predicted a budget deficit for the Council of £0.735m in 2018/19, rising to £3.0m by 2020/21 and to £5.4m by 2027/28 if no action was taken to reduce expenditure and/or increase income. A reminder of this position is given below:

General Fund	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Budget Shortfall	735	1,265	2,969	3,198	3,545	3,826	4,107	4,637	5,417	5,398

- 2.3 The Council has an adopted Transformation Strategy which sits alongside the Financial Plan. The Transformation Strategy outlines how transforming the way the Council works will deliver our purpose despite significant reductions in government funding and the predicted budget gap. This is a dynamic strategy which will require continuous update and review so that progress can be tracked to ensure future savings give the Council a balanced budget position.
- 2.4 The preparatory work in developing the Financial Plan and Transformation Strategy were discussed with the Council's Budget Working Party on 13th September 2017 who endorsed the overall direction being planned including proposals to prepare a detail budget for 2018/19 and 2019/20. [The Financial Plan](#) and [Transformation Strategy](#) were then adopted by Cabinet on 4th October 2017. These documents were considered and debated by the Overview Committee on 7th November, further it was agreed that future work of this Committee would consider elements of the Transformation Strategy to help address the budget gap identified in the Financial Plan. The draft budget has been prepared in line with these agreed documents.
- 2.5 The actions identified in the Transformation Strategy for 2018/19 started to bridge the predicted budget deficit within £0.525m of a balanced budget and a further £0.048m was required for 2019/20. Further initiatives were required to meet the remaining estimated budget shortfall. The original saving items along with the new initiatives are given in the table below. Now that the draft budget for 2018/19 has been prepared there are variations to the proposed savings, the variations are also noted below.

Transformation Savings Target compared with draft 2017/18 budget	Target in Transformation Strategy £000	2018/19 Draft Budget position £000	Comments
Increased lease/rental income	30	30	
Exmouth CCTV transfer to external group	25	0	No longer to be pursued for 2018/19 following meeting with Town Council
Error & Fraud Incentives & additional income – Rev's & Ben's Service	30	30	
Implementation of Green Waste Scheme	100	100	
Legal Fees & Charges	10	10	
In House Contract Lawyer to save external spend	15	0	Further analysis in budget preparation identified no revenue saving.
Balance to be identified	525	-	
Organisation Fit for Purpose – Vacant posts deleted from budget; Rev's & Ben's, Car Parks, Legal and Electoral Registration.		159	
Car Parks – Exmouth Pavilion charging and Campervan pilot scheme		80	
Countryside – charging for services to manage green space		18	
Switching part of investments into in a Property based Fund		238	
Total	£735	£665	£0.070m short of savings target

2.6 During the budget preparation stage other items have affected the overall budget position to that assumed in the MTFP, material areas being:

Items with an adverse effect:

- Reduction in recycling income from reduced resale values - £120k
- Pay Award now assumed at 2% based on National Employers for Local Government Services offer (1.5% in MTFP) - £61k
- Benefit Subsidy reduction in grant received - £149k

Items with a positive effect:

- Council Tax Base higher than predicted through additional housing growth and initiatives on ensuring correct discounts are claimed - £96k

- The Council in the past has budgeted for a full staffing establishment with no vacancies during the year, this produces savings at year end as there will be staff turnover and posts vacant during the year. However budgets are not set for recruitment costs or the possibility of using agency staff to fill roles on a temporary bases whilst posts are vacant. In analysing a number of years it is considered prudent to reduce staff budgets by a sum to account for this known annual underspend. - £350k

The above highlights the main movements from the position outlined in the Council's Financial Plan and Transformation Strategy to that now being presented in the detailed draft budget for 2018/19. The final position requires £0.182m to be used from the General Fund Balance to meet in the main one off costs of special items deemed essential which have at this stage been included in the draft budget.

Draft Revenue Budget 2018/19

- 2.7 Details of the draft budget for 2018/19 are contained in the draft Budget Book linked to the agenda. This gives details of the current budget, the draft budget for 2018/19 alongside notes on variation between years and other points of detail to inform members. The beginning of the Budget Book summarises the services we operate, identifies those that are discretionary and mandatory, the assets and resources involved in each service and give a snap shot of what the services provide. For a better understanding of the draft budget proposals and what the resources allocated members are recommend to take time to study these pages along with the service plan proposals.
- 2.8 The draft budget **includes** a number of special items which in the main relate to infrastructure maintenance, these are detailed in **Appendix 1** for members' awareness and agreement. These total £180,750 and are being funded in the main from the General Fund Balance, this is not an ideal position as although they are one off costs the Council will see this level of expenditure annually on essential maintenance schemes and these should be accommodated in the base budget. This will have to be addressed for future budgets.
- 2.9 Other proposals have come forward for inclusion in the draft budget which are currently **not included**, these are detailed in **Appendix 2** for members' consideration. These total £389,430 and a number have cost implications for future years. These are currently excluded on the grounds they are unaffordable.

Some of the items have been flagged to be considered by the Budget Working Party who it is proposed should meet in March 2018, they are proposals that are possibly self-financing or could help generate additional income with the necessary investment. They do however require further details and a business case to be presented. It would sensible for these to be considered by the Budget Working Party in the context of the future budget position and need for the Council to be self-financed.

2.10 **Council Tax**

The draft budget, in line with the agreed Financial Plan, assumes the Council will increase the Council Tax for 2018/19 by £5 a year. This gives a precept for the Council of £8,024,750 raising the current annual council tax charge from £131.78 to £136.78 for a band D property a year.

Draft details have been released on what level Council Tax increases would trigger a referendum, in that the Government believe they would be excessive. In general this will be 2%, with additional increases for authorities that have adult social care responsibilities. Shire district councils can increase the charge by £5 a year and this is the level the Government have calculated in their assumptions as income available to these Councils.

2.11 General Fund Balance

The Council has an adopted range for the General Fund Balance of between £2.8m to £3.6m; the draft budget maintains the Balance within that range. The draft budget assumes using £0.182m of the General Fund balance in 2018/19 to help fund one off special items.

The current prediction for the year end position for 2017/18 is that the General Fund Balance will be at the top or above the adopted range, therefore using £0.182m in 2018/19 would still leave the Balance at the required level.

This is an estimated position and factors will affect this sum before year end. Decisions will be taken at the Outturn stage concerning the Council's balances when the final position is known.

2.12 Business Rates

The 2018/19 budget uses the Government's funding calculation at £2.571m as the income to be derived from Business Rates; to this an additional £1.1m has been added to reflect the Council's own rate estimate which is higher. The Council does hold a Rates Volatility Fund of £0.639m accumulated from previous Business Rate surplus to mitigate the risk if Rates do not achieve this full level and it helps smooth out year on year fluctuations.

The Council is part of a bid to Government for Devon to become a 100% business rates Pilot area for 2018/19. If this bid is successful and depending on the final terms this could generate an estimated additional £1.02m as a one off sum to the Council. The additional income is required to be directed to the promotion of financial sustainability across economic areas and for the investment in encouraging further growth. It is expected we will find out if our bid is successful within the Local Finance Settlement, the date of which is unknown at the moment but will be in December.

2.13 New Homes Bonus (NHB)

Members' will recall that the Council's policy is to retain £1.5m of NHB annually to fund the General Fund with the balance in the main being used to support the Council's Capital Programme. Therefore the risk of reduced sums is mitigated through the capital programme.

The draft Budget estimates the HNB grant to be received in 2018/19 will be £4.157m, this is based on additional growth in the Council Tax Base of 1,061 relating to the NHB grant calculation. An unknown is the reducing scaling factor that will be applied, this was introduced in the current year by Government to exclude growth below a "normal growth rate"; this was taken as 0.4% of the base for 2017/18. The same percentage has been used for the 2018/19 calculation, but the exact details will not be known until the Finance Settlement is announced.

The Council holds a New Homes Bonus Volatility Fund of £1.4m to mitigate reduced levels of funding. This was predominately held to mitigate the risk of the scheme being significantly amended by Government to the detriment of the Council's income projections. The scheme was amended this year following a long consultation period and although there is still risk involved in the level of income fluctuation the materiality of the risk level has significantly reduced.

It is therefore proposed that this Reserve is no longer required and is transferred in to the Transformation Reserve where it is envisaged funding will be required to invest in transformation proposals to secure the future financial viability and self-funding of the Council as outlined in the Council's Financial Plan.

Budget Strategy for future years

- 2.14 The Council has a good record of tackling and managing budget deficit projections and dealing with issues at an early stage, the Council has an agreed Transformation Strategy which will continually be monitored and reviewed to ensure the Council continues to balance its budget.
- 2.15 It is proposed the Budget Working Party meet in March 2018 to ensure the position of balancing the 2019/20 budget is on track as predicted but mainly to focus on the significant budget deficit projected in 2020/21 (in year deficit alone of £1.7m) and how this is to be addressed through transformation savings.

3 Housing Revenue Account Budget

The Overall Financial Picture

- 3.1 The Housing Revenue Account (HRA) is underpinned and influenced by the business plan, an updated version of which was presented at the previous Housing Review Board. The budget process utilises the principles contained within it, notably, to maintain an acceptable surplus whilst at the same time maintaining stock levels through the purchase programme to counteract the impact of continuing Right to Buy (RTB) sales. To date this financial year 18 dwellings have been sold through RTB, whilst 26 new properties have been completed and brought into the HRA.
- 3.2 The Governments Rent Reduction Policy of 1% continues with the final year being 2019/20. The reduction in rental income has been mitigated in that the new properties have a higher average rent (2017/18, £125 per week) compared with the existing stock (2017/18, £79.64 per week).
- 3.3 There is still uncertainty regarding the Government intention on the forced sale of high value social housing owned by Councils. The proposed scheme would allow the Government to require a payment from Councils equivalent to the sale of vacant high value council homes on an annual basis, less any costs or deductions. It is unlikely this will be implemented for 2018/19, but a risk remains.

Draft Revenue Budget 2018/19

- 3.4 The budget book details the draft estimates for 2018/19. A summary page from the HRA Business Plan has been included for information.
- 3.5 The budget has been prepared to maintain council homes to a high standard with a comprehensive planned programme expenditure, adaptations and routine repairs. The 2018/19 draft budget maintains significant sums for:
- Major repairs totalling £4.4m covering new doors, boilers, kitchens and bathrooms, including change of tenancy expenditure, replacement of wooden fascias with uPVC and roof replacements.
 - Day to day repairs, programme maintenance and one off works totalling £4m.

- 3.6 Rents have been decreased by 1% in line with recent legislation. The average rent will therefore decrease to £79.23 a week.
- 3.7 The draft budget proposed generates a surplus of **£1.413m** in 2018/19. This sum is then used to help finance the purchase of properties, continuing with the £5m annual investment programme (£3.5m from reserves/surplus and £1.5m from RTB receipts).
- 3.8 The draft budget excludes a £1.580m principle loan repayment scheduled for 2018/19. Not to repay the principle and to extend the loan is seen as the optimum decision at this point, however it is not a decision that is required at this point and a scenario is being approved in the budget. Budget predictions on likely outturn for 2017/18 show £0.390m underspend against the business plan and if this materialises would be available to meet part of the loan repayment in 2018/19 requiring a lesser sum to be refinanced. The decision on loan repayment or extending finance is one that relates to a Treasury Management decision and a decision will not be required until the end of 2018/19. The draft budget at this stage assumes that the full loan will be extended.
- 3.9 The HRA Balance is maintained within the adopted range of £2.1m and £3.1m, being projected to be £3.1m at the end of 2018/19. There is an additional £1.6m being held in the HRA debt Volatility Fund which remains unchanged.
- 3.10 The draft HRA budget will be reviewed by the Housing Review Board (HRB) on 11 January 2018.

Budget Strategy for future years

- 3.11 The HRA Business plan is continually updated and monitored to ensure properties can be maintained at a high standard whilst investing in new properties and keeping the HRA Reserves within the adopted levels. This is currently being achieved.

4 Capital Programme

The Overall Financial Picture

- 4.1 The draft Capital Programme for 2018/19 after using available resources requires borrowing of £3.221m to balance the draft Capital Budget. In reality Treasury Management may determine a different approach such as using internal funds especially as a significant element of this will be a short term need. Associated loan costs have however been included in the draft revenue budgets.
- 4.2 The preparation of the draft Capital Budget has been directed by the Capital Strategy & Allocation Group (CSAG) who met on 6th December 2017 to consider scheme proposals. The Group considered funding resources available, the capital appraisal process and then each scheme proposal in turn. Minutes of this meeting are contained on this agenda.
- 4.3 The capital appraisal process has been used to build a capital programme aimed at delivering the Council's stated priorities and ensuring schemes meet set gateways:

- Gateway 1 fully financed – external grants pay fully for the project, or revenue savings pay back capital investment inside 5 years.
- Gateway 2 statutory obligation – we have to do it by law
- Gateway 3 contractual obligation – we have to abide by our contractual agreements
- Gateway 4 critical business interruption – a major part of the Council’s services would not be able to function.

Each scheme is given a score against a set criteria such as how the project meets the Council Plan, the risk involved, any part funding, invest to save and service provision. If gateways are passed then the project is approved subject to there being sufficient funds and then scoring is considered to give priority where resources are insufficient. Those schemes that do not pass a gateway are also scored to give a sense of priority against the funding available.

For each scheme proposed an Initial Project Proposal Form was completed as governed in the adopted “Guide to Project Management”.

4.4 The CSAG wanted to highlight and seek guidance from Cabinet on a number Play Equipment capital bids as these were areas of discretionary spend. Confirmation was sought on what the policy position was and to determine if such schemes should sit with the District Council. The schemes in question were:

- Glen Farm Play Area Honiton - Renewal of equipment, safety surfacing and perimeter fence - £50k.
- St Marks Play Area Honiton – Renewal of equipment and safety surfacing - £80k.
- Phear Skate Park Exmouth – Renewal of Skate equipment - £150k.
- Stowford Rise Play Area Sidmouth - Renewal of equipment, safety surfacing and perimeter fence - £55k.
- Meadway Play Area Seaton - Renewal of equipment and safety surfacing - £50k.

These are included in the draft capital budget as an officer recommendation, but consideration needs to be given to the matters raised by the CSAG.

4.5 The following schemes were not discussed by the CSAG but have been included in the capital programme as they have been discussed/or to be discussed directly by Cabinet.

- Approval of Green Waste Scheme - Bins £400k, new collection vehicle £162k, new IT software £23k (expenditure split between 2017/18 & 2018/19)
- Loan to ESPL - £1.73m (2017/18)
- Digger for Street Scene, grave digging and shingle clearance - £80k (2018/19)
- Energy savings proposals on Leisure Centres and Swimming Pools - £262k (2017/18)

Draft Capital Budget 2018/19

- 4.6 The attached booklet details the draft capital programme for 2017/18 to 2021/22; scoring information is included against the new capital bid items.
- 4.7 The draft capital budget for 2018/19, detailed in the attached budget book, shows a shortfall to be met from borrowing of £3.221m.
- 4.6 The overall capital position shows the Capital Reserve depleted at the end of 2017/18, New Homes Bonus monies is helping to fund the capital programme going forward reducing the need to borrow, the Capital Reserve returns to a positive position of £1.906m in 2019/20. It is certain further schemes/projects will come forward in future years to call upon the Council's capital resources to change this position in reality.
- 4.7 The NHB amount included in the 2018/19 Capital Budget is £2.583m which is the best estimate until the Finance Settlement is announced. Any difference in this amount will increase or reduce the amount needed to be borrowed to balance the capital budget.

5 Other Balances & Reserves available to the Council

- 5.1 The Council holds a number of earmarked reserves set aside for specific purposes, these are detailed in the budget book for members' information.

6. Robustness of estimates and adequacy of reserves

- 6.1 This part of the report deals with the requirement of Section 25 (2) of the Local Government Act 2003 in that the Council's Chief Finance Officer (CFO) must report on the robustness of the estimates included in the budget and the adequacy of reserves for which the budget provides.
- 6.2 In terms of the robustness of the estimates, all known factors have been considered and the financial implications have been assessed at the point of preparation. Various budget assumptions have been made including the treatment of inflation and interest rates, estimates on the level and timing of capital receipts, the treatment of demand led pressures, the treatment of planned efficiency savings/productivity gains and levels of income, financial risks inherent in any new arrangements and capital developments and the availability of funds to deal with major contingencies and the need for any provisions. In each of these areas the Council's financial standing, management and track record have been considered in order to prepare robust budget proposals.
- 6.3 The proposed draft budgets for 2018/19 maintain both the General Fund balance and the Housing Revenue Account balance at adopted levels provided actual net expenditure is at, or below, the level forecast. Continuous monitoring and reports to Cabinet will highlight and make recommendations on any corrective action necessary to achieve this during 2018/19.

7. Prudential Code

- 7.1 The Local Government Act 2003 also requires under regulation for local authorities to have regard to the Prudential Code for Capital Finance in Local Authorities, issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) when setting and reviewing their affordable borrowing limit.
- 7.2 The key objective of the Code is to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable. A further key objective is to ensure that treasury management decisions are taken in accordance with good professional practice and in a manner that supports prudence, affordability and sustainability.
- 7.3 To demonstrate that local authorities have fulfilled these objectives, the Prudential Code sets out the indicators that must be used and the factors that must be taken into account. These indicators will be presented to the next Cabinet meeting when a recommendation will be made on the budget for 2018/19, Council Tax levy and Council House Rents.

Appendix 1 - Special Items Included in Draft 2018/19 Budget

1. Health & Safety / Statutory / Property & Life
2. Potential Closure / Failure
3. Maintenance Required - will cause bigger problems if left to the following year
4. Could wait 12 months
5. Nice to have

Service	Item	Reason	Funding from?	Priority	O = One off B = Base	2018/19	2019/20	2020/21	Offset savings/ other funding	Comments
						£	£	£	£	
Industrial Sites	Former Budleigh Salterton Beach Hut Store	Turning former Budleigh Salterton Beach Hut Store into small industrial unit to rent out annual income circa £4,000	Income generation over 3 Yrs	1	O	10,000			(4,000)	Anticipated rental income £4,000 per annum. Year One £8k net cost. To be funded from Transformation Reserve
Car Parks	Car Park machine replacement & software	Retain surplus income from 2017/18 in order to start a Parking Machine replacement project. Machines to take Chip & Pin over 2years	Revenue	2		50,000	50,000		Surplus income from 2017/18 budgets	Our Car parking machines are now very outdated and becoming obsolete. Due to the new machines which are very slowly being introduced we would like to use our additional income to complete a replacement project to replace the outdated machines with new machines which will take card payments (Chip & Pin) the increase in income since bringing in the limited new machines have already provided evidence that this is the way forward increasing our income. To be funded from Car Park Budget Surplus at 2017/18 Outturn.
Items Above funded from other sources										
Beaches and Foreshore	East Cliffs Budleigh	Fence at top of Coastguard Hill requires setting back 0.5m to avoid undercutting by eroding cliff. New fence required at bottom of Salting Hill to improve safety/reduce anthropogenic erosion on informal footpath. Fence adjacent to seating area on Salting Hill needs moving back 0.5m too to avoid undercutting.	Revenue	1	O	15,000				
Beaches and Foreshore	Hideaway Café Seaton	2017 cliff inspections have recommended installation of catch fence on cliff adjacent to Chine Café to prevent damage by falling material.	Revenue	1	O	10,000				
Beaches and Foreshore	West Walk Seaton	Drainage works to lower slopes where seepage evident. Increase cliff stability and reduce likelihood of falls.	Revenue	1	O	18,000				
Beaches and Foreshores	Sidmouth seafront	Repairs to railings	Revenue	1	O	8,000				
Car Parks	Dolphin Street Colyton, wall repair	Multiple Buddleia established on car park boundary wall above adjacent public highway. Require removal and wall needs rebuilding prior to collapse. Traffic management required due to proximity to highway. Application to Devon county Council for a 171 Agreement for permission to use the highway. To set up two way traffic control on public highway, including all "Chapter 8" signage using approved operatives.	Revenue	1	O	7,500				
Coast Protection	Sidmouth Seawall Repairs	As per walkover, large areas of damaged seawall in town centre and exposed joints/cracked drainage channels at JL.	Revenue	1	O	16,000				
Flood Alleviation	Gittisham FAS	Damages pipe rusted through, and requires replacement.	Revenue	1	O	15,000				
Parks and Gardens	West Walk Seaton	Fencing on boundary with Cliff Path Gardens to ensure safety of park users	Revenue	1	O	18,750				
Parks and Gardens	Car Parks	Patch repairs required unfortunately before office move as minor repairs not completed and condition now worsened. Engineers considered essential.	Revenue	1	O	3,000				
Play	Budleigh MUGA/Play Area	Replace barb wire fence with modern fence suitable for location.	Revenue	1	O	13,000				
Play	Willow Walk Honiton	Replacement fencing to prevent access to steep bank and watercourse.	Revenue	1	O	16,500				
Sports grounds	Contaminated land survey at Warren View	The potential for sports pitch (3G), enhanced changing rooms and MUGA development for viability work and business plan of the club.	Revenue		O	40,000				
						180,750	-	-	-	- Funded from General Fund Balance

Appendix 2 - Special Items NOT Included in Draft 2018/19 Budget

1. Health & Safety / Statutory / Property & Life
2. Potential Closure / Failure
3. Maintenance Required - will cause bigger problems if left to the following year
4. Could wait 12 months
5. Nice to have

Service	Item	Reason	Funding from?	Priority	O = One off B = Base	2018/19	2019/20	2020/21	Offset savings/ other funding	Comments
Car Parks	Car Parks Apprentice		Revenue		B	20,480	20,690	20,900		
Countryside	New trailer	Replacing worn out gear and will lead to decreased efficiency and effectiveness to not replace. I would like to put it in 36042, Nature Reserves Budget code if possible. It's a one off with a replacement expectancy well in excess of 10 years	Revenue	3	O	7,000				
Sundry Grants	Clyst Honiton Parish Council support	Extension of funding of £75,000 over 5 years from January 2019 to support employment of a Parish Clerk re ongoing growth point development. (Commitment of 2018/19: £3,750, years 2019/20 to 2022/23 at £15,000 per annum and 2023/24 at £11,250). Request linked to Cabinet report	Revenue		O	15,000	15,000	15,000		Further 2 years requested beyond years shown. Request is as a minimum £9,000 per annum but more realistically require £15,000 per annum.
Sundry Grants	Action East Devon	Grant to "ensure our communities have in place a range of sustainable services they will need to support the most vulnerable". Requested linked to Cabinet report.	Revenue	5	O	20,000	20,000			
Beaches	Upgrade / Renew al Beach signage	Phase replacement of Beach signs across East Devon over a 3 year period.	Revenue	3	O	6,400	6,600	4,600		
Beaches	Slipway Footfall Counters	Footfall / Usage counters to give an indication of the type and usage of the slipways.	Revenue	5	O	3,570				
Beaches and Foreshore	Abode of Lovers Exmouth	Area becoming a hazard and costly to maintain due to antisocial behaviour. Work to consider options to remodel this space, including consideration of options for income generation.	Revenue	3	O	6,500				
Beaches and Foreshore	Groyne removal adjacent to Mamhead slip	Removal of dilapidated groyne which may present a hazard to users of Mamhead Slipway.	Revenue	4	O	0	10,000			
Beaches and Foreshore	Sea Hill drainage and surfacing	Area of uneven surfacing, and poor drainage in this area may exacerbate the issue.	Revenue	4	O	7,500				
Beaches and Foreshores	Sidmouth seafront	Painting of railings ~750m.	Revenue	2	O	12,000				
Car Parks	Maer Road Resurfacing	Existing surface deteriorating, and with an increase in traffic anticipated maintenance is advised. Potential for future income from Camper Vans as Exmouth regenerated.	Revenue	2	O	19,500				
Coast Protection	Beer beach monitoring	Limited beach monitoring at present, and more information required to aid understanding of linkages with Seaton, and the impact of the groyne at Beer.	Revenue	4	B	2,500	2,500	2,500		
Coast Protection	Sidmouth beach monitoring	Limited beach monitoring at present, and more information required to aid understanding.	Revenue	4	B	2,500	2,500	2,500		
Coast Protection	Coastal Change Management	Technical support for implementation fo Coastal Change Management Areas.	Revenue	2	O	£12,000				
Engineers	Inspection drone	Subject to confirmation from Strata that it can be supported.	Revenue	5	O	3,000				
Flood Alleviation	East Devon Flood Review	Review of flood intelligence including from 2008, subsequent actions and viability of actions to reduce risk further.	Revenue	3	O	£15,000				
Flood Alleviation	East Devon Flood Review	Review of flood intelligence including from 2008, subsequent actions and viability of actions to reduce risk further. EA and DCC contributions	Revenue	3	O	-£10,000				
Play	Land of Canaan replacement bridge	Replacement footbridge after loss of one bridge due to rot. £2k special item for 2017/18 not needed. There is presently a DDA compliant bridge 80m away connecting to the same footbridge.	Revenue	5	O	18,000				
Public Conveniences	Toilet autolocks for Seaton	Autolocks for 3 blocks in Seaton to allow us to do away with the toilet locking contracts for Seaton.	Revenue		O	18,000				
Streetscene Operations	Maintenance Technician Apprentice	EDDC employs 2 maintenance technicians – 1 covering the East and 1 covering the West – and their knowledge of the district and skill set is invaluable to us. The West maintenance technician is due to retire in 2018 and as part of succession planning and the availability of having an apprentice (and supporting this great scheme) it would be a perfect opportunity to learn the area with the end result to have a seamless transition once the post is vacated / retired.	Revenue	5	B	20,480	20,690	20,900		
Streetscene Operations	Events Officer post	Draft Cabinet report refers dated June 2018	Revenue		B	33,120	33,450	33,790		To be discussed with full paper to Budget Working Party in March 18
Streetscene Operations	Events Officer post	Draft Cabinet report refers dated June 2018	Revenue		B	(33,120)	(33,450)	(33,790)		To be discussed with full paper to Budget Working Party in March 18
Growth Point	Delivery team	Consideration of joint bid from Strategic Planning & Growth Point Team	Part savings		B	150,000	151,500	153,020		To be discussed with full paper to Budget Working Party in March 18. £100k available in planning budget from increased fees (20%).
Countryside	Countryside Ranger apprentice to be made permanent	Pilot funded from reserves.	Revenue		B	14,000	14,140	14,280		
HR team within Organisational Development	Additional HR Resources to Support Strata	Agreed by Strata Board extra resources - but implication is for each authority to fund			B	15,000	15,230	15,460		
Communications Team within Organisational Development	Digital Comms and Services officer	This post will be responsible for on line customer experience using the new Firmstep digital services portal and will ensure the website keeps pace with emerging trends and customer expectations.		3	B	11,000	44,000	44,440		To be discussed with full paper to Budget working Party in March 18
						389,430	322,850	293,600		- Not funded

Report to: Cabinet
Date of Meeting: 3 January 2018
Public Document: Yes
Exemption: None
Review date for release: None



Agenda item: 14

Subject: 2018/19 Council Tax Base

Purpose of report: This report sets out the tax base for 2018/19 and includes the breakdown for each parish, expressed in terms of Band D equivalent properties on which the council tax will be based. This is an important component in the Council's budget setting process for 2018/19.

Recommendation:

- 1. To confirm the tax base for 2018/19 at 58,669 Band D equivalent properties**
- 2. To confirm the amount for each parish as detailed under section 3 of this report.**

Reason for recommendation: The calculation of the tax base is prescribed in regulations and is a legal requirement. The council tax base is defined as the number of Band D equivalent properties in a local authority's area. The tax base is necessary to calculate council tax for a given area.

Officer: Libby Jarrett, Service Lead – Revenues, Benefits & Corporate Fraud
ljarrett@eastdevon.gov.uk Direct Line: 01395 517450

Financial implications: This calculation forms part of the annual budget setting process and is included within the draft 2018/19 budget.

Legal implications: There is a statutory framework governing the Council tax setting process and this has been had regard to with the key requirements also identified within the report. There are no further comments required.

Equalities impact: Low Impact

Risk: Low Risk

If the Council fails to carry out its duty as prescribed in legislation then the major precepting authority can set the tax base in our place.

The tax base is calculated based on certain assumptions; forecast of growth (new properties), collection levels, adjustments to discounts/disregards, exemptions, council tax reduction and the Council is effective in the administration, billing and collection of the tax. Based on our track record of performance this risk has been assessed as low.

Links to background information: .

Link to Council Plan: All

1.0 Background

- 1.1 The tax base for Council tax must be set between 1 December 2016 and 31 January 2017.
- 1.2 The council tax base is the measure of the number of dwellings to which council tax is chargeable in an area or part of an area. It is used for the purposes of calculating an authority's band D council tax.
- 1.3 From 1 April 2013 regulations now prescribe that the relevant date to be used in estimating the tax base will be 30 November in the financial year preceding that for which the tax base is calculated.
- 1.4 The tax base calculation is determined annually by identifying the number of properties listed in the valuation list and then adjusted for the following:
 - an estimate of the number of new properties to come on to the Valuation list for all or part of the year and the estimated level of discounts, exemptions and reliefs that may apply.
 - an estimate of the number of properties to be demolished and allowing for any discounts and exemptions associated with them.
 - the number of discounts, exemptions, premiums and relief that already apply
 - any changes to the level of discounts, premiums, etc.
 - the estimated reduction for the council tax reduction scheme (council tax support)
 - the estimated collection rate for the year.
 - the Contribution in lieu from the Ministry of Defence (MoD properties are treated as exempt for council tax purposes and the MoD makes a contribution in lieu of council tax after deducting an allowance for periods when properties are empty).

2.0 Council Tax Base Calculation for 2018/2019

- 2.1 The table at 2.7 shows the number of properties (by band) in the Valuation list as at 30 November 2017 and then adjusted to reflect discounts, exemptions, premiums and reliefs that already apply, estimate of new builds, deletions, appeals, council tax reduction scheme, collection rate and contribution from MoD.
- 2.2 The estimate for the council tax reduction scheme has been calculated based on the scheme that was approved by Members at Full Council on 13 December 2017.
- 2.3 The adjustments for discounts, premiums have been based using the same percentage levels that currently apply.
- 2.4 There are 560 (543 Band D equivalents) new properties that have been included to come on for the equivalent of the whole of next year. This is after adjustments for discounts, exemptions, number of days within the year, etc.
- 2.5 We have used a collection rate of 99.1% to reflect our actual collection performance for 2016/17.
- 2.6 There are 165 Band D equivalent MoD properties which has been estimated taking into account the current contribution.

2.7 Totals for East Devon 2018/19

BAND	A*	A	B	C	D	E	F	G	H	Total
1. Properties in list	0	6,332	13,261	15,659	12,549	10,351	6,246	4,041	193	68,632
2. Less adjustments	-11	1,234	1,749	1,626	1,205	817	380	276	37	7,313
3. Plus new Builds	0	38	88	187	139	68	26	13	1	560
4. Adjusted number of properties	11	5,136	11,600	14,220	11,483	9,602	5,892	3,778	157	61,879
5. Less CTR	3	1,165	1,925	1,371	529	209	61	18	0	5,281
6. Total equivalent properties	8	3,971	9,675	12,849	10,954	9,393	5,831	3,760	157	56,598
7. Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	N/A
8. Band D equivalent	4	2,647	7,525	11,421	10,954	11,480	8,423	6,267	314	59,035
9. Collection Rate @ 99.1%										58,504
10. Contribution for MOD properties										165
11. Tax Base										58,669

Key	
1	Properties in list - refers to the number of properties in each band shown in the Valuation list as at 30 November 2017 (A* = band A with a disablement discount).
2	Less adjustments for exemptions, disablement relief, discounts, empty home premiums, etc
3	Newly built properties estimated to come onto Valuation list and adjusted for discounts, reliefs, etc.
4	Adjusted number of properties.
5	Less Council Tax Reduction Scheme (Council Tax Support)
6	Total equivalent number of properties after all adjustments.
7	Band ratios as prescribed by legislation
8	Band D equivalent gives the totals in line 5 expressed in terms of band D.
9	Adjustment for assumed collection rate for 2018/19.
10	The contribution from the Ministry of Defence adjusted to the number of Band D equivalent properties.
11	Tax Base for 2018/19 in Band D equivalents

2.8 The tax base for 2018/19 has increased by 1,192 band D equivalent properties (57,477 for 2017/18), an increase of just over 2%.

3.0 Parish/Town Tax Base for 2018/2019

3.1 The table below shows the tax base expressed as the number of Band D equivalent properties for each of the parish/towns after adjustments. The calculation for each of the towns and parishes is determined in the same way as set out in section 2 of this report.

All Saints	258	Dalwood	214	Plymtree	261
Awliscombe	241	Dunkeswell	598	Poltimore	129
Axminster	2,731	E.Budleigh/Bicton	507	Rewe	193

Axmouth	249	Exmouth	12,764	Rockbeare	356
Aylesbeare	267	Farringdon	154	Seaton	3,184
Beer	672	Farway	133	Sheldon	84
Bishops Clyst	540	Feniton	661	Shute	295
Brampford Speke	155	Gittisham	247	Sidmouth	7,024
Branscombe	339	Hawkchurch	264	Southleigh	108
Broadclyst	1,568	Honiton	3,904	Stockland	327
Broadhembury	309	Huxham	44	Stoke Canon	240
Buckerell	115	Kilmington	401	Talaton	245
Budleigh Salterton	2,798	Luppitt	217	Uplyme	872
Chardstock	416	Lympstone	910	Upottery	325
Clyst Honiton	109	Membury	275	Upton Pyne	226
Clyst Hydon	123	Monkton	74	West Hill	1,134
Clyst St George	396	Musbury	244	Whimple	726
Clyst St Lawrence	49	Netherexe	23	Widworthy	136
Colaton Raleigh	308	Newton Poppleford	909	Woodbury	1,413
Colyton	1,436	Northleigh	83	Yarcombe	222
Combe Raleigh	104	Offwell	186	Grand total	58,669
Combpyne-Rousdon	198	Otterton	310		
Cotleigh	108	Ottery St Mary	2,737		
Cranbrook	1,517	Payhembury	304		

Report to: Cabinet
Date of Meeting: 3 January 2018
Public Document: Yes
Exemption: None
Review date for release: None



Agenda item: 15

Subject: Monthly Performance Report November 2017

Purpose of report: Performance information for the 2017/18 financial year for November 2017 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 2017/18 financial year for November 2017.

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 and Revenues and Benefits.

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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:

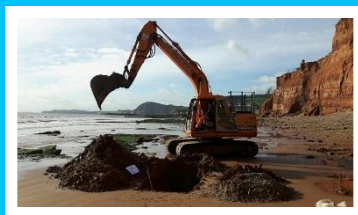
- [Appendix A – Monthly Performance Snapshot for November 2017](#)
- [Appendix B - The Performance Indicator Monitoring Report for the 2017/18 financial year up to November 2017](#)
- [Appendix C – System Thinking Reports for Housing, Revenues and Benefits, Streetscene and Development Management for November 2017](#)

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 indicator showing excellent performance:
 - Percentage of Non-domestic Rates Collected
 - Days taken to process Housing Benefit/Council Tax Benefit new claims and change events
 - Working days lost due to sickness absence
3. There are no performance indicators showing as concern for the month of November
4. Monthly Performance Snapshot for November is attached for information in [Appendix A](#).
5. A full report showing more detail for all the performance indicators mentioned above appears in [Appendix B](#).
6. Rolling reports/charts for Housing, Revenues and Benefits, Streetscene and Development Management appear in [Appendix C](#).

Monthly Performance Snapshot – November 2017



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

- **4.9 days** to process your Housing or Council Tax Benefit claims
- **93%** of invoices received by us are paid within 10 days
- Housing rent collection performance was 99.87% without arrears, 98.61% including them.
- Less than **3** days on average to clear fly tipping cases, dealing with 64 cases in November
- We dealt with 146 reactive building maintenance cases at EDDC's public buildings during November 2017, this compares with 153 in the previous month, and 184 in November of 2016. Highlights included the redecoration of the former bus station public toilets in Exmouth, and replacement of windows and doors at Sidmouth Bowling Club.

Latest headlines:

- The Annual Report for Housing 2017 is now available on our web site and will be sent out to all tenants with the December 2017 issue of Housing Matters. <http://eastdevon.gov.uk/housing/annual-report-and-housing-magazine/>
- Relocation Project - Exmouth Town Hall –
Following completion of the refurbishment and subsequent fitting out works, Exmouth Town Hall was formally opened on Monday 13 November. The refurbishment works included the creation of open plan office areas in lieu of the original small cellular offices, complete redecoration of walls floors & ceilings and entirely new electrical, plumbing, heating and ventilation installations. New audio visual equipment has also been incorporated in the Chamber, Committee and Meeting rooms. In addition, Property Services have carried out extensive maintenance and improvement works to the external façade, car park and associated areas. The building provides some 90 workstations and is currently occupied by Housing and Rev & Bens. There is also a number of unallocated desks on the first floor which visiting Officers from other Council Departments can use. Worksmart Workshops have been held to enable staff to voice their opinions following the move, and generally positive feedback has been received. In January 2018, it is anticipated that Exmouth Town Council, County Registry Office and Exmouth Volunteers will join use within the building.
- Blackdown House, Honiton –
The Contractor commenced the construction of Blackdown House, the new HQ for EDDC, on 24 July 2017. Currently, the Contractor is on programme for completion in October 2018. Following a period for fitting out and associated works, it is anticipated Officers will fully relocate from Knowle by the end of 2018 / beginning of 2019.
- The Exeter & Heart of Devon (EHOD) Economic Partnership has won 'Most Innovative Strategy' at the Institute of Economic Development (IED) Annual Awards. The EHOD Shared Economic Strategy sees the four councils of East Devon, Exeter City, Mid Devon and Teignbridge working together on common economic initiatives to deliver tangible outputs for these local authority areas beyond what could be achieved in isolation.

- The East Devon Business Centre has welcomed back Underhill Building Services Ltd as its newest tenant. Underhills carry out repair, maintenance and building works for commercial clients, including county and local councils. They were a tenant at the Business Centre from 2004 until 2012, when they moved to larger premises. As part of the team have now relocated to Plymouth the remainder have been able to move back to Honiton.
- The consultation by Grenadier on the proposals for the water sports centre in Exmouth was successfully completed with more than 1,200 community members and stakeholders offering their thoughts and feedback on the development. The responses will be reviewed and analysed prior to the formal planning application being submitted.
- The Housing Estate Management Christmas Bazaar in Broadclyst raised over £200 for charity.
- Exmouth Town Hall opened to the public and Housing teams are loving their new working environment.
- Housing tenants attended the ministerial visit to Homes In Sedgemoor and consultation on the types of issues they are facing as social housing tenants.
- There have been more sell out performances at the Manor Pavilion Theatre than ever before. 2016 there were 63 sell out performances and in 2017 there have been 84. This has included, plays, musicals, and comedies.
- The East Devon District Council Countryside volunteers have dedicated over 200 hours to the Countryside team throughout November. They have helped with rush clearance at Seaton Wetlands, scrub clearance at Trinity Hill and opened the Discovery Hut from 10am to 4pm Saturday – Monday. They have made an amazing contribution throughout the year and continue to do important conservation work during the colder winter months.