

Agenda for Cabinet

Wednesday 5 September 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 11 July 2018 (pages 4-10), 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 are no items which officers recommend should be dealt with in this way.

7. Forward Plan for key decisions for the period 1 October 2018 to 31 January 2019 (pages 11-14)
8. Minutes of the STRATA Joint Executive Committee held on 11 June 2018 (pages 15-17) ‘Support for Councillor IT’ report (pages 18-26)
9. Minutes of the Budget Working Party held on 28 June 2018 (pages 28-32)
Recommendations for Cabinet consideration can be found on page 27
10. Minutes of the Scrutiny Committee held on 5 July 2018 (pages 34-39)
Recommendations for Cabinet consideration can be found on page 33
11. Minutes of the Capital Strategy and Allocation Group held on 11 July 2018 (pages 40-44)
12. Minutes of the Community Fund Panel held on 13 August 2018 (pages 46-47)
Recommendations for Cabinet consideration can be found on page 45

Part A matters for decision

13. **Review of car parking charges** (pages 48-60)
To consider changes to car park tariffs and parking permits following a public consultation exercise.
Appendix A – Car Parks information
14. **Request from Beer Community Land Trust to obtain development loan finance** (pages 61-65)
A request has been received from Beer Community Land Trust (CLT) asking the Council for a loan of up to £1.15m to enable development of 6 to 7 affordable homes in Beer.
Appendix A – Beer Community Land Trust letter
15. **Monthly Performance reports – June & July 2018** (pages 66-73)
Performance information for the 2017/18 financial year for June and July 2018 is supplied to allow the Cabinet to monitor progress with selected performance measures and identify any service areas where improvement is necessary.
Appendix A - June 2018 snapshot
Appendix B – July 2018 snapshot
16. **Review of Polling Districts, Polling Places and Polling Stations** (pages 74-99)
To confirm proposals of the Returning Officer following a review of Polling Districts and Polling Places within East Devon.
Appendix A - Returning Officer’s proposals
Appendix B – Consultation document
17. **Beer Neighbourhood Plan Examiner’s Report** (pages 100-105)
To provide feedback and set out proposed changes following the examination of Beer Neighbourhood Plan.
18. **Clyst St George Neighbourhood Plan Examiner’s Report** (pages 106-115)
To provide feedback and set out proposed changes following the examination of Beer Neighbourhood Plan.

19. **Award of the Integrated Asset Management Contract for housing repairs**
(pages 116-121)
This report outlines the procurement journey undertaken for the appointment of a building repairs and maintenance contractor to perform work on Council housing portfolio and tenants homes. The final stage in the process has been reached and approval is sought to enter into contract with the highest scoring bidder.

20. **Crowdfund Devon** (pages 122-131)
The report outlines the Crowdfund Devon pilot which has been funded by Devon and Cornwall Police and to highlight how East Devon can join this pilot.

[Decision making and equalities](#)

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 11 July 2018

Attendance list at end of document

The meeting started at 5.31pm and ended at 6.19pm

***21 Public Speaking**

Mr David Strange, Chairman of the Norman Lockyer Observatory spoke on Minute 24 - Request of up to a £50,000 loan to the Norman Lockyer Observatory Society. Mr Strange stated the public works loan would assist with starting the build of the classroom particularly having the roof on before winter.

Councillor Douglas Hull asked for an update on the issue of National House Builders standards. He also inquired to the website advertising of East Devon as a tourist attraction.

***22 Minutes**

The minutes of the Cabinet meeting held on 6 June 2018 were confirmed and signed as a true record.

***23 Declarations**

Cllr Paul Diviani, Minute 34: personal interest – Chairman of Blackdown Hills Area of Outstanding Natural Beauty joint advisory committee

Cllr Iain Chubb, Minute 34: personal interest – County Councillor for Whimble and Blackdown

Cllr Graham Godbeer, Minute 34: personal interest – Member of East Devon Area of Outstanding Natural Beauty partnership

24 Matters of urgency

The Chairman agreed to this late item for the request of up to a £50,000 loan to the Norman Lockyer Observatory Society, requested by the Strategic Lead Finance. The report was a matter of urgency as it needed Council approval.

RECOMMENDED:

That making the loan of up to £50,000 to the Norman Lockyer Observatory Society, be agreed and recommended to Council. To delegate authority to the Strategic Lead Housing, Health and Environment to ensure legal compliance and to complete contractual arrangements in consultation with the Strategic Lead Governance and Licensing.

***25 Matters referred to the Cabinet**

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

***26 Exclusion of the public**

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

***27 Forward Plan**

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

***28 Minutes of the Overview Committee held on 31 May 2018**

Members received the Minutes of the Overview Committee held on 31 May 2018.

RESOLVED (1) that the following recommendations be agreed:

Minute 3 Business Development and Events planning on Council Land

1. the outline Events Strategy, and the recruitment of a Business Development & Events Officer to deliver the ambitions contained in the strategy;
2. the proposal go back to SMT to discuss where the Business Development & Events Officer would sit within the Council and the duration of Events and report back to a future meeting of the committee.

***29 Minutes of the Scrutiny Committee held on 7 June 2018**

Members received the Minutes of the Scrutiny Committee held on 7 June 2018.

RESOLVED (1) that the following recommendations be referred back to Scrutiny Committee:

Minute 49 Tree Team Update

1. greater liaison was encouraged between the Development Management Team, Legal Team and the Tree Team in order to implement improvements through the systems thinking process, including pre application processes and enforcement actions,
2. the Development Management and Legal Teams (with technical support from the Tree Team) investigate effective ways to monitor the future protection of trees when sites were developed, including the securing of landscape and tree protection bonds, to secure compliance and ensure enforcement actions were implemented.

Minute 50 Effectiveness of local authority overview and scrutiny committees

1. the constitution should be amended to the effect that recommendations would be referred from Scrutiny Committee to Full Council unless there was a matter of such urgency that the Scrutiny Committee decides that the next meeting of Cabinet was more appropriate,
2. the constitution be amended to the effect that members of Cabinet should only participate by invitation of the committee, making the distinction between participation and attendance.

Cabinet considered that the quality of reports to Scrutiny would need to follow the same rigour as those to Cabinet and other committees as it was important that if recommendations were to go direct to Council, Cabinet would need to assess the considerations Scrutiny had had regard to, and whether it had been advised about all the relevant legal, financial and other organisational implications.

The recommendations were therefore sent back to Scrutiny to further consider the implications of recommending to Full Council, specifically in terms of ensuring that they have full and objective reports with input from relevant officers including legal and finance. They used the example of the tree recommendations in terms of only hearing

Countryside's view and not having the view of planning but also not having a full report on the implications of increasing staff complement in budget terms etc.

***30 Minutes of the Recycling and Waste Partnership Board held on 13 June 2018**

Members received the Minutes of the Recycling and Waste Partnership Board held on 13 June 2018.

RESOLVED (1) that the following recommendations be agreed:

Minute 9 Improvement projects/working groups: Bring banks removal project

1. the in principle introduction of an additional recycling container for cardboard, to be trialled during autumn 2018, with delegated authority being given to the Strategic Lead Housing, Health and Environment and the Environment Portfolio Holder to agree the final details of the trial.
2. the permanent removal of all of the EDDC bring banks,
3. EDDC/SUEZ partnership team to plan a programme of removals with the aim of removing all of the EDDC banks by the end of October 2018, with priority being given to the removal of the skip type banks, and a communications process being put in place.

***31 Minutes of the Asset Management Forum held on 14 June 2018**

Members received the Minutes of the Asset Management Forum held on 14 June 2018.

RESOLVED (1) that the following recommendations be agreed:

Minute 11 Newton Poppleford Public Conveniences

a long term lease of Newton Poppleford Public Conveniences be granted to Newton Poppleford Parish Council and this matter be dealt with as quickly as possible. This would then provide sufficient security for the Parish Council to invest.

***32 Minutes of the Housing Review Board held on 21 June 2018**

Members received the Minutes of the Housing Review Board held on 21 June 2018.

RESOLVED (1) that the following recommendations be agreed:

Minute 9 Rental exchange scheme

no further (previously agreed) action be taken towards implementation of the Rental Exchange Scheme.

Minute 11 Void property – 4 Camperdown Terrace, Exmouth

the progression of option 5 – to agree an appropriate level of funding from the HRA to complete necessary works to make the void property habitable, whilst taking into consideration the potential regeneration plans for Exmouth.

Minute 12 Financial monitoring report – HRA draft accounts 2017/18

the narrative report from the Strategic Lead Finance to add the £0.8m in year surplus to the New Housing Development Fund.

Minute 15 Request for exemption to contract standing orders – extension to Homemaker contract

to extend the Homemaker contract, which ended in 2018.

***33 Minutes of the Exmouth Regeneration Board held on 21 June 2018**

Members received the Minutes of the Exmouth Regeneration Board held on 21 June 2018.

***34 Public Consultation – Review of the East Devon and Blackdown Hills AONB Management Plans**

East Devon District Council together with other local authorities had authorised the East Devon and Blackdown Hills AONB Partnerships to undertake reviews of the Management Plans for both AONBs by April 2019, as required under Section IV of the Countryside and Rights of Way Act 2000. Public consultation on the reviews was scheduled to take place across the summer/autumn 2018 with endorsement by the AONB Partnership's respectively and final approval from the statutory consultees, Natural England before adoption by East Devon District Council and confirmation with Defra.

There was a discussion concerning the public consultation reaching residents in rural areas who did not have access to the places this would be usually advertised, in order to gain greater public engagement.

RESOLVED:

that the public consultation on the review of the East Devon and Blackdown Hills AONB Management Plans be agreed.

REASON:

Under Part IV of the Countryside and Rights of Way (CROW) Act 2000 the relevant local authorities were required to review the AONB Management Plans (sometimes referred to as a Management Strategy) for the East Devon and Blackdown Hills AONBs, at intervals of not more than 5 years. The review for the 2014 - 19 Plans need to be completed by April 2019. The Council with other local authorities had authorised East Devon and the Blackdown Hills AONB Partnerships to review the AONB Management Plans on their behalf.

***35 Monthly Performance reports – May 2018**

The report set out performance information for the 2017/18 financial year for May 2018 was supplied to allow Cabinet to monitor progress with selected performance measures and identify any service areas where improvement was necessary.

There were two indicators showing excellent performance:

- Days taken to process changes to Housing Benefit claims
- Percentage of Non-domestic Rates collected

There were three performance indicator showing as concern for the month of May.

1. Percentage of planning appeal decisions allowed against the authority's decision to refuse - five appeal decisions received this month and four of those appeals were dismissed.
2. Days taken to process new Housing Benefit claims - Performance always dips around annual billing due to the increased volume of work.
3. Working days lost due to sickness absence – there had been an increase in absence in the first quarter primarily due to ill health related to operations and surgery. Given the age profile of the organisation this was to be expected; however,

absence would be continually monitored proactively to ensure that all absences were managed carefully by the line manager with support from HR.

RESOLVED:

that the progress and proposed improvement action for performance measures for the 2017/18 financial year for May 2018 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.

***36 Feniton Neighbourhood Plan to be formally 'made'**

The Feniton Neighbourhood Plan had passed referendum and must be formally 'made' in order to form part of the development plan.

RESOLVED:

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

REASON:

The Feniton 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.

***37 Rockbeare Neighbourhood Plan Examiner's Report**

The report provided feedback and set out proposed changes following the examination of the Rockbeare Neighbourhood Plan.

RESOLVED:

1. that the Examiner's recommendations on the Rockbeare Neighbourhood Plan, be endorsed,
2. that a 'referendum version' of the Neighbourhood Plan (incorporating the Examiner's modifications) should proceed to referendum and a decision notice to this effect be published, and
3. that the Neighbourhood Plan group be congratulated on their hard work.

REASON:

The legislation required a decision notice to be produced at this stage in the process. The Neighbourhood Plan was the product of extensive local consultation and had been recommended to proceed to referendum by the Examiner subject to modifications which, in most part, were accepted by the Parish Council.

***38 The Ottery St Mary & West Hill Neighbourhood Plan to be formally 'made'**

The Ottery St Mary & West Hill Neighbourhood Plan had passed referendum and must be formally 'made' in order to form part of the development plan.

RESOLVED:

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

REASON:

The Ottery St Mary & West Hill 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.

Attendance list

Present:

Portfolio Holders:

Ian Thomas	Leader
Phil Skinner	Deputy Leader / Economy
Iain Chubb	Transformation
Paul Diviani	Strategic Development
Jill Elson	Sustainable Homes and Communities
Marcus Hartnell	Deputy Portfolio Holder Environment
Geoff Pook	Asset Management
Tom Wright	Environment

Cabinet apologies:

Dean Barrow	Finance
Alan Dent	Corporate Services

Non-Cabinet apologies:

Pauline Stott
Peter Burrows
Mark Williamson
Mike Allen
Tim Dumper
Ian Hall
Steve Hall
David Barratt
Mike Howe
Matt Booth
Cherry Nicholas
Steve Gazzard
Roger Giles
Colin Brown
John O'Leary
Helen Parr
Paul Carter

Also present (for some or all of the meeting)

Councillors:

Brian Bailey
Bruce de Saram
Geoff Jung
Graham Godbeer

Maddy Chapman
Douglas Hull
Susie Bond
Cathy Gardner
Marianne Rixson
John Dyson
John Humphreys

Also present:

Officers:

Mark Williams, Chief Executive
John Golding, Strategic Lead – Housing, Health and Environment
Karen Jenkins, Strategic Lead – Organisational Development and Transformation
Henry Gordon Lennox, Strategic Lead Governance and Licensing
Chris Woodruff, Manager, East Devon AONB Partnership
Tim Youngs, Manager, Blackdown Hills AONB Partnership
Amanda Coombes, Democratic Services Officer

Chairman Date.....

EAST DEVON DISTRICT COUNCIL

Forward Plan of Key Decisions - For the 4 month period 1 October 2018 to 31 January 2019

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.	Acquisition of Commercial property investments – progression of current opportunities		Deputy Chief Executive	Cabinet 3 October 2018	Council 24 October 2018	25 October 2018	Part B
2.	Supporting the Growth of the Airport and its Role as an Economic Driver		Deputy Chief Executive	Cabinet 31 October 2018	Council 12 December 2018	13 December 2018	Part A
3.	Asset management in the council and the importance of centralising asset intelligence to strategically manage the portfolio		Deputy Chief Executive	Cabinet 31 October 2018		8 November 2018	Part A

4.	Commercial Property Investment Framework		Deputy Chief Executive	Cabinet 31 October 2018	Asset Management Forum 6 December 2018 Council 12 December 2018	13 December 2018	Part A
5.	Queen's Drive update		Deputy Chief Executive	Cabinet 28 November 2018		6 December 2018	Part A
6.	Beer Pilot		Deputy Chief Executive	Cabinet 2 January 2019	Asset Management Forum 6 December 2018 Council 27 February 2019	28 February 2019	Part A
7.	Delivery of Cranbrook Town Centre		Deputy Chief Executive	Cabinet 28 November 2018	Council 12 December 2018	13 December 2018	Part A
8.	Seaton Seafront		Deputy Chief Executive	Cabinet 2 January 2019	Asset Management Forum 6 December 2018 Council 27 February 2019	28 February 2019	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	Drill Hall update	Deputy Chief Executive	Cabinet 28 November 2018 Council 12 December 2018	13 December 2018

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	HotSW Joint Committee		Heart of the South West Productivity Strategy	
3	Axmouth Harbour Safety Management System	Strategic Lead – Housing, Health & Environment	Cabinet, Council	
4	Recycling & Refuse Contract additional resources	Service Lead - StreetScene	Cabinet, Council	

The members of the Cabinet are as follows: Cllr Ian Thomas (Leader of the Council and Chairman of the Cabinet), Cllr Paul Diviani (Strategic Development Portfolio Holder), Cllr Iain Chubb (Transformation Portfolio Holder), Cllr Philip Skinner (Economy Portfolio Holder), Cllr Tom Wright (Environment Portfolio Holder), Cllr Marcus Hartnell (Deputy Environment Portfolio Holder), Cllr Dean Barrow (Finance Portfolio Holder), Cllr Jill Elson (Sustainable Homes and Communities Portfolio Holder), Cllr Alan Dent (Corporate Services Portfolio Holder), Cllr Geoff Pook (Asset Management Portfolio Holder). 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.

September 2018

STRATA JOINT EXECUTIVE COMMITTEE

Monday 11 June 2018

Present:-

Councillor Peter Edwards (Chair)
Councillors Christophers, Thomas,
Managing Director and Chief Executive East Devon.

Also Present

Strata IT Director, Chief Finance Officer, The Teignbridge Strata Director, Compliance and Security Manager, Strata Board Director, Document Centre Manager, Business Systems Manager, Democratic Services Officer and Democratic Services Manager

10

ELECTION OF CHAIR

Councillor Edwards was elected Chair. He expressed his thanks to Councillor Diviani for his hard work and welcomed Councillor Thomas.

11

APOLOGIES

Apologies of absence were received from the Chief Executive & Growth Director, Exeter City Council.

12

MINUTES

The minutes of the meeting held on the 5 January 2018 were taken as read and signed by the Chair as correct.

13

DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interest were made.

14

STRATA IT DIRECTOR'S REPORT

The Strata IT Director presented his report to update Members on the progress within Strata – [presentation](#) attached to minutes. Highlights included:-

- Savings made by the three authorities;
- The success of the global desktop during the winter snow storms;
- Improvement in staff morale and Service desk;
- The Audit Partnership showed Strata was operating to a good standard;
- The introduction of the Business Intelligence Reporting for internal staff;
- The progress of the convergence mapping remodelling.

In response to questions, the Strata IT Director and the Director responsible for Finance responded:-

- The business intelligence reporting allowed users to create their own reports, easing the burden on Strata providing them;
- A request for a data analyst to support Strata was being considered;
- The cost of not transferring systems to the Global Desktop would be difficult to calculate;

- Contracts could be looked at as part of the business plan amendments. The original business plan had been written in 2014 and had had been amended several times, the last time being in early 2017. Contracts would be addressed in the next amendment;
- Accumulative savings would be available through the business intelligence reporting;
- There were increasing costs of spending, to stay up to date with ever changing technology, such as new tablets and phones and investment needed in the Data Centre environment.

RESOLVED that the report be noted.

15

IT TRAINING NEEDS PROPOSAL

The Strata IT Director presented the report, which had been considered at Scrutiny on 31 May 2018. It proposed the introduction of a roving IT training resource to enable the three authorities to deliver a more professional approach to IT and develop skills.

The costs for each Authority were provided, representing the percentage contribution for each authority to cover the £42,000 annual resource charge. A roving training resource would ensure that no single authority would carry the full cost.

A discussion was held on the funding of the IT training post and the financial impact to each authority. Members emphasised the vital need for this resource to also be made available to Councillors of all three authorities.

RESOLVED that Strata would cover the initial costs of the gap analysis exercise to ascertain the need and scope of the IT Training Service to be delivered. The subsequent findings and outcomes would be reported back to the Strata Scrutiny and Joint Executive Committees.

16

SUPPORT OF COUNCILLOR IT PROGRAMME

The Strata IT Director reported that there was currently no formal agreement for the support of Councillor IT equipment at either East Devon or Teignbridge. Councillors provided their own IT equipment (desktops, laptops, printers, tablets) from their allocated budgets. Strata did not currently support or provide equipment used by Councillors. At Exeter, Councillors had been provided with iPads to enable them to access both email and various IT systems including Modern Gov. These devices were owned by the authority and were supported by Strata.

A discussion was held on the four available options outlined in the report. Members considered the options for the long and short term periods considering the use of tablets for all its Members from 2019. The Strata Joint Scrutiny Committee considered the report at its meeting on 31 May 2018 and its comments were reported.

RESOLVED that option 4 be approved with implementation in May 2019. Councils would need to approve the budgets for this in their Council Budgets for 2019/2020.

17

CUSTOMER SERVICE PLAN

The Strata IT Director presented the report advising Members of the purpose of the Customer Service Plan, which had been created to improve the level of service for the three authorities currently served by Strata. The Service Desk was responsible for supporting and logging incidents and technical support queries and ensuring that all telephone, email and portal queries were resolved. It also provided a system

generated interaction number which was used to track the call from initial log to closure.

18 **RESOLVED** that Customer Service Plan be noted.
JOINT IT STEERING GROUP - TERMS OF REFERENCE

The Strata IT Director presented the report setting out the role, mission statement, terms of reference and reporting lines of the newly created Joint IT Steering Group explaining how it fitted within Strata's overall governance framework.

Following a review of the governance structure of Strata it had been concluded that there was no one body overseeing the prioritisation of projects and programmes across the three authorities. This had led to Strata prioritising projects.

19 **RESOLVED** that Joint IT Steering Group Terms of Reference be noted
LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - EXCLUSION OF PRESS AND PUBLIC

RESOLVED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of item 10 on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part I, Schedule 12A of the Act.

20 **STRATA FINAL ACCOUNTS - 2017/18**

The Director responsible for Finance presented the report on Strata's final accounts for 2017/18. The 2017/18 Business Plan had revised the savings profile set out in the original Business Case over the initial ten year period of the Company. Strata had delivered a revenue savings of £575,804 in 2017/18, with the key variation being the former comparing well against the original target of £252,836.

Strata Joint Scrutiny Committee considered the report at its meeting on 31 May 2018 and its comments were reported.

In response to a Members' question, the Director responsible for Finance stated that improvements had been made to the process of identifying spending need and where there would be an under spend.

RESOLVED that the report be noted including the Pension Fund deficit.

(The meeting commenced at 5.30 pm and closed at 7.15 pm)

Chair



Solutions for
government

Strata Report

Support of Councillor IT

Date Issued: 6 March 2018 (draft version 3)

Working together for East Devon, Exeter and Teignbridge

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Purpose of this Document

The purpose of this discussion document is to present a number of options to the Strata Board, the Joint Scrutiny Committee and the Joint Executive Committee to enable the development of a support function for Councillor IT with Strata.

Background to the Discussion Document

There is currently no formal agreement for the support of Councillor IT equipment at either East Devon District Council or Teignbridge District Council. Councillors provide their own IT out of their allocated budget and the authorities provide access to Office 365 to enable emails to be sent and received.

Hence, Strata only have responsibility for supporting the O365 environment at these two councils and not for the support of the individual IT equipment (desktops, laptops, printers) used by each Councillor.

No IT equipment is provided by either East Devon District Council or Teignbridge District Council to Councillors to enable them to perform their function.

Hence, there is a very mixed and privately owned IT environment used by the Councillors, and currently there is now support offered by Strata on this equipment.

At Exeter City Council, the position is very different as the authority provide Councillors with devices to enable them to access both email and various IT systems. As these devices are authority owned, they are supported by Strata, and Councillors regularly contact Strata to ask for support. The devices are built and provisioned by Strata and Microsoft Outlook is provided as the email platform.

Historically at Teignbridge District Council, there was a resource within Democratic Services who supported the Councillor IT environment, however, when Strata was formed it was decided that the service was no longer required and the member of staff left the organisation. Hence, over the last three years, no direct support for IT equipment at Teignbridge has been offered, however, Councillors have visited the Strata Service Desk to ask for advice and guidance on IT issues or to have equipment looked at. This is believed to be outside the scope of the Strata service, but has been performed by Service Desk staff on a reasonable efforts basis.

At East Devon District Council, Councillors have made their own support arrangements, and no formal service appears to have ever been offered, however, at times, Councillors have dropped into the Strata Service Desk to seek assistance with privately owned IT hardware related issues. When possible, the Strata Service Desk staff have been able to offer assistance.

Currently, Strata have received requests from both Councillors at East Devon and Teignbridge for support of their personal hardware and hence it is believed that there is now a requirement for a basic level service to be made available to allow for Councillors to contact the Strata Service Desk to request assistance.

The challenges that any service could face would include:

- A complete mix of equipment that Councillors have purchased and used – this will include multiple device types and ageing equipment
- Little knowledge as to how the equipment has been configured and is being used
- Equipment may not be transportable and tied to a Councillor's location
- Data may not have been being backed up and any failure may result in Strata not being able to restore data if it hasn't been being backed up and any backup tested on a regular basis.
- Strata is not resourced up to deal with Councillors IT, and any request for support could impact on Strata's ability to support the authorities IT environment
- Potentially an initial avalanche of pent up demand of minor issues, which could overload and waste resources
- The IT equipment may contain sensitive data, which Strata would have to ensure there were appropriate safeguards in place to protect both the Councillor and Strata.

There is no asset register of the equipment that Councillors use, so Strata could not be expected to provide anything other than a very basic level of support.

In addition, Councillors have made their own arrangements for network connectivity and hence own the relationship and contract with the Broadband service provider.

In summary, there is certainly an identified need for a basic level of Councillor IT support service to be provided by Strata, but this would be limited in scope and only provided on a reasonable efforts basis. In order for any service to be successful and in order that it would not impact on the business as usual operation the service would need to be scoped and caveated in order that Strata are not left exposed or having to commit time and effort in supporting a Councillors privately owned IT equipment.

Support Options

Strata are proposing three options for the support of the Councillors privately owned IT equipment.

Option 1 – Basic Service provided by Strata at each Head Office location – this would be paid for by each authority and included in their annual Strata service charge. This would be charged at a rate of £250 per Councillor per annum. Hence for a Council of 50 councillors, the charge would be **£12,500** per annum.

Option 2 – Basic Service provided by Strata at each Head Office location – this would be paid for by each Councillor on an annual basis (they can opt in or opt out on an annual basis) and will be charged at a rate of **£250** per councillor per annum. The monies will be deducted from the councillor's expenses payments.

Option 3 – A voucher scheme. This scheme would enable an authority to buy a number of vouchers which could then be traded for Strata Service Desk support time. The initial minimum number of vouchers per authority would be 20, and each voucher would be worth an hour of Strata level 1 or level 2 time. A pack of 20 vouchers would be charged at a rate of £1000, which is equivalent to **£50 per hour**. The voucher scheme would be administered by Democratic Services department of each authority.

The scope of the service (for all options) would be as follows:

- All calls for support need to be logged via the Strata Service Desk one number. Each request for support will be given a priority and an incident reference number.
- This is primarily a service to get a Councillor able to access the Office 365 system rather than a regular maintenance service.
- The call for support would then be passed to a Strata Service Desk Analyst for initial diagnosis, and fault finding. This will be limited to a one hour period of diagnostic work.
- The Service Desk Analyst will then provide an update to the Councillor as to whether the problem has been fixed, is fixable but will require additional diagnostic time or cannot be fixed by Strata.

Caveats

- Strata will only deal with calls which have been logged, impromptu visits will not be accepted

- Strata staff will only deal with issues where the equipment can be brought into a Strata office, Strata will not make home visits.
- Strata will not reload a Councillors backup, or be responsible in any way for the data or applications on a councillor's privately owned IT
- Unless causing the primary issue, Strata will not undertake the routine update of the equipment with recent patches but may comment on these
- Where the fault is deemed to be a hardware component failure, then Strata will identify the issue but will be unable to arrange the provision of a replacement;
- The resolution of faults caused by the underlying operating system not being licenced will not be undertaken;
- Strata will not be responsible for the provision or installation of any consumables in printers
- Strata will not offer any guarantee of a fix, all calls will be handled on a reasonable efforts basis
- At times of high demand for Strata Service Desk services, the demands of the three authorities will take priority over the service offered to the Councillors.

If the Voucher scheme is the selected option, a Voucher can be exchanged for one hour of individual Councillor training. Unused Vouchers will expire after 12 months and cannot be carried forward into the next financial year.

Option 4 – Council provided hardware (tablet device)

As an alternative to the above options, each authority could look to provide the IT hardware to enable a councillor to perform their role. The hardware would comprise of an iPad Pro (A4 size tablet) or iPad Air (normal size tablet), this is a similar device provided to the councillors by Exeter City Council. The devices would be loaded with the relevant Strata supported councillor required applications, i.e. email. Support on the devices would be provided by the Strata service desk at an additional cost.

The estimated cost of providing the iPad device + support in the first year would be circa £800 per councillor (depending on the device selected). In subsequent years there would be an annual support cost of £150 per device.

This service does not cover the cost of printing hardware or a home Broadband Service.

Caveats:

- Strata will only deal with calls which have been logged, impromptu visits will not be accepted
- Strata staff will only deal with issues where the equipment can be brought into a Strata office, Strata will not make home visits.
- Strata will not reload a Councillors backup, or be responsible in any way for the data or applications on a councillor's privately owned IT

Conclusions

In submitting these options, Strata hope to deliver a support service to Councillors which, whilst offering no guarantee of a fix, will allow Councillors to request assistance for their privately owned IT equipment.

It is important that Councillors understand and acknowledge the limitations of the proposed service, but we hope that it will provide a level of support commensurate with the requirements of each Councillors.

Should EDDC or TDC wish to explore the provision of hardware to each councillor, Strata suggest a more detailed discussion is entered into to identify the type of tablet device required and to firm up on the pricing.

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

Budget Working Party on 28 June 2018

Note 8 Clyst Honiton Parish Council Support

RECOMMENDED to Cabinet:

That a grant payment to Clyst Honiton Parish Council of £9K per annum be paid for a five year period from January 2019 as a continuation of an agreed grant that ends in December 2018 for the purpose of supporting the cost of a parish clerk.

EAST DEVON DISTRICT COUNCIL

Notes of a Meeting of the Budget Working Party held on Thursday 28 June 2018

The meeting started at 2.30pm and ended at 4.40pm.

7. Notes from last meeting – 27 March 2018

The notes of the previous meeting held on 27 March 2018 were received and noted.

8. Clyst Honiton Parish Council support

In the Committee debates in setting the 2018/19 budget the request from Clyst Honiton Parish Council for grant funding was delayed, in order for it to be considered by the Budget Working Party and to determine if funds could be found when there was more certainty over the income to be derived from the rates pilot scheme. The Council agreed a grant payment to the Parish Council of £9k per annum for 3 years out of NHB monies as a recognition of the additional work required for the Parish linked to it being in the Growth Point area. This funding comes to an end in December 2018. The sum requested is for a further 5 years from January 2019 of the continuation of the £9k per annum, but the request suggests that a more realistic figure is £15k annually.

The Party discussed the timescale and level of grant options before settling on the recommendation below.

RECOMMENDED to Cabinet:

That a grant payment to Clyst Honiton Parish Council of £9K per annum be paid for a five year period from January 2019 as a continuation of an agreed grant that ends in December 2018 for the purpose of supporting the cost of a parish clerk.

9. Transformation Strategy

The Party were reminded of the ethos behind the Transformation Strategy and brought up to date with the progress against the five strategic themes.

The strategy had been refreshed to include:

- Organisation 'fit for purpose' - the right skills, in the right place at the right time.
- Requirement to recruit or commission new skills – business intelligence, performance monitoring/corporate dashboards; events, marketing.
- Age profile and likely retirements – 42% of staff were over age of 50.
- Thinking about deficit and approaching this thoughtfully through careful, considered change and succession planning.
- Difficult decisions about posts.
- Taking account of [Transformation in localities](#) – report by Grant Thornton for District Councils Network.

The presentation given to the Group included the key opportunities for collaborative districts set out in the report by Grant Thornton, including:

1. New place-based approaches needed to grow local economies;
2. Likelihood of re-energised devolution agenda – new framework expected, with the requirement for mayors predicted to be relaxed;
3. Be part of the solution to reform health and social care – districts to position themselves at the forefront of discussion about how their work on wellbeing,

- prevention and housing can re-shape the debate. Examples given were extending the Homesafeguard service, developing housing;
4. Approaching the Department for Work and Pensions to manage local labour markets – with the introduction of Universal Credit, council staff were in place at Honiton Job Centre in order to signpost how to apply for UC to help avoid a debt situation. Comment was made that communication to Members on this issue had been helpful, and Members were urged to refer any enquiries they received onto the Revenues and Benefits team;
 5. Districts are at the forefront of meeting demand for housing – an example given was the collaborate approach already in place for the Growth Point. Working with neighbouring authorities would help to clarify a unified approach and move towards making the ambition of a decent home for all a reality;
 6. New money is on offer in response to innovative and partnership led proposals;
 7. EU Exit is a national debate but the risks and opportunities are local;
 8. Build financial resilience in a context of uncertainty around future funding – reminder that the Fair Funding Review is underway;
 9. Be on the front foot with public sector reform – in light of the re-energised devolution agenda, local partnerships need to come forward with bold proposals;
 10. Collaborative working was the way forward to do the right thing for residents, customers and communities.

The Group were also updated on recent successes and continued efforts in the following service areas.

Business Rates Income

Libby Jarrett, Service Lead Revenues and Benefits took the Group through the change of focus for the service in identifying ways to grow rating income. Through systems thinking review, a number of changes were made in order to gather up to date information. Typically, business rate income could be lost if new business, or expansion that hasn't been flagged up by the planning service, is missed. These were trialled on two areas – Greendale and Hill Barton – using open source intelligence to compare against the business rate data held and the expertise and knowledge of the service.

The changes introduced will deliver an increase in business rates income, as well as flag up areas that may require retrospective planning applications.

Other areas being investigated by the service included:

- Empty homes numbers – this impacts on the calculation for New Homes Bonus;
- Mobile homes review;
- Telecommunication masts attract a rateable value, so this was also under review to ensure that all companies using the masts were covered;
- Automatic Teller Machines (ATM) review – they also attract a rateable value.

Commercial Property Investment Framework

Tim Child, Property and Estates Manager, reminded the Group of the objectives of the emerging framework. The key element was the delivery of £450,000 additional net rental income per annum by 2020/21 from commercial property investment through circa £20,000,000 investment.

The framework had been drafted, including robust weighted scoring matrices for different types of investment.

The next steps for the framework included:

- Consultation with key Portfolio Holders;
- Engage with external agendas to help source suitable investment opportunities consistent with the draft framework;
- Seek views from the Overview Committee, then Cabinet before putting before Council for approval in October with support to progress any initial identified investment opportunities.

In response to questions, the framework was confirmed as being flexible enough to look at wider areas of commercial investment, not just property based investment.

East Devon Homes

John Golding, Strategic Lead for Housing and Environment, informed the Group that the local housing company was now registered and had in place a business model and five year business plan. The first steps for the company are to acquire housing for market renting to generate surpluses. Whilst the company are looking to find a profitable scheme from year one, viability for a scheme looks more likely after five to ten years. Opportunities in Honiton, Cranbrook, Axminster and Ottery St Mary are currently being explored.

Green Waste Collection Service

The new service was now in place, providing a fortnightly collection from a 240 litre bin at a cost of £48 per annum with no collection in January. The service required in excess of 14,000 customers to make surpluses, which is expected in year two of the service; the aim is to have 30% of local residents subscribing to the service, as based on experience in other areas.

The collection so far has improved the household recycling rate. The main learning experience had been the one team effort, with staff from both the Council and Suez as delivery partners effectively implementing a new service alongside the existing refuse and recycling service. Many comments from the Group echoed this success.

Business Development and Events

The Group were already familiar with the business case for an officer to handle, or outsourcing to an agency to undertake, the hiring out and organising events on Council owned land. Regardless of the delivery method, the approach is to balance a commercial approach with public access, as well as respecting the outstanding environment. Outsourcing was still being explored and further refinement of the means of delivery would come to Members in due course.

The Group commended the work already achieved by officers in helping to deliver events such as the Big Wheel, and events on Queens Drive.

In conclusion, the Simon Davey, Strategic Lead for Finance reminded the Group that whilst the Strategy was delivering, there was still further savings to be made as identified in the update Medium Term Financial Plan.

10. Service plans and budget approval process

The Group discussed past approaches to the drafting and reviewing of the service plans and budget. At present, the draft documents are considered at a joint meeting

of the Overview and Scrutiny Committees; as are those relevant to the Housing Service by the Housing Review Board in the January of each year. The recommendations are then considered by Cabinet, who recommend the finalised documents to Council in February.

In discussion on the past approaches and the practicalities, the following points were made:

- Scrutiny committee had discussed the approach at their meeting in June, looking at the option of scheduling a review of the plans and their associated budget over the remaining meetings in the calendar year. The committee felt that the Overview Committee could undertake a review in parallel but still needed to work out how to bring the findings of the reviews together, and the impact on staff resource;
- Due to the size and scale of many of the service plans, a rolling approach seemed a sensible approach for the longer term to ensure a thorough review and clear understanding of budgetary constraints;
- Danger of overloading key officers in producing reports and attendance at multiple meetings – better to deliver to one meeting with representation from both Committees rather than duplicate to the committees separately;
- A strong preference to keep the reviews by the two committees separate
- General agreement to reviewing the more public facing service plans by December, and the support service plans in the new year
- Separate information sessions (supported by officers) were suggested, to be scheduled and open to both Scrutiny and Overview committee members, followed by discussion at the two committees subsequently;
- Objectives in the service plans were being reviewed now to meet SMART targets and would go before the Strategic Management Team shortly, outlining not the day to day work of the service, but specific projects and tasks for that year.

The Group could not reach any firm recommendation on how the issue should be tackled. Officers agreed to look at forming proposals for a practical means of presentations to Members, in order to build in early Member involvement and increase an understanding in councillors about what the service plans are set to deliver.

Attendance list

Present:

Councillors:

Dean Barrow, Portfolio Holder Finance (Chairman)
Paul Diviani, Portfolio Holder Strategic Development
Jill Elson, Portfolio Holder Sustainable Homes and Communities
Phil Skinner, Portfolio Holder Economy
Alan Dent, Portfolio Holder Corporate Services
Tom Wright, Portfolio Holder Environment
John Dyson
Megan Armstrong
Roger Giles
Ian Hall

Officers:

Simon Davey, Strategic Lead – Finance
John Golding, Strategic Lead – Housing and Environment
Alison Hayward, Senior Manager Regeneration and Economic Development
Karen Jenkins, Strategic Lead – Organisational Development and Transformation
Tim Child, Property and Estates Manager
Libby Jarrett, Service Lead Revenues and Benefits
Amy Gilbert-Jeans, Property and Asset Manager
Sue Howl, Democratic Services Manager
Debbie Meakin, Democratic Services Officer

Apologies:

Ian Thomas, Leader
Iain Chubb, Portfolio Holder – Transformation
Geoff Pook, Portfolio Holder Asset Management
Mark Williams, Chief Executive
Richard Cohen, Deputy Chief Executive

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

Scrutiny Committee on 5 July 2018

Minute 11 Information Paper on the food safety service provided by the Commercial Premises Team of Environmental Health

RECOMMENDED by the Scrutiny Committee:

1. That Cabinet raise the issue through the LGA to press government for it to be a legal requirement for food businesses and eating establishments to display certificates and food hygiene rating scores.
2. That;
 - a) the current staffing levels of the Commercial Premises Team are maintained in order to protect residents and visitors, and
 - b) in recognition that the team could carry out more beneficial work with increased staffing, give consideration to whether the staffing establishment should be increased.
3. That the Commercial Premises Team be encouraged to continue their educational work with food businesses involved in high risk areas such as the handling of crab products, in order to protect the public.

Minute 13 Review of Service Plans and associated budgets (part of the Forward Plan)

RECOMMENDED by the Scrutiny Committee:

1. that a review of the budget setting process is carried out to reflect good practice elsewhere, enable wider member engagement and to help towards delivering a budget which meets members aspirations in future years.

EAST DEVON DISTRICT COUNCIL

Minutes of a meeting of the Scrutiny Committee held at Knowle, Sidmouth on 5 July 2018

Attendance list at end of document

The meeting started at 6.00pm and ended at 8.28pm.

***8 Public speaking**

There were no members of the public present.

***9 Minutes**

The minutes of the Scrutiny Committee held on the 7 June 2018 were confirmed and signed as a true record.

***10 Declarations of interest**

Councillor Graham Godbeer, Minute 13; personal interest – Chairman of Overview Committee

Councillor Maddy Chapman, Minute 11; personal interest – Lead Councillor, Environmental Health

11 Information Paper on the food safety service provided by the Commercial Premises Team of Environmental Health

The Chairman welcomed Allison Ferrero and Andrew Ennis who introduced the report. They spoke about the Commercial Premises Team and the work it is engaged in. Andrew referred to the Food Hygiene Rating Scheme as being the game changer to bring to the attention of the Committee. 800 local businesses have a score of 5, the top score, and work hard to keep it. Consumers should always expect to see scores of 5 and question why an establishment does not, before using it.

Cllr Gardner outlined her specific reasons for requesting this item, and referred to an article in the Guardian newspaper in February about meat. Accordingly, she was interested in the food businesses further back in the supply chain rather than just frontline establishments such as restaurants, and also in the numbers of producers who were sampled.

Officers confirmed that elements of the food chain such as abattoirs and cutting plants were covered by the Food Standards Agency. Sampling of approved premises including producers took place every month and there were few problems locally. EDDC staff visited most businesses to assess for risk every 12-18 months and there had been no reduction in the volume of sampling over recent months. Officers were aware of needing to have a greater focus on higher risk establishments, such as in businesses dealing with picked crab, for example.

Discussion arising from the report included the following;

- There were issues about products which were pre-packed in supermarkets, such as lobster.
- Whether EDDC officers had contact with urban farms where children were encouraged to touch animals – most of these have eating establishments attached, so there were issues of contact and controls.
- In response EDDC do have contact with such establishments eg Crealy and Farm Open Days locally, all of which fell under the Food Standards Agency umbrella of Animal Handling and Visitor Attractions. EDDC contact these establishments and work with farms.
- Whether it was compulsory to test food establishments, to which the response was that all food establishments need to be inspected, but it does not cost EDDC to do so based on the current system of sample credits which is in operation.

- Whether it should be a legal requirement to display Food Hygiene Ratings rather than be a voluntary choice. The response was that in the officers' view it should be a legal requirement and this is the case across the UK with the exception of England currently.
- What are the available powers of redress against businesses who perform really badly, to which the response was that there are a number of actions which can be taken, including education, voluntary closure, seizing food, forced closures, serving of improvement notices. Reasons for closure can include active rat infestations in a kitchen; sewerage in a kitchen; staff being inadequately trained and a number of structural reasons. A closure will need to go through a magistrates court and be reported in the press.
- The last forced closure was two years ago and is rare. Temporary voluntary closures have occurred within the last six months but most businesses close, clean up and invite Environmental Health Officers back within two days to inspect them again so that they are able to re-open quickly.
- Whether EDDC is adequately resourced to do this work. The team spend more time with bad businesses.
- The recent hot weather does not affect the work of the team because food premises are required to be clean at all times, and there is also a short inspection cycle for bad businesses.
- There are no charges for inspections as part of the routine cycle. Establishments are charged for a re-inspection visit following a bad scoring. Establishments are keen to increase their scores and need to pay the re-rating charge.
- Training courses are targeted at establishments with low scores, in expectation of increasing their score and being able to publish it.
- Whether there was under reporting of food poisoning. Officers considered that there was a lot of under reporting of infectious diseases, but the majority of food poisoning incidents appear to be home generated rather than originating in establishments open to the public.
- The Food Standards Agency do a lot to tackle food poisoning at home, via such mechanisms as specific campaigns during the barbecue season. EDDC officers will also visit community groups to discuss these issues if asked.
- In relation to liaison with Health Authorities (HAs), there is an agreement that some infectious diseases will automatically be reported to Local Authorities by the HAs, and those reporting to GPs will be recorded and translated into statistical trends. EDDC work closely with Health Protection England.
- In terms of businesses which pose the most risk to the public, officers confirmed that it depended upon the size of the business (volume of customers, types of food handled) and levels of compliance relating to the management of the business.
- Establishments are not notified in advance of inspections and they are unannounced. Officers have power of entry.
- In terms of the EDDC team, two officers retired and were not replaced, so the team could not operate as it does currently with any fewer staff. More technical or sampling officers would enable them to visit the poorer establishments and possibly offer training to food businesses on a fee charged basis.
- Compared to other Devon District Authorities, EDDC has managed to keep most of its staff whilst others are not in this position and are unable to visit as many lower risk establishments as a result.
- Officers confirmed that it was hard to recruit young adequately qualified people for Environmental Health roles.

- It was noted that one of the most popular elements of the 'Takeover Challenge Day' run by EDDC for primary schools was the role play in a dirty kitchen hosted by Environmental Health.

RECOMMENDED to Cabinet

1. That Cabinet raise the issue through the LGA to press government for it to be a legal requirement for food businesses and eating establishments to display certificates and food hygiene rating scores.
2. That;
 - a) the current staffing levels of the Commercial Premises Team are maintained in order to protect residents and visitors, and
 - b) in recognition that the team could carry out more beneficial work with increased staffing, give consideration to whether the staffing establishment should be increased.
3. That the Commercial Premises Team be encouraged to continue their educational work with food businesses involved in high risk areas such as the handling of crab products, in order to protect the public.

RESOLVED that

4. The Scrutiny Committee encourage the Commercial Premises Team to request that the rolling screens at GP surgeries include messages about health and food hygiene at home, at their regular meetings with Public Health England.
5. The Scrutiny Committee wish to thank Allison Ferrero, Andrew Ennis and John Golding for their attendance and acknowledge the excellent work carried out by the team.

***12 Quarterly monitoring of performance – 4th quarter 2017/18 January to March 2018**

This item had been deferred from the last meeting when Karen Jenkins, Strategic Lead for Organisational Development and Transformation had given a [presentation](#) for this item.

Cllr Cherry Nicholas had raised a question following the meeting relating to the Performance Monitoring report, specifically Council priority 2 – Developing an outstanding local economy, and had received a response from the Income and Payments team which indicated the high amounts of money involved and reasons why 100% targets were difficult to achieve.

Henry Gordon-Lennox, Strategic Lead for Governance & Licensing, confirmed that there were a variety of reasons behind this, such as failure of delivery by suppliers which was difficult to control, as well as internal control issues, and regular reports and reminders are published to assist officers in ensuring they act promptly. The Senior Management Team (SMT) were given full details on areas causing concern.

Cllr Ranger asked for clarification about the situation with the Beach Safety Officer, which will be provided outside the meeting.

Cllr Ranger also asked about the reason for an increase in the number of level 2 complaints. Henry Gordon-Lennox explained that Cabinet received a report every year about complaints to the Ombudsman, and were due to report soon for the last year. He had instigated a management report about causes for concern which could be presented to Scrutiny and Cabinet, but pointed out that the number of complaints were a reflection of what happened in a particular year and didn't necessarily reflect a trend in more complaints generally.

Cllr Rylance asked where she could find the information about missed bin collections and John Golding, Strategic Lead for Housing, Health & Environment, confirmed that it is available data collected by Suez and would be provided outside the meeting.

Cllr Rylance asked about FOI requests made to the council and if an analysis had been done in relation to the types of request and how much officer time was utilised in responding.

Henry Gordon-Lennox confirmed that there were many repeat requests for information about issues such as car parking, burials, which officers were trying to respond to by putting information on the website in order to reduce this demand. There was also potential abuse of the system by people using this process for commercial purposes, the main increase being in relation to land charge requests.

Cllr De Saram and Cllr Chapman asked about vehicle checks and the recruitment of another officer within the Licensing Team. Henry Gordon-Lennox confirmed that an officer had been recruited and commenced work on Monday 2 July, but that the Street Trading work was bedding in well.

Cllr Gardner expressed concern in the rise in numbers of homeless people. Cllr Elson stated that Housing were about to employ an officer to deal with this, and John Golding confirmed that this situation had been reported to both Cabinet and Housing Review Board recently.

In relation to the Feniton Flood Alleviation Scheme, John Golding confirmed that they were still awaiting for permission to proceed and that EDDC had no control over this matter.

***13 Review of Service Plans and associated budgets (part of the Forward Plan)**

At the request of the last committee meeting, the Democratic Services Manager had drafted a paper with proposals for facilitating a review of current EDDC service plans by both Scrutiny and Overview Committees, separately at meetings throughout the year but in parallel to reflect their respective perspectives on the same functional areas, in advance of the Joint Budget meeting in January 2019. She introduced the paper containing options for a way forward and reference to the discussion which took place at the Budget Working Group which met on 28 June.

The Chairman brought the committee's attention to the section on options, and discussion included the following points;

- Members were not in favour of having joint meetings. Separate meetings allowed them to be more focused and prepared in relation to their particular remit, and the committees had been separated for the reason that they had different roles and perspectives
- Daytime sessions would allow more time for debate but would mean that members who were working would be unlikely to be able to attend
- Overview committee could review the system via Portfolio Holders in their recently enhanced role in relation to council services, rather than requiring officers to attend a lot of meetings
- Reviewing Service Plans would be difficult to do without officers present and was a massive piece of work for both members and officers alike. Timing was also an issue in order to schedule a review in advance of budget setting.
- How plans get developed and what is included is critical, with objectives being defined effectively. Discussion at SMT was underway and had acknowledged the need for objectives to be smarter.
- The role for Scrutiny lies in looking at Section 3 key service objectives which have either been achieved or are on track to be delivered at the point of review to identify areas for improvement, but this has budgetary implications.
- Agreement that the Joint Overview and Scrutiny Budget meeting in January was not currently fit for purpose and members needed to understand the two processes of budget setting aligned to service planning much earlier.
- That Portfolio Holders and Service Leads should be present to support and work with Overview and Scrutiny Committees

After discussion the Chairman asked for members to refer to section 5.1 of the report and agree an order to reviewing the Service Plans, suggesting that Scrutiny commence with Environmental Health and Car Parks and prepare to trial a process which may need to be modified. This was agreed.

Henry Gordon-Lennox suggested that a meeting of the Chair of Scrutiny and Karen Jenkins prior to commencing a review would be helpful in deciding which specific aspects of service delivery they wish to scrutinise, by selecting from the Key Service Objectives section of the 2018/19 Service plans, with particular attention on those objectives that have been achieved.

The Chairman then referred members to the options outlined in section 5.5 of the report and asked them to express their preference.

Members expressed their preference for option 5.5a) but without necessarily involving Overview Committee members, and requested that further work be done on making arrangements for this to happen.

As a point of clarification, Cllr Gardner expressed a view that members would not expect to have big presentations from officers, on the basis that they would have familiarised themselves with service plans before undertaking a review and then ask officers to be available to answer questions. Portfolio Holders could also attend these sessions.

The Chairman then referred to the recommendations on agenda page 58.

RESOLVED that;

Members agree to review existing service plans ahead of the formal budget setting process, and specifically to receive presentations on existing service plans at the next four meetings of Scrutiny committee prior to February 2019.

RECOMMENDED to Cabinet

that a review of the budget setting process is carried out to reflect good practice elsewhere, enable wider member engagement and to help towards delivering a budget which meets members aspirations in future years.

Other items on the Forward Plan were then discussed.

Ed Freeman had confirmed that he would attend the next meeting on 6 September to respond to issues raised by the Tree Team.

Members asked if issues could be raised in advance of his attendance at the meeting such as contact between Health Authorities and EDDC as the Planning Authority; about complaints surrounding the impact of development works on neighbouring areas, and about the situation currently regarding a Section 106 officer.

Fly tipping was already on the Forward Plan and work would be done by officers and members on this.

Cllr Rylance requested that an item be included on STRATA service delivery which received support from other members.

The Chairman expressed disappointment in the lack of a response from Cllr Andrew Leadbetter and it was suggested that the Cabinet Member for Adult Social care & Health Services at Devon County Council be invited to attend Scrutiny Committee again. John Golding confirmed that District Councils were to have more of a role in well-being issues, particularly in relation to prevention.

Cllr Gardner requested that the Committee write to Karen Jenkins to re-iterate the previously expressed view in relation to press releases and the involvement of ward councillors beforehand. The response would be circulated to members before deciding whether further actions were required.

Cllr Gardner requested that Committee invite the Police & Crime Commissioner and Chief Constable back to give members an update on increasing anti-social behavior and vandalism, and the reducing visibility of police officers.

The Chairman reminded members that before items go on the agenda they needed to be scoped which needed the involvement of members and not just left with officers.

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

Scrutiny Members present:

Brian Bailey
Maddy Chapman
Bruce De Saram
Cathy Gardner
Roger Giles
Graham Godbeer
Cherry Nicholas
Val Ranger
Marianne Rixson
Eleanor Rylance

Other Members

John Dyson
Jill Elson
Peter Faithfull
Ian Thomas

Officers present:

Henry Gordon-Lennox, Strategic Lead – Governance & Licensing
John Golding, Strategic Lead – Housing, Health & Environment
Allison Ferrero, Principal Environmental Health Officer
Andrew Ennis, Service Lead, Environmental Health & Car Parks
Sue Howl, Democratic Services Manager

Apologies from Scrutiny Members:

Simon Grundy
Stuart Hughes
Bill Nash
Darryl Nicholas
Eileen Wragg

Apologies from Non – Scrutiny Members:

Alan Dent
Tom Wright

Chairman Date.....

EAST DEVON DISTRICT COUNCIL

Report of a meeting of the Capital Strategy and Allocation Group held in The Council Chamber, Knowle, Sidmouth on Wednesday, 11 July 2018

Attendance list is at the end of the document

The meeting started at 2.30 pm and ended at 4.04 pm.

1. Report of the meeting of the Group

The report of the previous meeting held on 7 March 2018 was noted.

2. Declarations of interest

None were declared.

3. Summary of projects

The summary of the projects currently underway was noted. A suggestion was made that the Seaton Workshops project should be included in the summary to allow the group to monitor its progress.

4. Update on key projects

The Chairman reminded the group that updates received related to the major projects identified as requiring that level of due diligence. The updates to the group would be reviewed in September (in alignment with preparation of the draft Capital Budget) and inclusions for projects for the group to closely monitor could be made at that point.

a) Feniton Flood Alleviation Scheme

Project Update

The Strategic Lead for Housing, Health and Environment reminded the Group of the history of flooding for that area, and the planned works of a culvert underneath the railway line. A recent site visit had been made, including the Lead Member Susie Bond. He advised that they were close to a resolution with Network Rail with work planned for a start date in the autumn.

The Engineering Projects Manager, Dave Turner, added that, pending cost detail from Network Rail, there was scope to obtain additional funds from the Environment Agency to cover any increase. He also clarified the remedial works to the Group.

The financial position will be updated once Network Rail cost estimates are provided.

b) Seaton Coast Protection Scheme Outline Business Case

Project Update

The project was on track, forecast at £40K for delivery which sits within budget. Next steps were to:

- complete the specification and procurement of site investigation

- outline design of preferred option and undertake costing
- draft and finalise the outline business case.

c) **Sidmouth and East Beach Management Scheme**

Project Update

The Strategic Lead for Housing, Health and Environment reminded the Group of the elements of the scheme, including recharging the beach, installation of groin at the east beach, and raising the level of the current splashwall.

Financial Position

For a £9m scheme, officers were confident that £6m could be found through funding from the normal channels, but that still left a £3m shortfall. Work continued to secure partnership funding from a wide range of contributors, but without that money, the scheme could not go ahead.

Program and key milestones

Items to be completed in the next period are:

- Landscape and Visual Impact Assessment (LVIA) and Heritage Assessment scope confirmed with the local planning authority
- Meeting with water users to discuss design of access ramp
- LVIA, Heritage Assessment and EIA
- Outline design of access ramp
- Whole life costings and economics
- Draft and finalise outline business case

Comments from Members included:

- any funding partners approached should be informed of how much funding is expected and the key dates for decisions of those funding elements to be deployed; in response the Group were reminded of the funding Sub Group operated in relation to the scheme who had included those aspects in their approach to potential funders;
- More detail was presented on the various elements of the scheme at the Sidmouth and East Beach Management Steering Group.

d) **Whimpe Alleviation Scheme**

Project Update

The project status was on a variation, because of the slow response from Network Rail to the initial technical submission and subsequent submission. The budget however remains on track.

Items to be completed during the next period are:

- Review of existing works and site information
- Risk reduction and tender incentivisation meeting
- Review of contract options
- Prepare and review contract document including tender evaluation strategy.

e) **Knowle Depot to Manstone Depot relocation**

Project Update

Project remains on track, with construction on track for delivery before relocation to Blackdown House.

Financial Position

Total spend to date was £85,552 against a total project budget of £133,618.

f) **Office accommodation project**

Project Update

Timeline for project completion had shifted to mid to late January, due to weather related delays. Main points covered:

- Internal walls and first fix underway
- Recent topping out ceremony
- No reportable accidents on site since project commenced
- Permission granted for access road
- Completed defects correction work at Exmouth Town Hall

Financial Position

Expenditure, including accruals, to 31 May 2018 totals £6,359,499 of total budget £10,586,000.

Interserve's share price continues to be monitored.

g) **Procurement of Integrated Asset Management Contract (housing repairs)**

Project background

The Housing Review Board had already received a number of substantive reports on renewing the repairs contract for the Council's housing stock. The review process had taken the opportunity to incorporate other workstreams for the housing stock, such as the modernisation programme for kitchens and bathrooms. The new contract is being negotiated as a ten year term with options for adding an additional 5 plus 5 years. The aim is to develop a close partnership with the successful contractor, with a delivery start date of 1 February 2019. The new contract will deliver the benefits of a known price per property and price per void.

The evaluation of the bids for the contact was explained, including the balance of 40% price and 60% quality basis. Tenants have been kept informed of the process, and there continued to be a strong commitment to tenant involvement as the project progressed.

Financial Position

To date there has been an increase in the consultant fee from £30K to £54,070 to take into account the additional work following the change to the Competitive Procurement with Negotiation. The Housing Review Board are comfortable with that increase against a contract that will be worth over £100 million over its 10 – 15 year lifespan.

The Group were impressed with how the project was presented by the Property and Asset Manager, and some members of the Group were familiar with the project as it had progressed through the Housing Review Board. It was agreed to add this project for monitoring by the Group.

h) **Exeter and East Devon Enterprise Zone**

Project Update

The Group were reminded of the designation that went live in April 2017, with the key element of ring fencing business rate income over the 25 year term of the designation.

An update was set out on four elements:

- Park and Change facility
- Bus service
- Long Lane scheme
- ILS Upgrade (navigation aids)

Two further projects continue to be developed and are planned to come before Cabinet in the autumn – supporting the development of Cranbrook Town Centre; and supporting the growth of the Airport and its role as an economic driver.

In discussion the Group were advised that there were challenges for the Cranbrook Town Centre in terms of changing retail trends, and the expectation of a large supermarket chain which may not materialise.

i) **Queens Drive Exmouth**

Project Update

Start on site will be delayed; and the results of the site contamination inspection would impact on cost but would be covered by the contingency funding. Site events had been taking place on the Queens Drive Space and improvements made as lessons learned from those events.

Financial Position

No change to overall budget requirement of £3.1m.

Key project risks

Key risks continue to be closely monitored.

Cllr Armstrong put forward a number of questions on the project, relating to delays, cost implications of those delays, and her view that there was no clear business plan for the project.

She was reminded of the significant period of legalities that had contributed to the delay, and the external variables of dealing with other partners. Cabinet received regular reports on the project covering the timescales and costs. The project was closely monitored by the Deputy Chief Executive, the Executive Board and others, including elected Members.

5. Date of next meeting

5 September at 2.30pm in the Council Chamber.

Councillors:

Present:

Ian Thomas (Chairman)
Geoff Pook
Philip Skinner
Marcus Hartnell
Tom Wright
Paul Diviani
Jill Elson
John Dyson
Megan Armstrong

Apologies:

Alan Dent
Iain Chubb
Tim Dumper
Mark Williams
Simon Davey
Alison Hayward

Also present:

Mike Allen

Officers:

Richard Cohen, Deputy Chief Executive
John Golding, Strategic Lead – Housing health & Environment
David Turner, Streetscene Engineer
Steve Pratten, Relocation Project Manager
Simon Allchurch, Senior Building Surveyor
Any Gilbert-Jeans, Property and Asset Manager
Tim Laurence-Othen, Housing Projects Officer
Andy Wood, East of Exeter Projects Director
Debbie Meakin, Democratic Services Officer

Chairman: Date:.....

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

Community Fund Panel on 13 August 2018

Minute 4. Consideration of applications received	
RECOMMENDED by the Community Fund Panel Committee:	
1.	
a) Applications recommended for approval	EDDC recommended contribution
Monkton Village Hall – general repairs and new kitchen and toilets.	£5,000
Stockland Victory Hall – Replace a section of the cladding on the outside of hall that is rotten.	£1,848
Uplyme Village Hall – Kitchen improvements to make the hall more sustainable. Including new appliances and flooring.	£1,875.06
Colyton Library – The building was owned by Colyton Parish Council who wanted PV panels on the roof for the library building to become more sustainable. Members felt that the contribution should be reduced from the requested figure of £1,666 due to the low score given to the project. £1,000 was agreed to match the DCC Locality Budget contribution. Members stated that Colyton Parish Council, as owners of the building, should be encouraged to increase their £500 contribution to the project.	£1,000

EAST DEVON DISTRICT COUNCIL

Report of a Meeting of the Community Fund Panel held at Knowle, Sidmouth on 13 August 2018

Present: Councillors:
Dean Barrow (Chairman)
Douglas Hull
Geoff Jung
David Key

Also present: Jamie Buckley, Engagement and Funding Officer
Chris Lane, Democratic Services Officer

Apologies: Councillors
Paul Carter

The meeting started at 10:00am and ended at 10.25am.

*1 **Notes of Meeting held on 18 January 2018**

The notes of the meeting held on 18 January 2018 were accepted as a true record.

*2 **Declaration of interest**

Councillor David Key

Minute 4

Disclosable Personal Interest – District Councillor for Monkton and Stockland parishes

Councillor Dean Barrow

Minute 4

Disclosable Personal Interest – Unpaid external auditor for Monkton Parish Council's accounts.

*3 **Background papers**

The Community Building Funding Guidance Notes and application form had been attached for Member's information.

RESOLVED that the Community Building Funding guidance Notes be noted.

4 **Consideration of applications received.**

The Engagement and Funding Officer had applied the Community Council of Devon scoring system for guidance and to help summarise the background details of the applications.

The Panel was asked to consider:

- The importance of the project
- Whether match funding arrangements were in place
- What the works would mean for the hall/community shop and its users
- The current stage of the project
- Whether three quotations had been submitted as part of the application and, if not, the reasons given.

Members of the Panel were advised that the 2018/19 budget included £22,250 for the Community Buildings Fund.

a) Applications recommended for approval	EDDC recommended contribution
Monkton Village Hall– general repairs and new kitchen and toilets.	£5,000
Stockland Victory Hall – Replace a section of the cladding on the outside of the hall that is rotten.	£1,848
Uplyme Village Hall – Kitchen improvements to make the hall more sustainable. Including new appliances and flooring.	£1,875.06
Colyton Library – The building was owned by Colyton Parish Council who wanted PV panels on the roof for the library building to become more sustainable. Members felt that the contribution should be reduced from the requested figure of £1,666 due to the low score given to the project. £1,000 was agreed to match the DCC Locality Budget contribution. Members stated that Colyton Parish Council, as owners of the building, should be encouraged to increase their £500 contribution to the project.	£1,000

Report to: **Cabinet**
Date of Meeting: 5 September 2018
Public Document: Yes
Exemption: None



Review date for release None

Agenda item: 13

Subject: **Review of car parking charges**

Purpose of report:

This review intends to simplify our car parking offer, making both car parking tariffs and car parking permits fairer throughout the district whilst continuing to recognise the different needs and demands of residents and visitors.

We are considering the desirability of making all coastal long stay car park tickets transferable to all of our other long stay car parks subject to being able to resolve some technical issues.

We are proposing to base our car parking offer on just 3 basic charging schemes:

- Coastal long stay
- Inland long stay
- Short stay

We will also have the freedom to introduce special offer prices enabling seasonal discounts as appropriate.

We are also proposing to introduce one simple car parking permit that will potentially give many residents access to a permit that meets their needs at a lower cost than previously.

There is no overriding policy on the matter of reserved parking but from a simple asset management perspective, we will continue to offer reserved car parking spaces where there is both demand for and capacity to offer this facility at any of our sites.

We are not currently proposing changes to our popular 2,3,4 and 7-day explorer tickets. However we believe that the seven day ticket in particular does offer fantastic value for money providing up to seven days parking (worth £42) for just £25. We believe these tickets are good for tourism and at this stage we would simply seek to raise awareness of them and to promote their use by visitors and holiday makers but also to flag up that a future price review may be necessary.

The report formally discusses a number of changes to existing car park tariffs and parking permits following a public consultation exercise that we carried out in April and May 2018.

Recommendation:

From 1 April 2019:

1. To add Underhill car park in Lympstone to the group of car parks charging our coastal long stay tariff.
2. To add Canaan Way car park, Ottery St Mary, Coombe Lane car park, Axminster, Church Street car park in Sidford and Dolphin Street car park in Colyton to the group of car parks charging our inland long stay tariff.
3. To offer up to 15 car parking spaces for rent as reserved car parking spaces for £300 per space per year in Church Street car park in Sidford.
4. To designate up to an additional 8 car parking spaces in Temple Street car park in Sidmouth for reserved car parking and revise the rental charges for reserved spaces up to £300 per space per year.
5. To discontinue All-East Devon, Economy, Town/Area and Resident car parking permits and replace them with modular car parking permits valid for £100 per year for any single location plus additional locations at £20 per location per year.
6. To offer a two year introductory discount for single location permits purchased by customers who currently have a valid resident permit for Colyton, Lympstone or Exmouth. The discount will be 50% in 2019 and 25% in 2020 reverting to full price for permits purchased from 2021.
7. To introduce All-East Devon business permits for £500 per year.
8. To delegate to the Chief Executive and Asset Management Portfolio Holder the authority to enter into an agreement with LED to offer such subsidies and parking concessions that are found to be reasonably necessary to support the ongoing use of Exmouth Pavilion as an entertainment and community facility.
9. To introduce a pay and display parking management regime in Phear Park in Exmouth with a tariff of 50p per hour and £2 all day.

Reason for recommendation:

Section 122 of the Road Traffic Regulation Act 1984 sets out the duties of all local authorities in respect of a range of traffic related functions including the provision of off-street parking.

We have as always been careful to balance the needs of our residents alongside the demand for parking from visitors and to consider the impact of any changes on our local businesses.

These proposals will not interfere with the security of (or access to) any other premises and we believe that they will not be prejudicial to the amenity of the relevant localities and they are in all other material respects consistent with other relevant factors including our desire to support our town centre economies.

Officer:

Andrew Ennis, Service Lead, Environmental Health & Car Parks - 01395 517452, extension 2382, aennis@eastdevon.gov.uk

Financial implications:

The financial implications have been indicated within the report, with the exception below;

The costs associated with:

- line markings for the additional designated spaces in Temple street

- creation of the pay and display car parks at the Exmouth Pavilions car park & Phear park Exmouth, such as parking machines & instillation etc.

These costs have not been included in the current year budgets (2018/19), therefore all costs need to be offset against the projected income.

Legal implications: Legal Services will need to ensure that any reserved spaces are dealt with by way of a lease which is excluded from the security of tenure provisions of the Landlord and Tenant Act as with similar arrangements, it should be considered whether the tenant is to pay the Council's legal costs in this regard.

A minimum period of three months should be allowed for Legal Services to seek an amendment to the Council's Parking Places Order. This period does not include the time it may take to address any objections arising from the statutory consultations.

Equalities impact: Low Impact

Risk: Low Risk

There is a risk that the proposals for change considered here will be viewed in certain communities as nothing more than an unwelcome price increase. That risk is mitigated by the relatively modest extent of the proposed changes and the fact that we have carried out and duly considered an extensive public consultation exercise prior to making these recommendations.

Links to background information: • [Cabinet Report 27th November 2013](#)

Link to Council Plan: Continuously improving to be an outstanding Council, Encouraging our communities to be outstanding, delivering an outstanding economy.

Contents:

1. Introduction
2. Consultation Methodology
3. Pay and display tariffs
4. Car Parking permits
5. Temple Street, Sidmouth
6. Exmouth Pavilion car park
7. Phear Park
8. Church Street Sidford, Ward Member proposal

1.0 Introduction

- a. As part of our autumn budget review in 2016 we made a commitment that we would consult on certain proposed changes to our car parks fees and charges with the objectives of:
 - simplifying our tariffs,
 - introducing the best possible management regime to ensure that available car parking assets are put to the best possible use and,

- assessing whether these changes might also yield additional revenue income without risk of damage to our local economies and local communities.
- b. We also raised with Members back in November 2013 and again in February of this year the fact that historically we have retained certain car park tariffs and residents' parking permit schemes that have been held at very low cost, raising legitimate questions about both the fairness of this policy and in the present climate, about how this sits alongside our duty to manage our car parking assets responsibly.
 - c. Members agreed that we would carry out a public consultation exercise to assist the Council in deciding what changes would be appropriate.
 - d. In this report we are recommending to Members that we manage our public car parks under just three basic charging policies:
 - i. short stay,
 - ii. coastal long stay
 - iii. and inland long stay

along with a basic offer of 2, 3, 4 and 7-day explorer tickets and just one type of modular parking permit. Within that framework we have recommended a number of other measures for Members to consider and we would retain the flexibility to operate both short and long term seasonal special offers that continue to meet the needs of our residents, businesses, visitors and other local stakeholders.

2.0 Consultation Methodology

The consultation exercise was live from 5 April right through to midday on 1 June 2018. Questionnaires were available online and on paper. The consultation was publicised in a wide variety of ways: we sent questionnaires directly to over 4,000 of our customers who already buy car parking permits from us; it was also publicised in a press release sent out to the local media in early April and on our social media accounts; all of our town and parish councils, chambers of commerce and East Devon District Councillors were individually invited to respond and encouraged to pass the opportunity onto other residents and clients.

We received **869** completed questionnaires.

When looking at the general results it is worth bearing in mind that 64% of respondents were our car parking permit customers. The results of the statistical questions on car park permits have been broken down by those with and those without permits to enable us to better understand the impact of proposed changes and to make inferences about fairness.

The results of the survey have been published [here](#) by Jamie Buckley our Community Engagement and Funding Officer and if anyone would like to view the data in full, please contact Jamie at Jamie.Buckley@eastdevon.gov.uk.

3.0 Pay and Display Tariffs

A summary of our current tariffs and changes recommended in this report have been included as a table in appendix 1 at the end of this report.

In the consultation we proposed that our standard tariff rate of 50p per half hour and £1 per hour in most of our busy and popular car parks should remain unchanged. This applies in:

- Coastal long stay car parks where we charge a maximum of £6 for up to 24 hours. This reduces to a maximum of £3 for 24 hours out of season (1 November to 31 March or Good Friday, whichever comes first).

- Inland long stay car parks where we charge a maximum of £3 for up to 24 hours.
- Short stay car parks where we charge a maximum of £3 which pays for 3 hours parking and gives a fourth hour free of charge.

This could have been reviewed this year, but Officers felt that there were no sound operational reasons for doing so at present and experience from previous changes suggests that our customers react in a negative way to price increases and instead of increasing their spend, they may choose to spend the same amount of money and buy less time to the detriment of our town centre economies.

Our survey showed that 91% of respondents agreed with keeping these charges the same in our pay and display car parks.

Historically we have five car parks that have offered customers a significantly less expensive tariff, typically 20p for half an hour and anything from £1.50 to £4 for a whole day. We gave Members a warning as long ago as 2013 that we would review these tariffs and with current budgetary pressures (and in a least one case (Underhill car park in Lymptstone), massive over demand and under supply of parking availability), the time is now right for a review.

Specifically we proposed the following:

- Underhill Lymptstone – to have our standard coastal long stay tariff
- Canaan Way, Ottery St Mary, Church Street, Sidford, Coombe Lane, Axminster and Dolphin Street, Colyton – all to have our standard inland long stay tariff.

We did not propose any changes to our popular 2, 3, 4 and 7 day explorer tickets. These cost just £12, £15, £20 and £25 and allow customers to purchase a single ticket from one of our machines on arrival and not only is that ticket valid for use for the duration of their stay, it is also portable and can be used in any of EDDC's pay and display car parks (with the exceptions of Sidmouth's Manor Pavilion where the revenue from that car park goes directly to supporting the work of the theatre and Fore Street in Beer).

The overall result of the consultation was that 69% of respondents agreed with our proposals to bring charges in the five cheaper car parks in line with charges in other similar car parks. Of those that disagreed 20% felt we should do nothing and keep the current lower charges. There are further comments on Cllr Rixsom's alternative proposal for Church Street Sidford in section 8 below.

There have been specific representations from the respective local Councils and other bodies and these have been duly considered. We are also in preliminary discussions Lymptstone Parish Council about their interest in a possible asset transfer.

4.0 Car Parking Permits

The range of permits we offer has been in place for some time and includes special "residents' permits" for qualifying residents in Colyton (£40 per year entitling customers to use only Dolphin Street car park), certain streets in Exmouth (£40 per year entitling customers to use only Camperdown Terrace car park) and residents in Lymptstone (£40 per year entitling customers to use only Underhill car park).

Demand for these permits is very high and last year we supplied 130 permits for Lymptstone (currently these permit holders have to compete with substantial visitor

numbers for just 84 parking spaces here). It is a similar situation for Colyton's 67 permit holders competing for just 63 spaces here) and until we more than doubled the capacity in Camperdown Terrace car park in Exmouth recently to 116 spaces, 88 permit holding residents faced a similar daily challenge.

We also offer the following "fixed price" town / area permits for £134 per year:

- Sidmouth and Sidford
- Exmouth, Budleigh Salterton and Lympstone
- Axminster, Beer, Colyton and Seaton
- Honiton and Ottery St Mary

Finally we offer "**economy**" and "**All East Devon**" permits that allow a top-up of your town area permit to include limited (economy) or unlimited (subject to some t's and c's - All East Devon) use of the public car parks in all of our other towns for £172 and £207 respectively per year.

The consultation document explained our proposal to discontinue our £40 per year residents' permit scheme. We believe that it is uneconomic to maintain these permits at this price and the address qualification means it is also bureaucratic to administrate.

We also proposed to end our town / area permits and to replace them with a range of single town or village permits more intelligently priced according to parking availability and demand:

- In the consultation we proposed that a permit for any one of Sidmouth, Honiton, Axminster, Exmouth, Budleigh Salterton, Lympstone, Beer or Seaton would still cost £134 per year but the permit will be valid in **only one** of these towns or villages.
- In addition, we suggested that permits for any one of Sidford, Colyton and Ottery St Mary only could be made available at a reduced rate of £85 per year to reflect lower demand and our more modest parking offer in these locations.

Finally we proposed that our **Economy and All East Devon** permits will end and we would introduce the following alternatives:

- **All Car Parks Permits:** - to top up your single town or village permit to allow shopping trips etc. of up to 3 hours on any day to any of our other car parks: an additional £50 per year.
- **Business Users:** - to allow unrestricted daily use of all of our car parks (both short and long stay with no maximum daily time restriction): £500 per year.

The outcome of the consultation was that 36% of respondents that currently have car park permits agreed with proposal to get rid of Residents Permits, Town / Area Permits, Economy and All East Devon Permits and to replace them with Single Village or Town

Permits, All Car Park Permits and Business Permits, compared to 53% of those without one. Interestingly, of those customers with one of our car parking permits only 45% felt that we should just keep the current system.

- Overall 41% of respondents agreed with our proposals. Of those that disagreed:
 - 38% said we should keep the current permit system.
 - 19% said we should do something else – the most popular suggestions were for the All Car Parks Permit to allow parking for longer than three hours in long stay car parks, and to keep the current Residents Permits.

Residents' Permits

- 53% disagreed with getting rid of Residents Permits. The main reasons they disagreed were:
 - Residents need or want to park near their homes, it would be impossible for them to do this without Residents' Permits. Most mentioned Lympstone and Camperdown Terrace car parks.
 - Getting rid of Residents' Permits would just cause more inconsiderate, illegal and inconsiderate on street parking which is already not policed.
- 93% of those with Residents Permits disagreed with us getting rid of them, compared to 54% of people without a Residents Permit. 46% of people without a Residents Permit agreed with us stopping providing them.
- 42% said we should keep Residents Permits but importantly this group felt that we should also offer them in other car parks as well. 17% said we should keep Residents Permits but shouldn't offer them in other car parks. 41% agreed with us stopping Residents Permits.

Town / Area Permits, Economy Permits and All East Devon Permits

- 57% of respondents had a Town / Area Permit, Economy Permit or an All East Devon Permit. Of those that had a permit, 51% said the new proposed permits would meet their needs, 49% said that they wouldn't, mainly because:
 - They need to park regularly in all or most of the locations their current Town / Area Permit covers.
 - The All Car Parks Permit needs to allow people to park for longer than 3 hours in long stay car parks.
 - Exmouth and Budleigh Salterton need to be covered jointly by one permit.

Business Permits

- 73% agreed with the proposals for Business Users Permits. Of the 27% that disagreed the most common reason was that £500 was too much.

Discussion

It therefore seems reasonable to recognise that there is scope for improving the service that we currently offer to our permit customers and that there are also a number of issues with the alternatives that were proposed during the consultation.

There is an understandable reluctance to welcome changes from within the group of respondents who currently enjoy the benefits of the £40 residents' permits and I would suggest, there is also a recognition of its inherent unfairness by those who live in towns and villages where they are not entitled to have a residents' permit and instead already have only the more expensive option of a £134 town/area permit.

I do however recognise the foreseeable impact of introducing a new pricing policy that effectively means an overnight 300% increase in cost for some residents.

I am therefore suggesting that we acknowledge the desire of some residents in Colyton, Lypstone and the Camperdown Terrace area of Exmouth to have access to an affordable car parking option nearby but we should also consider the fairness of this for residents elsewhere including for example Axminster, Seaton, Beer, Sidmouth and Budleigh Salterton where no equivalent permit is available.

The current town / area format of our permits is evidently still considered important with a number of respondents calling for retaining existing combinations such as Budleigh Salterton with Lypstone and Exmouth. I am therefore proposing to retain the town / area options but to do so by offering a modular approach to permit purchasing going forward as follows:

Residents who require a car parking permit for use in just one town / village location will be able to purchase a basic annual permit for £100 in 2019/20:

Rather than constraining customers to our pre-determined combinations of locations, customers who require additional locations on their permit will be able to add others in any combination for an additional £20 per location per year, rising to a maximum of £200 for an all-car-parks permit. The permit will be valid for up to 3 hours in short stay car parks and for unlimited parking in long stay car parks. The locations will be: Sidmouth, Sidford, Exmouth, Seaton, Honiton, Budleigh Salterton, Ottery St Mary, Axminster, Colyton, Beer and Lypstone.

Recognising the impact of this change on customers who have previously been entitled to purchase a £40 residents' permit, this change will be phased in. The new permit types will be available from 1 April 2019 and existing residents' permit holders will be entitled to purchase a basic single location annual permit with a 50% discount in 2019, a 25% discount from 1 January 2020, reverting to full price in line with all other locations after 1 January 2021.

5.0 Reserved car parking in Temple Street, Sidmouth

There are 31 spaces in the Temple Street car park in Sidmouth, 12 of which are currently reserved. This leaves 19 available for a stay of up to 2 hours free of charge but we have 12 people on a waiting list. We proposed to create another 8 "paying" reserved bays to satisfy demand and still leave 11 for use by people visiting local businesses.

69% of respondents agreed with us turning 8 of the public free to use car park spaces into reserved bays for residents. Of the 31% that disagreed the majority, 22% said we should keep the current arrangement.

I will therefore be recommending that we offer an additional 8 reserved car parking spaces at this location. There was also feedback that at £240 per year, the reserved spaces at this location are relatively inexpensive and that it may be reasonable to review our charges for exclusive occupation of a reserved car parking space. I would suggest to Members that from an asset management perspective, up to a 25% year on year price increase would enable us to start to earn revenue that better matches the true value of a reserved parking space at this location. Equivalent spaces in Sidmouth Town centre now rent for £1500 per year.

We have not reviewed or consulted on an appropriate tariff for the remaining 2-hours free spaces within this car park as this was not a priority. However it would be possible to treat these in a similar way to those in Church Street Sidford (see section 8 below) in respect of both the introduction of an inland long stay tariff and the possible re-opening of an asset transfer conversation with the Town Council.

6.0 Exmouth Pavilion Car Park

We own the Pavilion in Exmouth, and the 26 space car park opposite it on the seafront. We lease the Pavilion to LED Leisure who run it.

The car park has been used, free of charge by the Pavilion's staff and customers for several years and this has been allowed to continue pending a decision about its future. However it has been legally designated a public pay and display car park since 2008. The Exmouth Pavilion car park (which going forward will be known as Beach Gardens car park) became in need of significant repairs and improvement and we subsequently agreed with LED Leisure that East Devon's car parks' team would start to manage the car park. It will become a pay and display car park, the income earned will help to pay for the urgently needed repairs and improvements that we have just completed in the car park.

The car park will be managed on our usual short stay tariff. This will be a 50p minimum charge, £1 per hour, maximum charge £3 for up to 4 hours, charges will apply 8am to 6pm, 7 days a week.

In the consultation we explained that we wanted to continue to support certain groups, activities and events that take place at the Pavilion and in particular those events that are considered to be important by the people of Exmouth by offering to subsidise some car parking charges.

We specifically asked respondents whether we should offer discounted or free car parking to certain people using or visiting the Pavilion in Exmouth. We also asked whether subsidised car parking should be offered in the Pavilion car park or in a different long stay car park up to ten minutes' walk away.

69% said we should offer discounted or free car parking to certain people using or visiting the Pavilion in Exmouth, whether that is in the Pavilion car park or a different long stay car park up to ten minutes' walk away.

Full details of which categories of Pavilion users / visitors respondents felt should receive discounts, free parking or no discounts can be seen in the full report.

- 49% - customers of markets and other events should receive no discount or free parking.
- 50% - organisers running exercise classes, educational classes or running other clubs or groups should receive a full refund of charges in the Pavilion car park.
- 52% - people putting on a show or concert should receive a full refund of charges in the car park.

When asked for suggestions on how we might manage this car park to generate income to pay for its maintenance the most popular suggestion was to make it pay and display like everywhere else.

Members are therefore asked to endorse the commencement of pay and display charges at this location. Whilst there is clearly a case for considering parking concessions, at least in the short term, there is an alternative view being expressed and it seems sensible to ask Members to delegate to the Chief Executive and Portfolio Holder the authority to enter into an agreement with LED to offer such subsidies and parking concessions that are found to be reasonably necessary to support the ongoing use of Exmouth Pavilion as an entertainment and community facility. Those arrangements will be subject to annual review within the framework of the existing management arrangements between EDDC and LED.

7.0 Phear Park, Exmouth

We have proposed to introduce pay and display parking at the public car park in Phear Park, Exmouth so that we can cover the management costs of preventing inconsiderate parking on the grass and pathways.

There have been continued complaints from park users and local Councillors about people parking inconsiderately on the grass and pathways around the park, damaging them and blocking the way for cyclists, people with pushchairs and those with disabilities.

The proposal is to create a public car park with about 30 clearly marked bays in the park. It's currently free to park here but this would turn it into a pay and display car park. The proposal we consulted on was that this would be a minimum charge of 50p for 30 mins, continuing at up to £1 per hour and up to £6 on any day, with no parking at all between 11pm to 4am (to prevent misuse). The parking fees would cover our management costs any surplus revenue would be re-invested into the park.

62% of our respondents agreed with our proposal to introduce pay and display parking at the public car park in Phear Park, Exmouth. Of the 38% that disagreed:

- 16% said we should keep the current arrangement
- 12% said the proposed charges should be lower
- 10% said we should do something else. When the 10% were asked what we should do the most common suggestion was to fine and clamp people parking on the grass and pavements and patrol the area.

It is therefore suggested that we introduce a charging tariff, effective from 1 April 2019. This time-delay is in recognition of some of the difficulties envisaged by various users and to enable organisations time to adapt and prepare for the introduction of the charges next year. It does also seem reasonable to offer a lower initial charging tariff to

ensure that charges do not discourage people from continuing to use this park as part of their healthy lifestyle and I am recommending that we introduce the scheme here with a simple, low cost tariff of just 50p for one hour and £2 all day. This tariff can be reviewed in due course and Members may wish to see this as an introductory offer with the objective of bringing it into line with our other long stay car parks in due course and if that is their desire, it would be sensible to include it with the group of car parks in recommendation 2 and to amend that recommendation now, noting that a special offer should be applied in the interim.

8.0 Church Street, Sidford, Ward Member proposal

As an alternative to our proposal in section 3 above, a local Councillor has proposed that we consider an alternative in our pay and display car park in Sidford, to suit its particular needs. Charges in the car park are currently 20p for the first half an hour, then 40p for every hour, if you pay £4 you can park all day. Charges apply from 8am to 6pm every day.

The proposal is that some of the 57 car parking spaces would be reserved for nearby Sidford residents. Nearby residents would have to apply to us for a reserved space, and if granted one they would have to pay an annual charge for it. Their space would then be just for their use. Anyone would be able to park in the rest of the spaces for as long as they like, free of charge for the first two hours, then the standard charges of £1 an hour would apply for anything over two hours. Having the first two hours free, and then charging for anything over that would apply from 8am to 6pm every day.

- 78% of respondents agreed with the proposal to reserve some car parking spaces in the pay and display car park in Sidford for nearby Sidford residents. 18% thought this should be under 10 spaces, 53% opted for 10 to 19 spaces and 23% supported 20 to 29 spaces being reserved for residents.
- 64% respondents agreed with the proposal of introducing free public car parking in Sidford's public car park for the first two hours than charging £1 an hour after that. Of the 36% that disagreed, 23% of those disagreed and said the charges should be in line with other council car parks.

We do not currently offer a free of charge period in any of our pay and display car parks, and whilst the suggestion does have some merit and clearly has significant support, there is no evidence that its introduction here would actually be helpful. I will suggest that the cost for reserved car parking be aligned with Temple Street, Sidmouth and that we will initially offer up to fifteen bays for rent on that basis. Feedback has suggested that spaces in Temple Street are currently undervalued at £240 per year and my recommendation is therefore to increase those charges by 25% to £300 per year from 1 April 2019 and to offer spaces here on equivalent terms.

I am still recommending that we should apply our inland long stay tariff in this car park from 1 April 2019 but in the interim we will continue to talk to representatives of Sidmouth Town Council. The Town Council has indicated that it would prefer to see free parking here alongside charged-for reserved parking spaces and we will explore that possibility, mindful that this would be inconsistent with our policies elsewhere but that it could potentially be achieved in the future via an asset transfer.

Type	Car Park Name	Total Spaces	Current Per Hour	Proposed Per Hour	Current Max	Proposed Max
Coastal Long Stays						
BEER	CENTRAL L/S	208	£1.00	£1.00	£6.00 (Nov - Mar £3.00)	£6.00 (Nov - Mar £3.00)
SEATON	SEATON JURASSIC L/S	151	£1.00	£1.00	£6.00 (Nov - Mar £3.00)	£6.00 (Nov - Mar £3.00)
SEATON	THE UNDERFLEET (WEST) L/S	68	£1.00	£1.00	£6.00 (Nov - Mar £3.00)	£6.00 (Nov - Mar £3.00)
SEATON	SEATON TOWN HALL L/S	20	£1.00	£1.00	£6.00 (Nov - Mar £3.00)	£6.00 (Nov - Mar £3.00)
SIDMOUTH	MANOR ROAD L/S	306	£1.00	£1.00	£6.00 (Nov - Mar £3.00)	£6.00 (Nov - Mar £3.00)
LYMPSTONE	UNDERHILL L/S	84	40p	£1.00	£4.00	£6.00 (Nov - Mar £3.00)
BUDLEIGH SALTERTON	LIME KILN L/S	422	£1.00	£1.00	£6.00 (Nov - Mar £3.00)	£6.00 (Nov - Mar £3.00)
EXMOUTH	ESTUARY CAR L/S	159	£1.00	£1.00	£6.00 (Nov - Mar £3.00)	£6.00 (Nov - Mar £3.00)
EXMOUTH	IMPERIAL REC GROUND L/S	65	£1.00	£1.00	£6.00 (Nov - Mar £3.00)	£6.00 (Nov - Mar £3.00)
EXMOUTH	MAER ROAD L/S	334	£1.00	£1.00	£6.00 (Nov - Mar £3.00)	£6.00 (Nov - Mar £3.00)
EXMOUTH	QUEENS DRIVE L/S	198	£1.00	£1.00	£6.00 (Nov - Mar £3.00)	£6.00 (Nov - Mar £3.00)
EXMOUTH	CAMPERDOWN L/S	116	£1.00	£1.00	£6.00 (Nov - Mar £3.00)	£6.00 (Nov - Mar £3.00)
EXMOUTH	FOXHOLES L/S	206	£1.00	£1.00	£6.00 (Nov - Mar £3.00)	£6.00 (Nov - Mar £3.00)
Inland Long Stays						
AXMINSTER	WEST STREET L/S	34	£1.00	£1.00	£3.00	£3.00
AXMINSTER	POPLAR MOUNT L/S	78	£1.00	£1.00	£3.00	£3.00
AXMINSTER	COOMBE LANE L/S	87	50p	£1.00	£1.50	£3.00
COLYTON	DOLPHIN STREET L/S	59	40p	£1.00	£4.00	£3.00
OTTERY ST MARY	BROOK ST L/S	33	£1.00	£1.00	£3.00	£3.00
OTTERY ST MARY	CANAAN WAY L/S	132	50p	£1.00	£1.50	£3.00
HONITON	THG L/S (Thelma Hulbert Gallery)	41	£1.00	£1.00	£3.00	£3.00
HONITON	NEW STREET (NORTH) L/S	29	£1.00	£1.00	£3.00	£3.00
HONITON	NEW STREET (SOUTH) L/S	54	£1.00	£1.00	£3.00	£3.00
HONITON	SILVER STREET L/S	90	£1.00	£1.00	£3.00	£3.00
Short Stays						
BEER	CENTRAL S/S	208	£1.00	£1.00	£3.00	£3.00
BEER	FORE STREET S/S	10	£1.00	£1.00	£3.00	£3.00
SIDMOUTH	ROXBURGH S/S	73	£1.00	£1.00	£3.00	£3.00
SIDMOUTH	MILL STREET S/S	46	£1.00	£1.00	£3.00	£3.00
SIDMOUTH	HAM EAST S/S	75	£1.00	£1.00	£3.00	£3.00
SIDMOUTH	HAM WEST S/S	191	£1.00	£1.00	£3.00	£3.00
SIDMOUTH	MANOR PAVILLION S/S	16	£1.00	£1.00	£4.00	£4.00

SIDFORD	CHURCH STREET	57	40p	£1.00	£4.00	£3.00
BUDLEIGH SALTERTON	ROLLE MEWS S/S	45	£1.00	£1.00	£3.00	£3.00
EXMOUTH	TOWN HALL S/S EXMOUTH	32	£1.00	£1.00	£3.00	£3.00
EXMOUTH	BEACH GARDENS S/S	26	n/a	£1.00	n/a	£3.00
EXMOUTH	OLD LIFEBOAT STATION S/S	13	n/a	£1.00	n/a	£3.00
EXMOUTH	IMPERIAL ROAD S/S	241	£1.00	£1.00	£3.00	£3.00
EXMOUTH	LONDON HOTEL S/S	150	£1.00	£1.00	£3.00	£3.00
HONITON	KING ST S/S	35	£1.00	£1.00	£3.00	£3.00
Other						
AXMINSTER	WEST STREET S/S	111	£1.00	£1.00	£10.00	£10.00
AXMINSTER	SOUTH ST S/S	37	£1.00	£1.00	£10.00	£10.00
BEER	CLIFF TOP L/S	300	£1.00	£1.00	£4.00 (Nov - Mar £3.00)	£4.00
SEATON	ORCHARD ROAD S/S	168	£1.00	£1.00	£10.00	£10.00
BUDLEIGH SALTERTON	LOWER STN ROAD S/S	39	£1.00	£1.00	£10.00	£10.00
EXMOUTH	PHEAR PARK S/S	30	n/a	50P	n/a	£2.00
EXMOUTH	QUEENS ECHELON L/S	78	£1.00	£1.00	£10.00 (Oct - Mar £5.00)	£10.00
EXMOUTH	MAMHEAD	2	n/a	£20.00 (24 HOURS)	£20.00 (24 HOURS)	£20.00
HONITON	THG S/S (Thelma Hulbert Gallery)	41	£1.00	£1.00	£10.00	£10.00
HONITON	LACE WALK S/S	203	£1.00	£1.00	£10.00	£10.00

Report to: Cabinet
Date of Meeting: 5 September 2018
Public Document: Yes
Exemption: None



Review date for release

Agenda item: 14

Subject: Request from Beer Community Land Trust to obtain development loan finance

Purpose of report: A request has been received from Beer Community Land Trust (CLT) asking the Council for a loan of up to £1.15m to enable development of 6 to 7 affordable homes in Beer.

Recommendation: **The Council supports Beer CLT by granting a loan of up to £1.15m to enable the development of affordable housing in Beer.**

The loan to be secured on land, property and development owned by the CLT. The Council will borrow corresponding amounts as advanced to the CLT from the PWLB with the full loan repayment and interest incurred to be met by the CLT including an additional uplift in interest to comply with state aid rules.

That delegated authority be given to the Strategic Lead (Finance) in consultation with the Strategic Lead (Governance & Licensing) to enter into appropriate legal documentation to secure the loan having carried out appropriate due diligence.

Reason for recommendation: A priority of the Council is to provide affordable housing which is the purpose of this proposal

Officer: Simon Davey, Strategic Lead Finance, sdavey@eastdevon.gov.uk

Financial implications: These are outlined in the report. This report and recommendation is based on the proposal submitted and any material variation from the submitted proposal will require further Council approval.

Legal implications: While the principle of what is proposed is acceptable legally, as it was in 2013, it is necessary for the project to be subjected to further due diligence prior to the relevant legal documentation being completed and finances advanced. This would cover off further reassurance in respect of the financial position of the scheme, its deliverability (including a review of legal title to the development site and evaluation of any constraints emerging, the need to have secured planning permission and assessment of any related affordable housing obligations etc), the CLT's incorporation documents (to be satisfied as to their structure, status and powers to implement all aspects of the development) and preparation of the loan documentation (including a land mortgage) to secure the loan including appropriate interest (as detailed in the report), plus step-in rights for EDDC if development work fails part-way

Equalities impact: Low Impact

Risk: Low Risk

Links to background information:

Link to Council Plan: Encouraging communities to be outstanding

1. Request for development loan

- 1.1 A request has been received from Beer Community Land Trust (CLT) asking for a loan of up to £1.15m to enable the development of 6 to 7 affordable homes in Beer. Loan advances up to this value will be requested in tranches by the CLT in line with land purchase and development phases as outlined in the request letter attached in Appendix A.
- 1.2 The Council itself will obtain a corresponding loan from the Public Works Loan Board (PWLB) to match the advance made to the CLT, again up to the value of £1.15m. The Council will then ensure all costs incurred on its loans will be passed on in the loan to CLT ensuring a cost neutral position for the Council.
- 1.3 The Council needs to ensure that the loan its makes to the CLT is compliant with state aid rules thereby making an interest charge which is at or above the published European Reference Rate adjusted for risk and collateral considerations; this has currently been assessed at 1.86%. This would be the minimum interest rate the Council should currently charge CLT for a loan. The interest rate to be charged to the CLT will therefore be the higher of the PWLB rate actually incurred in making the advance to the CLT or the 1.86%. For information the PWLB loan rates are currently:
 - 2 year Maturity Loan fixed interest rate is 1.73%
 - 20 year Maturity Loan fixed interest rate is 2.77%
- 1.4 The Council will obtain suitable loan collateral through assets owned by Beer CLT and this will be secured through legal agreements.

2. The CLT development Proposal

- 2.1 The proposal is outlined in the request letter which in summary is to build 6 to 7 houses on purchased site in Beer; 3 or 4 of the properties will be retained by the CLT and rented at affordable rents to people with local connection and housing need, the remaining properties being sold at a discount secured in perpetuity and made available to local people. The sales income being used to cover a significant element of the land purchase and development costs by repayment of the loan advanced by the Council.
- 2.2 The loan is likely to be required in 3 tranches during the development totalling £1.15m, it is planned that £880,000 will be repaid after 2 years from the receipts received from the sold properties. The balance (£270,000) will then be repaid over a 20 year period. In practice this may vary but the maximum loan will be as stated and the Council will do a back to back loan through the PWLB of the amounts advanced ensuring all costs are recovered from the CLT.

2.3 Accompanying the request letter was a financial model which included; development costs, calculations of loan repayments from property sales giving assumed sales values, and longer term loan repayments from assumed rental income. These calculations appear reasonable and sensible assumptions have been made. This has not been attached for reasons of confidentiality.

3. Previous Beer CLT scheme supported by the Council

3.1 The Council supported a similar scheme in 2013 with an initial development loan of £1.060m to build 7 homes in Beer. This was the same arrangement as the latest proposal described above with the majority of the loan (£770,000) repaid at the point of selling part of the development with the remaining loan (£290,000) being repaid from rental income. All repayments with interest have been met on or in advance of time.

3.2 This scheme provided essential affordable housing in Beer which was partly facilitated by this Council at no cost the Council Tax Payer. The success of the first scheme should give Cabinet some assurance in supporting a second scheme.



Beer Community Land Trust Ltd

Building homes for the community

Brereworde House
New Road
Beer
Devon
EX12 3HS
22/6/18

East Devon District Council
Knowle
Sidmouth

Att. Mr Simon Davey,

Development loan finance for Social Housing Project

Dear Simon,

Further to our recent conversations I would like to apply for a development loan to deliver a second affordable housing scheme in Beer.

You will no doubt recall that the council made a similar loan to the Beer CLT in 2013 enabling the CLT to deliver 7 affordable houses in Beer. That major part of that loan was repaid as agreed and the residual loan is being repaid from the rental income. I have just made the latest payment and trust therefore you can accept our track record of delivering houses and repaying loans in accordance with the council not only at no cost to the council but potentially giving the council an additional revenue stream.

The new project is the development of the old social club site. We have now agreed the purchase price and the transaction is now with our solicitors. The project will deliver 6 or 7 houses, depending on final design. Three or four will be retained by the CLT and rented at affordable rents to people with a local connection and housing need. The others will be sold at a discount secured in perpetuity through conditions and again made available to local people. The sales income plus grant funding will be used to pay off the majority of the loan on completion. The residual loan will be serviced by the rental income. At the completion of the project the CLT will retain an asset value in the region of £800000. In essence the scheme is identical to the first scheme.

I attach a spreadsheet identifying the major costs and values. We have had a site investigation survey and topographical survey of the site and obtained quotes for the high risk elements including demolition, asbestos and foundation work. We have also had detailed discussions with

architects and contractors and had a QS review our figures The costs are all factored into the financial model and I am therefore confident the scheme can be delivered as planned.

The purchase price agreed is £168001.00 however the vendor is the old Social Club members. A number have pledged to donate their share to the CLT as the club was originally donated to the community. The club management board has tested the rules and had legal comment confirming the club may be sold by the members and the proceeds returned to the members. We are satisfied therefore that the sale is legal and those members wanting to donate their share to the CLT are entitled to do so. The effect of these donations is that the amount we will actually pay for the club is £138000 however the site has a market value of £168000.

The total development loan required including interest is £1.134m however as with the last loan payment in tranches will reduce our costs and minimise the councils risk. I would like to apply for a £1.15m facility with draw down in 3 tranches, site purchase, on completion of all ground works and on completion of the main structure before finishes and services. The schedule within the finance model estimates the funding and timing required.

The initial purchase loan will be secured against the title. The CLT will fund the initial works increasing WIP to increase security and confidence for the second loan. The third loan will be secured against a substantially completed site. Whilst the secured values will not match the loan value at the time of the loan is passed over, we can also offer the first project, Little Hemphay as additional security if required. The current value of this project is estimated at £900000 with a current loan to EDDC of £290000, there is therefore something in the region of a further £610000 equity in that site that can be used as security.

The other major risks are; not gaining planning permission however the site is within the BUAB, has full community and PC support and initial discussions with planners have confirmed no objections on principle. Another one is not gaining the level of grant support. The values have been discussed with HCA and EDDC housing enablement officer and it is anticipated that the predicted level of grant will be available.

If you require any further information please do not hesitate to contact me.

Yours faithfully,

Geoff Pook
Chair Beer CLT

With support from



**Beer
Parish Council**

Report to: Cabinet
Date of Meeting: 5 September 2018
Public Document: Yes
Exemption: None
Review date for release: None



Agenda item: 15

Subject: Monthly Performance Report June 2018

Purpose of report: Performance information for the 2017/18 financial year for June 2018 is supplied to allow the Cabinet to monitor progress with selected performance measures and identify any service areas where improvement is necessary.

Recommendation: That the Cabinet considers the progress and proposed improvement action for performance measures for the 2017/18 financial year for June 2018.

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.

Officer: Karen Jenkins, Strategic Lead – Organisational Development and Transformation

kjenkins@eastdevon.gov.uk

ext 2762

Financial implications: There are no direct financial implications

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

Equalities impact: Low Impact

Risk: Low Risk

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

Links to background information:

- [Appendix A – Monthly Performance Snapshot for June 2018](#)
- [Appendix B - The Performance Indicator Monitoring Report for the 2017/18 financial year up to June 2018](#)
- [Appendix C – System Thinking Reports for Revenues and Benefits, Development Management and sickness data report for June 2018](#)

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 two indicator showing excellent performance:
 - Days taken to process changes to Housing Benefit claims
 - Percentage of planning appeal decisions allowed against the authority's decision to refuse
3. There are three performance indicator showing as concern for the month of June
Days taken to process new Housing Benefit claims - We are continuing to revise our letters and forms to use behavioural insight to improve performance and customer journeys, this is improving service delivery but the iterative process does take a while to embed in our processes. More detail can be found in Appendix C.
Working days lost due to sickness absence - The reason for the increase in absence for this quarter is due the number of long term sickness cases. Compared to the same period last year long term absence has increased this quarter by 65.76%. More detail about our sickness data can be found at Appendix C.
4. Monthly Performance Snapshot for June 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 Revenues and Benefits, Development Management and a sickness data report appear in [Appendix C](#).

Monthly Performance Snapshot – June 2018



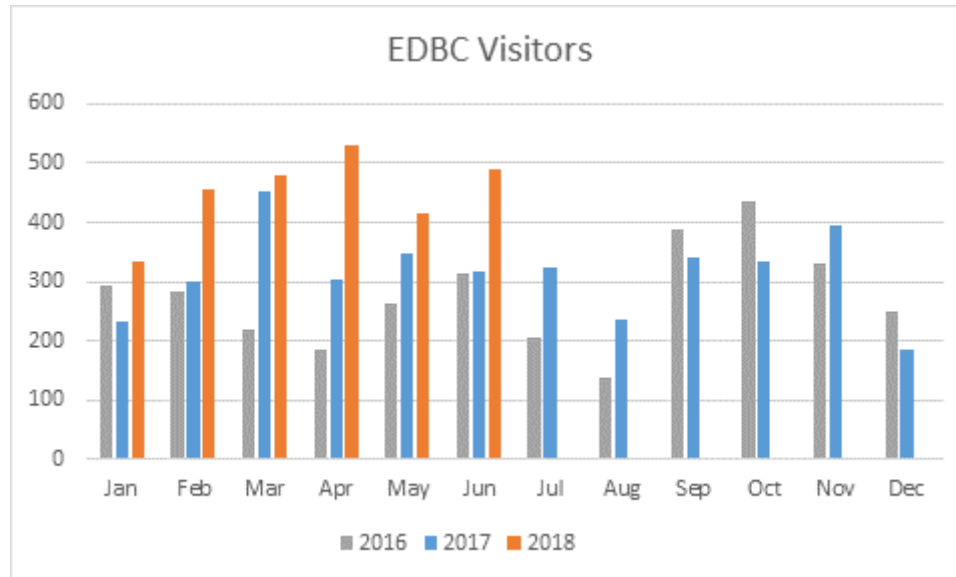
This monthly performance snapshot shows our performance over the last month:

- An estimated **58%** of all waste collected was recycled in June
- **90%** of invoices received by us are paid within 10 days
- June sales at THG were £2,802 - up +37% on June 2017
- Housing rent collection figures: without arrears b/forward - 99.17%, including arrears b/forward - 98.40%
- There was 27 Food Hygiene Rating Scheme Inspections. Of which 3 dropped rating (1 by 1 place and 2 by 2 places), 20 stayed on the same score and 4 increased (3 by 1 place, 1 by 2).
- During June 2018 there were 170,999 car park transactions equating to £333,937.61 inc. VAT (Cash - £286,562.61, Card - £23,655.50, Parkmobile cashless - £23,719.50).

Latest headlines:

- The team at Exmouth Leisure Centre are very proud to have won a prestigious national award - UK Active 2018 Centre of the Year for the South Region.
- THG's most recent exhibition 'A Curious Turn' saw a record-breaking total of 4,321 visitors –averaging 85 per day, beating the previously best visited exhibition by +33% (2,596 visitors) and took £2,735 in donations (+128% on the previous record for donations).
- Opening of the Tithebarn Lane Link. This represents the culmination of over £40m of investment in a phased transport strategy. The Tithebarn Link runs around the outside of the Science Park and unlock new housing at Tithebarn/Mosshayne as well as supporting sustainable modes of travel.
- Updated codes of conduct for the Exe Estuary have been launched. This is an important part of the overall Habitat Mitigation Strategy. See link below for more details <https://eastdevon.gov.uk/news/2018/03/bird-behaviour-monitoring-starts-on-the-exe-estuary/>
- Queen's Drive Space - The Regeneration team continues to receive positive feedback including the following email comment 'We thought the Queens Drive play park was brilliantly designed, events space is lovely and food offer was great too with a really interesting mix of stalls. It had a fantastic atmosphere and feels like a very positive move forward in Exmouth's development. It was fresh and modern feeling whilst also fitting well with the seafront location'.

- The events schedule got underway with a live screening of the Royal Opera House - Swan Lake that was attended by approximately 250 people. The full summer events schedule can be seen at <https://www.queensdrivespace.co.uk/>
- East Devon Business Centre - 490 visitors signed in during June (compared to 317 last year).



- Ticket sales for the Summer Play Season have just gone over a staggering 100k, at the Manor Pavilion Theatre and the venue is only in the second week of plays. Producer Paul Taylor Mills said “what a wonderful result so early on in the season, the public seem to really like the choice of plays”.
- Mobile Support Officers hosted a fantastic street party in Exmouth to commemorate 100 years since the end of WW1.
- Housing sponsored tenants to attend Community Council for Devon training on How to create a WordPress Website, and Benefits for Older People.
- The Estate Management and Support Service Review Groups merged to become J-Cap, the joint community action panel, which is now in the process of drawing up a 12 month action plan so that it can measure achievement of goals, and make a positive difference to service delivery.
- The Countryside team celebrated the achievements of their volunteers with a Stuart Line Cruise, attended 60 volunteers and enjoyed a summer’s evening on the water.
- Seaton Wetlands volunteers dressed up in vintage clothing and served over 120 cyclists afternoon tea at Seaton Wetlands as part of the Velo Vintage cycling event around Seaton.

Report to: Cabinet
Date of Meeting: 5 September 2018
Public Document: Yes
Exemption: None
Review date for release: None



Agenda item: 15

Subject: Monthly Performance Report July 2018

Purpose of report: Performance information for the 2017/18 financial year for July 2018 is supplied to allow the Cabinet to monitor progress with selected performance measures and identify any service areas where improvement is necessary.

Recommendation: That the Cabinet considers the progress and proposed improvement action for performance measures for the 2017/18 financial year for July 2018.

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.

Officer: Karen Jenkins, Strategic Lead – Organisational Development and Transformation

kjenkins@eastdevon.gov.uk

ext 2762

Financial implications: There are no direct financial implications

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

Equalities impact: Low Impact

Risk: Low Risk

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

Links to background information:

- [Appendix A – Monthly Performance Snapshot for July 2018](#)
- [Appendix B - The Performance Indicator Monitoring Report for the 2017/18 financial year up to July 2018](#)
- [Appendix C – System Thinking Reports for Revenues and Benefits, Development Management for July 2018](#)

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 two indicator showing excellent performance:
 - Days taken to process changes to Housing Benefit claims
 - Percentage of planning appeal decisions allowed against the authority's decision to refuse
 - Percentage of Non-domestic Rates Collected
3. There are three performance indicator showing as concern for the month of July
 - Days taken to process new Housing Benefit claims** - We are continuing to revise our letters and forms to use behavioural insight to improve performance and customer journeys, this is improving service delivery but the iterative process does take a while to embed in our processes. More detail can be found in Appendix C.
 - Working days lost due to sickness absence** - There has been a significant increase this year in employees who have been absent for two months or more as a result of surgery and serious health issues for 2 or months– these cases are all being proactively managed through HR and reference to Occupational Health advice to facilitate a return to work as soon as possible.
4. Monthly Performance Snapshot for July 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 Revenues and Benefits and Development Management report appear in [Appendix C](#).

Monthly Performance Snapshot – July 2018



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

- An estimated **61%** of all waste collected was recycled in July
- July gallery sales were up +13% on July '17: total of £2,395
- Housing rent collection figures: without arrears b/forward - 98.26%, including arrears b/forward - 99.42%
- Our Pest Control officer carried out 201 pest treatments in July of which 168 were for Wasps/Hornets.
- There was 28 Food Hygiene Rating Scheme Inspections. Of which 7 dropped rating (4 down 1 place, 1 down 2 places, 1 down 3 places and 1 down 4 places.), 14 stayed on the same score and 5 increased (3 by 1 place, 2 by 2 places and 1 by 3 places).

Latest headlines:

- The Summer Play Season at the Manor Pavilion Theatre is now half way through the season and it is already proving to be a big hit with the public. Audience figures are up on last year and each play has received great reviews from the public. Locals and holiday makers are enjoying a first class season of plays with another 6 plays in the season to go.
- THG's fundraising art auction raised over £13,500 for Honiton's Admiral Nurse Campaign and the THG Learning Programme working with those living with dementia and their carers.
- Seaton Wetlands is open after a monthly of disruptions caused by works to move overhead power cables underground. Despite the work taking place throughout the month it does not appear to have caused too much disturbance to the bird life. During July on site a spotted common sand piper, over 30 redshank, 10 black tailed godwit 1 curlew sandpipe (a rarity from Russia) and the first Cetti's warbler of the season have been spotted!
- The Discovery hut at Seaton Wetlands is open 10am to 4pm as much as possible throughout August so come and visit and see what you can discover!
- The contractor building our new HQ has formally advised that the Project is running 6 weeks late, and that the Completion Date will now be 23 November 2018. This delay to completion has had a direct knock effect to the date when all staff have been relocated to Blackdown House and the building will be "Open for Business". This is now programmed for Monday 28 January 2018
- The Planning Application for the New Access road to Blackdown House has been approved and a satisfactory price for the works agreed with the Contractor. Works are due to commence on site during w/c 6 August and be completed within a four week period.

- At the new Manstone Depot Office, the doors and windows have been installed. First fix carpentry and plastering have been completed. Decorating and plumbing works are to commence during August. Completion remains on programme.
- Our Pest Control officer carried out 201 pest treatments in July of which 168 were for Wasps/Hornets.
- There was 28 Food Hygiene Rating Scheme Inspections. Of which 7 dropped rating (4 down 1 place, 1 down 2 places, 1 down 3 places and 1 down 4 places.), 14 stayed on the same score and 5 increased (3 by 1 place, 2 by 2 places and 1 by 3 places).

Report to: Cabinet
Date of Meeting: 5 September 2018
Public Document: Yes
Exemption: None



Review date for release None

Agenda item: 16

Subject: Review of Polling Districts, Polling Places and Polling Stations

Purpose of report: To confirm proposals of the Returning Officer following a review of Polling Districts and Polling Places within East Devon.

Recommendation:

- 1 To note that the East Devon (Electoral Changes) Order 2017, was made by Parliament on 20 December 2017 and will be in effect from the local government elections on Thursday 2 May 2019.
- 2 To approve the Returning Officer's proposals as set out in Appendix A.

Reason for recommendation: To ensure that the Council meets the requirements of the new boundary arrangements and is fully prepared for the forthcoming elections in May 2019.

Officer: Mark Williams, Chief Executive
jhumphreys@eastdevon.gov.uk
01395 571695

Financial implications: The requirement of the additional Councillor to make the total as recommended to 60 will require approval, as additional Allowances and Expenses for the financial year 2019/20 would be incurred. Current Members Basic Allowance is £4,360 per annum plus applicable travel and subsistence expenses through the year in connection with approved duties.

Legal implications: The legal position is set out in the report and accompanying Appendix B and no further comment is required.

Equalities impact: Low impact.

Risk: Low risk.

Links to background information:

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

1. Summary

- 1.1 This report sets out the Returning Officer's proposals for the polling districts and polling places as required following the recommendations of the Local Government Boundary Commission for England (LGBCE) for new and revised local government electoral arrangements for the District. The new arrangements are to come into force at the local government elections to be held on Thursday 2 May 2019.
- 1.2 The proposals ensure that there is a balance of electorate within polling districts and that polling places are convenient and easily accessible for electors.
- 1.3 The proposals have taken into account representations received during the consultation period.
- 1.4 The review took into account the expected electorate figures arising from new build and developments where currently known.

2. The East Devon (Electoral Changes) Order 2017

- 2.1 The Local Government Boundary Commission for England (LGBCE) undertook a review of the electoral wards of East Devon and made the following recommendations:
 - East Devon should be represented by 60 councillors, one more than there is now.
 - East Devon should have 30 wards, two fewer than there are now.
 - The boundaries of most wards should change; five will stay the same.
 - The new arrangements will come into force at the local government elections on Thursday 2 May 2019.
- 2.2 The East Devon (Electoral Changes) Order 2017 was made by Parliament on 20 December 2017 implementing the changes.
- 2.3 As a result of the Order, the (Acting) Returning Officer was required to carry out a review of all the polling districts and polling places in the district. The new wards have to be sub-divided into smaller geographical areas called polling districts. Each polling district has a polling place where the polling station for the district is located and where electors living in the district will vote.
- 2.4 The (Acting) Returning Officer published the proposals on Friday 27 July 2018. A copy of the consultation document (excluding maps) is attached at Appendix B. The guiding principles in reviewing the polling districts were:
 - To seek to ensure that all electors in the borough have such reasonable facilities for voting as are practicable in the circumstances.
 - Where possible, no more than 2,500 electors should vote at any one polling station (not including postal voters; however, there can be more than one polling station in a polling place).
 - To ensure that, so far as is reasonable and practicable, the polling places are accessible to those who are disabled.

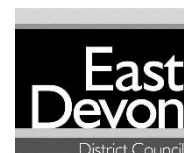
3. Consultation and Engagement

- 3.1 The (Acting) Returning Officer began the consultation on Monday 21 May 2018 seeking views and comments of electors, interested parties and any persons with expertise in access to premises for persons with any type of disability.
- 3.2 The consultation ran from Monday 21 May 2018 to Friday 6 July 2018.
- 3.3 The consultation document provided background and details of the review, including the changes made by the LGBCE. During the consultation period, the proposals were also published on the council's website with maps showing the changes.

- 3.4 All submissions received were considered by the (Acting) Returning Officer.
- 3.5 A summary of the submissions received and the comments of the (Acting) Returning Officer can be found at Appendix A.
- 4. Action regarding the Beer and Branscombe Ward**
- 4.1 Following the comments received regarding the inclusion of the new Seaton West (Town) Ward in the Beer and Branscombe District Ward, the (Acting) Returning Officer has asked staff living in the ward to assess potential properties to use as a polling station.

Polling Place Review 2018

The Returning Officer's Proposals



AXMINSTER

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Guildhall, West Street, Axminster	TC	4095	✓
Woodbury Community Hall, Woodbury Lane, Axminster	TD	542	✓
Millwey Community Centre, First Avenue, Axminster	TE	1401	✓
Returning Officer's comments			
No change.			

BEER & BRANSCOMBE

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Mariners Hall, Beer	TG	1120	✓
Branscombe Village Hall, Branscombe	TH	439	✓
Returning Officer's comments			
Comments were made regarding the inclusion of the new Seaton West (Town) Ward in the Beer and Branscombe District Ward. In terms of preferred venues the priority is as follows:			
<ol style="list-style-type: none"> 1. To identify a suitable facility to use as a polling station in the west ward. 2. Polling at Mariner's Hall Fore Street, Beer. 3. Polling at the Seaton Town Hall. 			

BROADCLYST

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Broadclyst Victory Hall, Exeter Road, Broadclyst	AC	3137	✓
Former Clyst Honiton Primary School, Clyst Honiton	AE	252	✓
Clyst Hydon Village Hall, Clyst Hydon, Cullompton	AF	222	✓
Clyst Hydon Village Hall, Clyst Hydon, Cullompton	AH	101	✓
Farringdon Village Hall, Farringdon, Exeter	AQ	269	✓
Returning Officer's comments			
No change.			

BUDLEIGH & RALEIGH

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
East Budleigh Village Hall, High Street, East Budleigh	AB	494	✓
Budleigh Salterton Public Hall, Station Road, Budleigh Salterton	AD	4476	✓
Colaton Raleigh Village Hall, Church Road, Colaton Raleigh	AJ	570	✓
East Budleigh Village Hall, High Street, East Budleigh	AK1	625	✓
Budleigh Salterton Public Hall, Station Road, Budleigh Salterton	AK2	91	✓
Otterton Village Hall, Fore Street	AV	552	✓
Returning Officer's comments			
No change.			

CLYST VALLEY

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Clyst St George and Ebford Village Hall, Clyst St George, Exeter	AG	656	✓
Clyst St Mary Village Hall, Clyst St Mary	AI	524	✓
Clyst St Mary Village Hall, Clyst St Mary	BL	594	✓
Returning Officer's comments			
No change.			

COLY VALLEY

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Colyton Town Hall, Market Place	TL	2008	✓
Colyford Memorial Hall, Swan Hill Road	TM	710	✓
Farway Village Hall, Farway Village Hall	TS	220	✓
Northleigh Parish Hall, Northleigh	UE	130	✓
Offwell Rec Ground and Village Hall, Offwell	UF	370	✓
Southleigh Parish Hall, Southleigh	UL	187	✓
Wilmington Village Hall, Widworthy	UP	269	✓
Returning Officer's comments			
No change.			

CRANBROOK

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Younghayes Centre, Cranbrook	UR	2850	✓
Returning Officer's comments			
No change.			

DUNKESWELL & OTTERHEAD

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Awliscombe Parish Hall	TB	429	✓
Combe Raleigh Village Hall	TN	227	✓
Cotleigh Village Hall	TP	200	✓
Dunkeswell Throgmorton Hall	TR	1431	✓
Luppitt Village Hall	UA	395	✓
Monkton Court Hotel/Village Hall (?)	UC	160	✓
Dunkeswell Throgmorton Hall	UJ	1431	✓
Stockland Victory Hall	UM	541	✓
Upottery Manor Room	UO	576	✓
Yarcombe Jubilee Hall	UQ	408	✓
Returning Officer's comments			
No change.			

EXE VALLEY

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Poltimore Village Hall	BA	256	✓
Brampford Speke Village Hall	MA	269	✓
Stoke Canon Jubilee Hall	MB	85	✓
Rewe Parish & Community Hall	MC	36	✓
Rewe Parish & Community Hall	MD	351	✓
Stoke Canon Jubilee Hall	ME	537	✓
Upton Pyne Parish Hall	MF	398	✓
Returning Officer's comments			
No change.			

EXMOUTH BRIXINGTON

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Brixington Community Church, Exmouth	AL1	3812	✓
Palmer House, Exmouth	AL2	1288	✓
Returning Officer's comments			
No change.			

EXMOUTH HALSDON

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Littlemead Methodist Church, Exmouth	AM1	2795	✓
Withycombe Rugby Club, Exmouth	AM2	2731	✓
Returning Officer's comments			
No change.			

EXMOUTH LITTLEHAM

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Littleham Community Hall, Exmouth	AN1	710	*
Clayton House Community Centre, Exmouth	AN2	1021	✓
Holy Ghost Church Hall, Exmouth	AN3/AN4	4669	✓
Returning Officer's comments			
No change.			

EXMOUTH TOWN

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
All Saints Church Hall, Exmouth	AO1	3107	✓
Holy Trinity Church Hall, Exmouth	AO2	2276	✓
Returning Officer's comments			
No change.			

EXMOUTH WITHYCOMBE RALEIGH

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Liverton Copse Community Centre, Exmouth	AP1	2635	✓
St John The Evangelist Church Hall, Exmouth	AP2	2960	✓
Returning Officer's comments			
No change.			

FENITON

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Splatthayes Studio, Buckerell	TJ	213	✓
Feniton Sports and Social Club, Feniton	TT	1549	✓
Gittisham Parish Hall, Gittisham	TU	164	✓
Returning Officer's comments			
No change.			

HONITON ST MICHAEL'S

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
The Heathfield Inn, Honiton	TV	301	✗
The Heathfield Inn, Honiton	TX2	1045	✗
Cadet Centre, King Street, Honiton	TX1	4118	✓
Returning Officer's comments			
No change.			

HONITON ST PAUL'S

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Honiton Mackarness Hall	TY	3979	✓
Returning Officer's comments			
No change.			

NEWBRIDGES

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Dalwood Village Hall	TQ	354	✓
Kilmington Village Hall	TZ	706	✓
Musbury Village Hall	UD	459	✘
Whitford Village Hall	UK	533	✓
Returning Officer's comments			
No change.			

NEWTON POPPLEFORD & HARPFORD

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Newton Poppleford Village Hall	AS	571	✓
Newton Poppleford Village Hall	AT	1088	✓
Newton Poppleford Village Hall	AU	156	✓
Returning Officer's comments			
<p>An email was received from an elector, identifying Newton Poppleford Village Hall as being unsuitable and a potentially dangerous location, especially for wheelchair users.</p> <p><i>"It is located on the A3052 which has become an increasingly busy road. The side of the road on which it is located has no pavement for several metres either side of the access road to the Village Hall. Where pavements exist near the Village Hall, they are extremely narrow and do not have dropped kerbs. Part of the footway near the houses "off road" is cobbled, causing the disabled, parents with buggies and elderly with walking difficulties to have to walk in the main road, on a hill where traffic can appear suddenly. It is a frightening experience to have a lorry pass very close by.</i></p> <p><i>It is not a solution to say that everyone should approach the Village Hall from the opposite side of the road as there is no safe way to cross the A3052 to the Village Hall from the footpath opposite.</i></p> <p><i>A logical alternative location would be to use the Pavilion on the playing field in Back Lane. There is still an issue of lack of pavements but this is a quiet Lane and not a main thoroughfare. There is a sizeable car park."</i></p> <p>Having considered these comments the Returning Officer believes that the Pavilion is further away from the majority of properties in the village and difficult for pedestrians to access as there is no pavement along the lane. The Returning Officer proposes to continue using the Newton Poppleford Village Hall as a polling station.</p>			

OTTERY ST MARY

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
The Institute, Ottery St Mary	AW	4328	✓
Escot Village Hall, Gosford	AX	585	✓
Tipton St John Community Hall, Tipton St John	AY	854	✓
Returning Officer's comments			
No change.			

SEATON

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Seaton Town Hall	UI	6445	✓
Returning Officer's comments			
No change.			

SIDMOUTH RURAL

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
St Teresa's Hall, Connaught Road, Sidmouth	BD	1085	✓
Sidbury Parish Room, Ridgeway, Sidbury	BE	871	✓
Returning Officer's comments			
No change.			

SIDMOUTH SIDFORD

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Primley United Reformed Church Hall, Primley Road, Sidmouth	BF	1865	✓
Sidford Social Hall, Byes Lane, Sidmouth	BG	1365	✓
St Francis Hall, Bennetts Hill, Sidmouth	BH	2428	✓
Returning Officer's comments			
No change.			

SIDMOUTH TOWN

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
New Church Hall, All Saints Church, Sidmouth	BI	1952	✓
Dance Hall, May Terrace, Sidmouth	BJ	829	✓
St Francis Hall, Bennetts Hill, Sidmouth	BK	1865	✓
Returning Officer's comments			
No change.			

TALE VALE

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Talaton Parish Hall, Talaton	BM	470	✓
Broadhembury Memorial Hall, Broadhembury	TI	572	✓
Payhembury Parish Hall, Payhembury	UG	569	✓
Plymtree Parish Hall, Plymtree	UH	507	✓
Returning Officer's comments			
No change.			

TRINITY

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Axmouth Village Hall, Axmouth	TF	441	✓
Peek Hall, Combyne Rousdon	TO	298	✓
Uplyme Village Hall, Uplyme	UN	1405	✓
Returning Officer's comments			
No change.			

WEST HILL & AYLESBEARE

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Aylesbeare Village Hall, Aylesbeare	AA	494	✓
West Hill Village Hall, West Hill, Ottery St Mary	AZ	1618	✓
Returning Officer's comments			
No change.			

WHIMPLE & ROCKBEARE

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Rockbeare Village Hall, Rockbeare	BB	523	✓
Marsh Green Village Hall, Marsh Green	BC	191	✓
Whimple Victory Hall, Whimple	BN	1461	✓
Returning Officer's comments			
No change.			

WOODBURY & LYMPSTONE

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
Lympstone Village Hall, Lympstone	AR	1647	✓
Woodbury Village Hall Meeting Room, Woodbury	BO	1472	
St Andrews Hall, Exton	BP	615	✓
Woodbury Salterton Village Hall, Woodbury Salterton	BQ	485	✓
Returning Officer's comments			
No change.			

YARTY

Existing Arrangements	Register	Current electorate (01.07.2018)	Disabled access
Polling Place			
All Saints Village Hall, Smallridge	TA	465	✓
Chardstock Community Hall Trust, Chardstock, Axminster	TK	735	✓
Hawkchurch Village Hall, Hawkchurch, Axminster	TW	467	✓
Membury Village Hall, Membury	UB	425	✓
Returning Officer's comments			
No change.			



East Devon District Council

Review of Polling Districts, Polling Places and Polling Stations

Consultation document

Consultation period runs from 21 May 2018 to 6 July 2018

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Contact information:

Information on who can make representations and where to address representations is given on page 5.

Should you wish to speak to someone about this review or want further information please contact:

Jill Humphreys
Electoral Services Manager
East Devon District Council
Council Offices
Knowle
Sidmouth EX10 8HL

Telephone: 01395 517550
Email: jhumphreys@eastdevon.gov.uk

Introduction

The Local Government Boundary Commission for England (LGBCE) has undertaken a review of the electoral wards of the district of East Devon and made the following recommendations:

- East Devon should be represented by 60 councillors, one more than there is now.
- East Devon should have 30 wards, two fewer than there are now.
- The boundaries of most wards should change; five will stay the same.
- The new arrangements will come into force at the local government elections on Thursday 2 May 2019.

The East Devon (Electoral Changes) Order 2017, was made by Parliament on 20 December 2017 implementing the changes.

See Appendix A for a list of the new wards and the number of councillors that will represent each ward.

As a result of the changes, the council needs to carry out a review of all the polling districts, polling places and polling stations in the district. The wards have to be sub-divided into smaller geographical areas called polling districts. Each polling district has a polling place where the polling station for the district is located and where electors living in the district will vote.

Background to this review

The Electoral Registration Act 2013 introduced a formal process for the timings of compulsory reviews of UK Parliamentary polling districts and polling places. A full review of the whole district must be undertaken at intervals of not less than five years. The next compulsory review must be completed by no later than January 2020.

This review of the polling districts and stations has been necessitated by the Local Government Boundary Commission for England's final proposals for changes to the district ward boundaries in East Devon. The Commission's recommendations can be seen at:

<http://www.lgbce.org.uk/all-reviews/south-west/devon/east-devon>

There is no formal consultation process for a non-compulsory review of polling districts and places, however, in being open and transparent, the council has followed as far as possible, a process similar to conducting a formal review. Sections 18a and 31 of the Representation of the People Act 1983 provide guidance on conducting a review of polling districts and polling places to ensure that all electors in the district have such reasonable facilities for voting as are practicable in the circumstances.

The review process

A preliminary review has been undertaken by council officers to inform the proposals for polling districts and polling places. The main issues considered in the development of the proposals were:

- To seek to ensure that all electors in the district have such reasonable facilities for voting as are practicable in the circumstances.
- Where possible, no more than 2500 electors should vote at any one polling station (not including postal voters); however, there can be more than one polling station in a polling place.
- Proposed future developments that will increase the number of houses and the potential number of electors in a ward or polling district over the next four years.
- To ensure that so far as is reasonable and practicable, the polling places are accessible to those who are disabled.

This review document will be sent to all stakeholders, including the Returning Officer, local members of parliament, District councillors and Parish Councils and local political parties. It will also be sent to persons who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

The consultation period for this review will last for seven weeks. The timescale will allow for formal ratification of the final scheme of polling districts and polling places to be agreed at the council meeting of Wednesday 24 October 2018.

A list of the proposed polling districts and polling places is attached as an Appendix B to this document.

Information about the review and a map of the wards and the proposed polling districts is available on the council's website at:

<https://eastdevon.gov.uk/elections-and-registering-to-vote/polling-station-review-2018>

It is not possible to provide details of the suggested streets and electorate per polling district on these pages. If anyone wishes to obtain in-depth information, they can contact either electoralservices@eastdevon.gov.uk or jhumphreys@eastdevon.gov.uk putting the title "polling place review" in the subject header.

Further details can also be obtained in person from the electoral services office at the Council Offices, Knowle, Sidmouth, EX10 8HL.

Making representations

Any registered elector in East Devon may make representations to the council.

Representations will also be considered from persons who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

We would encourage anyone making representations to suggest alternative polling districts/places where appropriate and to give reasons for the alternative.

Any representations must be received by **5pm on Friday 6 July 2018**.

All representations should be addressed to:

Polling Place Review
Electoral Services
East Devon District Council
Council Offices
Knowle
Sidmouth EX10 8HL

If you prefer you can email your representations (with the words “polling place review” in the subject line) to jhumphreys@eastdevon.gov.uk

Completion of the review

The council will publish:

- all correspondence received in connection with the review.
- all representations made by any person in connection with the review.
- details of the actual designations of polling districts and polling places agreed as a result of the review; and
- details of where the results of the review have been published.

A report on the final proposed scheme of polling districts and polling places will be presented for formal ratification at the council meeting of 24 October 2018 in time for changes to be brought into effect for the local government elections due to be held on 2 May 2019.

A timetable setting out the review process is below:

Polling Places Review 2018

Timetable

Publication of Notice of Review	Monday 21 May 2018
Consultation starts	Monday 21 May 2018
Consultation ends	Friday 6 July 2018
Consideration of all representations	Monday 9 July – Friday 13 July 2018
Publication of Returning Officer's proposals	Friday 27 July 2018
Deadline for comments on Returning Officer's proposals	Friday 3 August 2018
Consideration of amendments to Returning Officer's proposals	Monday 6 August 2018
Report to Cabinet	Wednesday 5 September 2018
Report to Full Council	Wednesday 24 October 2018
Publication of review result (Subject to Council approval)	Thursday 25 October 2018

Names of revised wards and number of councillors

Name of district ward	Number of councillors	Electorate
Axminster	3	
Beer & Branscombe	1	
Broadclyst	3	
Budleigh & Raleigh	3	
Clyst Valley	1	
Coly Valley	2	
Cranbrook	3	
Dunkeswell & Otterhead	2	
Exe Valley	1	
Exmouth Brixington	3	
Exmouth Halsdon	3	
Exmouth Littleham	3	
Exmouth Town	3	
Exmouth Withycombe Raleigh	2	
Feniton	1	
Honiton St Michael's	3	
Honiton St Paul's	2	
Newbridges	1	
Newton Poppleford & Harpford	1	
Ottery St Mary	3	
Seaton	3	
Sidmouth Rural	1	
Sidmouth Sidford	3	
Sidmouth Town	2	
Tale Vale	1	
Trinity	1	

Name of district ward	Number of councillors	Electorate
West Hill & Aylesbeare	1	
Whimble & Rockbeare	1	
Woodbury & Lympstone	2	
Yarty	1	

Proposed polling districts and polling places

New District Ward	Polling Place	Register
AXMINSTER	Guildhall, West Street, Axminster	TC
	Woodbury Community Hall, Woodbury Lane, Axminster	TD
	Millwey Community Centre, First Avenue, Axminster	TE
BEER & BRANSCOMBE	Mariners Hall, Beer	TG
	Branscombe Village Hall, Branscombe	TH
BROADCLYST	Broadclyst Victory Hall, Exeter Road, Broadclyst	AC
	Former Clyst Honiton Primary School, Clyst Honiton	AE
	Clyst Hydon Village Hall, Clyst Hydon, Cullompton	AF
	Clyst Hydon Village Hall, Clyst Hydon, Cullompton	AH
	Farringdon Village Hall, Farringdon, Exeter	AQ
BUDLEIGH & RALEIGH	East Budleigh Village Hall, High Street, East Budleigh	AB
	Budleigh Salterton Public Hall, Station Road, Budleigh Salterton	AD
	Colaton Raleigh Village Hall, Church Road, Colaton Raleigh	AJ
	East Budleigh Village Hall, High Street, East Budleigh	AK1
	Budleigh Salterton Public Hall, Station Road, Budleigh Salterton	AK2
	Otterton Village Hall, Fore Street	AV
CLYST VALLEY	Clyst St George and Ebford Village Hall, Clyst St George, Exeter	AG
	Clyst St Mary Village Hall, Clyst St Mary	AI
	Clyst St Mary Village Hall, Clyst St Mary	BL
COLY VALLEY	Colyton Town Hall, Market Place	TL
	Colyford Memorial Hall, Swan Hill Road	TM
	Farway Village Hall, Farway Village Hall	TS
	Northleigh Parish Hall, Northleigh	UE
	Offwell Rec Ground and Village Hall, Offwell	UF
	Southleigh Parish Hall, Southleigh	UL
	Wilmington Village Hall, Widworthy	UP
CRANBROOK	Younghayes Centre, Cranbrook	UR

New District Ward	Polling Place	Register
DUNKESWELL & OTTERHEAD	Awliscombe Parish Hall	TB
	Combe Raleigh Village Hall	TN
	Cotleigh Village Hall	TP
	Dunkeswell Throgmorton Hall	TR
	Luppitt Village Hall	UA
	Monkton Court Hotel/Village Hall (?)	UC
	Dunkeswell Throgmorton Hall	UJ
	Stockland Victory Hall	UM
	Upottery Manor Room	UO
	Yarcombe Jubilee Hall	UQ
EXE VALLEY	Poltimore Village Hall	BA
	Brampford Speke Village Hall	MA
	Stoke Canon Jubilee Hall	MB
	Rewe Parish & Community Hall	MC
	Rewe Parish & Community Hall	MD
	Stoke Canon Jubilee Hall	ME
	Upton Pyne Parish Hall	MF
EXMOUTH BRIXINGTON	Brixington Community Church, Exmouth	AL1
	Palmer House, Exmouth	AL2
EXMOUTH HALSDON	Littemead Methodist Church, Exmouth	AM1
	Withycombe Rugby Club, Exmouth	AM2
EXMOUTH LITTLEHAM	Littleham Community Hall, Exmouth	AN1
	Clayton House Community Centre, Exmouth	AN2
	Holy Ghost Church Hall, Exmouth	AN3
EXMOUTH TOWN	All Saints Church Hall, Exmouth	AO1
	Holy Trinity Church Hall, Exmouth	AO2
EXMOUTH WITHYCOMBE RALEIGH	Liverton Copse Community Centre, Exmouth	AP1
	St John The Evangelist Church Hall, Exmouth	AP2
FENITON	Splatthayes Studio, Buckerell	TJ
	Feniton Sports and Social Club, Feniton	TT
	Gittisham Parish Hall, Gittisham	TU
HONITON ST MICHAEL'S	The Heathfield Inn, Honiton	TV
	The Heathfield Inn, Honiton	TX2
	Cadet Centre, King Street, Honiton	TX1
HONITON ST PAUL'S	Honiton Mackarness Hall	TY

New District Ward	Polling Place	Register
NEWBRIDGES	Dalwood Village Hall	TQ
	Kilmington Village Hall	TZ
	Musbury Village Hall	UD
	Whitford Village Hall	UK
NEWTON POPPLEFORD & HARPFORD	Newton Poppleford Village Hall	AS
	Newton Poppleford Village Hall	AT
	Newton Poppleford Village Hall	AU
OTTERY ST MARY	The Institute, Ottery St Mary	AW
	Escot Village Hall, Gosford	AX
	Tipton St John Community Hall, Tipton St John	AY
SEATON	Seaton Town Hall, Seaton	UI
SIDMOUTH RURAL	St Teresa's Hall, Connaught Road, Sidmouth	BD
	Sidbury Parish Room, Ridgeway, Sidbury	BE
SIDMOUTH SIDFORD	Primley United Reformed Church Hall, Primley Road, Sidmouth	BF
	Sidford Social Hall, Byes Lane, Sidmouth	BG
	St Francis Hall, Bennetts Hill, Sidmouth	BH
	St Francis Hall, Bennetts Hill, Sidmouth	BK (pt)
SIDMOUTH TOWN	New Church Hall, All Saints Church, Sidmouth	BI
	Dance Hall, May Terrace, Sidmouth	BJ
	St Francis Hall, Bennetts Hill, Sidmouth	BK (pt)
TALE VALE	Talaton Parish Hall, Talaton	BM
	Broadhembury Memorial Hall, Broadhembury	TI
	Payhembury Parish Hall, Payhembury	UG
	Plymtree Parish Hall, Plymtree	UH
TRINITY	Axmouth Village Hall, Axmouth	TF
	Peek Hall, Combyne Rousdon	TO
	Uplyme Village Hall, Uplyme	UN
WEST HILL & AYLESBEARE	Aylesbeare Village Hall, Aylesbeare	AA
	West Hill Village Hall, West Hill, Ottery St Mary	AZ
WHIMPLE & ROCKBEARE	Rockbeare Village Hall, Rockbeare	BB
	Marsh Green Village Hall, Marsh Green	BC
	Whimple Victory Hall, Whimple	BN

New District Ward	Polling Place	Register
WOODBURY & LYMPSTONE	Lympstone Village Hall, Lympstone	AR
	Woodbury Village Hall Meeting Room, Woodbury	BO
	St Andrews Hall, Exton	BP
	Woodbury Salterton Village Hall, Woodbury Salterton	BQ
YARTY	All Saints Village Hall, Smallridge	TA
	Chardstock Community Hall Trust, Chardstock, Axminster	TK
	Hawkchurch Village Hall, Hawkchurch, Axminster	TW
	Membury Village Hall, Membury	UB

Report to: Cabinet
Date of Meeting: 5 September 2018
Public Document: Yes
Exemption: None
Review date for release None



Agenda item: 17

Subject: Beer Neighbourhood Plan Examiner's Report

Purpose of report: To provide feedback and set out proposed changes following the examination of Beer Neighbourhood Plan

Recommendation:

- 1. That Members endorse the Examiner's recommendations on Beer Neighbourhood Plan ('the Plan').**
- 2. That Members agree that a 'referendum version' of the Plan (incorporating the Examiner's modifications) should proceed to referendum and a decision notice to this effect be published.**
- 3. That Members congratulate Beer Neighbourhood Plan Steering Committee on their hard work.**

Reason for recommendation: The legislation requires a decision notice to be produced at this stage in the process. The Plan is the product of extensive local consultation and has been recommended to proceed to referendum by the Examiner subject to modifications which, in most part, are accepted by Beer Parish Council.

Officer: Phil Twamley, Neighbourhood Planning Officer
ptwamley@eastdevon.gov.uk 01395 571736

Financial implications: None

Legal implications: As set out within the report, it is a formal requirement for the Council to consider the Examiner's recommendations and satisfy itself that the proposed modified plan meets the prescribed 'Basic Conditions'. The report correctly refers to the Annex 1: Implementation requirements to the revised 2018 NPPF issued during the examination process, these set out that the submitted Neighbourhood Plan is to be examined against the 2012 NPPF. The purpose of this report is to satisfy this formal requirement. Assuming Members agree then the Council is obliged to publish a notice to this effect, pursuant to the applicable Regulations, and Recommendation 2 covers this aspect. The report

also identifies that the District Council is responsible for organising the referendum and requires a resolution to progress this. At this stage there are no other legal observations arising.

Equalities impact: Low Impact

Beer Neighbourhood Plan has gone through wide consultation with the community and has been advertised in a variety of formats to increase accessibility. Neighbourhood planning is designed to be inclusive and extensive consultation is a fundamental requirement. All electors are invited to vote in the referendum.

Risk: Medium Risk

There is a risk that the Plan could fail the referendum if a majority of the community vote against it.

Links to background information:

- [Localism Act 2011](#)
- [Neighbourhood Planning Regulations 2012](#)
- [Neighbourhood Planning Roadmap Guide](#)
- [Beer Neighbourhood Plan and Examiner's Report](#)

Link to Council Plan:

Neighbourhood planning helps to deliver the priorities identified in the Council plan by:

Encouraging communities to be outstanding

Developing an outstanding local economy

Delivering and promoting our outstanding environment

1.0 The Examination

- 1.1 Beer Neighbourhood Plan has now been examined and, subject to modifications, it has been recommended that it proceed to referendum. The Examiner, David Hogger, was chosen by EDDC in consultation with Beer Parish Council.
- 1.2 The examination was undertaken on the basis of considering the written material which forms the Plan, its appendices and accompanying statements as well as any representations received in response to the formal consultations. The Examiner did not consider it necessary to hold a public meeting. The Plan and the Examiner's Final Report are available to download on our [website](#):
- 1.3 The legislation, reflected in the Council's Neighbourhood Planning Protocol (excerpt below), requires the Policy Team to notify Members of the findings and recommendations of the Examiner and how the Council proposes to respond to the recommendations. This response will then be published as a decision notice.

Task in Neighbourhood Plan Production, Commentary and Formal Processes	Role of the Policy Team at the Council	Role of Other Services at the Council
<p>12b – Consideration of and response to the Examiner’s Report <i>(Paragraph 12 of Schedule 4B of TCPA 90)</i></p> <p>The legislation requires the Council to consider and respond to the Examiner’s recommendations.</p> <p>In addition, and before moving on to the next stage, the Council must be satisfied that the draft plan;</p> <p>(1) meets the ‘Basic Conditions’ being,</p> <ul style="list-style-type: none"> -Complies with national policy and guidance from SoS -Contributes to sustainable development -Is in general conformity with the strategic policy of the development plan for the area or any part of that area -Does not breach, and is otherwise compatible with, EU obligations – this includes the Strategic Environmental Assessment Directive of 2001/42/EC -The making of the NP is not likely to have a significant effect on a European site (as defined in the Habitats Regulations or a European offshore marine site (as defined in the Offshore Marine Conservation (Natural Habitats &c) regulations 2007 9(e) (either alone or in combination with other plans or projects)” <p>(2)is compatible with the Convention rights, and (3)complies with the other legal requirements set out in Sections 38A & 38B of the TCPA 90</p> <p>12c - Produce and publish a Decision Statement <i>(Regulation 18)</i></p>	<p>Consider each of the Examiner’s recommendations and decide what action to take in response.</p> <p>This could be to accept the Examiner’s recommendations to progress to a referendum or to refuse the proposal. It could be to accept recommendations to make modifications or make our own modifications, so as to make the NP meet the ‘Basic Conditions’, Convention rights or other legal requirements. It could also be to extend the area for the referendum. We could also decide we are not satisfied that the plan meets the minimum requirements notwithstanding the Examiner’s view.</p> <p>We will need to consider if our proposed decision differs from the Examiner’s recommendations and whether this is as a result of new evidence or new fact. If so, and prior to making the decision, we will notify the plan producers and those making representations on the NP and invite further representations. This may entail referring this matter back to the Examiner.</p> <p>A report will be taken to the determining committee notifying Members of the findings and recommendations of the Examiner and how the Council proposes to respond to the recommendations. In the event of the officers recommending refusal of the proposal it will not be necessary for the matter to be considered by the determining committee unless a Ward Member requests the committee consider the matter.</p>	<p>The Policy Team & Legal Services will assess each of the Examiner’s recommendations and decide what action to take in response.</p> <p>Legal Services will advise whether they are satisfied that the draft plan meets the ‘Basic Conditions’, is compatible with the Convention rights and complies with the other legal requirements</p>

1.4 Essentially the Examiner has recommended a number of textual and related mapping modifications to the Plan. The Examiner’s recommendations are as follows:

Examiner’s Reason for Change	Recommended change
<p>In terms of policy NE2 itself, there should be confirmation that the two sites referred to in the policy are of European importance.</p>	<p>PM1 – p.25 – Last paragraph</p> <p>Insert /European after ‘national’ in third line</p>
<p>Policy NE2 identifies two Locally Important Wildlife Sites which should be protected. However, the status of these sites is not sufficiently clear because they are not just of local importance.</p>	<p>PM2 – p.26 - Figure 5</p> <p>Identify the status of the wildlife sites as shown on Figure 5.</p>
<p>In terms of policy NE2 itself, there should be confirmation that the two sites referred to in the policy are of European importance.</p>	<p>PM3 – Policy NE2 – p.27</p>

	Amend second sentence to read: The following two sites which are also designated sites of European importance for biodiversity/geodiversity have been ...
Policy HBE4 relates to proposals for renewable and low carbon energy. Small-scale domestic, commercial and community renewable low carbon energy generation will be supported, subject to certain provisos. The policy currently confirms that proposals for large-scale renewable and low carbon technologies would not be supported. However, the PC are proposing to remove the reference to 'large-scale' technologies from the policy and I agree that the first sentence of the policy is not required.	PM4 – Policy HBE4 – p.47 Delete first sentence: Development proposals for large scale renewable and low carbon technologies are not supported.
Policy H3 is the housing allocation on land off Short Furlong. The map in figure 3 identifies the built-up area boundary of Beer but excludes the allocation site. Having reconsidered the issue the district council and the PC both agree that the allocated site should be included within the boundary.	PM5 – Figure 8 – p.49 Amend built-up area boundary to include the allocated site off Short Furlong.
Policy H1 relates to meeting the demand for local needs housing in Beer and sets out the requirements for such provision. This is a reasonable approach to take but in the interests of clarity I recommend in PM6 that the 66% in the penultimate paragraph specifically refers to affordable housing provision.	PM6 – Policy H1 – p.56 Insert affordable housing after 66%, in penultimate sentence.
Policy H3 refers to the provision of 'a minimum amount of affordable housing'. In the interests of precision, I recommend, in PM7 , that the specific minimum requirement of 40% affordable housing is referred to in the policy.	PM7 – Policy H3 – p.57 Insert in the second line of the policy (of at least 40%) after 'affordable housing'.
Policy H3 refers to the need for a Bat Mitigation Strategy but both EDDC and Natural England suggest that reference should be made to the need for a project-level HRA. I agree that such a requirement should be specifically included in the policy in order to ensure that the appropriate measures for protecting habitats are implemented and I recommend PM8 accordingly.	PM8 – Policy H3 – p.57 Amend first sentence of last section to read: Proposals must be supported by a project-level Habitats Regulations Assessment, together with details of any necessary mitigation measures including a Bat Mitigation Strategy which must

<p>Policy H3 suggests that reference be made to a number of further specific mitigation measures. Taking such a precise approach, however, may result in some measures being excluded from the list should they be identified as a consequence of the project-level HRA.</p>	<p>PM9 – Policy TP2 – p.66</p> <p>Amend first sentence to read Development proposals which result in a loss of vehicle parking spaces of any type in the following locations will only be supported:</p>
<p>Criterion (vi) of Policy B1 refers to an oversupply of the same [retail premises] use in the village centre. It is not clear to me how any such ‘oversupply’ would be assessed. Whilst I understand that the dominance of a single business type may have economic and social repercussions, I am not aware of any mechanism for assessing when that level of dominance has been reached.</p>	<p>PM10 - Policy B2 – p.70</p> <p>Delete criterion (vi) and replace it with: maintain or enhance the character and diversity of village centre uses;</p>
<p>Policy B4 supports the provision of high quality shopfronts and signage. In an attractive village such as Beer, this is an important objective. The policy does refer to compliance with HBE1 (Beer Local Gap) and with the safety requirement of policy HBE2. However, the PC has confirmed that these are incorrect cross-references and therefore I recommend (PM11) that the correct policy references are included (HBE1 replaced by HBE2 and HBE2 with HBE3).</p>	<p>PM11 – Policy B4 – p.71</p> <p>Insert correct cross-references. Replace HBE1 with HBE2 in criterion (ii), and HBE2 with HBE3 in the last sentence.</p>
<p>The PC confirms that it is important to local people that Beer remains sustainable as a community and Policy CFS1 presumes against the loss of community assets and facilities. In a location such as this, such an objective is fully justified. However, criterion (i) refers to a replacement facility being on another site ‘within the area’. I consider such a reference to lack sufficient specificity and therefore recommend PM12, as suggested by the PC, which provides greater clarity.</p>	<p>PM12 – Policy CFS1 – p.74</p> <p>In criterion (i) delete within the area and insert at the end of the criterion: with satisfactory access for the main users of the existing community asset or facility;</p>
<p>Policy T3 relates to the provision of new holiday accommodation and in itself is justified but in the interests of clarity it is recommended, in PM13, that criterion (ii) be amended.</p>	<p>PM13 – Policy T3 – p.84</p> <p>In second criterion delete it is demonstrated that</p>
<p>Similarly the sentiment behind Policy T4, which seeks to prevent the loss of tourism facilities, is valid but in order to strengthen criterion (i) with regard to viability information, I recommend PM14.</p>	<p>PM14 – Policy T4 – p.84</p> <p>In criterion (i) insert satisfactorily before the word ‘demonstrated’.</p>

- 1.5 Under para 12 of the Town and Country Planning Act it is for the local planning authority (EDDC) to consider the recommendations made in the report and the reasons for them and decide what action to take in response to each recommendation.
- 1.6 East Devon District Council must be satisfied that the Plan meets the 'Basic Conditions', is compatible with the convention rights and complies with the provisions under s 38A and 38B or that the Plan would meet those conditions, be compatible with those rights and comply with those provisions if modifications were made to the Plan (whether or not recommended by the Examiner) before a referendum is held.
- 1.7 The regulations go on to state that if-
 - a) the local planning authority propose to make a decision which differs from that recommended by the Examiner, and
 - b) the reason for the difference is (wholly or partly) as a result of new evidence or a new fact or a different view taken by the authority as to a particular fact, the authority must notify prescribed persons of their proposed decision (and reason for it) and invite representations.
- 1.8 The legislation, which is reflected in our protocol, requires the Council to consider and respond to this report. The amendments suggested by the Examiner, mean that the Council can be satisfied that the Plan:
 - has regard to national policies and advice contained in guidance issued by the Secretary of State;
 - contributes to the achievement of sustainable development;
 - is in general conformity with the strategic policies of the development plan for the area;
 - does not breach, and is otherwise compatible with, European Union obligations and the European Convention of Human Rights and therefore meets the 'Basic Conditions'.

Given that this is the case and the 'Basic Conditions' are met, there are not considered to be any grounds to reject the findings of the report. Members are asked to agree to accept the recommendations of the Examiner's report and agree that a notice to this effect be published.

- 1.9 A revised version of the Plan (known as the 'Referendum Version'), incorporating the recommended changes, will be available to view on the EDDC website before the Cabinet meeting. East Devon District Council will be responsible for arranging a referendum where all electors within Beer Parish will be invited to vote on whether the Plan should be used to make planning decisions in the parish. If more than 50% of those who vote say 'yes' the Plan will be made and will form part of the development plan for East Devon.

Report to: Cabinet
Date of Meeting: 5 September 2018
Public Document: Yes
Exemption: None
Review date for release: None



Agenda item: 18

Subject: **Clyst St George Neighbourhood Plan Examiner's Report**

Purpose of report: To provide feedback and set out proposed changes following the examination of Clyst St George Neighbourhood Plan

Recommendation:

- 1. That Members endorse the Examiner's recommendations on Clyst St George Neighbourhood Plan ('the Plan').**
- 2. That Members agree that a 'referendum version' of the Plan (incorporating the Examiner's modifications) should proceed to referendum and a decision notice to this effect be published.**
- 3. That Members congratulate Clyst St George Neighbourhood Plan Steering Committee on their hard work.**

Reason for recommendation: The legislation requires a decision notice to be produced at this stage in the process. The Plan is the product of extensive local consultation and has been recommended to proceed to referendum by the Examiner subject to modifications which, in most part, are accepted by Clyst St George Parish Council.

Officer: Phil Twamley, Neighbourhood Planning Officer
ptwamley@eastdevon.gov.uk 01395 571736

Financial implications: None

Legal implications: As set out within the report, it is a formal requirement for the Council to consider the Examiner's recommendations and satisfy itself that the proposed modified plan meets the prescribed 'Basic Conditions'. The examiner's report was produced prior to the revised 2018 NPPF being issued on the 24 July 2018. However, Annex 1 of the 2018 NPPF sets out that a submitted Neighbourhood Plan is to be examined against the 2012 NPPF therefore the examiner's report is not superseded by the new 2018 NPPF and the plan as modified meets the 'Basic Conditions'. The purpose of this report is to satisfy this formal requirement. Assuming Members agree then the Council is obliged to

publish a notice to this effect, pursuant to the applicable Regulations, and Recommendation 2 covers this aspect. The report also identifies that the District Council is responsible for organising the referendum and requires a resolution to progress this. At this stage there are no other legal observations arising.

Equalities impact:

Low Impact

Clyst St George Neighbourhood Plan has gone through wide consultation with the community and has been advertised in a variety of formats to increase accessibility. Neighbourhood planning is designed to be inclusive and extensive consultation is a fundamental requirement. All electors are invited to vote in the referendum.

Risk:

Medium Risk

There is a risk that the neighbourhood plan could fail the referendum if a majority of the community vote against it.

Links to background information:

- [Localism Act 2011](#)
- [Neighbourhood Planning Regulations 2012](#)
- [Neighbourhood Planning Roadmap Guide](#)
- [Clyst St George Neighbourhood Plan and Examiner's Report](#)

Link to Council Plan:

Neighbourhood planning helps to deliver the priorities identified in the Council plan by:

Encouraging communities to be outstanding

Developing an outstanding local economy

Delivering and promoting our outstanding environment

1.0 The Examination

- 1.1 Clyst St George Neighbourhood Plan has now been examined and, subject to modifications, it has been recommended that it proceed to referendum. The Examiner, Jill Kingaby, was chosen by EDDC in consultation with Clyst St George Parish Council.
- 1.2 The examination was undertaken on the basis of considering the written material which forms the Plan, its appendices and accompanying statements as well as any representations received in response to the formal consultations. The Examiner did not consider it necessary to hold a public meeting. The Plan and the Examiner's Final Report are available to download on our [website](#):
- 1.3 The legislation, reflected in the Council's Neighbourhood Planning Protocol (excerpt below), requires the Policy Team to notify members of the findings and recommendations of the Examiner and how the Council proposes to respond to the recommendations. This response will then be published as a decision notice.

Task in Neighbourhood Plan Production, Commentary and Formal Processes	Role of the Policy Team at the Council	Role of Other Services at the Council
<p>12b – Consideration of and response to the Examiner’s Report <i>(Paragraph 12 of Schedule 4B of TCPA 90)</i></p> <p>The legislation requires the Council to consider and respond to the Examiner’s recommendations.</p> <p>In addition, and before moving on to the next stage, the Council must be satisfied that the draft plan;</p> <p>(1) meets the ‘Basic Conditions’ being,</p> <ul style="list-style-type: none"> -Complies with national policy and guidance from SoS -Contributes to sustainable development -Is in general conformity with the strategic policy of the development plan for the area or any part of that area -Does not breach, and is otherwise compatible with, EU obligations – this includes the Strategic Environmental Assessment Directive of 2001/42/EC -The making of the NP is not likely to have a significant effect on a European site (as defined in the Habitats Regulations or a European offshore marine site (as defined in the Offshore Marine Conservation (Natural Habitats &c) regulations 2007 9(e) (either alone or in combination with other plans or projects)” <p>(2)is compatible with the Convention rights, and (3)complies with the other legal requirements set out in Sections 38A & 38B of the TCPA 90</p> <p>12c - Produce and publish a Decision Statement <i>(Regulation 18)</i></p>	<p>Consider each of the Examiner’s recommendations and decide what action to take in response.</p> <p>This could be to accept the Examiner’s recommendations to progress to a referendum or to refuse the proposal. It could be to accept recommendations to make modifications or make our own modifications, so as to make the NP meet the ‘Basic Conditions’, Convention rights or other legal requirements. It could also be to extend the area for the referendum. We could also decide we are not satisfied that the plan meets the minimum requirements notwithstanding the Examiner’s view.</p> <p>We will need to consider if our proposed decision differs from the Examiner’s recommendations and whether this is as a result of new evidence or new fact. If so, and prior to making the decision, we will notify the plan producers and those making representations on the NP and invite further representations. This may entail referring this matter back to the Examiner.</p> <p>A report will be taken to the determining committee notifying members of the findings and recommendations of the Examiner and how the Council proposes to respond to the recommendations. In the event of the officers recommending refusal of the proposal it will not be necessary for the matter to be considered by the determining committee unless a ward member requests the committee consider the matter.</p>	<p>The Policy Team & Legal Services will assess each of the Examiner’s recommendations and decide what action to take in response.</p> <p>Legal Services will advise whether they are satisfied that the draft plan meets the ‘Basic Conditions’, is compatible with the Convention rights and complies with the other legal requirements</p>

1.4 Essentially the Examiner has recommended a number of textual and related mapping modifications to the Plan and the deletion of some policies. The Examiner’s recommendations are as follows:

Examiner’s Reason for Change	Recommended change
<p>After a brief section on the history of Clyst St George, paragraphs 2.7 to 2.13 describe the character of the area including its three main settlement areas and relationship to the River Clyst, among other things. However, the Parish is not located south of Topsham and it is unclear what is meant by “<i>the largest town in Devon</i>”. I consider that the wording in</p>	<p>PM1 – p.5</p> <p>2.7 The Parish of St George is south east of Exeter and east of (Topsham). Where it is bounded by the M5 motorway. The Parish is bisected by the A376 which extends between Exeter and Exmouth, the largest town in Devon, and Exmouth.</p>

<p>paragraphs 2.7 and 2.8 should be modified, 2.10 should be amended so that the “County Wildlife Site” is accurately referenced, and a new map added which shows the key features mentioned in this section. These features are Exeter (part of), Topsham, Clyst St Mary, River Clyst, Grindle Brook, A376, M5 (part of), the three main settlements and the community facilities described in paragraph 2.9, and the County Wildlife Site.</p>	<p>2.8 The River Clyst forms part of our Parish’s western boundary ...the Parish. The river and Grindle with Exeter. This area is known as Clyst Road</p> <p>2.10 2nd sentence</p> <p>...designated as a County Wildlife AreaSite</p> <p>Add a new map or diagram to illustrate the location of: edge of Exeter nearest Clyst St George, Topsham, Clyst St Mary, River Clyst, Grindle Brook, A376, M5, settlements of Clyst St George, Ebford and Clyst Road; Village hall, St George’s Church, Lady Seaward Primary School, Blue Ball Inn, Clyst Works Business Park, St George & Dragon Inn and Dart’s Farm shop; County Wildlife Site.</p>
<p>Paragraph 2.15 asserts that “<i>In recent years, the Parish has been inundated with planning applications.</i>” Paragraph 2.16 goes on to state “<i>Dealing with house building has been a recurring problem for the Parish Council.</i>” As it has been and remains the responsibility of EDDC not the Parish Council to determine planning applications and impose conditions and obligations to secure appropriate housing with good design and supporting infrastructure, I find these statements potentially misleading. EDDC pointed out that much of the area west of the A376 is Green Wedge, as defined in Strategy 8 of the Local Plan and shown on Map 2 of the CSGNP. Green Wedge status should prevent the gap between the edge of Exeter and the settlements of Clyst St George and Ebford being filled with new development, as some local people fear. PM2 would add a reference to the Green Wedge, which should be made to ensure general conformity with the Local Plan.</p>	<p>PM2 – p.6</p> <p>2.15 In recent years, the Parish has been inundated withthe subject of many planning applications. We welcome(Strategy 7). <i>In addition, the Local Plan identifies land adjoining the Exe estuary and West of the A376 North of Lympstone to the Royal Marines site and North of Exton to Marsh Barton as Green Wedge, where development will not be permitted which would damage the identity of a settlement or encourage settlement coalescence (Strategy 8).</i></p> <p>2.16 Dealing withRecent house building <i>has generated local concerns which have been raised with</i> has been a recurring problem forthe Parish Council. Developers have</p>
<p>I support the Overview on Page 12 of the Plan which succinctly summarises the constraints on development in the Parish. In paragraph 7.2, “<i>Costal</i>” should be modified to read “<i>Coastal</i>” Protection Zone, as proposed in PM3. Also, the key to Map 2 alongside paragraphs 7.2-7.4 should be enlarged so that it is readable in printed form. PM3 is necessary having regard for national policy designations.</p>	<p>PM3 – p.12</p> <p>7.2 The physical constraints ...as part of the ‘<i>Co</i>astal Protection Zone’ ...</p> <p>Map 2 Enlarge the Key so that it is readable in printed form.</p>

<p>EDDC argued that paragraph 7.15's assertion, that recent development may have contributed to worse flooding in Ebford, lacks evidence. EDDC suggests it may be that the poor state of agricultural soils (compacting) has been the principal cause of flooding. In the absence of firm causal evidence, the last sentence of paragraph 7.15 should be modified as in PM4. This is necessary to help achieve sustainable development.</p>	<p>PM4 – p.15</p> <p>7.15 Floodingduring periods of heavy rain that is thought to have been made worse because of recent developments.</p>
<p>The first objective of section 8, p17 should be modified to ensure that any new development proposals:</p> <ul style="list-style-type: none"> • are based on full assessment of any likely impact on the natural environment, • minimise potentially harmful impacts on biodiversity and geodiversity, having regard for the status of sites of international, national and county ecological significance which are shown on Map 5, and • achieve a net gain in biodiversity wherever possible. <p>PM5 should be made to secure this change having regard for the NPPF and in order to be in general conformity with Local Plan Strategy 44: Undeveloped coast and coastal preservation area, and Strategy 47: Nature conservation and geology. PM5 should also contribute to the achievement of sustainable development when Policy CSG4 is triggered.</p>	<p>PM5 – p.17</p> <p>Natural Environment</p> <p><i>Delete Objective 1 and substitute:</i></p> <p>New development proposals should be:</p> <ul style="list-style-type: none"> • based on full assessment of any likely impact on the natural environment, • minimise potentially harmful impacts on biodiversity and geodiversity, having regard for the status of sites of international, national and county ecological significance which are shown on Map 5, and <p>achieve a net gain in biodiversity wherever possible.</p>
<p>The Clyst St George Parish Design Statement March 2018 includes a map of the 3 main areas of settlement which could usefully be referenced in paragraph 8.12, so that Policy CSG5 will be more robust and will contribute to the achievement of sustainable development. PM6 should be made to secure this. In addition, EDDC suggested amendments to the wording of Policy CSG5 to reinforce it,</p>	<p>PM6 – p.19</p> <p>Policy No. CSG5 Development Outside the Settlement Areas</p> <p>Development proposals ... harming the countryside. Such development proposals should be shown to be making make a positive ...public.</p> <p>Development proposals will not be supported that result in the net loss of.....</p>

<p>which I support and have included in PM6 to meet the 'Basic Conditions'.</p>	<p>ii. important views from the settlement areas; ...</p> <p>iv. biodiversity features</p> <p>iv.v. higher grade agricultural land;</p> <p>v.vi. damage to</p> <p>8.12 We are not opposed to all development outside the settlement areas. The three main settlement areas as described in paragraph 2.9 of this Plan are shown indicatively on the map on Page 3 of the Clyst St George Parish Design Statement, adopted by the Parish Council in March 2018. Policy CSG5 will apply to all the land which is outside the built up areas of these settlements. Local Plan Policy S7</p>
<p>Policy CSG6 aims to protect trees and woodlands, with Map 6 illustrating particular areas of woodland in the Parish. Policy CSG7 seeks the protection of hedgerows. EDDC proposed some amendments to their wording, which I agree are necessary to achieve sustainable development. With the modification, PM7, I consider that Policies CSG6 and CSG7 will be in general conformity with Strategy 46: Landscape Conservation and Enhancement and AONBs¹, of the Local Plan</p>	<p>PM7 – p.20/21</p> <p>Policy No. CSG6 Protection of Trees and Woodlands</p> <p>Development proposals should ... positively to the character, and biodiversity and amenity of the area. Development proposals which could result in loss or damage to aged or veteran trees will not be supported. Where it is unavoidable, ... on the site, together or as close as possible to it together with a methodthat planting. Such replacement planting should be in the ratio of three trees for the loss of a large tree, two for a medium sized tree and one for a small tree.</p> <p>New development</p> <p>Policy No. CSG7 The loss of hedgerows with visual, historic or wildlife importance will be resisted. Existingthe Parish. Sections of hedgerow ...development sites. Where such measures are Where loss of hedgerows is unavoidable, required for development to be acceptable, they replacement planting should include the use of native hedgerow species to achieve a net gain in quantity will be wherever planting is required.</p> <p>New hedgerows ...</p>
<p>Policy CSG8 should be modified to ensure that the impact of any development proposal on heritage assets takes account of the asset's status in the hierarchy. The supporting text should be modified to mention the designated listed buildings in the Parish, as referenced in the Local Evidence Report. The Parish Council's latest e-mail of 25 June 2018 to the IPE office team confirmed that it had not yet consulted</p>	<p>PM8 – p.23</p> <p>Policy No. CSG8 Local Heritage Assets</p> <p>Development proposalsheritage asset.</p> <p>Development proposals that affect a heritage asset must demonstrate....building or structure might cause substantial harm to listed buildings, registered parks or gardens, or their settings will not be supported.</p>

¹ Areas of Outstanding Natural Beauty.

<p>EDDC about its local list, and I have seen no evidence that such a list was subject to public consultation on the submitted Plan at the Regulation 16 stage. Policy CS8 and the supporting text should acknowledge that work on compiling a local list is underway but not complete.</p>	<p>Any renovations or alterations of buildings or structures identified designated as heritage assets interest and setting.</p> <p>Development proposals in proximity to a designated heritage asset ...</p> <p>9.9 Policy CSG8 is intended to provide an appropriate level of protection for the non statutory heritage assets <i>The Local Evidence Report, 2015, identifies the Listed Buildings (Grade II* and Grade II) and structures which exist in the Parish.</i></p> <p>9.10 The NPPF ... The Parish Church, the Old Rectory and the Manor House are probably the stand-out grade II listed buildings. Although several humbler <i>Other</i> buildings ...also listed i.e. on the Statutory.....</p> <p>Add to the end of 9.11</p> <p><i>Based on criteria set by EDDC, the Parish Council is compiling a local list of heritage assets.</i></p> <p>9.12 It is hopedbeen created. <i>Then, the significance of the non-designated asset will be taken into account when planning applications are determined, in accordance with the NPPF (para. 135).</i></p>
<p>The first sentence [of policy CSG9] requires development proposals to provide an assessment of the character of the site and its context “where appropriate”. However, this context is not explained in the supporting text which should be expanded to ensure that some sustainable development proposals, especially small ones, are not rendered undeliverable by the need to produce a character assessment (see paragraph 173 of the NPPF). Regard also needs to be had for paragraph 60 of the NPPF which supports the reinforcement of local distinctiveness but warns against imposing architectural styles and tastes whilst stifling innovation.</p>	<p>PM9 – p.24</p> <p>9.13 <i>An assessment of site character and context will be sought for all larger development proposals ie. between 6 and 25 dwellings or for any new business uses, and for smaller developments which could have a significant adverse effect on the surrounding area eg. on the natural environment, the form and scale of existing development, heritage assets, the amenity and function of neighbouring uses, local transport infrastructure and/or flood risk.</i> The NPPF (para. 56)</p>
<p>Paragraph 69 of the NPPF seeks to promote healthy communities, facilitating social interaction and inclusivity. I am concerned that the tone of paragraphs 9.6 and 9.7 does not have regard for this approach, and could be read as unwelcoming for</p>	<p>PM10 – p.22</p> <p>9.6 The latest development to take placein the village by 65% ;- despite parishioners four are <i>‘affordable’.</i></p>

<p>future occupiers of the new houses in Clyst St George.</p>	
<p>In order to avoid uncertainty as to how these policies [Policy CSG10 / CSG11] would be applied, I consider that the supporting text should include a reference to Strategy 32 of the East Devon Local Plan. This would remind users of the CSGNP that options for retention of the site or premises for its current use would have to be explored for at least 12 months (and potentially 2 years) without success, before the present use could be ended. EDDC also proposed amendments to Policy CSG11 so that it would be more resilient to the loss of sports <u>and recreation</u> facilities, which I support.</p>	<p>PM11 – p.26</p> <p>10.8 Add the following sentence to the end:</p> <p><i>Policy S32 of the EDDC Local Plan will be applied, requiring a full exploration of options for retention or replacement with a similar use, if proposals which would lead to the loss of existing community facilities or sports and recreation facilities are put forward.</i></p> <p>Policy No. CSG11 Existing Sports and Recreation-Facilities</p> <p>Development which would result in the loss of any existing sports or recreation facility to a non-sport or non recreation ...</p>
<p>Policy CSG17 is not in general conformity with the Local Plan. The second part of the policy should be omitted and readers should be referred to the standards set out in the Local Plan.</p>	<p>PM12 – p.30</p> <p>Policy No. CSG17 Parking Standards for New Development</p> <p>Development must</p> <p>For residential developmentcounted as a parking space.</p> <p>Permeable materials</p> <p>11.19 The East Devon ...two spaces for larger dwellings is, with such highinsufficient. must be adhered to. Any new development ...</p> <p>11.20 <i>Delete</i></p>
<p>EDDC proposed a modification to the wording of Policy CSG18: Match-Day Parking so that it will recognise the need for safety of sustainable transport users. I support PM13 to modify Policy CSG18.</p>	<p>PM13 – p.31</p> <p>Policy No. CSG18 Match-Day Parking</p> <p>Development proposals ...reducing the parking and traffic problems.. community and enhance the safety of pedestrians and cyclists, will be supported.</p>
<p>EDDC suggested the addition of two more criteria: to promote access on foot or bicycle, and to reduce flooding and improve water quality in main rivers. Having regard for Highways England's Regulation 16 response, which drew attention to congestion at peak times at Junction 30 of the M5 and the need for employment</p>	<p>PM14 – p.32</p> <p>Policy No. CSG19 Business Development</p> <p>Business development on</p> <p>v. safeguard residential amenity and road safety</p>

<p>development proposals to include a suitable assessment of traffic impact and mitigation measures in accordance with DfT Circular 02/2013, I agree with the first proposed amendment. Also, in view of the local risk of flooding along the Clyst River, and the sensitivity of the Exe Estuary (Ramsar, SSSI and SPA), I support the second proposed amendment.</p>	<p><i>vi. promote access on foot or by bicycle; and</i></p> <p><i>vii. reduce flooding and improve water quality in main rivers.</i></p>
<p>I recommend one small modification [to section 13, addressing monitoring of the plan] to refer to District planning policies as well as national and county-wide ones, to ensure that regard is had to national policy and the 'Basic Conditions' are met.</p>	<p>PM15 – p.35</p> <p>13.3 A full or partial review ... national, district or county-wide planning policies</p>

- 1.5 Under para 12 of the Town and Country Planning Act it is for the local planning authority (EDDC) to consider the recommendations made in the report and the reasons for them and decide what action to take in response to each recommendation.
- 1.6 East Devon District Council must be satisfied that the Plan meets the 'Basic Conditions', compatible with the convention rights and complies with the provisions under s 38A and 38B or that the Plan would meet those conditions be compatible with those rights and comply with those provisions if modifications were made to the Plan (whether or not recommended by the Examiner) before a referendum is held.
- 1.7 The regulations go on to state that if-
- a) the local planning authority propose to make a decision which differs from that recommended by the Examiner, and
 - b) the reason for the difference is (wholly or partly) as a result of new evidence or a new fact or a different view taken by the authority as to a particular fact, the authority must notify prescribed persons of their proposed decision (and reason for it) and invite representations.
- 1.8 The legislation, which is reflected in our protocol, requires the Council to consider and respond to this report. The amendments suggested by the Examiner, mean that the Council can be satisfied that the Plan:
- has regard to national policies and advice contained in guidance issued by the Secretary of State;
 - contributes to the achievement of sustainable development;
 - is in general conformity with the strategic policies of the development plan for the area;
 - does not breach, and is otherwise compatible with, European Union obligations and the European Convention of Human Rights and therefore meets the 'Basic Conditions'.

Given that this is the case and the 'Basic Conditions' are met, there are not considered to be any grounds to reject the findings of the report. Members are asked to agree to accept the recommendations of the Examiner's report and agree that a notice to this effect be published.

- 1.9 A revised version of the Plan (known as the 'Referendum Version'), incorporating the recommended changes, will be available to view on the EDDC website before the Cabinet meeting. East Devon District Council will be responsible for arranging a referendum where all electors within Clyst St George Parish will be invited to vote on whether Cyst St George Neighbourhood Plan should be used to make planning decisions in the Parish. If more than 50% of those who vote say 'yes' the Plan will be made and will form part of the development plan for East Devon.

Report to: Cabinet
Date of Meeting: 5 September 2018
Public Document: Yes
Exemption: None
Review date for release None



Agenda item: 19

Subject: **Award of the Integrated Asset Management Contract for housing repairs and work to void property etc.**

Purpose of report: This report outlines the procurement journey we have undertaken for the appointment of a building repairs and maintenance contractor to perform work on our Council housing portfolio, and tenants homes. We have reached the final stage in the process and seek cabinet approval to enter into contract with the highest scoring bidder. The tender has been referred to as an Integrated Asset Management Contract because it initially requires a contractor to undertake responsive repairs and works to bring our void properties up to our lettable standard, but has the facility to be extended to include planned, cyclical and servicing work, where the contractor is performing to an acceptable standard.

Recommendation:

- (1) Based on the evaluation of tenders for the Integrated Asset Management contract the Tender Evaluation Panel recommend the appointment of Bidder A to deliver and operate the services specified in the contract and tender documents. This being subject to a satisfactory outcome of a statutory leaseholder consultation process, and**
- (2) Delegated authority be given to the Strategic Lead (Housing Health and Environment) and Strategic Lead (Governance & Licensing) to negotiate and complete the contract with Bidder A.**

Reason for recommendation: As our current repairs and works to voids contract comes to an end we need to retender the works to ensure that we maintain tenant's homes in good repair with modern facilities – A Decent Home for All.

Officer: John Golding Strategic Lead – Housing, Health & Environment

Financial implications: A representative from finance has been involved throughout the entire procurement journey assessing the contract options, evaluating the bidders and conducting financial due diligence at each stage of the process.

Some of the key advantages of the price per property/price per void contract are increased cost certainty, improved transparency and the inbuilt incentive for the contractor to get it right first time.

Legal implications: This procurement exercise has been rigorously carried out to ensure compliance with EU procurement requirements. While the Council has made it clear that it is not obliged to accept the lowest tender (i.e. the cheapest) or any tender, we have stated that the contract will be

awarded to the bidder who has the best overall score (calculated in accordance with the published evaluation criteria) and so we must adhere to this requirement. Essentially this means that should the contract be awarded then this must be to Bidder A. The alternative is to decide not to award the contract and tender the contract again. However, given the amount of time, cost and effort that has gone in to the process this is not recommended. More importantly such action would require further extensions to the existing contracts which could result in the Council falling foul of procurement rules. The draft contract is well advanced but it is likely that there will be some further work on this and the Legal department, together with our external lawyers, will ensure that a robust contract is completed if the decision is to award the contract.

Equalities impact: Medium Impact

We have involved tenants throughout the process through the Housing Review Board, tenants groups and as part of the evaluation process.

Risk: Medium Risk

A risk register has been used throughout the project.

Links to background information:

Link to Council Plan: Encouraging communities to be outstanding.

1 Background

- 1.1 For over a year we have been exploring how best to re-procure our repairs and maintenance service for Council homes so as to provide our tenants with outstanding service and value for money in advance of our current contract coming to an end. We have explored various forms of service delivery, including in-sourcing the service as part of a Wholly Owned Subsidiary. We elected to tender for an out-sourced integrated asset management model.
- 1.2 The Housing Review Board has received previous detailed reports on the preparations and progress being made with renewing the repairs contract at each of its meetings over the last eighteen months. A Project Team of officers from several Housing teams has worked on the procurement, including representation from Finance; Strata; and DDC Procurement, led by the Property & Asset Manager. Tenants have also been involved at various stages of the procurement.
- 1.3 The contract is worth circa. £100m over 15 years, with a proposed term of 10 years with the option to extend by up to five years.
- 1.4 Early on we identified the three key drivers for taking the service forward:
 - Greater control over the service
 - Cost savings and efficiencies
 - Incentives for service improvement
- 1.5 The **Housing Review Board** agreed that as part of the procurement we have an 'EDDC core repairs' offer which includes:
 - Contract with a single service provider
 - Using formal partnering contract (TPC2005)
 - Contract with minimum term of 10 years

- Introduction of 'price per property' model
- Incentivised commercial model
- A new void specification and associated costs target
- A robust customer satisfaction survey process
- Reset repairs classifications (emergency – 4 hours; routine – at resident's convenience, but within 28 days)
- Appointments made for all repairs at first point of contact
- Extended access to core service (Mon-Fri 8am-8pm, Sat 9am-1pm)
- A renewed 'right first time' assessment with a fix and stay fixed requirement
- Introduction of a complete property service model – contractor undertakes an annual physical check of all 'working' components and structure of property (MOT)
- Introduction of new suite of KPIs (key performance indicators)
- Consideration to adding planned, cyclical and servicing works into scope of contract
- A review of the handy person scheme (future delivery to be included within contract)
- ICT solution – ICT offer from service provider to be a key aspect of selection.

1.5 We were attracted by the Price Per Property (PPP) and Price Per Void (PPV) model, which is increasingly being used in the sector. This model builds on a fix priced per property for repairs/voids (with a list of what is and isn't included within this). There would also be a budget for excluded works and a 'risk pot'. The exclusions are priced using an industry Schedule of Rates process.

1.6 We were also excited at the prospect of a Complete Property Service (CPS) by which the service provider undertakes an annual physical check of all 'working component parts' and the structure of the property for defects and carries out any required repairs to prevent the need for repairs to be reported by the tenant over the next 12 months. This would need to be carried out by a multi-skilled operative, and is akin to an annual property MOT.

1.7 We appointed consultants **echelon** early in the process who have guided and assisted us through the complex procurement journey, and provided excellent advice at each stage of the process.

2 Key Steps in the procurement journey

2.1 The EU compliant procurement process we are using is a 3 stage process. It consists of three main elements; the Standard Selection Questionnaire (SSQ), the Invitation to Submit Initial Tender (ISIT) including a Negotiation stage, followed by an Invitation to Submit a Final Tender (ISFT). An on-line procurement portal was used providing transparency and clarity for those engaged in the process.

2.2 A Bidders Day information event took place on the 28th February, with representatives from 9 companies attending. This was a very successful event and a good opportunity for bidders and the project team to meet ahead of the first submission deadline on 21st March 2018.

2.3 We received expressions of interest from 21 different companies, with seven bidders submitting their SSQ by the deadline. The SSQ stage tests to see that companies are financially fit to operate a contract of this size and asks them to describe their experience in delivering similar contracts.

- 2.4 We asked bidders to respond to questions covering eight topics, including Customer involvement, Social Value, IT competence and Health and Safety. These sat alongside the standard financial questions and were evaluated by members of the Project team. We also secured the assistance of a Strata analyst for the ICT question and were grateful to three tenant representatives who evaluated the responses relating to Customer Involvement.
- 2.5 We were very pleased with the responses we received to the SSQ and although we had the option of dropping the bottom placed bidder, we felt that the responses were sufficiently close to take all seven companies through to the ISIT stage of the process.
- 2.6 We held a successful ISIT Bidders Day on 25th April which all seven bidders attended. Again the event was deemed very successful with a good opportunity for us to engage with bidders and promote the opportunities of the partnership. We were also pleased to have tenants join us for the event, giving potential bidders the opportunity to engage and discuss views from a tenant perspective.
- 2.7 We had received representations from several of the bidders requesting an extension to the deadline for submitting their responses to the ISIT questions. We had built in some flexibility into our procurement timetable, and after discussions with our consultants, echelon, it was felt that we could extend the deadline by two weeks without impacting on the major milestones contained within the timetable.
- 2.8 The deadline for submitting ISIT responses was therefore extended until 22nd May.
- 2.9 Shortly after this decision was taken, one of our incumbent service providers announced that they would be withdrawing from the process as they felt the new model did not fit in with their future business plans. Our six remaining bidders submitted their ISIT responses by the deadline.
- 2.10 The ISIT stage asked bidders to tell us how they would intend to run the new contract, and as with the SSQ stage, there were eight themes to respond to. These were:
- Project Delivery
 - Health and Safety
 - Performance Management
 - ICT Specification
 - Social Value
 - Customer Care
 - Cost Control
 - Transfer of Undertakings, Protection of Employment (TUPE)
- 2.11 The same Officers and our three tenant representatives as at the SSQ stage evaluated each question, and the results were finalised by 8th June, with the three highest scoring bids moving through to the final stage of the procurement journey.
- 2.12 The Negotiation Stage began on 11th June and consisted of an initial one day of negotiations with each bidder. There was an allowance within the timetable to have a further day with each bidder, but this was not required.
- 2.13 We then asked the bidders to refine and submit their final tender (ISFT); incorporating any adjustments that may have arisen during the negotiation phase. These were evaluated and final scores given against the pre-set criteria.

- 2.14 Several of the Project Team attended the Tenant Involvement Forum (TIF) in early June to ensure that tenants are kept informed of our progress to date and will be providing further updates as progress is made.
- 2.15 Clarification questions were submitted and answered throughout the process using the on-line portal. The staff employed by the current/incumbent contractors are protected by TUPE regulations and some of the clarifications have been around this aspect of the contract and how bidders price for risk.
- 2.16 The Project Team members working in different groups scored the ISFT quality submissions, and captured notes on the key reasons for the marks awarded with the positives and negatives in respect of each answer to the questions, under the eight themes. The pricing/commercial element of the submission went through a clarification process before being assessed through the predetermined scoring matrix.
- 2.17 Due diligence has been performed on the pricing/commercial elements of the submissions, and the quality evaluations.
- 2.18 There is a statutory requirement to consult our leaseholders before awarding the contract and this process commenced in late August and is due to complete by the end of September. I am seeking Cabinet approval subject to no negative and significant feedback from leaseholders.

3. Final Tender Evaluation

3.1 A procurement report produced by our consultants has been provided as a **confidential document** which shows the final scores for price (maximum 40%) and quality (maximum 60%) along with providing more detail on the procurement process that has been carried out.

3.2 The summary of the detailed scoring within the report is as follows:

Bidders	Quality	Cost	Total Score	Rank
Bidder A	52.92	39.21	92.13	1
Bidder B	48.30	39.60	87.90	2
Bidder C	43.56	40.00	83.56	3

3.3 There is a clear difference in terms of quality scores with pricing very close reflecting in scores of less than one mark apart. However, the combined scores reveal a clear winner with close to four points between first and second, and second and third.

3.4 The names of the three bidders are shown in the **confidential report** alongside their price and quality scores. **We propose to enter into contract with Bidder A who was ranked first in the cumulative score, as can be seen at paragraph 13.1.1 of the report.** All bidders have been verbally informed of the outcome of the evaluation process.

3.5 Once the leaseholder consultation period has concluded we will issue the statutory Standstill Letters (Alcatel) to the unsuccessful bidders. The standstill period runs for ten days and if no challenge is received during this period we can enter into contract with our preferred bidder.

3.6 We are anticipating providing detailed feedback to the unsuccessful bidders who have put a lot of time and effort into competing for this contract. We will announce the successful contractor after the standstill period has expired.

- 3.7 Once we have awarded the contract we start a period of mobilisation for the new contractor and we have allowed ourselves until 1st February for this important aspect of the process. We will also need to manage the performance of the incumbent contractors during this period to ensure that tenants continue to receive a high quality service and seamless transition.
- 3.8 A draft contract has been available to bidders throughout this procurement and inevitably there will be a period of final drafting and both parties agreeing final terms and conditions.

Report to: Cabinet
Date of Meeting: 5 September 2018
Public Document: Yes
Exemption: None
Review date for release None



Agenda item: 20

Subject: Crowdfund Devon

Purpose of report: To outline the Crowdfund Devon pilot which has been funded by Devon and Cornwall Police and to highlight how East Devon can join this pilot.

Recommendation:

(1) That Members agree to join the Crowdfund Devon scheme, with delegated authority given to the Strategic Lead Organisational Development and Transformation, in consultation with the Strategic Lead Governance and Licensing to finalise any necessary arrangements to facilitate this and to agree to amendments to the operation of the scheme while East Devon District Council is a part of it.

(2) That Members approve £50,000 of the Transformation Fund to be spent on community projects using the scheme with funding to be awarded on the basis of the criteria set out in Appendix A, with delegated authority granted to the Strategic Lead Organisational Development and Transformation, in consultation with the Strategic Lead Governance and Licensing to vary the criteria where it is considered appropriate and necessary to do so.

(3) That delegated authority be granted to the Strategic Lead Governance and Licensing to review and if necessary revise the Community Fund Panel's terms of reference to permit email approval of the allocation of Crowdfund Devon grant payments due to time constraints in the process. Such approval to be in accordance with the rules of the scheme and the award criteria.

Reason for recommendation: There are several reasons for the recommendations set out:

- There is the opportunity to use the Crowdfund Devon crowdfunding platform for free for the financial year 2018/2019. The costs for this pilot are £26,000 which are being met by the police, but cover the costs of all the authorities.
- This pilot will specifically help determine if crowdfunding is a viable means to deliver local projects and priorities which unfortunately under the current financial constraints are unaffordable for local authorities to promote solely.
- By using crowdfunding the monies will be match funded, helping pay for more projects in the area than the initial amount could ever fund.

Officer:	Karen Jenkins, Strategic Lead for Organisational Development and Transformation
Financial implications:	<p>The £26,000 cost of running the Crowdfund Devon pilot scheme (ending May 2019) will be fully met by Devon & Cornwall Police so no administration cost will be incurred by EDDC in subscribing to the pilot scheme. If the initial pilot scheme is successful and EDDC chooses to participate in future years, it might expect to pay its share of the costs (currently estimated at £26,000 x 1/6th = £4,333). If more partners join, the costs of the scheme may rise but be shared between a greater number of partners; (see 6.1 for more details). Mango Pay is an online payment technology provider. It is understood that each of the Crowdfund Devon partners would be provided with a separate Mango Pay Escrow wallet set up using their details and proof of ID and that the costs of having the wallet are covered as part of the £26,000 administration costs. To participate in the crowdfunding pilot scheme, EDDC will provide £50,000 from the 2018/19 Transformation Fund. If EDDC chooses to continue in the scheme after the pilot ends, it would need to identify further funds to inject into the scheme. <i>Finance has not independently verified the crowdfunding, Crowdfunder UK or Plymouth City Council statistics figures used in the report in sections 1.5 and 6.2.</i></p>
Legal implications:	<p>It is legally permissible for the Council to be a part of the Crowdfund Devon scheme and to allocate funding to it. The criteria to be used to award funding seems appropriate, although with delegated authority to amend the criteria where it is appropriate and necessary will give flexibility in the event of unforeseen issues arising. It is understood that there will be, essentially, contractual documentation to be entered into with the other public bodies who are part of the scheme and this will need to be reviewed and agreed before being signed – again delegated authority is sought for this. Finally the terms of reference for the Community Fund Panel may need to be revised to enable a quick decision on funding payments under Crowdfund Devon, otherwise meetings of the Panel will need to be called at short notice and will therefore not be a good use of resources. This is covered off in the final recommendation.</p>
Equalities impact:	<p>Medium Impact</p> <p>As projects could be funded that benefit those with protected equalities characteristics this could have a beneficial impact on equalities.</p>
Risk:	<p>Low Risk</p> <p>This is a trial scheme. The criteria as set out will reduce the risk of funding inappropriate projects.</p>
Links to background information:	<ul style="list-style-type: none"> • Crowdfund Devon webpages: https://www.crowdfunder.co.uk/crowdfund-devon-apply
Link to Council Plan:	<p>As projects funded have to benefit at least one of the Council Plan priorities, crowdfunding would have a positive effect on any or all of the listed priorities.</p>

Report in full

1. Introduction to the crowdfunding process

1.1 Crowdfunding is now a well-established and well used tool that allows communities and organisations to promote and publish local ideas, solutions, infrastructure and events that need money (and sometimes wider support).

1.2 A crowdfunding website allows people and potential funders to access and review project proposals and then should they choose to, provide funding.

1.3 Generally, the process is as follows:

- People have an idea for a project. This could be constituted voluntary and community groups, town and parish councils, registered charities, registered community interest companies, constituted not for profit organisations.
- They fill in a form on a crowdfunding website giving details about their project. Their idea is published on the online crowdfunding website.
- They publicise this project and its presence on the crowdfunding website as widely as possible; they tell their 'crowd'.
- The crowd pledges cash to the project, and shares this project with their friends and family. The crowd can include local organisations that decide to pledge cash to projects that meet their criteria.
- If the project reaches its target it receives all the funding that has been pledged to it.

1.4 Those who actually fund the process can be from the following:

- Individuals, residents and visitors with a small amount to donate
- Local businesses
- Smaller organisations and funding bodies like local authorities
- Large funding bodies and multinational organisations

1.5 Crowdfunding can enable a community led, transparent and democratic opportunity to not only generate and promote local ideas; but for communities to determine which of these ideas are best prioritised and funded.

Benefits of crowdfunding to the council and the community:

- **Stretches funds further.** A variety of grants streams on the crowdfunding website may decide to contribute to projects and match funding will also come from the community. Crowdfunder UK worked with Plymouth City Council (PCC), for every £1 spent by the Council via its crowdfunding platform, this spend has been amplified by the crowd and other funds to £3.54, an amplification of the initial PCC investment by 354%.
- **Targets funds.** Funds can be promoted to a wider audience and projects will align with the criteria we set.
- **Measurable social impact.** Beyond pure cash support, crowdfunding projects can deliver many Social Impact benefits, such as job creation, increasing wellbeing, connectivity and inclusion, and building skills capacity in the community. It helps to build capacity within organisations to raise the funding they need. Even once our funding is gone if they have other project they will have the knowledge and skills to be able to put them onto any crowdfunding platform.

Crowdfunding has social and economic impact:

- People are empowered to achieve things that matter to them.
- Funders are responsive: recognising public feelings and priorities.
- Common ownership, responsibility and civic pride developed.
- What matters to people is achieved and celebrated.
- People, communities, Councillors and other funders better connected.
- More resilient communities: stronger, flourishing, safer, kinder, capable.

Crowdfunding has grown

Crowdfunder UK give some figures on the growth of crowdfunding:

- The UK crowdfunding market grew by 61% in 2015 to £41.6 million. This will have increased significantly since 2015.
- Up to 200 projects are now added onto Crowdfunder UK daily.
- 50,000 visits daily to the Crowdfunder UK website.
- £50,081,812 has been raised through the crowd using Crowdfunder UK, unlocking millions more from other larger funders.
- The average amount pledged on Crowdfunder UK is now £50.

2 Crowfund Devon

2.1 Devon and Cornwall Police had some funding available for community resilience projects and decided to pay for a crowdfunding platform for a year to determine how to distribute the money. They decided that rather than go it alone they'd see if any other local authorities wanted to join them free of charge. The funding ends in early May 2019. The authorities involved are seeing this is a trial scheme to see if crowdfunding is something they wish to embed in their organisation.

These authorities are already part of the Crowfund Devon pilot scheme, all distributing certain pots of money using the process:

- Devon and Cornwall Police
- Devon County Council are distributing a significant amount which comes from a variety of discretionary funds including some Devon County Councillors' Locality Budgets.
- Teignbridge District Council are using underspend from previous Parishes Together Fund monies. Our underspend has gone into our Communities Together Fund, which is the evolution of the Parishes Together Fund.
- Exeter City Council are using their Communities Together Fund monies as they don't have parishes so would find it difficult to distribute otherwise. They have also added in a proportion of their Sport England funding for Exeter.
- West Devon Borough Council are using New Homes Bonus monies.
- At the time of writing this report Torridge District Council have also announced they'll be joining in.

2.2 Crowdfunder UK are the crowdfunding platform that Crowfund Devon chose through a rigorous tendering process, they're based in Cornwall.

2.3 This is the first time such a large partnership approach between local statutory bodies has happened. Crowfund Devon is already up and running online:

<https://www.crowdfunder.co.uk/crowdfund-devon-apply> and we have been given the opportunity to join in free of charge.

3 The funding that we would use

3.1 There is no allocated budget for a crowdfunding trial at East Devon so it is being proposed that we use £50,000 from our Transformation Fund. This will enable us to determine if crowd funding is a viable and helpful way to deliver local projects and priorities, which unfortunately under the current financial constraints are unaffordable.

3.2 It is proposed that projects must help to achieve one or more of the following priorities as listed in our council plan <http://eastdevon.gov.uk/council-and-democracy/council-business/our-plans/council-plans/> :

- Encouraging communities to be outstanding.
- Developing an outstanding local economy.
- Delivering and promoting our outstanding environment.
- Continuously improving to be an outstanding council.

4 Our process:

4.1 A crowdfunding workshop would be offered by Crowdfund UK in East Devon, inviting people with project ideas. The costs of this are included as part of the current contract paid for by Devon and Cornwall Police. Crowdfund UK would continue to be available after this by phone to provide advice and to support projects throughout the process. Additional workshops can be purchased.

4.2 People with a project to put forward would plan their crowdfunding campaign, with some advice from Crowdfunder UK. This planning can take some time.

4.3 People with a project would put their project onto Crowdfund UK using the Crowdfund Devon section. The people putting forward the project need to have the ability to make it happen, Crowdfunder UK would check this along with other aspects of their eligibility.

4.4 Crowdfunder UK would look at these forms and make recommendations on which grants they are eligible for. This could be our funding, other funders on Crowdfunder UK such as Santander, Comic Relief, Devon County Council, Devon and Cornwall Police.

4.5 People have about 4 weeks to raise all the money they need. The method that works best is if the crowd raises 25% of the money required, then we top it up by 50%, then the final 25% is raised by the crowd. This is the method that we suggest using.

4.6 Once the projects have raised their 25% from the crowd we receive notification and make a decision in about 1 to 2 weeks maximum about whether to add 50% from our funding pot. Crowdfunder UK's recommendation is to fund all projects that meet the criteria unless there is a very good reason not to, which is why it's important to get the criteria right. We could negotiate with Crowdfund Devon partners to discuss if we make up the 50% between us for eligible projects. Due to the quick turnaround time required and the numerous applications the Community Fund Panel of Councillors would need to do this by email.

4.7 Our pot of funding would be held by Crowdfund UK in a Mango Pay Escrow wallet, we could put it all in there to start with, or keep putting smaller amounts in it. Where projects fit the criteria in Appendix A, funding would be allocated on a first come first served basis, we don't know how many projects we would fund but it would be up to a maximum of £50,000. Eventually our pot of funding will run out. We then close our part of the Crowdfund Devon website to applications. Local projects would continue to be put onto Crowdfund UK but we would not play a part in funding them.

4.8 If we fund the project they then have the remainder of the 4 weeks to raise the final 25% of the costs. If they do raise the total cost of the project, the funding we have promised to the project is given to them. We would use an all or none approach, so if they don't raise the money they need they receive none of the funding. This would ensure that projects funded would happen and we would have an audit trail.

4.9 We would need all projects we fund to agree to and sign a grant agreement for the funding before handing it over.

5 The projects

5.1 People putting forward the projects do have to put some work in, crowdfunding isn't an easy fix to get money. As part of their contract with Crowdfund Devon, Crowdfunder UK gives advice and guidance to people putting their projects forward to the crowd, and would provide a face to face workshop event for people with ideas and projects in Sidmouth.

5.2 People can learn how to put their ideas on a crowdfunding website from Crowdfunder UK:

- Having a video is crucial to getting funding from the crowd, increasing funding gained by an average of 134%. This maybe also encourages clubs and groups to get others involved who have different skills such as videoing and publicising on social media.
- Tell a compelling story.
- Be realistic, open and honest.
- Keep in regular contact with the crowd.
- Use existing crowds to publicise the campaign and raise funds, such as members of your club or group and their family and friends, residents, social media groups,
- Usually crowdfunding campaigns are active for 30 days. They have 30 days to raise all the money they are asking for.
- The crowdfunding platform takes a small percentage of the money raised. Projects have to add this on before submitting their project, so they can still afford to go ahead at the end.

6 The future

6.1 Crowdfund Devon is a pilot project (until May 2019) for all the authorities involved in the partnership. If the pilot is successful the authorities have generally expressed their wish to continue using crowdfunding as a way of distributing and amplifying monies available, getting communities more involved and funding projects in times of austerity (though each partner would need to confirm this at the end of the pilot). If we were to participate in a partnership arrangement next year, the pilot partnership (if successful this year) may be extended by the existing partners for a further year, the cost (approx. £26,000) would have to be covered by all partners involved, of which there are currently 6. As negotiated by DCC and the Police, the procurement agreement would allow for all Devon Districts Councils, DCC and the Police to be part of this partnership. If more partners joined then the costs may rise, but then the cost would be covered by more authorities as well.

6.2 In future years we could use Crowdfund Devon to distribute other pots of funding, bringing its benefits with it, one of the major ones is the amplification of EDDC funds, for example for Plymouth City Council (PCC), for every £1 spent by the Council via its crowdfunding platform, this spend has been amplified by the crowd and other funds to £3.54, an amplification of the initial PCC investment by 354%.

6.3 As this is a pilot currently, only one or two funds have been piloted by the partners. If successful, partners may wish to explore deploying other funding streams via the crowdfunding-platform, this may save partners' time and resources in terms of running and administering several funds. It would also make the grants on offer more open and transparent, making it easier for projects to see the various funds that are available and appropriate to them. Being part of this pilot scheme would allow us and our communities to learn how crowdfunding works first, using a smaller pot of funding on projects which will help the council to deliver its wide ranging priorities.

7. Successful Crowdfunder UK projects based in East Devon

Some East Devon based projects are already on Crowdfunder UK. Here are two examples of funded projects:

7.1 The Project

Part of Action East Devon, The Project currently deliver peer support groups in Axminster and Chard, helping young people across East Devon, South Somerset and West Dorset. However, the impact of their services has a greater reach because of the positive effect on young people's families, schools and friends.

Their peer support groups help young people aged 13-24 with mental health issues. These include anxiety, bullying, eating disorders, depression, bereavement and exam stress – young people don't need to have a medical diagnosis to be referred to our groups. The Project also runs monthly support groups for parents and carers of young people with mental health issues, works closely with schools to educate young people about mental health and delivers mental health training courses and workshops.

They raised £15,270 of their £15,000 target, from 67 people / funders in 35 days:

- £7,500 from Santander pledged £7,500
- £1,000 from Axminster Freemasons pledged £1,000
- £1,000 from Axpediton pledged £1,000
- £1,000 from Honiton Lion's Club
- £350 from Hawkchurch Village Fete
- £1,500 from Chardstock Street Fayre
- £2,920 from individual people, pledging an average of £48 each.

7.2 East Devon – Chocolate Worx

To assist people with learning or mental health disabilities gain business and enterprise skills through making and selling high quality chocolate truffles.

With the changes in the benefits systems increasingly large numbers of people with physical or mental health illness were required to find employment. Often there are large skills gaps and low levels of confidence and self-esteem.

This funding was to equip a kitchen area to the commercial food standards required to produce and sell chocolates. The funding would take the project from the completed trials through to commercial production.

They raised £20,061 of their £20,000 target, from 30 people / funders in 35 days:

- £10,000 from Santander
- £10,061 from individual people, pledging an average of £347 each.

8. Successful Crowdfunder UK projects including a local authority

8.1 Crowdfund Plymouth – Tea Dances with a Twist

Tea Dances with a Twist! (TDT) is an intergenerational and inclusive regular event that takes place in central Plymouth. A team of dance practitioners and volunteers have been trained to deliver a dance event that is accessible to people over 50 and for people who are in a wheelchair and/or living with Autism, Dementia, Alzheimers or Parkinsons. This decreases loneliness, increasing health and wellbeing.

For 3 hours the participants can listen or dance to a live band with a singer in the iconic venue that is Plymouth Guildhall. The tables are decorated with table cloths and fresh flowers, sometimes in line with a theme, depending on the date. No one sits on their own for more than 5 minutes before one of the TDT team members (easily recognisable in their yellow T-shirts) joins them for a chat or invites them to join them on the dance floor.

The pledges would pay for another five Tea Dance with a Twist events.

They successfully raised £10,140 of their £10,000 target from 28 funders in 35 days:

- £5,000 from Plymouth City Council
- £2,000 from Roper James Solicitors
- £250 from Plymouth Ladies Charity Club
- £2,890 from individual people, pledging an average of £115.60 each.

8.2 Crowdfund Plymouth – BIG Christmas Weekends

The Plymouth Waterfront Partnership (PWP) is a not for profit PLC, representing the Waterfront community across three square miles of the primary heritage and tourism offer within Plymouth, Britain's Ocean City. They organise high profile events, promote the Waterfront as a world class destination for visitors and ensure its daily cleansing and maintenance is well managed.

They wanted to create a magical experience for local residents and visitors alike, involving Christmas lights, reindeer, real snow, Santa arriving on the RNLI Lifeboat, Elfie Selfies, huge Christmas trees and a recreation of A Christmas Carol. They worked across multiple areas including the Royal William Yard, The Barbican, The Hoe and Sutton Harbour. Whilst they could afford to do some of these activities, the community was keen to do even more.

They successfully raised all of their £10,000 target from 10 funders in 14 days:

- £5,000 from Plymouth City Council
- £5,000 from individual people, pledging an average of £556 each.

Appendix A

East Devon District Council Crowdfunding pilot 2018 / 2019

DRAFT CRITERIA:

1 Who can apply?

- Charities registered with the Charities Commission.
- Properly constituted and regulated Community Interest Companies registered with Companies House.
- Parish and town councils.
- Properly constituted voluntary and community groups and clubs.
- Properly constituted not for profit organisations.

Those applying must:

- Have the permission of all relevant organisations to carry out their project.
- Take responsibility for delivering their project.
- Be able to deliver their project.
- If relevant, commit to maintaining the project and keeping it going.
- If successful, be willing to agree to and sign a legal grant agreement and relevant terms and conditions for the funding before we hand it over.

2 What we will fund?

Projects where at least 75% of the benefits are to communities and people within East Devon.

Projects must help to achieve one or more of the following priorities as listed in our council plan <http://eastdevon.gov.uk/council-and-democracy/council-business/our-plans/council-plans/> :

- Encouraging communities to be outstanding.
- Developing an outstanding local economy.
- Delivering and promoting our outstanding environment.
- Continuously improving to be an outstanding council.

Projects must also be:

- Registered on Crowdfund Devon as 'all or nothing' schemes. Monies pledged will only be released if the full fundraising target is reached within the timeframe.
- Long lasting, capital projects or revenue costs where the benefits are long lasting. Capital projects are for material things like trees and buildings. Revenue costs can include things like salaries and events.
- Sustainable projects, projects in a transition phase with an evidenced plan in place to become sustainable, or just starting up with an evidenced plan in place to become sustainable.
- All grant money awarded must realistically be able to be spent within 12 months of receiving the grant offer letter.

3 What we won't fund:

- Retrospective projects. Projects where work has already started before we've confirmed we've received back the signed grant offer letter.
- Unsustainable projects. For example, projects that need to continue beyond the life of the funding but are unlikely to be able to.
- Projects working with vulnerable people where there isn't a Safeguarding Policy and / or appropriately trained staff / volunteers.
- Projects for organisations that have more than 12 months running costs in reserves.
- Projects where planning permission is required but hasn't yet been given.
- Funds that are required to help pay off debts.
- Projects that promote religion or politics.
- Projects that directly benefit individuals.
- Ongoing costs including ongoing maintenance costs, regular activities such as grass cutting, ongoing salaries, costs for the day to day running of an organisation, unless this is during a transition phase with documented evidence of how the project will become sustainable post transition.
- Work that a statutory organisation has to do by law, for example Devon County Council, the Church or the NHS, unless this is over and above what they would ever provide.
- Projects that have a negative effect on one or more of the priorities listed in our council plan. <http://eastdevon.gov.uk/council-and-democracy/council-business/our-plans/council-plans/>
- We can't fund projects from more than one of our funding streams. So:
 - If your project has already received funding from East Devon District Council's Crowdfund Devon scheme you can't receive anymore funding through it.
 - If your project has been previously funded by the Parishes Together Fund you can't apply to this fund: <http://eastdevon.gov.uk/grants-and-funding/parishes-together-fund/>
 - If your project is eligible for our Community Buildings Grants you can't apply to this fund: <http://eastdevon.gov.uk/grants-and-funding/community-buildings-fund/>
 - If your project is funded by our Communities Together Fund you won't receive a grant from us on Crowdfund Devon. If your project is funded by us on Crowdfund Devon you won't receive a grant from the Communities Together Fund. <http://eastdevon.gov.uk/grants-and-funding/communities-together-fund/>

4 How much you can apply for

- Those eligible can apply for a maximum of 50% of total project costs, with a minimum of 50% of total project costs being funded from elsewhere.
- Those eligible can apply for a minimum of £2,000 (so a minimum total project cost of £4,000) and a maximum of £10,000 (which would be a minimum of a £20,000 project, projects above this could receive funding but East Devon District Council's contribution would be £10,000 maximum).

5 Additional information

- We reserve the right not to make a funding pledge to particular projects.
- Depending on the nature of the project and the information given we may request additional information and assurances; requiring additional terms and conditions to apply, and will require in writing acceptance of any additional terms and conditions before agreeing to provide a grant.
- Our fund is limited and will be allocated on a first come first served basis. Once it runs out we will not be able to fund subsequent projects.
- Repayment of the fund can be required at the sole discretion of East Devon District Council if false information is supplied; there is a failure to spend the money in the allotted time period; the organisation becomes insolvent or there are any other breaches of the conditions or eligibility criteria.