

Agenda for consultative meeting of the Cabinet Wednesday, 30th March, 2022, 6.00 pm



Members of Cabinet

Councillors M Armstrong, P Arnott (Chair), P Hayward (Vice-Chair), G Jung, D Ledger, M Rixson, J Rowland, J Loudoun, S Jackson and N Hookway

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Venue: Online via the Zoom app.

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(or group number 01395 517546)
Monday, 21 March 2022

**Important - this meeting will be conducted online and recorded by Zoom only.
Please do not attend Blackdown House.
Members are asked to follow the [Protocol for Remote Meetings](#)**

This meeting is being recorded by EDDC for subsequent publication on the Council's website and will be streamed live to the Council's Youtube Channel at <https://www.youtube.com/channel/UCmNHQruge3LV4hcgRnbwBw>

Public speakers are now required to register to speak – for more information please use the following link: <https://eastdevon.gov.uk/council-and-democracy/have-your-say-at-meetings/all-other-public-meetings/#article-content>

Between 8th December 2021 to 11th May 2022, the Council has delegated much of the decision making to officers. Any officer decisions arising from recommendations from this consultative meeting will be published on the webpage for this meeting in due course. All meetings held can be found via the [Browse Meetings](#) webpage.

1 Public speaking

Information on [public speaking is available online](#)

2 Minutes of the previous meeting (Pages 3 - 10)

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

Information on [matters of urgency](#) is available online

6 Confidential/exempt item(s)

To agree any items to be dealt with after the public (including the Press) have been excluded. There are 3 items which officers recommend should be dealt with in this way.

7 Forward Plan (Pages 11 - 12)

8 Minutes of Recycling and Waste Partnership Board held on 26 January 2022 (Pages 13 - 19)

9 Minutes of Exmouth Queen's Drive Delivery Group held on 17 February 2022 and 8 March 2022 (Pages 20 - 28)

10 Minutes of Community Grant Panel held on 9 March 2022 (Pages 29 - 30)

11 Minutes of Scrutiny Committee held on 3 March 2022 (Pages 31 - 35)

12 Minutes of LED Monitoring Forum held on 1 March 2022 (Pages 36 - 43)

Matters for Decision

13 **Exeter & East Devon Enterprise Zone** (Pages 44 - 47)

14 **Enterprise Zone Grant Funding Variation Request - for Exeter Science Park Limited** (Pages 48 - 50)

15 **Chemical Review Audit (Herbicides) - Streetscene** (Pages 51 - 56)

16 **East Devon Thriving Towns Programme - One Public Estate (OPE) Feasibility Study and next steps** (Pages 57 - 61)

17 **Public Health Implementation Plan 2022/23** (Pages 62 - 63)

18 **Digital Strategy** (Pages 64 - 72)

A joint Digital Strategy has been developed with Exeter City Council and Teignbridge District Council and is being presented for Cabinet to consider.

19 **Dalwood Neighbourhood Plan ('the Plan') to be formally 'made'** (Pages 73 - 76)

20 **Response to Kilmington Neighbourhood Plan Submission** (Pages 77 - 110)

Part B Matters for Decision

21 Acquisition of Green Space in the Clyst Valley Regional Park (Pages 111 - 115)

22 Unlocking the delivery of Cranbrook Town Centre (Pages 116 - 122)

23 Recycling & Waste - Bridging Solution (Pages 123 - 132)

[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 consultative meeting of Cabinet held at Online via the Zoom app. on 2 March 2022

Attendance list at end of document

The meeting started at 6.00 pm and ended at 8.06 pm

172 Public speaking

Mr Mike Goodman made comments around a number of questions that he wanted Cabinet to answer, those questions being;

1. When Cabinet review recommendations which potentially affect residents, what criteria do they use in deciding if an Equalities and Diversity report should be completed before making a decision?
2. When Cabinet propose making changes affecting the residents, what criteria do they use in deciding if they should consult residents first?
3. At the Council meeting on 21 February 2022 the Chief Financial officer said not to implement the Car Parking increase from £1.20 to £2.00 would mean there was a shortfall of £1m. Could he please provide the details on how this was calculated and if the 20% risk factor was taken into account?
4. Would Cabinet, when making decisions consider making it clearer to residents exactly what decisions had been made? I refer to the confusion as to what car parks were or were not included at the £2 rate.

The Chair thanked Mr Goodman for his questions and said that officers would respond to him in writing when they had the opportunity to do so.

Cllr Steve Gazzard asked for further clarification to when Exmouth Town Hall would be fully open for residents to access services as it was before the pandemic. He asked when Clayton House community centre would be reopened pending the end of Covid-19 restrictions. He asked that the council clearly communicate to residents when these buildings would be fully open as well as how residents could access their services.

173 Minutes of the previous meeting

The minutes of the consultative meeting of Cabinet held on 2 February 2022 were agreed.

174 Declarations of interest

Min 179. Minutes of LED Monitoring Forum held on 25 January 2022.
Councillor Paul Arnott, Personal, Member of LED.

Min 184. Axe Valley Feasibility Report (Placemaking projects) and potential Levelling Up bid.
Councillor Dan Ledger, Personal, Chair and Mayor of Seaton Town Council.

Min 184. Axe Valley Feasibility Report (Placemaking projects) and potential Levelling Up bid.
Councillor Jack Rowland, Personal, Seaton Ward Member.

Min 184. Axe Valley Feasibility Report (Placemaking projects) and potential Levelling Up bid.

Councillor Paul Arnott, Personal, Lives in the Axe Valley and Ward Member for Coly Valley which was part of the study area.

Min 187. Contract with PPP (Night Owl) update.

Councillor Steve Gazzard, Personal, Trade Union member.

Min 188. Team Devon's Recovery Group (Devon Place Board) Coastal and Market Towns Urban Renewal Phase.

Councillor Dan Ledger, Personal, Chair and Mayor of Seaton Town Council.

Min 188. Team Devon's Recovery Group (Devon Place Board) Coastal and Market Towns Urban Renewal Phase.

Councillor Jack Rowland, Personal, Seaton Ward Member.

Min 188. Team Devon's Recovery Group (Devon Place Board) Coastal and Market Towns Urban Renewal Phase.

Councillor Paul Arnott, Personal, Lives in the Axe Valley and Ward Member for Coly Valley.

175 **Matters of urgency**

The Chair informed members of the outcome of a Team Devon meeting he had attended during the day concerning the situation of the Ukraine refugee crisis. They agreed to the shared position to six responses which the Chair read out.

1. A shared Team Devon statement would be prepared condemning Russia's actions and committing to work together on coordinating local actions across councils including offers of accommodation to highlight existing leadership in refugee support
2. A nominated point of contact for each council to determine responses in line with learning from existing refugee support arrangements
3. To develop a template for use on councils' websites signposting to key guidance and points of information relating to offers of support
4. Promote financial donations to specific international aid appeals to support the crisis
5. Hold offers of accommodation via district councils depending clarity of requirement from the UK Government
6. Explore inviting contact to the county council from Devon's Ukrainian residents to explore if they have family likely to travel and what their accommodation and wider needs would be.

176 **Confidential/exempt item(s)**

None

177 **Forward Plan**

Members agreed to recommend the contents of the Forward Plan for key decision for the period 1 April 2022 to 31 July 2022 for approval.

178 Minutes of Strata Joint Executive Committee held on 19 January 2022

Members noted that the minutes of the Strata Joint Executive Committee held on 19 January 2022 had already been recommended for approval by Council.

179 Minutes of LED Monitoring Forum held on 25 January 2022

Members agreed to note the minutes of LED Monitoring Forum held on 25 January 2022.

180 Minutes of Recycling and Waste Partnership Board held on 26 January 2022

Members agreed to defer the minutes of Recycling and Waste Partnership Board held on 26 January 2022 until a further report comes to Cabinet in relation to the specific recommendation from the Board.

181 Minutes of Poverty Working Panel held on 31 January 2022

Members agreed to note the minutes of the Poverty Working Panel held on 31 January 2022.

182 Minutes of Community Grant Panel held on 2 February 2022

Members agreed to note and recommend the minutes and recommendations of the Community Grant Panel held on 2 February 2022 for approval. During discussions it was highlighted the need to review the 50% part funding requirement that community groups had to achieve in order to access grants. It was pointed out the Panel were meeting soon where a report on this subject would be presented.

Minute 81 Grants options

that a Medium Community Grants fund scheme be set up, using criteria similar to those in place for the Small Community Grant fund scheme, whereby applications can be made for grants in the region of £500 to £5,000 as a one-off scheme to award the £74,000 Crowdfund East Devon underspend. This would be on the basis of applicants raising a minimum of 50% of their total project costs from elsewhere.

183 Levelling Up White Paper

The Service Lead Growth, Development & Prosperity informed members that the Levelling Up White Paper was published on the 2 February 2022. The report provided an overview of its main provisions as they apply to the Council. Two particular aspects were highlighted – the selection of Devon, Plymouth and Torbay as one of nine areas in an initial wave to negotiate a County Deal and the forthcoming deployment of the UK Shared Prosperity Fund.

Discussions included the following:

- Issues around the potential transferring of taxi licensing to the County Council
- the importance of the Dinan Way extension scheme with residents having traffic/travel issues concerns to the north of Exmouth
- the importance of regenerating Exmouth's high street
- the need to follow up on previous Levelling Up Fund bids

RECOMMENDED that;
Senior Officers

- note publication of the Levelling Up White Paper and its key provisions
- acknowledge the importance of influencing the development of a County Deal for the Devon, Plymouth and Torbay area
- considers and advises on the potential list of programmes and investments set out in paragraph 4.5 that might find expression within the County Deal
- receives a further report on the County Deal as it progresses and on the development of an Investment Plan in relation to the Shared Prosperity Fund

REASON:

To ensure that members were aware of the key provisions of the Levelling Up White Paper.

To ensure that key Council priorities were identified in relation to the development of a County Deal.

To ensure that the Council was prepared for the introduction of the UK Shared Prosperity Fund.

184 Axe Valley Feasibility Report (Placemaking projects) and potential Levelling Up bid.

The Project Manager Place, Assets & Commercialisation informed members about a project that will consider the potential for placemaking and redevelopment projects for sites within the Axe Valley, from Axminster south to Seaton. The report made a number of recommendations in relation to the funding of the Axe Valley project and how the council might approach managing a bid process to Levelling Up Fund Round 2.

Consultants had now been appointed to undertake feasibility studies of placemaking projects in the Axe Valley and prepare a report on the options available for a number of sites, within public or private ownership.

RECOMMENDED that;

Senior Officers approve

- a) £30,000 is provided from the agreed £100,000 allocated from Business Rates Reserve Pilot Fund (Cabinet 31st March 2021) in order to prepare a bid for Axe Valley Levelling Up Fund Round 2 (should it be considered appropriate to bid, once details of the bidding prospectus are known).
- b) A future report to Cabinet will set out a recommendation regarding whether to submit a Levelling Up Fund Round 2 bid and if so, will recommend which projects to include within that bid.

REASON:

Informing members of the use of the WBF and Business Rates Reserve Pilot Fund (as previously approved and if required for a bid submission), to identify in a timely manner, placemaking opportunities for the Axe Valley. This information would inform a decision on whether to pursue the development and submission of a Levelling Up Fund bid.

185 Energy Services Company for the Cranbrook Expansion Areas

The Service Lead Growth, Development and Prosperity presented his report which detailed the outcome of a bid to the government's Heat Network Development Unit. This was to secure funding for consultancy support to undertake a procurement exercise to enable the establishment of an Energy Services Company to serve the Cranbrook

expansion areas. This would enable the continued roll out of a district heating network in the town which in turn would make a major contribution to meeting the zero carbon development policy objective.

Discussions included the following:

- The heating system was essential to the town and it's ambition to be zero carbon
- Although this had many benefits to residents it was still a monopoly as residents had no other alternative to sign up to
- advantage of the district heating system was that it could be easily converted economically and practically to a low carbon energy source compared to retrofitting individual homes.

RECOMMENDED that:

Senior Officers approve

- £50k is provided from the Climate Action budget to match fund the HNDU award
- the Service Lead Growth, Development and Prosperity and Section 151 officer sign the Memorandum of Understanding on behalf of the Council

REASON:

To secure funding from the Heat Network Development Unit programme. To support the delivery of zero carbon development in the Cranbrook expansion areas.

186 Annual Review of Public Health priority actions 2020-21

The report presented by the Public Health Project Officer reviewed the annual work and summarise how the targets and aspirations of the Public Health Strategic Plan were met. This covered the Covid-19 pandemic which highlighted health inequalities and their impact and the close connections between health and the economy.

The Review summarised how teams from across the council worked together in a joined-up approach over a difficult year, in many cases taking on new roles to support residents during the pandemic. It commended officers' efforts during this exceptional time and the commitment to activities which aimed to make a positive difference to people's physical health and mental wellbeing across East Devon.

The Portfolio Holder Sustainable Homes and Communities thanked Helen Wharam for her valuable research on many issues concerning people's physical health and mental wellbeing.

Having received the report members reviewed and noted the contribution made by the council's services through activities reviewed annually, that underpin the Public Health Strategic Plan.

187 Contract with PPP (Night Owl) update

The Service Lead Housing Task Force reminded members that at its meeting in September 2021 Cabinet approved to grant Home Safeguard to continue using PPP Night Owl to cover the overnight emergency, pendant and out of hours service for a 4 month period. The update report explained the recruitment challenge that led to the bringing of PPP online had not altered. In fact it had got worse and there were now 6 overnight call handler posts vacant.

Following the need for to use PPP, EDDC intended to carry out further recruitment campaigns. However, it quickly became clear that it was unlikely to successfully recruit in the current climate. A search of similar posts advertised online revealed that a number of Telecare providers were seeking night staff on a rolling basis, indicating that they too were struggling to recruit.

Discussions included the following:

- Concern tenants were not being consulted
- Opposed to out-sourcing as this could lead to privatising the service
- This was a vital service; this was an emergency situation and would only be short-term
- The need to look at wages for operatives
- Grateful Night Owls were giving a good service
- 6 posts were a lot to fill

RECOMMENDED that:

Senior Officers approve

- a 1 year contract be put in place between Home Safeguard and PPP Night Owl, to ensure the continued delivery of the vital overnight element of this 24 hour service,
- the Contract Standing Orders Exemption report.

REASON:

Home Safeguard provided a vital 24/7 monitoring / support service to many residents of East Devon, in both the private sector and within EDDC's sheltered housing stock. It provided support and guidance at point of need at all hours of the day and night to 1000s of people across the district.

Due to the consistent inability to recruit to the night posts the council needed to secure a contract with PPP to ensure continuation of the service 24/7 with no disruption or delivery impact to service users.

188 Team Devon's Recovery Group (Devon Place Board) Coastal and Market Towns Urban Renewal Phase

The Project Manager Place, Assets & Commercialisation informed members about a project that is being progressed by Devon County Council that would benefit both Axminster and Seaton.

Devon County Council's Team Devon Recovery Group (Devon Place Board) had commenced work on a Coastal and Market towns project. This work was aimed at tackling the long-term and immediate decline in some of Devon's underperforming towns. It had identified 8 towns that would form part of a pilot project for future investment and both Axminster and Seaton were included within these.

Following a study undertaken last year by consultants, DCC were now ready to commence phase 2 of the project. This would involve working with the towns to prepare a Regeneration Strategy and prepare business cases for project interventions. There was no funding requirement for the council to support the DCC work. The council would offer in-kind support through staff resources and provide match funding through the use of the Welcome Back Fund (WBF) on the Axe Valley Feasibility project.

RECOMMENDED that;

Senior Officers approve

- a) East Devon District Council accepts the offer of support to pursue Devon Place Board's Coastal and Market Towns Urban Renewal Phase 2 project for Axminster and Seaton as set out in paragraph 1 in the report.
- b) A future report will set out a recommendation for the format of the Project Groups for Seaton and Axminster and their governance structure, following the advice from the consultants appointed by DCC to lead on the Devon Place Board Urban Renewal Phase 2 project.
- c) East Devon District Council offers a level of match funding to the Devon Place Board contribution that includes in-kind contribution (officer resource), and the use of the WBF for the Stage 1 feasibility work on Axe Valley reported on separately.

REASON:

To take up the offer to work with Devon Place Board to pursue the Coastal and Market Towns Urban Renewal Phase 2 project for Axminster and Seaton. To inform members of the use of the WBF as match funding from this council for the Devon Place Board project.

Attendance List

Present:

Portfolio Holders

M Armstrong	Portfolio Holder Sustainable Homes and Communities
P Arnott	Leader
G Jung	Portfolio Holder Coast, Country and Environment
D Ledger	Portfolio Holder Strategic Planning
M Rixson	Portfolio Holder Climate Action and Emergency Response
J Rowland	Portfolio Holder Finance
J Loudoun	Portfolio Holder Council and Corporate Co-ordination
N Hookway	Portfolio Holder Tourism, Sport, Leisure and Culture

Cabinet apologies:

P Hayward	Deputy Leader and Portfolio Holder Economy and Assets
S Jackson	Portfolio Holder Democracy, Transparency and Communications

Also present (for some or all the meeting)

Councillor Kevin Blakey
Councillor Sarah Chamberlain
Councillor Maddy Chapman
Councillor Olly Davey
Councillor Bruce De Saram
Councillor Peter Faithfull
Councillor Steve Gazzard
Councillor Dawn Manley
Councillor Paul Millar
Councillor Andrew Moulding
Councillor Helen Parr
Councillor Geoff Pook

Councillor Eleanor Rylance
Councillor Brenda Taylor
Councillor Joe Whibley
Councillor Eileen Wragg
Councillor Tom Wright

Also present:

Officers:

Tim Child, Service Lead - Place, Assets & Commercialisation
Amanda Coombes, Democratic Services Officer
Simon Davey, Strategic Lead Finance
Andrew Ennis, Service Lead Environmental Health and Car Parks
Jo Garfoot, Service Lead Housing Task Force
Amy Gilbert-Jeans, Service Lead Housing
John Golding, Strategic Lead Housing, Health and Environment
Henry Gordon Lennox, Strategic Lead Governance and Licensing (and Monitoring Officer)
Alison Hayward, Project Manager Place & Prosperity
Andrew Hopkins, Communications Consultant
Helen Wharam, Public Health Project Officer
Anita Williams, Principal Solicitor (and Deputy Monitoring Officer)
Mark Williams, Chief Executive
Andrew Wood, Service Lead - Growth Development and Prosperity

Chair

Date:

EAST DEVON DISTRICT COUNCIL

Forward Plan of Key Decisions - For the 4 month period: 1 May 2022 to 31 August 2022

This plan contains all the 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.

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, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton. The law and the Council's constitution permit urgent Key Decisions to be made without 28 clear days' notice of the proposed decisions having been published provided certain procedures are followed. A decision notice will be published for these in exactly the same way.

This plan also identifies Key Decisions which are to be considered in the private part of the meeting (Part B) and the reason why. Any written representations that a particular decision should be moved to the public part of the meeting (Part A) 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 the meeting in accordance with the Council's public speaking rules.**

Obtaining documents

Committee reports in respect of Key Decisions include links to the relevant background documents. If a printed copy of all or part of any report or background document is required please contact Democratic Services (address as above) or by calling 01395 517546.

Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Whether other documents will be considered before decision taken [Y/N]	Other meetings where matter is to be debated / considered	Date of Cabinet meeting	Part A = Public meeting Part B = private meeting [with reasons]
Community Asset Transfer Policy	Assets & Economy (Tim Child)		Y		4 May 2022	Part A
Leisure and Built Facilities Strategy	Tourism, Sport, Leisure & Culture (Charlie Plowden)		Y	LED Monitoring Forum – May 2022	June 2022	Part A

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 Leader of the Council c/o Democratic Services (as above).

April 2022

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

Recycling and Waste Partnership Board on 26 January 2022

Minute 33 Bridging solution proposal

RECOMMENDED:

that the Partnership Board recommend that Cabinet recommend the bridging solution to Council for approval.

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Recycling and Waste Partnership Board held at Online via zoom on 26 January 2022

Attendance list at end of document

The meeting started at 9.00 am and ended at 10.52 am

28 Minutes of the previous meeting

The minutes of the previous consultative meeting held on 8 December 2021 were received and noted.

29 Declarations of interest

Declarations of interest.

Councillor Denise Bickley, Personal, Chair of Sidmouth Plastic Warriors.

Declarations of interest.

Councillor Geoff Jung, Personal, Ward member for Woodbury and Lymptone, which included Greendale Business Park..

30 Matters arising

There were no matters arising.

31 Joint quarterly operational contract report

The Recycling and Waste Manager and the SUEZ Contract Manager gave the Board a joint report on a contract and operational update for the period October - December 2021. Overall operations had progressed well despite the pressures of pandemic working and the on-going difficulties of staff shortages and recruitment. Participation rates had remained high and the overall quality of the materials had been maintained, which meant it had been possible to maximise the financial benefit of buoyant materials prices. The green waste service suspension period passed with no customer comments – indicating that the longer term subscribers understood how the service operated.

The SUEZ Contract Manager reported that operational performance had improved. Following the introduction of a more robust supervisory team led by a new assistant manager, the rounds had stabilised as the lesser performing crews had improved performance and more time could be spent on areas of concern. Crew behaviours had improved, with contractor complaints falling below the contract performance framework targets for December. Missed collections had also continued to decline and fell within the thresholds for contract performance. The Board commented that the increase in performance was a testament to the work of SUEZ and a member reported that praise for the service had been given at three town and parish council meetings he had recently attended. It was noted that the milestone of six million individual collections had been passed and this had been widely publicised.

The Board were informed that during the recent Overview and Scrutiny Joint Committee budget setting discussions councillors had questioned what could be levied in terms of contract penalties and why these had not been imposed. The Service Lead –

Streetscene explained at the joint budget setting meeting that this had been discussed during the Board meetings and that the priority in the contract was partnership working rather than imposing penalties.

The collection service had managed to continue to collect the ongoing increase in waste, collecting 20,000 more tonnes of waste compared to 2020. In 2021 the total amount collected was 481,000 tonnes. Sales revenue continued to rise, with the partnership receiving higher rebates for cardboard than anticipated, as well as a rise in plastic prices. The partnership sold 8,823 tonnes at a value of £1.2million for the year. A request was made for monthly figures to be provided so that the success of the service could be highlighted.

National driver shortages continued and driver recruitment was a steady process, beginning to look more positive. It was noted that SUEZ had two drivers that could not be released to drive until DVLA sent back their licenses. This was a national issue due to back log and home working. The Chair agreed to write to the local MPs about this as Chair of the Devon Authorities Strategic Waste Committee.

The SUEZ team were congratulated on the fantastic management of a potential covid outbreak and the SUEZ Contract Manager outlined the health and safety procedures that were in place.

The East Devon team was complimented on the influence it was having on the ongoing development of the sector at both local and national level:

- Facilitating the trial of food waste collection by Exeter City Council.
- Providing advice and information to Teignbridge District Council on providing a chargeable additional waste collection service.
- Consulting with the Senior Policy Team at DEFRA on the kerb-side collection of WEEE.
- Providing advice to Warwick on the implementation of three weekly waste collections.

32 **Performance framework/penalty calculator**

The Recycling and Waste Contract Manager thanked the Recycling and Waste Assistant for compiling the performance framework/penalty calculator which showed performance across the contract for the Board's review and information. It was noted that performance was improving.

In response to a question about the reduction in the quantities of paper being collected, it was reported that this was a national trend. The pandemic effect had accelerated it, but quantities had now plateaued at a low level.

In response to a question about container deliveries it was reported that there had been a huge increase in container requests in December 2021 and that new properties were prioritised. There was operational flexibility whereby staff could be redeployed if necessary. It was noted that most containers were made from recyclable material and that damaged containers were brought back to the Greendale depot before being transported in bulk to be recycled elsewhere. It was suggested that this positive message be included on the recycling containers.

33 **Bridging solution proposal**

Zoë Harris, SUEZ Senior Bid Manager was introduced and welcomed to the meeting. She was thanked for putting together the business case for the bridging solution. After a

brief recap from the Recycling and Waste Contract Manager the SUEZ Senior Bid Manager presented the bridging solution to the Board. This bridging solution was intended to provide resilience in the short term and bridge the gap until the end of the current contract.

In 2017 there was a major service change which enabled residents to recycle more, with three weekly refuse collections. This had been a great success, with a recycling rate of 60%. This was much higher than predicted in the bid, and resulted in additional resource of 4 additional rounds being agreed with EDDC in 2018. EDDC provided the capital for the recycling vehicles and SUEZ covered the operational costs.

At the start of the contract SUEZ was delivering waste collection services to 68,000 households. There were two tipping points in the contract:

- The first was 70,000 households, which was reached in quarter 1 of 2020 and was linked to a pre-agreed increase in the base monthly payment.
- The second was set at 73,000 households, anticipated to be reached in quarter 3 of 2022 and would trigger the Change in Service procedure of the contract.

Policies in the Environment Act 2021 were under consultation and therefore the outcomes and timescales were not known at this time, but several would have wide ranging effects on recycling and waste collections:

- Consistent collections.
- Extended Producer Responsibility (EPR).
- Deposit Return Schemes (DRS).

These would deliver new funding streams to local authorities.

Over the last two years there had been several key changes that were more significant than allowed for under the terms of the contract. These would be relevant until the end of the contract term:

- Housing growth:
 - Faster than predicted.
 - Concentrated in one area – more than 50% of housing growth was estimated in one area of the district and all fell within the Friday collection zone.
- Waste arisings:
 - Higher overall recycling per household.
 - Double the amount of cardboard per household – resulting in one compartment of the multi compartment vehicles filling faster and requiring the vehicle to return to the transfer station to offload, regardless of the fill level of the other stillages.

These changes had impacted on the delivery of recycling collections in East Devon as the current round structure could not keep up with the increased demand. An additional vehicle tip combined with extra households to collect from pushed crews and support staff into overtime, reduced resilience and would also reduce overall service quality. This had led to an increase in missed/late collections and a reduction in the service quality and reliability. The result of this was residents becoming disincentivised to participate in the recycling service.

The bridging solution, along with the required additional resources was set out in full in the report and it was proposed to deliver it in two phases:

1. Growth zone – mid 2022 - the establishment of a zone covering the three largest housing developments in East Devon. This zone would be serviced by dedicated rounds and decoupled from the current collection day zones. The establishment of a growth zone was directly linked to the operational strain caused by concentrated housing growth.
2. Fully bridging solution – delivery to take place during the first half of 2023 - the addition of rounds to the main fleet servicing the rest of the district. The additional rounds in the full

bridging solution were directly linked to the operational strain caused by the increased recycling presented by households and the increased proportion of this was cardboard.

The SUEZ Senior Bid Manager explained to the Board how this fitted with other options currently being investigated by SUEZ, which were seen as complimentary to the main bridging solution proposal. These included:

- Review of/modification of the Romaquip stillage capacity.
- Electric Romaquip vehicles.
 - Electrical charging infrastructure assessment of Greendale depot.
 - Trial of an electric recycling vehicle in East Devon as well as trialling an electric RCV.
- Large card Romaquip.
- Small Romaquip rather than current narrow access vehicle.

The key risks and mitigations relating to the proposal were:

- Recruitment of additional staff – some staff were already in post and recruitment would take place two phases over 12 months.
- Availability and delivery of vehicles:
 - Engagement with Romaquip.
 - Chassis held for phase 1.
 - Understanding that phases may need to be flexed to vehicle delivery.
- EPR, DRS and consistent collections – avoid procurement at time of legislative uncertainty.

The SUEZ Senior Bid Manager's report included other options considered and demonstrated thorough due diligence:

- No change.
- Using the paper compartment to collect cardboard.
- Cardboard only collections.
- Suspension of cardboard collections.
- Suspend collection of another material.
- Re-install recycling bring banks for cardboard.
- Four-weekly refuse collections.

The Recycling and Waste Contract Manager reassured the Board that due diligence was taking place in regards to the solution (EDDC officer input), finances (detailed financial model and reconciliations) and legal checks (external legal advice sought, including procurement advice).

On behalf of the Board the Chair thanked the SUEZ Senior Bid Manager and the Recycling and Waste Contract Manager for the detailed bridging solution proposals and excellent presentation. The comprehensive report gave confidence going forward and demonstrated alternative options that had been considered before determining a detailed proposal. Reassurance was sought that the full solution would last through until 2026 and that no more major disruptions would be experienced. Officers responded that property growth predictions to 2026 had been used. Any service change was disruptive, but the team was well versed and experience in dealing with it. The key thing was ensuring refuse and recycling collections were day matched. It was noted that communications to residents were essential and the Board were reassured that EDDC had a great communications plan.

The Board had wider discussion around the trial and usage of electric vehicles, including the capital and running costs/potential savings involved with the fleet. Modelling from the trial would demonstrate how additional cost savings would be absorbed in initial capital

costs, however the biggest benefit would come from carbon reductions and environmental savings. Narrow access vehicles were also discussed.

The bridging solution would be presented to Cabinet in March and then for Council approval in April 2022. It was noted that this would delay the order placing of vehicle orders for SUEZ, but should not delay payments to SUEZ for the growth zone phase in June 2022, if approved. Members were reassured that provision for the best estimate of the bridging solution was included in the draft budget 2022/23.

RECOMMENDED: that the Recycling and Waste Partnership Board recommend that Cabinet recommend the Bridging Solution to Council for approval.

34 **Risk register**

The Recycling and Waste Contract Manager presented the risk register to the Board. Section B5 had been updated to reflect the risk of loss of staff to the covid pandemic. Section Q had been added to take into account changes in legislation and regulation and future implications of the Environment Act. Section V, relating to the green waste service had been changed now that the service was well established and no longer bedding in. It also cut across the Environment Act proposals to include free green waste collections.

The Strategic Lead – Housing, Health and Environment commented that he was reassured by the updated risk register. It was the Council's biggest contract and affected every single household in the district, weekly.

The Recycling and Waste Contract Manager and his team was thanked for the report.

Attendance List

Board Members:

Councillors present:

G Jung (Chair)
D Bickley
E Rylance (Vice-Chair)
T Wright
M Rixson

Officers present:

G Bourton, Recycling and Waste Contract Manager
J Golding, Strategic Lead Housing, Health and Environment
A Hancock, Service Lead StreetScene

Suez present:

J Pike, Regional Director
N Tandy, Principal Commercial Manager
J Gatter, Contract Manager

Councillors also present (for some or all the meeting)

P Faithfull
P Millar

Officers in attendance:

Andrew Hopkins, Communications Consultant
Lou Hodges, Recycling Officer
Alethea Thompson, Democratic Services Officer
John Hudson, Accountant
Steve Maclure, Waste Management Officer

Suez representatives in attendance:

Zoe Harris, Senior Bid Manager
Lily Morton, Recycling Officer

Board Member apologies:

Councillor Geoff Pook

Chair

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Exmouth Queen's Drive Delivery Group held at Online via the Zoom app on 17 February 2022

Attendance list at end of document

The meeting started at 11.00 am and ended at 12.40 pm

20 Public speaking

There were no members of the public registered to speak.

21 Minutes of the previous meeting held on 30 November 2021

Minutes of the previous meeting held on 30 November 2021 were noted as a true and accurate record.

22 Declarations of interest

Cllr N Hookway: Minutes 23 – 24; Personal Interest: Former Chair of the Save Exmouth Seafront group.

Cllr C Wright: Minutes 23 – 24; Personal Interest: Former tenant of the Queen's Drive event space.

Cllr A Bailey: Minutes 23 – 24; Personal Interest: Member of Exmouth Town Council

Cllr B De Saram: Minutes 23 – 24; Personal Interest: Member of Exmouth Town Council

Cllr O Davey: Minutes 23 – 24; Personal Interest: Member of Exmouth Town Council

Cllr S Gazzard: Minutes 23 – 24; Personal Interest: Member of Exmouth Town Council

23 Temporary Uses Update

The Service Lead Place, Assets and Commercialisation presented his report, providing a general update on progress ready for the new season to commence on 1 April 2022.

The report included the following points:

- The temporary planning consent for the existing temporary uses at Queen's Drive Space expires on 31 March 2022. On the recommendation of the Delivery Group and following a consultative meeting of Cabinet on 6 October 2021 and subsequent Senior Officer Decision, an application was submitted in January 2022 for permanent planning consent. This application will be determined in March 2022.
- The report outlined the investment works being commissioned to be undertaken during February/March 2022 utilising an otherwise underspend in the European Regional Development Fund Welcome Back Fund (ERDF WBF).
- A bike rack and new gates are also being explored to determine whether deliverability is possible within the timeframe required to utilise the ERDF WBF.
- The Event Space, Fitness Area and the Big Wheel (proposed for Beach Gardens) have been marketed and expressions of interest will be assessed using a scoring matrix. Once operators have been selected, the Portfolio Holder and the Delivery Group Chair will be informed. It has been made clear to interested parties for the Big Wheel that planning consent will be required.
- Marketing of the Trading Area and Bar has been delayed. It was recognised that this was frustrating for traders but due to lack of in-house resource, the work had had to be outsourced. The consultant would make contact and seek to agree a commercial rent with each trader, and bar operator from last year, by the end of February, and we would market one vacant/additional pitch at the same time. Should any previous operators not wish to at the new rental level, those pitches would be marketed in March.

Discussion and questions from Members included the following:

- It was clarified that the former car park is not included in the planning application for the Queen's Drive Space as it is the subject of planning consent granted last year for a period of 2 or 3 years, therefore is not due for renewal at this stage.
- The cost for the investment works for this season is in the region of £20-30k. The budget for this is already in place following a change request related to the ERDF WBF, which has been approved.
- A Member asked if the new benches being procured as part of the investment works were future-proofed, to ensure best value for money. The Service Lead Place, Assets and Commercialisation remarked that timber benches were being replaced with recycled composite material type benches which by their nature would be expected to last much longer.
- In respect to the events space that had received expressions of interest, it was confirmed that the offers aligned with the vision of wanting something a little different, more variety, and sustainability.
- A Member asked if there was a contingency in place if it was not possible to procure the gates and bike racks in time to utilise the available ERDF WBF funding. The Service Lead Place, Assets and Commercialisation responded that once the costs are known, if the ERDF WBF was not suitable, he could liaise with the Strategic Lead Finance to ascertain whether other existing budgets are in place which could be used.
- Responding to a question about the length of the lease for the fitness space, the Service Lead Place, Assets and Commercialisation stated that a 2 year lease might attract more interest but the current offer is for a 1 year lease. He commented that since these are temporary uses, it is important that they do not conflict with any longer term plans for the site but 2 years is a term officers could consider.
- In response to a Member's question about discussions with other authorities that had seafront regeneration schemes, the Service Lead Place, Assets and Commercialisation stated that conversations had not taken place over the past 12-15 months as the focus had been on temporary uses. Prior to that, there had been extensive discussions with a range of authorities and consultants, and talks with other councils would resume once there was some clarity on the direction of travel for permanent uses.
- It was noted that the site for a Big Wheel is a prime seafront location and a Member asked whether there was a back-up plan for an alternative attraction in the event that an operator for the Big Wheel did not come forward. The Service Lead Place, Assets and Commercialisation responded that the Big Wheel is a concept generally accepted as a good use of that site but if this is not possible, they would explore with Streetscene potential other uses for the site, depending on planning consents.
- A Member sought to understand how the team arrived at the fees for the sites, and what benchmarking had been done. The Service Lead Place, Assets and Commercialisation responded that a formal market valuation report had been produced by Torbay Development Agency. This was a confidential document detailing comparable evidence within Exmouth and elsewhere, including strong evidence from Queen's Drive itself. He added that the Council is under a duty to get best consideration and it is important to ensure fairness and consistency across the site and more widely across the district.
- Concern was expressed about the impact on marketability of the height restrictions for fairground equipment on the events space. The Service Lead Place, Assets and Commercialisation responded that the height restriction was part of the planning conditions but there had nevertheless been good interest in the site.
- In response to Member's question, the Service Lead Place, Assets and Commercialisation commented that it was not known whether all traders would be signed up by 31st March, enabling them to operate for Easter, because only individual traders know how profitable the site is to their business and whether the worth to them of the pitch equals the market value of that pitch. He added that no deals were done until leases were formally in place so whilst some positive response had already been received, leases still need to be progressed.

- In view of traders' feedback from last year, the team were exploring extensions to opening times and opportunities for small events to be held on the front space, to benefit all traders.
- A Member observed that the play park is very well used by young children and expressed the view that it should be expanded to increase capacity and include equipment for older children. The Service Lead Place, Assets and Commercialisation recognised that retention and enhancement of the play park needed to be considered when looking at longer term uses for the site.

24 **Introduction to new Project Manager - Place & Prosperity (Exmouth)**

The Service Lead Place, Assets & Commercialisation was pleased to introduce and welcome Gerry Mills as the new Project Manager for Place & Prosperity (Exmouth). Introduction to Gerry and the Project Manager role included the following:

- Gerry's background is in economic development and place-making, with a delivery focus, comprising quite a unique skill set.
- The Project Manager role is about the long-term use of the various sites across Exmouth, how they contribute towards place-making and economy more generally, and what they give back. It was stressed that the Project Manager role is not about buildings and development alone.
- The role is one of two posts; the more junior post has not been filled and the funding for that post will likely be used to bring in additional support, when needed.
- Priorities for the next 6-9 months include consultation and engagement to generate ideas, linking with other pieces of work across the council such as the Cultural Strategy, Tourism Strategy and work around economic development and growth, and pulling together business cases. This will result in a report to the Delivery Group on a suite of delivery options, and then necessary recommendations through to Cabinet.

The new Project Manager for Place and Prosperity (Exmouth) delivered a presentation detailing his background including previous roles and the programmes he has managed, before inviting questions.

Comment and questions included:

- Members welcomed Gerry, offered thanks for the introduction, and comment was made on his strong background and its relevance to the Project Manager role, and his excellent credentials.
- A Member asked how the new Project Manager had gone about changing perceptions of an area, and how he would go about changing perceptions of Exmouth. The Project Manager Place & Prosperity (Exmouth) responded that changing perceptions is challenging, and difficult to quantify. It is important to assess the baseline by working with traders and the community to identify the current position and why a masterplan is needed to move development forward, and then reassess views at a later point in time to compare and contrast and recognise changes of perception. He added that consultation is crucial to success, ensuring that people have a sense that their input is valued and built into the masterplan.
- Responding to a Member's question about the Project Manager's knowledge of people's concerns about the Queen's Drive development, and issues that had gone before, the Project Manager stated that he had familiarised himself with the Delivery Group's previous public meetings. He observed that people were keen to see things moving forward and he would be driven by the Delivery Group on what the concept is and what the designs will look like.
- A Member commented that there are some negative connotations associated with a masterplan; there is a feeling that they do not always reflect what people want and often do not deliver results. The Project Manager responded that a masterplan sets out the longer term vision in order to avoid a piecemeal badly designed structure. Appropriate

and proportionate consultation is important, with a view to getting a unified consensus on the vision for the Queen's Drive space. He added that a masterplan is a 10 year plus programme, so immediate results will not be evident, but it is important to do what can be done.

- The Project Manager considered various mechanisms for consultation, in response to a Member's concerns about response rates and the limitations of in-person consultation events.
- A Member noted that the Project Manager had worked to connect the town and seafront in Stranraer in his previous role, and asked how this was done and whether lessons were learned that might be applicable in Exmouth. The Member noted that a one-way system had been implemented; he outlined how he felt a similar system might benefit Exmouth, but expressed that people might get upset about it and added that it would, in any case, require the support of Devon County Council. The Project Manager responded that changes had been made only following consultation and the key to connecting the town and waterfront had been i) successful engagement with traders and the local development group; ii) changing traffic priorities and how traffic flowed through the town; iii) architecturally opening up side streets leading to the waterfront to improve the view from the town to the waterfront; iv) closing off some of the side streets as part of the one-way system to reduce 'rat-runs' and make the streets more pedestrian-friendly; and v) lowering kerb heights and narrowing roads, which slowed traffic down, making the area safer for pedestrians and reducing accidents.

The Chair thanked the Project Manager for Place and Prosperity (Exmouth) for his contribution.

Attendance List

Councillors present:

P Arnott (Vice-Chair)
M Armstrong
O Davey
N Hookway (Chair)
A Colman
D Ledger
C Wright
S Gazzard
B De Saram
J Rowland
S Gazzard (Exmouth Town Council)
A Bailey (Exmouth Town Council)

Councillors also present (for some or all the meeting)

G Jung
E Rylance
E Wragg

Officers in attendance:

Tim Child, Service Lead - Place, Assets & Commercialisation
Simon Davey, Strategic Lead Finance
Sarah James, Democratic Services Officer
Simon Kennedy, StreetScene Area Officer
Henry Gordon Lennox, Strategic Lead Governance and Licensing (and Monitoring Officer)
Sarah Jenkins, Democratic Services Officer

Gerry Mills, Project Manager for Place and Prosperity (Exmouth)
Caitlin Davey, Streetscene Events Officer

Also in attendance:

Lisa Bowman, Town Clerk, Exmouth Town Council
Peter Gilpin, CEO, LED
Justin Moore, Ocean

Councillor apologies:

B Taylor

Chair:

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Exmouth Queen's Drive Delivery Group held at Online via the Zoom app on 8 March 2022

Attendance list at end of document

The meeting started at 10.00 am and ended at 11.02 am

25 Public speaking

There were no members of the public registered to speak.

26 Minutes from previous meeting held on 17 February 2022

The Chair invited comments on the minutes of the previous meeting held on 17th February 2022.

A Member asked that the minutes be amended to include reference to a question and answer concerning connecting the seafront and the town, and traffic management. The Chair confirmed that the Democratic Services Officer would make the revisions and the minutes would be re-presented to the next Delivery Group meeting.

27 Declarations of interest

Cllr N Hookway: Minutes 28 – 29; Personal Interest: Former Chair of the Save Exmouth Seafront group.

Cllr A Colman: Minutes 28 – 29; Personal Interest: Exmouth Town Councillor.

Cllr O Davey: Minutes 28 – 29; Personal Interest: Exmouth Town Councillor.

Cllr B De Saram: Minutes 28 – 29; Personal Interest: Exmouth Town Councillor and member of East Devon District Council's Planning Committee.

Cllr A Bailey: Minutes 28 – 29; Personal Interest: Exmouth Town Councillor.

Cllr S Gazzard: Minutes 28 – 29; Personal Interest: Exmouth Town Council and member of East Devon District Council's Planning Committee.

28 Verbal update on the temporary uses

The Project Manager – Place & Prosperity (Exmouth) delivered a verbal update on the temporary uses, including:

- Following remarketing of the Queen's Drive space, subject to contract, LED will be seeking to provide a range of activities on the fitness space including Water Walkerz, Trampoline Zone, Body Zorbs and Zoom Balls.
- The Legal team have been instructed to issue leases for a number of pitches.
- Remaining food tenders are scheduled for assessment on 14 March 2022.
- The Queen's Drive space is currently closed for three weeks, for maintenance.
- The new furniture is scheduled for the week commencing 28 March 2022.
- It is intended to open the Queen's Drive space for the season from 1 April 2022.
- The Project Manager – Place & Prosperity (Exmouth) has been networking with a number of different interest groups including Exmouth Rowing Club, Coast Watch and Exmouth Community Association.

Comment, questions and clarification included:

- Members were pleased to note the good progress.

- The lease agreement for the fitness space was for two seasons, subject to Heads of Terms being agreed and signed off. A Member asked whether it was therefore assumed that the final usage would not be in place within two seasons. The Service Lead – Place, Assets & Commercialisation responded that allowing for two summers had attracted interest in the site where there had been no interest for one season, and he was confident this would not impact on any longer term proposals for the site.
- In response to a Member's question, the Chair confirmed that the LED use for the fitness space would form part of the Leisure Strategy.
- A Member observed that there was a huge demand for parking in the Queen's Drive area and asked if the team were any closer to improving signage to direct people to quieter car parks, such as Maer Road. It was noted that i) people had complained locally of a lack of parking; ii) it was damaging to the environment to have people driving around looking for a parking space; and iii) there would be a price differential between some car parks and it was important to signpost people to less expensive car parks. The Service Lead – Place, Asset and Commercialisation stated that as an action point, he would explore what was being done concerning signage and bring an update for the next meeting.
- Members commented on a significant demand in Exmouth for safe and secure storage facilities for bicycles, and for security cameras, noting that there had been reports of thefts from cycle racks in the town. It was suggested that officers consider looking at examples in other local authorities, where there are some good schemes with secure cycle lockers. The Project Manager – Place & Prosperity (Exmouth) noted the concerns and stated that this was something officers would look at proactively.

The Chair thanked the Project Manager – Place & Prosperity (Exmouth) for his report and the Streetscene Events Officer for her work with the events space and fitness area.

29 **The next steps for Placemaking for Exmouth**

The Project Manager – Place & Prosperity (Exmouth) delivered a verbal update on the next steps for Placemaking for Exmouth, including:

- Having referred back to minutes from previous meetings, he observed that there was a general consensus to 'do something' and maybe to 'do something now'.
- It was stressed that officers have no preconceptions concerning the way forward for Placemaking in Exmouth, since this would be driven by the Delivery Group.
- The Project Manager – Place & Prosperity (Exmouth) sought to agree with the Delivery Group an initial way forward, and asked them to consider the following questions:
 - What will successful Place and Prosperity in Exmouth look/feel like?
 - What do local people want to see – what will attract them?
 - What do visitors want to see – what will attract them?
- A workshop-style meeting was proposed for the evening of 6th April 2022, for Delivery Group members only to meet in person with a view to obtaining consensus on a strategic definition for what Placemaking in Exmouth would look like.
- The Project Manager – Place & Prosperity (Exmouth) shared an ambitious draft timeline for the Delivery Group:
 - April 2022: Consensus on what Placemaking in Exmouth will look like – the strategic definition;
 - May 2022: Consultation with the Delivery Group on the themes and characteristics agreed, with recommendations to Cabinet to go to consultation;
 - June 2022: Cabinet approve consultation to the public over the summer. Publish the design and consultation (8 weeks);
 - August 2022: Findings of consultation presented to the Delivery Group and recommend to Cabinet to give a clear recommendation and terms of reference for Exmouth Placemaking, to interpret the findings and come up with a number of options/business cases;
 - September 2022 – Cabinet to approve the terms of reference.
- The Service Lead – Place, Assets & Commercialisation clarified that the objective for the Delivery Group was to shape the themes, characteristics and terms of reference, by

September 2022. The details of what the space was to be, where it was to be and how it was to be delivered would come in a subsequent phase, post-September, to be worked up in detail using external consultancy and informed by the input of the Delivery Group and the consultation.

Comments, questions and clarification included:

- A Member remarked that local people had seen a lot of debate over the years, with consultations having taken place, and asked how officers intended to convince local people that this was not simply a rerun of a previous consultation. Another Member added that the public would want to be presented with two or three intelligent options on the way forward, and to know that their views are listened to. The Project Manager – Place & Prosperity (Exmouth) recognised the concerns and responded that a communication strategy covering a range of channels of distribution would be put together carefully in discussion with the Communications team. It was noted that the new consultation was building on what has already been done, including previous consultations, and would revisit a number of issues in light of the pandemic.
- A Member expressed a view that people from Exeter and around East Devon should be invited to participate in the consultation, given that Exmouth is the seaside destination for many people outside of Exmouth.
- Another Member commented that it was important for East Devon DC to engage with the Town Council throughout the project.
- The Portfolio Holder – Finance was pleased to see the ambitious timescale and commented that it would be important for any budget requirements to come forward by the autumn, when the budget planning exercise would be in progress for the next financial year.
- One member expressed the view that Exmouth Councillors not on the Delivery Group membership should be invited to attend the 6th April workshop, to help shape ideas. The Project Manager – Place & Prosperity (Exmouth) responded that the intention was to start with Delivery Group members only before rolling out a series of meetings with other interest groups. The Chair confirmed that the workshop would be for the Delivery Group only, to keep it focused and manageable,
- In clarification, it was confirmed that the purpose of the workshop and the consultation would be to consider Placemaking for the whole of Exmouth and not only for Queen's Drive. The Service Lead – Place, Assets & Commercialisation stated that following the April workshop, it would be appropriate for the Delivery Group to consider, at its May 2022 meeting, making a formal recommendation to Cabinet to widen the Delivery Group's terms of reference, to this effect.

Attendance List

Councillors present:

P Arnott (Vice-Chair)
M Armstrong
O Davey
N Hookway (Chair)
A Colman
B Taylor
B De Saram
J Rowland
S Gazzard (Exmouth Town Council)
A Bailey (Exmouth Town Council)

Councillors also present (for some or all the meeting)

P Faithfull
G Jung

P Millar
E Wragg

Officers in attendance:

Tim Child, Service Lead - Place, Assets & Commercialisation
Caitlin Davey, Streetscene Events Officer
Simon Davey, Strategic Lead Finance
Sarah Helman, Democratic Services Officer
Sarah Jenkins, Democratic Services Officer
Gerry Mills, Project Manager for Place & Prosperity (Exmouth)
Anita Williams, Principal Solicitor (and Deputy Monitoring Officer)

Councillor apologies:

D Ledger
C Wright

Other apologies:

Peter Gilpin, LED CEO

Chair

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Community Grant Panel held online on 9 March 2022

Attendance list at end of document

The meeting started at 9.30 am and ended at 10.15 am

82 Public Speaking

There were no members of the public registered to speak.

83 Minutes of the previous meeting held on 2 February 2022

The minutes of the 2 February 2022 were agreed.

84 Declarations of Interest

Cllr J Bailey: Minute 87; Personal Interest; Devon County Councillor.

85 Matters of Urgency

None.

86 Confidential or exempt items

None.

87 Grant options

The Funding and Engagement Officer reminded the Panel of the decision to withdraw from the Devon Crowdfunding Scheme, whereby Devon County Council had agreed to the Council retaining the remaining funding of approximately £74k, but with the condition that the funding must be allocated to community projects. The medium sized grant scheme had been previously discussed by the Panel and recommended to Cabinet.

Devon County Council has also stipulated that the use of the fund must go towards the aims of the Poverty Strategy and its Action Plan.

Therefore the panel debated the drafted rules, guidance notes and the application form for the grant scheme.

The debate included:

- Previous debate at Cabinet had indicated that the 50% of match funding may still deter some applicants, and should be revisited to lower it. The Panel did not discuss any lower match percentage, as the criteria detailed that the applicant only had to have in place 70% of that match funding on application which the Panel felt was appropriate for the scheme;
- Concern that restricting the fund to projects that met with the Poverty Strategy would reduce the number of applications that came forward, particularly when the same money available before under the Crowdfunding scheme had a broader criteria. The Funding and Engagement Officer outlined a number of elements of the Poverty Strategy that

would provide opportunities for application, and that these terms had been instructed by DCC;

- The guidance as set out, gave clear focus for applications, which in turn would be considered by the Panel. There was opportunity to review the scheme after the first round of applications, where the Panel could monitor the number and quality of applications, as well as review the criteria as required;
- The wording on the application form under section 3 contained double negative questions and needed clarification. Although some alternative wording was discussed, the Funding and Engagement Officer agreed that the questions raised would be better under a separate section and reworded for clarity.

RECOMMENDED to Senior Officer for decision

1. That the medium sized grants application criteria, now reviewed as requested by Cabinet, be approved, as set out in the report to the Community Grant Panel on 9 March 2022;
2. That the application form be amended under section 3 to separate section in order to clarify that any application with ongoing costs; or previously funded by the Council; will not be eligible for the grant.

RESOLVED that the Panel will monitor the applications received, and review the process after the first round of applications has closed

Attendance List

Councillors present:

J Bailey
D Key
H Parr
V Ranger
J Rowland (Chair)

Councillors also present (for some or all the meeting)

P Arnott

Officers in attendance:

Jamie Buckley, Community Engagement and Funding Officer
Debbie Meakin, Democratic Services Officer

Councillor apologies:

J Loudoun
G Pook

Chair

Date:

EAST DEVON DISTRICT COUNCIL

Minutes of the consultative meeting of Scrutiny Committee held Online via the Zoom app on 3 March 2022

Attendance list at end of document

The meeting started at 6.00 pm and ended at 8.21 pm

45 Public speaking

There were no members of the public registered to speak.

46 Minutes of the previous meeting

The minutes of the previous meeting held on 2 December 2021 were received and accepted.

47 Declarations of interest

There were no declarations of interest.

48 Matters of urgency

There were no matters of urgency.

49 Confidential/exempt item(s)

There were no confidential / exempt items.

50 Decisions made by Cabinet called in by Members for scrutiny in accordance with the Overview and Scrutiny Procedure Rules

There were no decisions made by Cabinet called in by Members for scrutiny.

51 Report on the convention of appointing Honorary Aldermen and Honorary Alderwomen

At the meeting on 2 December 2021, the Committee had requested a report on the convention of appointing Honorary Aldermen and Honorary Alderwomen addressing the following:

- How Honorary Aldermen and Honorary Alderwomen have been selected in the past, what criteria were used and on whose recommendation,
- What does eminent or meritorious conduct include,
- A breakdown by party and qualification of those who have received the honour in the past twelve years,
- Options for the future, including processes for granting and removal of the honour,
- Referenced examples of protocols from other areas.

The Chief Executive Officer presented the report and highlighted the following points:

- The current procedure is relatively informal.
- The need to define 'eminent services', including on a local level.

- The report had gone back to 2003, covering a period longer than twelve years and showed the appointments by political groups.
- The report included a number of questions and considerations for the Committee to debate and provided examples of protocols from other areas.

Discussion on the report included the following:

- There was the suggestion that the current system had been abused and there is a need to review the methods by which the appointments are made, including the introduction of a formal appointments panel.
- The title of Honorary Alderman does not confer any rights or privileges not enjoyed by members of the public.
- In recent years a lot of work had been done to modernise the Council and a decision to remove the award of the title would reflect a more modern approach.
- A definition of 'eminent' includes the fact that a person is famous and respected within a particular sphere. With regard to considering former Councillors for the award of the title, 'eminent' could include gaining respect and the way in which they have served their communities.
- People who are deserving, including those who have provided long service and a significant contribution, are recognised in all walks of life.
- There needs to be a tighter procedure and a clear definition of reasons for nominations.
- Should long service be a criteria for awarding the title, it should also take account of the fact that a significant contribution could be made during a Councillor's first term and there may be good reason why the former Member had not stood for re-election.
- Quality of service, rather than only length of service should be considered.
- Councillors' families may also make sacrifices to enable a Member to serve and it is good for families to know that this work has been acknowledged.
- The terms 'Honorary Alderman' and 'Honorary Alderwoman' may seem archaic and a more modern term such as 'Honoured Citizen' could be considered.
- Receiving the title was considered to be a great honour.
- Should the Council be minded to continue to confer the title, a small cross party working group could be set up to consider the details of the nomination process and report back to Council.
- Any Member should be able to submit a nomination for the title, setting out specific reasons for the nomination to include eminent service rendered.
- A requirement for five Councillors to sign a nomination could be considered as part of the process.
- A written record of nominations and appointments should be kept in order to provide a transparent audit trail.
- Any new protocol for conferring the title should be in place by the next elections in 2023.
- Whether to continue to invite Honorary Aldermen and Alderwomen to civic events and Council meetings and whether apologies need to be given for Council meetings.
- There was discussion regarding whether to continue awarding car parking permits moving forwards.
- Should the Council proceed with a new protocol, it should include a formalised process for removing Honorary Aldermen and Alderwomen should the need arise.

RECOMMENDATIONS TO FULL COUNCIL

- a. That the appointment of Honorary Aldermen and Honorary Alderwomen should continue,
- b. That a small cross party working group be constituted to include the Chair of the Council, the Leader, Group Leaders and Members to bring the number to approximately 9, as determined by the Monitoring Officer, to give political balance and to report back to Council with recommendations on the process for nominations and appointments going forward,
- c. That the working group adopts the criteria that nominees should have served for a minimum of 8 years, with the ability to recognise exceptional circumstances and that

there is a form completed by fellow Councillors which sets out the eminent service which has been undertaken,

- d. That the working group proposes the exact criteria for 'eminent service' but that the Scrutiny Committee recommends reference to the form used by Wokingham Borough Council [Appendix 8 of the report] which it considers to be a good example,
- e. That Honorary Aldermen and Honorary Alderwomen should continue to be invited to civic events, but not invited as a matter of course to Council meetings. Should they attend Council meetings, they will continue to be welcomed, but apologies will not be recorded if they do not attend,
- f. That the issuing of car parking permits to newly appointed Honorary Aldermen and Honorary Alderwomen should be discontinued, but that the privilege should be allowed to continue for those who have been appointed to the position in the past, and
- g. Should the Council wish to adopt a new protocol, it should include the formalised process for removing Honorary Aldermen and Honorary Alderwomen.

52 **Local Plan Sites - Allocations to Delivery - verbal update**

As requested at the meeting held on 2 December, further advice had been sought from the Monitoring Officer on the ability of the Scrutiny Committee to further consider the Goodmores Farm planning application as a specific case, and the consultation process which surrounded it.

The Deputy Monitoring Officer read out the advice as follows:

If the Committee wishes to consider how the application was handled and factors which influenced its processing as well as considering whether the consultation that was carried out was suitable then this is permissible. This would be from a discharge of function or service perspective and with a view to potentially informing service improvement. What the Committee cannot do is consider the planning merits of the application / rationale for the grant of permission as that would be outwith the role of the Scrutiny committee. The Joint Overview and Scrutiny meeting of 17th January 2022 [minute 43c] recommended '*a review of the Statement of Community Involvement and consultations on planning applications to consider making greater use of site notices to publicise planning applications*' and it might be sensible to consider Goodmores Farm as part of this work if the concern relates to the consultation specifically.

It was agreed to include this matter on the Forward Plan.

53 **Performance Report quarter three 2021-22**

The Committee wished to commend officers and their teams for their on-going work during difficult circumstances which is much appreciated.

In response to a question regarding the percentage of planning appeal decisions allowed against the authority's decision to refuse, the management notes were referred to in that the only trend that can be identified in the allowed appeals is a continued difficulty in defending appeals against the refusal of proposals for house extensions.

The Performance Report for quarter three 2021-22 was noted.

54 **Forward Plan**

The Committee discussed the Forward Plan.

Regarding the proposal from Mid Devon District Council for a joint review into the planning controls and regulatory requirements associated with the bio-energy industry within Devon, in particular anaerobic digesters, there was particular concern about the industrial scale digesters.

The Chair agreed to speak to the Chair of Strategic Planning regarding bringing this matter forward so as not to impact on the timetable for the new Local Plan.

With the addition of the item at minute 52, the Forward Plan was noted.

Attendance List

Councillors present:

T Wright (Chair)
M Allen
A Bruce
M Chapman
O Davey
J Kemp
T McCollum
H Parr
E Rylance (Vice-Chair)

Councillors also present (for some or all the meeting)

P Arnott
C Brown
B De Saram
A Dent
V Johns
G Jung
R Lawrence
P Millar
A Moulding
E Wragg

Officers in attendance:

Wendy Harris, Democratic Services Officer
Sarah Jenkins, Democratic Services Officer
Anita Williams, Principal Solicitor (and Deputy Monitoring Officer)
Mark Williams, Chief Executive

Councillor apologies:

V Ranger
J Bonetta
A Colman
C Gardner
S Hawkins

Chair

Date:

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

LED Monitoring Forum held on 1 March 2022

Minute 111 Capital Bids Update Report

RECOMMENDED:

That the installation of pool water treatment energy management systems at the Exmouth and Honiton LED managed swimming pool sites be included in the capital programme, with a capital budget in 2022/23 of £62,500.

Minute 112 LED Management Fee 2022-23

RECOMMENDED:

That the process for allocating the £100k contingency in the 2022/23 budget be specifically aimed at coping with the increased utility costs, with the applications made in arrears by LED to be agreed by the Portfolio Holder for Leisure, Culture, Sport and Tourism, the Chair of the LED Monitoring Forum and the Strategic Lead – Finance.

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of LED Monitoring Forum held at Online via zoom app on 1 March 2022

Attendance list at end of document

The meeting started at 9.30 am and ended at 11.24 am

103 Public Speaking

There were no members of the public registered to speak.

104 Minutes of the previous meeting held on 25 January 2022

Minutes of the previous meeting held on 25 January 2022 were noted as a true and accurate record.

105 Declaration of interest

Cllr P Arnott: Minutes 108 – 115; Personal Interest: Member of LED Community Leisure.
Cllr A Dent: Minutes 108 – 115; Personal Interest: Member of LED Community Leisure.
Cllr P Millar: Minutes 108 – 115; Personal Interest: Member of LED Community Leisure.

106 Matters of urgency

There were no matters of urgency.

107 Confidential/exempt item(s)

There were four items to be considered in private session.

108 Update on Leisure Strategy

Rachel Fowler of Strategic Leisure provided an update on the Leisure Strategy, including the following:

- Site quality audits are now complete.
- Stakeholder consultation is now complete, meetings having been held with East Devon DC officers, LED Community Leisure, key clubs, schools and colleges, Active Devon, Health & Wellbeing Boards, Clinical Commissioning Groups, organisations representing key target groups, neighbouring authorities and town and parish councils.
- Sports club and schools surveys have gone out; a good response has been received from sports clubs but only 11 schools have responded. A community survey was also live, with a closing date of 11th March 2022.
- Sports hall and swimming pool supply and demand analysis was completed; the rest of the facility analysis was to follow.

Discussion and questions included:

- A Member commented that the response rate from schools was disappointing and asked if this was down to schools being unclear about who should be responding on their behalf. Ms Fowler responded that school response rates had been getting worse over recent years but it was not known why. She would keep chasing for responses but Strategic Leisure had nevertheless seen the facilities and knew whether they were open or not and, if there were gaps, they would telephone individual schools direct.

- Comment was made that the number of responses locally to consultation is impressive and shows a high level of interest in sport and leisure in East Devon.

Ms Fowler suggested that for the next Forum meeting she could bring a short presentation headlining the findings from the surveys and a summary analysis of the issues coming out from the stakeholders.

The Forum noted the report and thanked Ms Fowler for her contribution.

109 **LED Dashboard January 2022**

The Forum received and noted key details of the performance of LED Community Leisure for January 2022, including an outline of the net promoter score.

Following request for clarification, the LED Director of Delivery stated that the figure of 41.96% in relation to swimming was the increase in total attendances relative to the previous month.

110 **LED Facilities and Activities**

The LED Director of Delivery ran through the content of the Facilities and Activities Report highlighting the following points:

- The impact of Covid was reducing, having been a significant challenge over December and the Christmas period.
- A new General Manager had been appointed for Exmouth Leisure Centre and was currently undergoing his induction into the business.
- Work to refresh the changing rooms and locker area at Sidmouth swimming pool was going well; this was being funded from the National Leisure Recovery Fund, at no cost to East Devon DC.
- A refurbishment project for Honiton swimming pool had suffered a mid-programme delay due to some challenges with the contractor's procurement chain, and was now due to complete on Friday 4th March.

Discussion and questions included:

- A Member suggested the new General Manager of Exmouth Leisure Centre, Mr Day, might meet with Exmouth town councillors; the Director of Delivery agreed this could be arranged, once Mr Day had settled in.
- The Forum looked forward to receiving further updates on LED's sessions with Exmouth Community College. The Director of Delivery stated that this was a constantly developing relationship, and LED were keen to encourage school leavers to consider meaningful careers in the leisure industry, including swimming teaching and lifeguarding.
- A Member asked if the 7 incidents/accidents recorded in January were significant, compared with other leisure centres. In response, the Director of Delivery stated that the target was for zero incidents, but every incident was captured, and the number and nature of recorded incidents (slips, trips and falls) were not extraordinary or unusual.
- Members were pleased to see it recorded that there was a strong focus on improving the customer experience.
- The Forum briefly discussed social prescribing and the LED CEO remarked that GP referrals were continuing in the district, however a different form of coaching programme was now in place with a focus having moved from physical health activities towards mental health.

The Chair thanked the Director of Delivery for his contribution and the report was noted.

111 **Capital Bids Update Report**

The Service Lead – Place, Assets and Commercialisation ran through the update report circulated to the Forum in advance of the meeting, which summarised the capital bids that were proposed for consideration by the Budget Setting and Capital Bid Allocation Panel, the Panel's recommendations and the rationale for its recommendations.

The Forum noted:

- The capital bids approved and recommended to Council.
- That the proposal for the light refurbishment of changing rooms at Sidmouth swimming pool had already been recommended for funding from the approved National Leisure Recovery Fund by Cabinet; LED had now commenced these works.

Members of the Forum were asked to consider a proposal for the installation of pool energy management systems at the Exmouth and Honiton swimming pool sites, at an expected cost of £62,500. The Service Lead – Place, Assets & Commercialisation invited the Principal Building Surveyor to set out the technical details of what the proposal relates to.

The Principal Building Surveyor outlined the following points:

- The proposal is for an energy management system which deals with the filtration and circulation of the swimming pools, optimising how these systems work.
- It is estimated that the new system will generate energy savings in the region of £16k annually, and as energy costs rise the savings will be even greater.

The LED CEO provided the following rationale:

- The current system in place is inefficient and controlled manually.
- The proposal is for an automated system which would significantly reduce the amount of water used, generating savings in water costs.
- In using less water, less gas would be needed to heat it, and less electricity to pump it, generating significant energy cost savings.
- There would be additional savings in maintenance costs since pumps would be used less and scaled down more.
- Customers would see an improvement in water quality.
- The new system would reduce the carbon footprint and therefore align with the Council's Climate Change Strategy and Action Plan and its priority for a greener East Devon.
- In view of the forecast savings, it is anticipated that the system would pay for itself within 2 - 2½ years.

Discussion and clarification included:

- In response to a Member's question, the Strategic Lead – Finance clarified that if the proposal was approved, it would add not more than £2–3K to interest payments. He added that this sum would be immaterial in the overall capital programme and would not significantly affect the General Fund.
- The Strategic Lead – Finance reminded the Forum that if it recommends the proposal, it would be a recommendation through Cabinet to Council, as it would be asking for a budget in-year for the capital programme.
- The Strategic Lead – Finance highlighted that the forecast payback period of 2-2½ years is unusually short for a capital scheme.
- A Member queried why a review was only carried out for Honiton and Exmouth Swimming Pools and not for Sidmouth. The LED CEO responded that a lot of work had already been done to improve the pool flow system at Sidmouth Swimming Pool, so there was less to be gained from any upgrade, and there would be insufficient return on investment.
- In response to a Member's question on where the money would come from to fund the works, the Strategic Lead – Finance stated that the project would go into the capital programme and added to the sum in-year. It would therefore be funded from capital money available, and some borrowing might be required in terms of the overall capital

programme. He added that £62,500 is not a significant sum in the overall capital budget and would not impact on the General Fund position or the assumptions made.

- Following a request for more detail on the climate change impact of the proposed system, the Principal Building Surveyor stated that a saving of 23 CO2 tonnes was estimated for Honiton Swimming Pool, down from 37.7 to 14.2 tonnes, and a saving of 21 tonnes was estimated for Exmouth.
- Responding to a question about a wider programme of works reduce the carbon footprint from LED properties, the LED CEO stated that longer term improvements would be explored in respect to solar panels and air source heat pumps, once the Leisure Strategy is complete. The Principal Building Surveyor added that an approved element of one of the capital bids was to commission a study of energy efficiency in LED properties, and this would be progressed in due course.

The Portfolio Holder – Finance sought an Officer view on whether it was appropriate for him to vote on this item since he had chaired the Budget Setting and Capital Bid Allocation Panel meeting; a Democratic Services Officer commented that there was no reason why he should not vote as a Forum member if he wanted to do so. She added that the final decision on the capital bid proposal would rest with Cabinet, of which he was a member.

RECOMMENDED TO Cabinet and Council:

That the installation of pool water treatment energy management systems at the Exmouth and Honiton LED managed swimming pool sites be included in the capital programme, with a capital budget in 2022/23 of £62,500.

The Chair thanked those present for their contribution to the debate.

112 LED Management Fee 2022-23

The LED CEO ran through the content of the LED Management Fee 2022-23 report which had been circulated to Forum Members in advance of the meeting, which included:

- Background information in respect to the Service Fee.
- The 2022-23 Service Fee and effect on service.
- The impact on LED of the pandemic, the significant increase in inflation and rising utility and wage costs, together with a summary of the mitigations that have been implemented.
- The financial forecast for the EDDC Leisure Management Contract for the coming financial year, assuming no further Covid lockdowns or restrictions after 1 April 2022, and the effect of the forecast financial position on development of the service and investment in the facilities.

In view of the effect on the contract of the significant increase in energy costs, the LED CEO asked the Forum to consider allocating the £50-£100K contingency fund that was written into the Council's budget as additional support, subject to LED evidencing the impact of energy costs, in arrears.

The Strategic Lead – Finance suggested that, with Cabinet approval, the Council could support LED to meet the additional energy costs up to £87,500 in the financial year, by

means of a quarterly reconciliation of utility costs and associated quarterly monitoring reports to the Forum.

In discussion, the following points were made:

- One Member commented that going forward, it would be helpful to have this report as a bar chart, to better make sense of the data.
- Views were expressed that it was appropriate to support LED with utility costs as proposed, and that quarterly monitoring would be helpful.
- A Member observed that energy costs cannot be controlled and, with the Russian invasion of Ukraine, the outlook was gloomy, and the £100K contingency for LED was likely to be inadequate. He expressed that there were difficult decisions for Members, given that LED was one of a number of groups who were arguably in need of support with rising utility costs. He urged caution and suggested it would be sensible to consider monthly monitoring rather than quarterly, to ensure tighter controls.
- Another Member expressed every sympathy with everyone facing higher costs but cautioned against 'comparing apples with pears' given the specific situation of how the contract is arranged with LED, and noting the work that was ongoing to support other groups e.g. the work of the Poverty Working Panel, and grants available for social housing tenants. He added that some solutions were outside the control of the Council and were a matter for central government.
- Members would continue to lobby the local MPs concerning financial support from the National Leisure Recovery Fund for East Devon's leisure provision, and would discuss outside of the meeting how best to do so.

Following the discussion, Cllr Paul Millar proposed, seconded by Cllr Alan Dent, to recommend to Cabinet the process for allocating the £100k contingency in the 2022/23 budget be specifically aimed at coping with the increased utility costs with the applications made in arrears by LED to be agreed by the Portfolio Holder for Leisure, Culture, Sport and Tourism, the Chair of the LED Monitoring Forum and the Strategic Lead – Finance.

RECOMMENDED to Cabinet:

That the process for allocating the £100k contingency in the 2022/23 budget be specifically aimed at coping with the increased utility costs, with the applications made in arrears by LED to be agreed by the Portfolio Holder for Leisure, Culture, Sport and Tourism, the Chair of the LED Monitoring Forum and the Strategic Lead – Finance.

113 Exmouth Pavilion Financial Report

The LED CEO ran through the Exmouth Pavilion Financial Report which had been circulated to Forum Members in advance of the meeting and summarised the LED operating position in operating the Pavilion. He reminded Members that whilst LED operate the facility, the building is the responsibility of the Service Lead – Place, Assets & Commercialisation, and the property team, on behalf of the Council.

Discussion included the following points:

- Forum Members recognised the good work of the Pavilion management team in putting together a full programme for 2022/23.
- It was noted that longer term factors for the Pavilion would be considered as part of the Cultural Strategy, which would in turn link in with the Leisure and Tourism strategies.

The Chair thanked the LED for the update and the report was noted.

114 LED price menu

The Forum had received the LED price menu, for information.

In discussion, a Member asked if the cost to schools of using the swimming pool could be reduced, to encourage maximum participation. The LED CEO stated that there were no concerns for schools in paying the current sum, and he was confident that the pricing for schools was reasonable. He added that under the government curriculum it is a key stage requirement that children should have learnt to swim by the end primary school, and reducing the price to schools would mean subsidising a statutory education service, which would not be appropriate.

For a future meeting, the Chair asked that LED provide a cost breakdown of the management fee spend by the different centres, and by sport.

115 **Passport to Leisure scheme**

The LED CEO ran through the report on Passport to Leisure, a scheme which provides a 25% discount to customers on means tested benefits, commenting that LED looked forward to discussing as part of the Leisure Strategy the social value which LED provides, and how to improve access for people more in need. He added that every £1 spent equates to a £9 return in terms of social value.

Comment and questions included:

- A Member invited the LED CEO's view on whether there was good awareness of the scheme and if there might be existing Members who were eligible for the scheme but not aware of it. He expressed a view that, looking at PTL member numbers, take-up seemed quite low. The LED CEO acknowledged that there probably were members and non-members who were not aware of the discounts available, and it would be useful to promote the scheme again.
- The Forum agreed that both LED and the Council should work to raise awareness of the PTL scheme.
- The Strategic Lead – Housing, Health & Environment commented that as part of the Public Health Strategy there was a desire to make leisure and other activities accessible to lower income families. He added that he would be keen to do more work going forward to align poverty and public health aspirations with the PTL scheme, with a view to keeping people active as cheaply as possible.

The Chair thanked the LED CEO for his contribution and the report was noted.

Attendance List

Councillors present:

P Arnott
A Dent
B De Saram
N Hookway
G Jung
P Millar (Chair)
J Rowland

Councillors also present (for some or all the meeting)

S Gazzard
E Rylance

Officers in attendance:

Tim Child, Service Lead - Place, Assets & Commercialisation

Simon Davey, Strategic Lead Finance

John Golding, Strategic Lead Housing, Health and Environment

Sarah Helman, Democratic Services Officer

Debbie Meakin, Democratic Services Officer

Jorge Pineda-Langford, Principal Building Surveyor, Property & FM

Charles Plowden, Service Lead Countryside and Leisure

Councillor apologies:

S Hawkins

Chair

Date:

Report to: Cabinet



Date of Meeting 30 March 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Exeter & East Devon Enterprise Zone

Report summary:

To provide an update on the financial position with regard to the Enterprise Zone (EZ) programme and seek approval for staffing and budget to be used to support the delivery of the programme.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

It is recommended that Cabinet:

1. Notes the progress made within the Enterprise Zone designation
2. Approves that the Project Manager (Simplified Planning) role is adjusted from fixed term to permanent status
3. Approves 0.2FTE dedicated Communication Officer support for the programme, £15k ring fenced budget (from the existing revenue budget).

Reason for recommendation:

Cabinet has received regular updates on the financial position of the Enterprise Zone. The proposals set up will support the continued success of the programme, providing dedicated staff resources.

Officer: Naomi Harnett, Enterprise Zone Programme Manager nharnett@eastdevon.gov.uk / 07580 297 059 / 01395 571 746

Portfolio(s) (check which apply):

- ☐ Climate Action and Emergency Response
- ☐ Coast, Country and Environment
- ☐ Council and Corporate Co-ordination
- ☐ Democracy, Transparency and Communications
- ☒ Economy and Assets
- ☒ Finance
- ☒ Strategic Planning
- ☐ Sustainable Homes and Communities
- ☐ Tourism, Sports, Leisure and Culture

Equalities impact Low Impact

Climate change Medium Impact

Risk: Medium Risk; This paper provides an update on existing borrowing within the Enterprise one Programme. Further papers will be reported to Cabinet on specific projects with financial appraisals before funding is drawn down. The risks associated with project delivery will be mitigated through robust project management procedures.

Links to background information [Cabinet Paper – September 2020 \(Item 207\)](#) [Cabinet Paper – March 2019](#)

Link to [Council Plan](#)

Priorities (check which apply)

- ☐ Better homes and communities for all
 - ☐ A greener East Devon
 - ☒ A resilient economy
-

Report in full

1. Introduction

1.1. Cabinet has received a series of updates on the financial position of the Enterprise Zone, including a paper which provided an overview of potential impacts of Covid-19 on the programme. The EZ sites have been resilient, with minor delays in construction, but no large scale redundancies or relocations.

1.2. The Enterprise Zone Programme has supported:

- Subsidised bus service (funding for 3 years) - £528,000
- Park & Change - £1,385,000
- Long Lane Enhancement - £4,510,000
- Open Innovation Building/Ada Lovelace Building (subject to variation) - £660,000

1.3. The Enterprise Zone Programme is likely to support:

- Acquisition of land within Cranbrook town centre - £5,500,000
- Decarbonisation of district heating network - £4,000,000

1.4. The designated areas are showing positive signs of continued growth, with the recent completion of the Grow Out Building on Science Park, along with the Burrington Estates units and new Stovax HQ on SkyPark.

1.5. Development should commence on Power Park with the completion of the Long Lane improvements and the Local Development Order. With first occupations anticipated for Summer 2023. The support for Cranbrook town centre should also see first occupations for town centre premises in Autumn 2023. All of these developments will have a positive impact upon the retained business rates.

2. Programme

2.1. As we reach the fifth anniversary of the Enterprise Zone designation, there is a need to consider the programme of support for the designation, as well as the investment proposals. In addition to the capital investment proposals recently considered by the Cabinet (Long Lane Enhancement), and those large scale cabinet investments that will be considered by Cabinet (which include the decarbonisation of District Heating, acquisition of

land within Cranbrook town centre) it is recommended that additional investment is made to the staffing and revenue support for the programme:

- Simplified Planning – the Project Manager has completed a Local Development Order (LDO) to support district heating and is making significant progress on delivering a second LDO for the Power Park site. The post holder has also provided significant planning input to the Sky Park site, through the processing of major planning applications for the Burrington Estates units and the Stovax HQ. It is recommended that the funding for the post is made permanent to provide dedicated and ongoing planning support to the programme.
- Communications & Marketing – the Enterprise Zone Board have received reports that support the case for dedicated Communication support of the programme. The Enterprise Zone Board endorsed a recommendation for the EZ budget to support 0.2FT Officer Support with the £15k ring fenced budget (from the existing revenue budget). This funding will ensure that investment made by the EZ programme are properly recognised and valued by stakeholders and the wider business community.

2.2. Appendix 1 provides an overview of the increased revenue budget, with borrowing for capital expenditure that the EZ designation could support. These figures have been reviewed by the Finance Team at EDDC. The budget provided in Appendix 1 includes the staffing costs and projects identified in this paper (Acquisition of land within Cranbrook town centre - £5.5m & decarbonisation of district heating network - £4m), indicating that the programme can support funding these projects.

2.3. The EZ budget continues to benefit from business rate income within the designation. The levels of income continue to prove to be resilient relative to the original assumptions, with income exceeding the original estimates.

3. Conclusion

- 3.1. The Enterprise Zone designation continues to be a powerful tool to supporting the delivery of new commercial space and employment opportunities. Its significance is even more important in the context of the impact of the Covid-19 pandemic and subsequent recession.
- 3.2. The EZ programme has had a positive impact, with accelerated delivery of commercial floor space and jobs, along with enhancements to transport to enable access to the newly created jobs in the wider area. But to ensure continued success of the programme we need to consider the programme of support for the designation as well as the investment proposals. This paper puts forward recommendations on how this can be achieved within the existing ring fenced business rate income.

Financial implications:

Financial details are included in the report with details in the Appendix. Implications of the report on Cranbrook contained on the agenda have been factored into this update position.

Legal implications:

There are no legal implications requiring comment.

Appendix 1: Enterprise Zone – Budget Overview

	Actuals	Actuals	Actuals	Actuals	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
NNDR INCOME	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
NNDR1	136,305	235,280	664,234	605,717	806,523	1,000,000	1,250,000	1,500,000	1,750,000	2,000,000	2,250,000	2,500,000	2,750,000	3,000,000	3,000,000	3,000,000
NNDR1 v NNDR 3 Adjustment	0	-109,260	56,420	0	0											
TOTAL EZ INCOME	136,305	126,020	720,654	605,717	806,523	1,000,000	1,250,000	1,500,000	1,750,000	2,000,000	2,250,000	2,500,000	2,750,000	3,000,000	3,000,000	3,000,000
Carry forward/Reserve		109,850	151,711	449,237	577,161	1,081,609	788,981	694,332	947,623	1,448,811	2,197,854	3,194,710	4,439,335	5,956,684	7,721,712	9,484,372
AVAILABLE BUDGET in Year	136,305	235,870	872,365	1,054,954	1,383,684	2,081,609	2,038,981	2,194,332	2,697,623	3,448,811	4,447,854	5,694,710	7,189,335	8,956,684	10,721,712	12,484,372
GENERAL REVENUE EXPENDITURE																
Employment Costs	0	28,093	59,251	81,277	84,325	101,040	103,061	105,122	107,224	109,369	111,556	113,787	116,063	118,384	120,752	123,167
Corporate Recharge Costs	0	0	3,778	4,084	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Supplies & Services excl. Consultant	5,926	4,143	3,459	7,682	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Consultancy	20,529	51,445	22,831	30,603	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	65,000	65,000	65,000	65,000
Transport Costs		479	727	103	300	300	300	300	300	300	300	300	300	300	300	300
Other				-3,757												
Total Running Costs	26,455	84,159	90,047	119,991	188,625	205,340	207,361	209,422	211,524	213,669	215,856	218,087	195,363	197,684	200,052	202,467
PROJECT EXPENDITURE																
Revenue Projects	0	0	174,561	357,802	113,450	50,000	100,000	0	0	0	0	0	0	0	0	0
Capital Projects Repayments & Int	0	0	168,086	0	0	1,037,288	1,037,288	1,037,288	1,037,288	1,037,288	1,037,288	1,037,288	1,037,288	1,037,288	1,037,288	1,037,288
Less Variance			-9,565													
Total Running Costs	0	0	333,082	357,802	113,450	1,087,288	1,137,288	1,037,288	1,037,288	1,037,288	1,037,288	1,037,288	1,037,288	1,037,288	1,037,288	1,037,288
TOTAL REVENUE EXPENDITURE	26,455	84,159	423,128	477,793	302,075	1,292,628	1,344,648	1,246,710	1,248,812	1,250,957	1,253,144	1,255,375	1,232,651	1,234,972	1,237,340	1,239,755
ENTERPRISE ZONE BALANCE @ YE	109,850	151,711	449,237	577,161	1,081,609	788,981	694,332	947,623	1,448,811	2,197,854	3,194,710	4,439,335	5,956,684	7,721,712	9,484,372	11,244,617

Report to: Cabinet

Date of Meeting 30 March 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Enterprise Zone Grant Funding Variation Request – for Exeter Science Park Limited.

Report summary:

This report seeks approval to vary the existing funding agreement for the Ada Lovelace Building at Exeter Science Park. This project was originally considered by Cabinet at the January 2019 meeting, with the funding requested approved. A paper to vary the funding request was considered by Cabinet in January 2021, seeking approval to vary the funding agreement in light of cost savings made through the construction process. This paper seeks a further variation to the funding agreement within the existing £660,000 grant.

The funding for the project is in the form of a grant, borrowed against future ring fenced business rate income in the designated Enterprise Zone.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

It is recommended that Cabinet:

- Approves the variation of the grant funding agreement with Exeter Science Park, within the existing £660,000 funding allocation, to fund the construction retention of the Ada Lovelace Building; produce design codes and install foul drainage for the Anning Cluster.
- Delegates authority to the Chief Executive to make payments in respect of the project, subject to the completion of appropriate legal documentation in consultation with the Strategic Lead (Governance & Licencing).

Reason for recommendation:

Cabinet last received a paper on this project in January 2021, which sought a reduction to the overall grant funding request and a variation to the funding agreement, this reflected the substantial savings made through the construction process and provided added value to the project.

The proposed variation, within the current £660,000 grant funding agreement, will provide further added value and support the development of the Science Park.

Officer: Naomi Harnett, Enterprise Zone Programme Manager 07580 297 059 / 01395 571 746 / nharnett@eastdevon.gov.uk

Portfolio(s) (check which apply):

- ☐ Climate Action and Emergency Response
- ☐ Coast, Country and Environment
- ☐ Council and Corporate Co-ordination
- ☐ Democracy, Transparency and Communications
- ☒ Economy and Assets
- ☒ Finance
- ☒ Strategic Planning
- ☐ Sustainable Homes and Communities
- ☐ Tourism, Sports, Leisure and Culture

Equalities impact Low Impact

Climate change Medium Impact

Risk: Low Risk; The Ada Lovelace Building is now completed and occupied by tenants.

Links to background information [Exeter & East Devon Enterprise Zone Funding request – January 2019 \(Item 16\)](#) [Exeter and East Devon Enterprise Zone – amendment to funding agreement \(Item 297\)](#)

Link to [Council Plan](#)

Priorities (check which apply)

- ☐ Better homes and communities for all
- ☐ A greener East Devon
- ☒ A resilient economy

Report in full

1. Introduction

- 1.1. Cabinet has received a series of project updates on the delivery of the Ada Lovelace building. This project has created savings to the Enterprise Zone Programme, from the original request for grant of £1.11m, reduced to £660k.
- 1.2. The original grant request, in January 2019, sought £1.11m funding to support the site infrastructure required to unlock development and to fit out the internal space to Category A open plan standard. Substantial savings have been made through the construction process and approval was sought to vary the funding agreement to reflect these changes.

2. Funding Variation

- 2.1. A revised request, in January 2021, sought a reduction in grant to £660k to fund:
 - Upgraded fit out of the building, to a Cat A+ standard.
 - The increased cost in implementing the Anning Road northern foul sewer link
 - The EV Charging Transformer will enable the installation of EV charging, future proofing the car parking associated with this building.
- 2.2. This funding variation to reduce the grant to £660k was approved by Cabinet in January 2021.
- 2.3. ESPL have requested a further variation to the grant offer, with the ability to deliver additional benefit to the Enterprise Zone programme.

2.4. The current request is to fund:

- Using the grant to fund the construction retention of £65,355 for the Ada Lovelace Building development (1.5% of contract value retained for defects). ESPL originally expected this would be covered by the Heart of the South West LEP grant, but the Growth Deal 2 grant has ended.
- Using around £110k to define the development plan for the Anning Cluster, produce the design codes and install the foul drainage that unlocks the new hotel development opportunity and bring forward the Anning Cluster development.

2.5. The proposed request will support the delivery of additional floor space within the Enterprise Zone, which in turn will deliver additional business rates which will be retained.

3. Conclusion

3.1. The Enterprise Zone designation provides a positive way of supporting the delivery of new commercial space and jobs within the designated sites. Due to the overall cost savings made in the delivery of the Ada Lovelace building there is an opportunity to provide additional benefits to the Enterprise Zone programme. The additional items are considered to support the future operational and financial sustainability of the Science Park.

Financial implications:

Financial details are included in the report and is within existing funding approval.

Legal implications:

It is permissible to vary the funding agreement for the purposes requested if that is considered desirable. Other than to note that a variation to the legal documentation needs to be entered into, there are no other legal implications requiring comment.

Report to: Cabinet

Date of Meeting 30 March 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Chemical Review Audit (Herbicides) - Streetscene

Report summary:

The scrutiny around the use of pesticides and herbicides has increased massively in recent years, and there is more scientific evidence to prove that they are harmful to both human health and the environment.

- Herbicides are used in our district to control a range of weeds, mainly on hard surfaces, such as paths. More widely, they are used in schools, parks, gardens, playgrounds, hospitals and on our streets. These are all areas used on a daily basis by our residents and visitors – and often by those most vulnerable to the adverse effects of pesticides; elderly people, young children, pregnant women and those with underlying health conditions.
- Pesticide use can have serious human health impacts, harm biodiversity and contaminate water supplies. There is growing evidence that glyphosate – the most commonly-used ‘systemic’ weed-killer – is a higher health risk than previously assumed, with a growing understanding of the damages caused by other chemical weed killers and pesticides to health and the environment.
- In April 2015, the International Agency for Research on Cancer – which is part of the World Health Organisation – concluded that Glyphosate, the most widely used pesticide in our urban areas, is “...probably carcinogenic to humans”.
- Pesticide use has a negative effect on urban wildlife, and has been identified as a contributory factor in the decline of butterflies, bees, insects, birds, mammals and aquatic species.
- Pesticides sprayed onto the hard surfaces in towns and cities can rapidly run off into drains and sewers and find their way into water supplies. The cost for removing pesticides from our water supplies runs into millions of pounds per annum. Pesticides do not only pollute waterways; they leach into soil and kill susceptible microorganisms and earthworms, which reduces soil fertility and structure, creating an unhealthy monoculture.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

1. Cabinet approve the ban of glyphosate based herbicides by September 2022 as set out in the report recommendation section along with banning the use of woody weed killers.
2. Cabinet endorse the replacement of glyphosate and other chemicals with an integrated weed management approach which includes the use of the RHS vinegar based weed control and manual control methods.

3. Cabinet endorse bids being placed in the 2023/24 capital programme for 2 x Hotfoam machines (circa £67k investment), required to supplement other integrated weed control methods.

Reason for recommendation:

One of Streetscene's objectives this year, and included as part of its [service plan \(April 2021 – March 2022\)](#), was to undertake a review of chemical usage across our service, specifically herbicides that are used across the public realm and in our green spaces.

Streetscene Service Plan Objective 5 – Review of chemical usage

- Investigate and trial more sustainable alternatives to herbicides for weed control.
- Reduce the use of glyphosate and other chemicals across sports pitches, green spaces and public realm areas.
- Produce a report to Cabinet on alternatives – to include withdrawing from weed spraying in some areas, including Highways around town centres, which we do although it is not in our remit.
- Cost physical alternatives and project resourcing requirements.

Officer: Tom Wood, Streetscene Operations Manager, twood@eastdevon.gov.uk, tel: 07875280342

Portfolio(s) (check which apply):

- ☒ Climate Action and Emergency Response
- ☒ Coast, Country and Environment
- ☐ Council and Corporate Co-ordination
- ☐ Democracy, Transparency and Communications
- ☐ Economy and Assets
- ☐ Finance
- ☐ Strategic Planning
- ☐ Sustainable Homes and Communities
- ☐ Tourism, Sports, Leisure and Culture

Equalities impact Low Impact

Climate change Medium Impact

The report details the energy use of the various methods and there is an impact from the required fuel or electricity for the various methods where hot foam or steam is used.

All of the alternatives are much less impactful on the environment for Biodiversity and Pollinators and this should be the driving factor for this change.

Risk: Low Risk; Continued use of herbicides risks damage to the environment, biodiversity and has possible links to impacts on human health including cancer, as outlined in the report. There is a risk that alternative methods will be less effective, require more time and cost more.

Links to background information

- [Chemical Audit & Review \(Herbicides\) – Streetscene](#)

Link to [Council Plan](#)

Priorities (check which apply)

- ☐ Better homes and communities for all
 - ☒ A greener East Devon
 - ☐ A resilient economy
-

Report in full

This brief report will outline:

- The rationale of why we need to change weed control practices to protect both human health and the environment.
- Provide data evidencing Streetscene's current herbicide usage.
- Outline alternative options for the future that have less impact on the environment and human health.
- Showcase evidence of initial trials that have been carried out with more eco-friendly options.
- Compare alternative options, detailing the impact on the service and possible budget implications.
- Present officer recommendations for approval by Cabinet.

Human health and the Environment

- Herbicides are used in our district to control a range of weeds, mainly on hard surfaces, such as paths. More widely, they are used in schools, parks, gardens, playgrounds, hospitals and on our streets. These are all areas used on a daily basis by our residents and visitors – and often by those most vulnerable to the adverse effects of pesticides; elderly people, young children, pregnant women and those with underlying health conditions.
- Pesticide use can have serious human health impacts, harm biodiversity and contaminate water supplies. There is growing evidence that glyphosate – the most commonly-used 'systemic' weed-killer – is a higher health risk than previously assumed, with a growing understanding of the damages caused by other chemical weed killers and pesticides to health and the environment.
- In April 2015, the International Agency for Research on Cancer – which is part of the World Health Organisation – concluded that Glyphosate, the most widely used pesticide in our urban areas, is "...probably carcinogenic to humans".
- Pesticide use has a negative effect on urban wildlife, and has been identified as a contributory factor in the decline of butterflies, bees, insects, birds, mammals and aquatic species.
- Pesticides sprayed onto the hard surfaces in towns and cities can rapidly run off into drains and sewers and find their way into water supplies. The cost for removing pesticides from our water supplies runs into millions of pounds per annum. Pesticides do not only pollute waterways; they leach into soil and kill susceptible microorganisms and earthworms, which reduces soil fertility and structure, creating an unhealthy monoculture.

Baseline data

An audit of current chemical usage and where herbicides are applied was carried out in a 12 month period between March 2020 and March 2021 – see background link **Chemical Audit & Review (Herbicides) – Streetscene** for a list of the chemicals and data from the audit.

Why does Streetscene use herbicides?

Herbicides are a broad class of pesticides that are used by Streetscene operatives to remove nuisance weeds, such as dandelions, bindweed and grasses. If left unchecked, annual weeds would seed and complete their life cycle, which would result in a glut of weeds in that area; all of which would do the same. Perennial weeds would also seed before becoming dormant, only to re-emerge the following year and re-seed. We have several ephemeral weeds that grow in the UK (e.g. hairy bittercress, fat hen and groundsel) that can germinate and then disperse their seeds within just a few weeks, i.e. between Streetscene operative visits. Weeds pose an exponential problem, which is why the consequences of the solution has traditionally been felt to be less than the consequences of allowing the weeds to take hold in our public realms.

Without the use of traditional herbicides to quickly, efficiently and selectively control weed growth, grounds operatives can very quickly become tied up in a particular area because of the time it takes to weed control manually. Then, they will be faced with needing to continue with manual weeding or to prioritise the other tasks that have dramatic consequences if left unchecked, such as lawn mowing.

The use of herbicides is thus a quick fix to what is otherwise an exponential problem, which enables operatives to move onto other tasks in the knowledge that the sprayed weeds will not pose any further problem, if sprayed prior to seeding, at least.

Streetscene operatives have used herbicides in parks and gardens, in car parks, on pathways and around bins and benches in public green spaces, in town centres shared with DCC, in children's play areas, on sports greens/pitches, in beds and borders, in Council-owned properties and in residential communal areas.

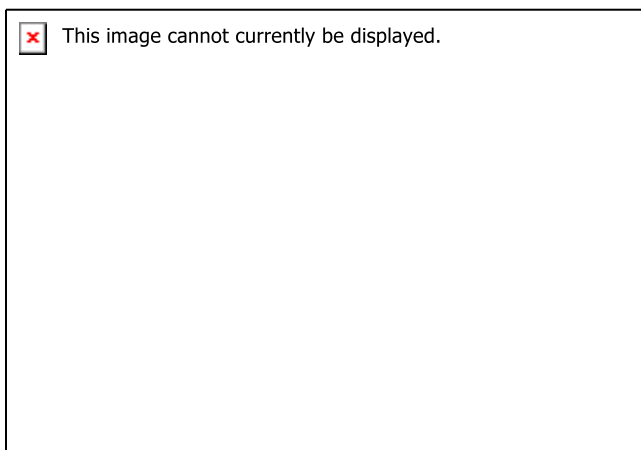
Weeds in communal urban areas



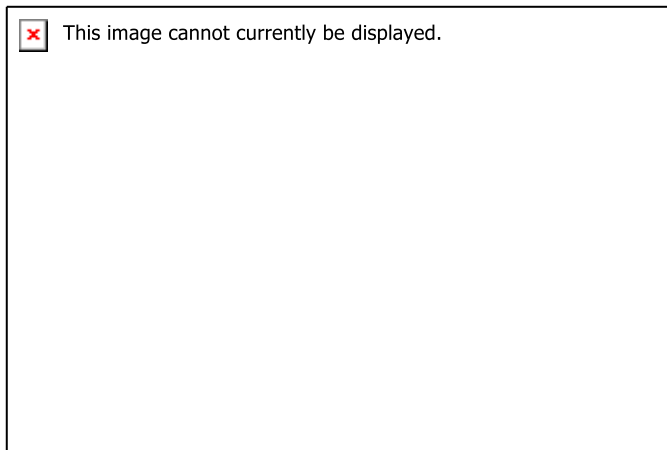
Weeds in street paving



Weeds in cemetery paths



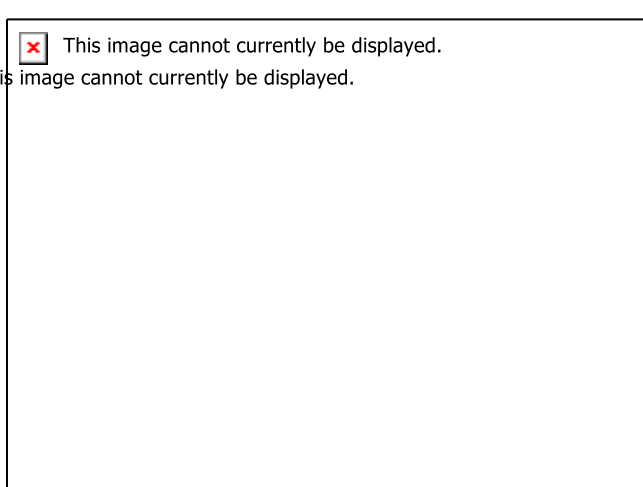
Weeds in green spaces' beds



Weeds in green space paved pathways



Weeds in EDDC-owed car parks



What would happen if we stopped using herbicides without alternative weed control methods other than manual weed control?

Weeds would very quickly become a major issue across the district, especially throughout extensive hard surfaces, such as town centres, car parks, schools, hospitals, paths and green spaces.

Environmentally friendly alternatives

The alternatives to using glyphosate-based weed killers are manual weeding, hot foam weed killers, the use of steam as a weed killer, vinegar-based weed killers and flame weed killers. We have discounted weed control by the use of using a flame gun due to the high use of non-renewable fossil fuels, i.e. liquefied petroleum gas, which is estimated to be 61kg per hectare.

There are currently experimental methods of using a hydrogen-based flame equipment, which may well be the best weed control in the future but, until then, we will review manual, steam, hot foam and vinegar-based weed control as the 4 most appropriate alternative weed control methods across East Devon.

The 4 weed control methods have been reviewed and trialled and the results are shown in the background link **Chemical Audit & Review (Herbicides) – Streetscene**.

Advice from the Pesticide Action Network

“When planning to reduce or stop the use of herbicides, the most critical first point is to be aware that there is no silver bullet – there is no like for like replacement. To make a successful transition away from herbicide use, the non-chemical alternatives deployed have to comprise of a mixture of techniques and approaches backed up by a sensible, achievable strategy and the political will to see the plan through over the long-term. With these key points in mind, this briefing will look at some of the main alternatives to herbicides for controlling unwanted vegetation.”

PAN are referring to Integrated Weed Management (IWM), which we can base on a combination of preventive, cultural, mechanical, and non-glyphosate-based chemical practices. For example, a single weed control measure is not feasible due to the number of different weed species and their highly diverse life cycles and survival strategies. In addition, controlling weeds with one or two methods provides the weeds a chance to adapt to those practices. The development of an IWM program is based on a few general principles:

- Use agronomic practices that limit the introduction and spread of weeds (preventing weed problems before they start.
- Help plants to compete with weeds.
- Use practices that prevent weeds from adapting.

Financial implications:

The report highlights a future bid to the capital programme which will be considered at that point.

Legal implications:

The actions recommended are within the power of Cabinet to agree, otherwise there are no legal implications requiring comment.

Report to: Cabinet

Date of Meeting 30 March 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



East Devon Thriving Towns Programme – One Public Estate (OPE) Feasibility Study final report and next steps

Report summary:

This report provides an overview of the background and the work undertaken on the One Public Estate (OPE) project to date. This includes details of the consultants' report findings and their recommendations (OPE programme proposals). These recommendations included a list of immediate and short/ medium term projects as well as a longer term pipeline of opportunities.

It outlines the response from the **Devon and Torbay OPE partnership** and their view that rather than the projects suggested by the consultant, that the partnership feels that the Cranbrook Health and Wellbeing offer is the most likely route to delivering outputs and would be agreeable to East Devon District Council to move forward on this basis – but it is East Devon District Council's decision that just one project (the Cranbrook Health and Wellbeing Centre) is taken forward to the next stage of the One Public Estate programme.

The OPE partnership comprises officers from DCC who are the programme administrators for Devon and Torbay, and the government programme managers from the cabinet office and LGA.

Some of these projects identified by our consultants provide great opportunities for East Devon and may well be pursued anyway but are not considered by Devon and Torbay OPE partnership to be eligible for OPE spend, hence the proposals set out in this report.

Further details are provided below.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

1. That Cabinet notes the East Devon Thriving Towns Programme – One Public Estate Feasibility Study final report and next steps report and recommendations prepared by Avison Young.

2. That, Cabinet approves that the project proposal for the Cranbrook Health and Wellbeing Centre be taken forward into the next stage of the OPE programme as it is the most likely route to delivering outputs through the OPE programme.

Reason for recommendation:

- The East Devon Thriving Towns Programme – One Public Estate Feasibility Study final report records the extent of the East Devon public estate and identifies needs and

opportunities; it has practical use for future projects/ programmes and the information and recommendations should not be lost because of the changing OPE process and priorities.

- That the Cranbrook Health and Wellbeing Centre proposal is taken forward in order to progress this opportunity and avoid further delay.

Officer: Alison Hayward, Place Assets and Commercialisation, ahayward@eastdevon.gov.uk,
01395 571738

Portfolio(s) (check which apply):

- ☐ Climate Action and Emergency Response
- ☐ Coast, Country and Environment
- ☐ Council and Corporate Co-ordination
- ☐ Democracy, Transparency and Communications
- ☒ Economy and Assets
- ☐ Finance
- ☐ Strategic Planning
- ☐ Sustainable Homes and Communities
- ☐ Tourism, Sports, Leisure and Culture

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk; There is a low risk to the council of the Cranbrook allocation being clawed back by government if there is non-performance by the NHS in delivering their outputs. It is the view from DCC that this is very low risk as there is no instance that they are aware of where OPE funding has been recovered from a partner if outputs are not delivered.

Links to background information [Cabinet 28 October 2020](#) item 235

[Optimising the East Devon public estate](#)

Link to [Council Plan](#)

Priorities (check which apply)

- ☒ Better homes and communities for all
 - ☐ A greener East Devon
 - ☒ A resilient economy
-

Report in full

1. Background - OPE Thriving Towns Opportunity

- 1.1 In 2017 The Council had the opportunity to access external government funding in order to progress the One Public Estate (Round 6) initiative for East Devon; submitted as part of a Devon wide suite of proposals.
- 1.2 The initial allocation of funding for East Devon of £125,000 was intended to focus on two towns within the District, Axminster and Exmouth. However, in 2020, as part of a Programme refresh, the OPE Programme partnership requested that a District-wide project be submitted, subsequently (spring 2021) they asked that the OPE proposals for the Cranbrook Health and Wellbeing Centre also be included.

- 1.3 The Thriving Towns East Devon Study represented a 'pilot' project under a Devon & Torbay OPE Partnership theme of "promoting economic growth in a post –Covid-19 environment" and "regeneration of market and coastal towns across the County" which is an emerging theme in the OPE Partnership's Programme Refresh.
- 1.4 The Council appointed Avison Young as external professional advisors, to work with the Council, and the wider public estate partnership, to define a programme of projects and proposals for East Devon that, collectively, help the District's towns recover. The Study focussed on the role of the public estate and public services (excluding council housing) in facilitating change, delivering the target OPE benefits/objectives and other benefits which will contribute to the District's economic recovery and low carbon impact etc. The appointment of Avison Young was funded by and has been claimed through OPE from the original allocation of £125,000. The council now has a Housing Task Force in place and through this may now identify new opportunities.
- 1.5 Adopting a 'place-making' approach, the external consultants assessed the public sector assets within the District; the future plans and operational needs of those public sector bodies present and/or unrepresented; to identify opportunities for collaborative working around landholdings; and identify specific projects that could be pursued.

2. East Devon Thriving Towns Programme – One Public Estate (OPE) Feasibility Study final report recommendations – OPE Programme Opportunities

- 2.1 One of the problems that we have encountered within East Devon is that the public estate is fragmented and consists of smaller, dispersed settlements of public buildings. In particular there is a lack of central government provision of buildings (other than the blue light services). Bearing in mind that there has to be both the need from a service to relocate, and the building/site opportunity itself, this has meant that the opportunities for collaboration that would include a central government department have been very limited.
- 2.2 To be eligible for OPE funding projects must meet the OPE criteria:
 - creating economic growth (housing and jobs)
 - delivering more integrated customer-focused services
 - generating efficiencies, through capital receipts and reduced running costs
 - have an emphasis on projects with strategic impact (not small one-off projects)
 - Projects must have a central government partner(s) as asset owner and/ or service operator in addition to the local authority
 - They must be able to show OPE benefits can be delivered in a 5-10 year period
 - They should show how capital funding will be raised once OPE revenue has been spent on project development, and demonstrate a sustainable revenue position
 - They must have a strong commitment from local authority and central government partners to deliver the project
 - They should contribute to key policy targets including economic recovery, high street recovery, and transformation to a low carbon economy
- 2.3 Given the above, the study identified the following immediate projects:
 1. Thriving Towns Feasibility study (the work undertaken by Avison Young and their report) £25,000
 2. Cranbrook Health and Wellbeing Centre £90,000
 3. Hayne Lane, Honiton mixed use development land/ Sidmouh Depot study £50,000
 4. OPE Round 9/ Land Release Fund (LRF) 9 bid development £5,000

2.4 And the short and medium term projects:

5. Exmouth and Axminster recovery working groups £45,000

- 2.5 This resulted in an increase to the budget required by the council from the original £125,000 to £215,000 as set out on p.44 of the Thriving Towns Study report attached at appendix 1.
- 2.6 Following the conclusion of the Avison Young report in July 2021 and further meetings with the Devon and Torbay OPE Partnership, it was initially requested that the immediate projects be amalgamated, and this work was undertaken following a further commission of the consultants. Subsequently, the Devon and Torbay OPE Partnership have now communicated that they feel that Cranbrook Health and Wellbeing Hub offers the most likely route to delivering outputs. It has invited the council to include outputs generated from changes to NHS services within the District as outlined in paragraph 2.8 below. The partnership would be happy for us to move forward on this basis, but they emphasise that this is East Devon District Council's decision.
- 2.7 Whilst this is disappointing for Exmouth and Axminster in the short term, both towns have received other funding or investment and new opportunities for investment and external funding sources are being considered.
- 2.8 It is only the outputs (such as no. of jobs created, new homes provided and revenue savings made) of any changes to NHS Services that will be included within the OPE programme reports, and its reporting is essentially showing a good level of positive return to its financial investment within the District. There will be no requirement for any of the £90,000 to be allocated to the NHS projects. All of this money will remain with the council for the Cranbrook project. As part of an on-going process, the NHS is exploring ways of improving its service to patients through reviewing its asset base and rationalising or improving this where appropriate. For example, in Axminster it is proposing to dispose of the vacant Scott Rowe building on the hospital site. The outputs will not involve any bed closures.

3. Next Steps

- 3.1 The council does have the option of revisiting the outcome of this and responding to the Devon and Torbay OPE Partnership with a request that we wish to pursue the other projects identified through the Thriving Towns Study as listed in paragraph 2.3 above. However, this is unlikely to make any progress and will only delay matters further. In a meeting between Tim Child and Andy Wood with Belinda Purcell, Regional Programme Manager for the LGA and Chris Watts, Regional Programme Manager for the Cabinet Office, we were advised that they did not think they could convince the OPE Regional Board that the additional funds should be approved. They advised that East Devon should accept the suggestion of using the funds for Cranbrook and not seek approval for the other projects at this time. In the eyes of OPE, the previously identified projects were clearly projects that were not eligible due to changing criteria.
- 3.2 A further consideration is that the Council is exploring the potential to purchase land at Cranbrook town centre to better facilitate the delivery of a 21st century town centre (see minutes of Cabinet January 5th 2022). This will give flexibility about where the Health & Wellbeing hub is located, allowing for it to be co-located or sited alongside a Leisure

Centre, which would deliver health benefits and potential cost savings. It is therefore important that the council be able to commence work on the feasibility study for the Hub as soon as possible in order to progress this important facility for the local population.

- 3.3 If there is a keen interest in pursuing the Cranbrook Health and Wellbeing project then it is recommended that we accept the suggestion from the OPE Partnership and move forward with this project now.
-

Financial implications:

The financial details are contained in the report.

Legal implications:

Given the status of the programme, which is identified in the report, the report does not raise any specific legal implications requiring comment at this time.

Report to: Cabinet



Date of Meeting 30 March 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Public Health Implementation Plan 2022/23

Report summary:

Each year our Public Health Implementation Plan summarises how we intend to meet the targets and aspirations of our Public Health Strategic Plan. Our Implementation Plan shows our commitment to activities across our council service plans, all aiming to make a positive difference to people's physical health and mental wellbeing across East Devon.

We recognise the need to 'SMARTen' some of the services' objectives for monitoring purposes; we will encourage Service Leads to introduce this discipline going forward – via our Public Health Steering Group and at other senior management team-level opportunities.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

To recognise the contribution made by our services to health and wellbeing through activities identified annually which underpin our Public Health Strategic Plan.

Reason for recommendation:

To help ensure that staff and members across the council are aware of the annual Implementation Plan, helping them to make the best possible use of our resources to enable activities which support health and wellbeing across East Devon.

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

Portfolio(s) (check which apply):

- ☐ Climate Action and Emergency Response
- ☐ Coast, Country and Environment
- ☐ Council and Corporate Co-ordination
- ☐ Democracy, Transparency and Communications
- ☐ Economy and Assets
- ☐ Finance
- ☐ Strategic Planning
- ☒ Sustainable Homes and Communities
- ☐ Tourism, Sports, Leisure and Culture

Equalities impact High Impact

This Implementation Plan identifies activities designed to make a positive difference to everyone's physical health and mental wellbeing across East Devon. In a fully multi-disciplinary approach, teams across the council are embracing opportunities to combat inequalities and encourage/support healthier lifestyles.

Climate change Low Impact

Risk: Low Risk;

Links to background information [Public Health Strategic Plan 2019-23](#);
[Public Health Implementation Plan 2022/23](#)

Link to [Council Plan](#)

Priorities (check which apply)

- ☒ Better homes and communities for all
 - ☒ A greener East Devon
 - ☒ A resilient economy
-

Report in full

[Public Health Implementation Plan 2022/23](#)

1. Data from Public Health England, the NHS, and Devon County Council provides a mechanism for evidencing, prioritising and monitoring health and wellbeing issues and reducing health inequalities across our district.
 2. We use this evidence-based data to guide and plan our public health work within the council and with our partners. Our public health activities align with national, regional and local indicators and priorities.
 3. East Devon's [Public Health Strategic Plan 2019-23](#) identifies three overarching aims which highlight differences in life expectancy and healthy life expectancy between communities:
 - i. To help more people to be healthy and stay healthy
 - ii. To enhance self-care and support community resilience
 - iii. To integrate and improve support for people in their homes.
 4. Teams across the council are working together to fulfil the activities summarised in this Implementation Plan. Each part of the council can play a part in a joined-up approach to service delivery supporting these three health and wellbeing priorities. Our Implementation Plan for 2022/23 is based upon [activities stated in Service Plans](#).
 5. Alongside these stated activities, we will continue to respond to any Covid-19 requirements if and as these arise. Whenever possible we will also continue to articulate the links between health, poverty and climate: many activities good for an individual's health are also good for the planet, for example active travel and diet-considerations.
-

Financial implications:

Details have been taken from individual service plans which have been aligned to approved council budgets.

Legal implications:

The report does not raise any specific legal implications. Individual actions within the implementation plan may be subject to further reporting and more detailed consideration.



Report to: Cabinet

Date of Meeting 30 March 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Digital Strategy 2022

Report summary:

A joint Digital Strategy has been developed with Exeter City Council and Teignbridge District Council and is being presented for Cabinet to consider.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

To adopt the attached Digital Strategy

Reason for recommendation:

To give focus and ensure resources are deployed in the areas that members agree

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

Portfolio(s) (check which apply):

- ☒ Climate Action and Emergency Response
- ☐ Coast, Country and Environment
- ☒ Council and Corporate Co-ordination
- ☒ Democracy, Transparency and Communications
- ☐ Economy and Assets
- ☐ Finance
- ☐ Strategic Planning
- ☐ Sustainable Homes and Communities
- ☐ Tourism, Sports, Leisure and Culture

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk;

Links to background information [Customer Access Info Diagram](#)

Link to [Council Plan](#)

Priorities (check which apply)

- ☐ Better homes and communities for all
 - ☐ A greener East Devon
 - ☒ A resilient economy
-

Digital Strategy 2022

1. East Devon has an adopted digital strategy running from 2018 to 2021 and although not updated at the end of that period the principles and objectives have remained and working in partnership with Strata we have achieved a number of its outcomes.

The strategy recorded at the time for 2017/18 the following statistics and as a snap shot this is compared to the current position.

- *We have already started our digital journey and currently have 165 online forms. We believe the Firmstep implementation will provide a step change in our delivery of digital services.* We now have 123 processes live through Firmstep which sounds like a backward step, but these are now end to end processes rather than simple forms on the website and we've combined multiple forms which were on our old system (Lagan) into a single process, so for example we had multiple forms for missed recycling there is now one process for the customer to complete.
 - *In 2017/18, nearly 91,000 people visited our website. There were over 6,000 transactions through our existing online forms across a range of services.* In 2021 we had 1.4 million visits to our website, with 120,000 transactions.
 - *Over 16,000 of our customers have now downloaded our mobile app which gives customers information about councillors, waste collections, local news, eating out, planning and the ability to report issues such as animal fouling or graffiti.* Currently there are 44,000 devices signed up to the East Devon app and 5,000 have signed up for the Alexa recycling app.
2. The new digital strategy is not dissimilar to our previous strategy but it has been developed with Exeter City Council (ECC) and Teignbridge District Council (TDC); the two other partner authorities who own Strata. As a joint strategy this will give a renewed and clear vision to enable Strata to work with the three authorities following the same path. It helps Strata ensure it is developing its resources, skills and offering in the right direction to deliver what is required of it and likewise for the councils themselves.
 3. To reassure members an important message that is understood is that we do not underestimate the importance of maintaining human interaction in the services which we deliver. What is key is understanding the demand for council services and what can be moved and developed further onto a digital platform and what still needs to be handled with human interaction. We recognise that moving complex processes online can remove the flexibility of a service driven through effective human interaction; whereas common and simple processes delivered digitally can produce significant cost reductions through standard and repeatable responses.

4. The new strategy is built around six themes:

1. Customer access and service
2. Digital and mobile work force
3. Digital democracy
4. High-quality, accessible data
5. Digital and Net Zero
6. Responsive, resilient and secure infrastructure and systems

5. Certain outcomes have already been achieved within these themes, some are currently work in progress and others yet to begin in earnest. This work is happening within services throughout the Council and what is required is pulling this picture together for management and members to understand and monitor and ensure we are acting as one council in our efforts. The Strategic Lead Finance, the Service Lead responsible for corporate customer services and the Communications, Digital Services and Engagement Manager have worked closely over the last 4 months to form a digital lead group to bring this work together and give better clarity to help Strata deliver on priorities.
6. Attached in a background paper is an info diagram we have created to explain where we consider we are now with customer access and through various initiatives where we are aiming to move.
7. If the new digital strategy is adopted by Cabinet we will work with ECC, TDC and Strata to agree clear actions and timescales to deliver this strategy. In the main these will be the same for the three authorities but there is likely to be some differences on priority and the implication of this will need to be considered. There will be IT investment decisions for Cabinet and Council to make in order to achieve the strategy in full but these will need to be presented in business plans for members to consider when they have been developed.

Financial implications:

At this stage there are no direct financial implications

Legal implications:

There are no legal implications requiring comment at this stage.

DIGITAL STRATEGY

Vision

We want to use the best of digital technology to enable our users to access services and systems, effectively and efficiently, in the way they choose, when they choose.

This strategy explains what we're going to do to build a truly digital council over the next three years. It builds on the ambitions in our council plan as we aim to ensure that East Devon is a great place to live work and visit. Becoming a digital council is about fundamentally improving our resident, visitor, business, member and staff experience through simpler, better services and tools.

We have built our strategy around six themes:

1. Customer access and service
2. Digital and mobile work force
3. Digital democracy
4. High-quality, accessible data
5. Digital and Net Zero
6. Responsive, resilient and secure infrastructure and systems

We recognise that, in delivering this strategy, there are some fundamental issues to be aware of:

- The **pace of change** in this digital world is rapid. We want to make sure our services **keep up with the advances in technology** and adopt the best technologies that give the greatest impact to our citizens.
- Realisation of significant savings and improvements for customers are dependent **on fundamental changes to our ICT infrastructure and targeted investment**.
- As **community leaders** we have the opportunity to use technology, such as the Internet of Things, and a wide range of data to improve the **economic, social and environmental wellbeing of our communities**. For example, by mapping air pollution, traffic flows and recycling, providing customers with real time data to inform their decisions on travel choices and improvements to their everyday lives.
- We want to provide our **most vulnerable adults and children** with support that is truly collaborative across services in the area, by working with partner with local agencies in a protected and safe environment.
- We need to **learn from best practice and collaborate** with Government, councils, corporate bodies and specialist organisations.
- We will build on our successful partnership with our ICT partner, Strata, ensuring **effective governance, clear direction and oversight** of our transformation programme are in place.

In essence, this strategy highlights a fundamental shift in emphasis as to how we use IT. In the past it has been about underpinning services, now it is about service delivery.

Moving away from	Moving to
IT enables staff to perform their role	Digital is the enabler of citizen engagement and services
IT as a cost saving activity	Investing in IT will create greater savings elsewhere in the Council
Call centre focussed	The primary channel of delivery is digital
Desktop estate	Mobility first, mobile, laptop and device agnostic
Labour intensive upgrades to large systems	Incremental upgrades and component-based systems. Lo-code, no-code solutions for quick and easy roll out.

1. Customer access and service

What is our aim (outcome) for January 2025	How will we achieve this?
All customers can use our online services	<ul style="list-style-type: none"> • Build and maintain an evidence base of user needs and behaviour to inform our decisions (informed by our Equality Impact Assessment)to improve our digital inclusion and not leave anyone behind • Adopt an 'inclusive design' approach based on user research, using functions such as voice-activated technology to access our services
Our website is accessible to all	<ul style="list-style-type: none"> • Ensure that we achieve an Accessibility score of 'Good' for our website • Develop a gateway approach to service design that assesses the needs of those with disabilities and differences
The majority of customers serve themselves using online transactions and information at a time and place, and using the digital technology, that they choose	<ul style="list-style-type: none"> • Introduce a "digital resource/team" with skills and roles that puts digital at the core of the council, responds to changing customer needs and behaviour, transaction data, best practice in the private sector and councils, advances in technology, and builds responsive services • Continuously develop our services and products, not leaving technology to stagnate where it gathers risk, but continuously improve each service to ensure it keeps pace and allows us to iterate what we can offer • Review the relevance and effectiveness of the Firmstep platform compared to other technologies • Restrict the use of paper for communication and transactions to exceptional circumstances
Customers can record and track progress with their enquiries and customer service advisors can deal with multiple enquiries	<ul style="list-style-type: none"> • Build a single view of the customer so that customers are able to access all online services via a single entry point and the council can build a holistic view of customer needs • Review of current CRM and roadmap for single view of customer • Expand use of the My Account facility
Face-to-face, telephone and email contact is reserved for high and complex needs	<ul style="list-style-type: none"> • Improve online access making it streamlined and accessible for all • Developing an inclusive approach that encompasses as many customers as possible • Handle the majority of customer enquiries at the first point of contact by professional customer service advisers or an automated service (Webchat/robots) • Reduce the volume of telephone numbers • Reduce the volume of generic email in-boxes and general email contact

Our customer service, back office support and expertise is organised to meet the aims of our Digital Strategy	<ul style="list-style-type: none"> • Service and process transformation to redevelop customer service
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2. Digital and mobile work force

What is our aim (outcome) for January 2025	How will we achieve this?
Our staff are motivated and have the digital skills and tools to provide high- quality services	<ul style="list-style-type: none"> • Implement a digital skills assessment and training plan for our staff and ensure all staff have at least the basic competency level, annually assessed? • Support staff and leaders to develop an agile and iterative mindset that encourages innovation and a test and trial culture
Our staff have the digital skills and tools to work collaboratively and effectively whatever their location, which has enabled us to reduce the static desktop estate	<ul style="list-style-type: none"> • Treat our staff as valued users, using the best of modern services to take the drudgery out of processes' leaving them to focus on external users • Introduce and exploit the use of Microsoft Office 365 within each service, to offer cost savings, efficiencies within key areas of the organisation • Enable staff to work in an agile and flexible way by ensuring appropriate policies and procedures are agreed and implemented • Enable mobile officers to receive cases, input and update via mobile devices • We will review and redesign and automate our internal processes where this improves productivity

3. Digital democracy

What is our aim (outcome) for January 202	How will we achieve this?
Our members have the digital skills and tools to work collaboratively and effectively whatever their location	<ul style="list-style-type: none"> • Provide members with Office 365 • Provide members with training and skills to fully utilise the suite • Survey members and provide the right devices and access to collaborate • Review Mod Gov and decide 365 migration • Review streaming services and migrate to 365 if possible

4. High-quality, accessible data

What is our aim (outcome) for January 202	How will we achieve this?
Our transactions are improved continuously based on accurate and timely data about demand and performance	<ul style="list-style-type: none"> • Build data services with the remit to bring insights directly to business areas. • Improve access to reporting tools and devolving data reporting to staff
We know our data requirements and have a clear roadmap in place	<ul style="list-style-type: none"> • Create a data strategy that underpins our approach to data, how we use it and keep it safe. Including understanding of core data sets, data quality standards, ontology, extraction, transformation and visualisation • Review use of third-party data and partners data and integration of data into our core data sets
We have a better understanding of the needs of our place and our users from timely, accessible data sets and we use this information to inform our decisions	<ul style="list-style-type: none"> • Reconfigure our data systems and architecture to ensure easy access to data in or near real time

5. Digital and Net Zero

What is our aim (outcome) for January 202	How will we achieve this?
We have made a tangible contribution to our Net Zero commitment through innovative use and adjustments to our use of ICT	<ul style="list-style-type: none"> • Implement Strata's Net Zero plan • Build staff calculators for travel decisions • Track staff reduction in use of paper, travel and energy • Track reduction in customer visits to offices • Track Strata's reduction in power use

6. Digital and Net Zero Responsive, resilient and secure infrastructure and systems

What is our aim (outcome) for January 202	How will we achieve this?
We have moved to a Cloud First approach	<ul style="list-style-type: none"> Review our IT infrastructure and architecture to ensure it is fit for purpose, identifying and replacing our outdated systems Optimise the use of the Cloud where it provides user access, cost and other benefits Use shared and common resources like gov.uk and GDS to provide efficient use of technology
Our infrastructure and systems are modern, flexible, lightweight, secure and integrated	<ul style="list-style-type: none"> Review the digital capabilities of our technical teams and the balance of our in-house and outsourced requirements Consolidate and reduce high volumes of applications and software Move away from labour-intensive upgrades to large systems to incremental upgrades and component-based systems and 'lo-code, no-code' solutions for quick and easy roll out
We have a financially sustainable technology model	<ul style="list-style-type: none"> Early stage investment to develop the infrastructure and architecture that is fit for the future Develop business plan to show the return on investment over a 5-7 year period (Agilisys report)
Systems are secure and robust	<ul style="list-style-type: none"> Security audits carried out Governance arrangements are in place for cyber security including incident planning, disaster recovery and escalation reporting LGA funding and training to take place Dojo training in place

Report to: Cabinet

Date of Meeting 30 March 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



The Dalwood Neighbourhood Plan ('the Plan') to be formally 'made'

Report summary:

The Dalwood Neighbourhood Plan has now successfully passed referendum and must be formally 'made' (adopted) by East Devon District Council in order to form part of the development plan.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

- (1) That Members recommend that the Dalwood Neighbourhood Plan be 'made'.
- (2) That Members note that once made the Plan will carry full weight in the planning decision making process as part of the statutory development plan for this Neighbourhood Plan Area (the parish of Dalwood).
- (3) That Members congratulate the Neighbourhood Plan Steering Group and all involved in developing the Plan on all their hard work.

Reason for recommendation:

The Plan received a majority 'yes' vote in the neighbourhood area referendum, as required by the Regulations, and there is no substantive reason not to make the Plan. In addition, to recognise the significant work over a number of years by Dalwood Parish Council and dedicated volunteers to prepare the Plan.

Officer: Angela King Neighbourhood Planning Officer. Email: Aking@eastdevon.gov.uk, Phone: 01395 571740

Portfolio(s) (check which apply):

- ☒ Climate Action and Emergency Response
- ☒ Coast, Country and Environment
- ☐ Council and Corporate Co-ordination
- ☒ Democracy, Transparency and Communications
- ☒ Economy and Assets
- ☐ Finance
- ☒ Strategic Planning
- ☒ Sustainable Homes and Communities
- ☒ Tourism, Sports, Leisure and Culture

Equalities impact Low Impact

Neighbourhood Planning is designed to be inclusive and extensive consultation is a fundamental requirement. The Dalwood Neighbourhood Plan has been the subject of significant consultation and engagement with the community, set out in a detailed Consultation Statement. All persons living in the parish have had the opportunity to be engaged in the Plan's production and all persons registered to vote in the area could vote in the referendum.

Climate change Low Impact

Risk: Low Risk; The only reason for the Plan not to be made now is if the Council consider that to do so would be incompatible with any retained EU obligation or any of the Convention rights within the meaning of the Human Rights Act 1998. There is a risk that should we take that decision it will be subject to legal challenge and that the Parish Council will feel disenfranchised that their right to produce a Neighbourhood Plan under the Localism Act has been prevented.

Links to background information [The Localism Act](#); [Plain English Guide to the Localism Act](#); [National Planning Policy Framework \(2019\)](#); [Neighbourhood Planning Regulations](#); [Neighbourhood Planning Roadmap Guide](#); [East Devon Neighbourhood Planning webpages](#); [Dalwood Neighbourhood Plan webpage](#); [Dalwood Neighbourhood Plan Referendum Version](#)

Link to [Council Plan](#)

Priorities (check which apply)

- ☒ Better homes and communities for all
- ☒ A greener East Devon
- ☒ A resilient economy

Report in full

1.0 Dalwood Neighbourhood Plan Referendum

- 1.1 On 24 February 2022, a referendum was held on the Dalwood Neighbourhood Plan at Dalwood Village Hall from 7am to 10pm.
- 1.2 Voters were asked the following question:

"Do you want East Devon District Council to use the Neighbourhood Plan for Dalwood to help it decide planning applications in the neighbourhood area?"
- 1.3 The regulations advise that if more people vote 'yes' than 'no' in the referendum, East Devon District Council should use Dalwood Neighbourhood Plan to help it decide planning applications in Dalwood. The Plan once made (adopted) will then become part of the statutory development plan for the area.
- 1.4 In East Devon, the development plan currently consists of the East Devon Local Plan (2013-2031); the East Devon Villages Plan (adopted 2018); any made Neighbourhood Plan; the Devon Waste Plan (2011-2031); and the Devon Minerals Plan (2011-2033).
- 1.5 The final results of the Dalwood Neighbourhood Plan referendum are shown below:

- Yes: 104

- No: 5
- Voter turnout: 21.4%
- In favour: 95.4%

- 1.6 The results show a clear majority in favour. The Cabinet must now consider whether it would be appropriate to make the Plan.
- 1.7 Once the Plan is formally made it will carry full weight in the planning decision making process. As part of the development plan, any planning applications in Dalwood will be judged against the neighbourhood plan, as well as policies of East Devon District Council and also the National Planning Policy Framework. Application of the policies of the neighbourhood plan will ensure that the hard work that has gone into its production will result in effective application of local community expectations and aspirations in the decision making process.
- 1.8 The only reason for the Plan not to be made now is if Cabinet consider that to do so would be incompatible with any retained EU obligation or any of the Convention rights within the meaning of the Human Rights Act 1998. During the examination process, the Examiner stated that they were satisfied that the Plan was compatible with these obligations.
- 1.9 Since the examination of the plan and subsequent referendum, the Council has received detailed guidance from Natural England with regard to the consideration of plans and projects within the catchment of the River Axe and their impact on nutrient levels within the River Axe SAC. This indicates that new dwellings and overnight accommodation within the area should be subject to assessment under the Habitat Regulations and should only be allowed where they have a neutral impact on phosphate levels. The Dalwood Plan does not allocate any specific sites for housing albeit it does give policy support to limited infill development. Any such infill residential developments will be tested under the habitat regulations through the planning application process and so this subsequent guidance from Natural England is not seen as a barrier to the neighbourhood plan being made.

2.0 Next Steps

- 2.1 Following the decision whether or not to make the Plan, we will produce a decision notice for the Plan. This will detail the decision and reasons for it and where the Plan can be viewed.
- 2.2 The decision notice will be publicised by:-
- publishing it on the neighbourhood planning pages of our website
 - by sending a copy to the Plan producer and requesting that they notify those persons who 'live, work or carry on business in the neighbourhood area' to which the Plan relates
 - by notifying the 'consultation bodies' referred to in the consultation statement
 - by advising:-
 - those adjoining authorities
 - anyone who asked to be notified of a copy of the decision
 - all those who made representations on the Submission Version of the Plan

- 2.3 In conclusion, Members are now asked to approve the recommendation to enable the Plan to be formally 'made', in accordance with this report.
-

Financial implications:

Central Government funding is available for Neighbourhood plans. This income covers not only examination fees but also all other associated costs such as employment and all other supplies and services. Any residual funds are placed into an earmarked reserve and utilised to cover funding gaps in subsequent years.

Legal implications:

Following a majority vote in favour of the plan at referendum the Council must proceed to adopt (or 'make') the plan within 8 weeks of the referendum, unless in doing so it would be incompatible with any retained EU obligation or any of the Convention rights within the meaning of the Human Rights Act 1998. The Council has adopted a Screening Opinion, accepted by relevant statutory consultees, which confirms that there is unlikely to be a significant effect on the environment. As such a Strategic Environment Assessment (SEA) was not required and a Habitats Regulations Assessment (HRA) was also not required. The Independent Examiner accepted the outcome of the screening assessment. In reference to the guidance from Natural England there are no legal comments other than as set out in the report. The legal position is that the Council must now 'make' the Neighbourhood Plan as modified. As noted, following being made, the Dalwood Neighbourhood Plan will become part of the Development Plan for decision making on planning applications.

Report to: Cabinet

Date of Meeting 30 March 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Response to the Kilmington Neighbourhood Plan Submission

Report summary:

The purpose of the report is to formally agree the response by this Council to the submission consultation for the Kilmington Neighbourhood Plan. Kilmington Parish Council has formally submitted their Neighbourhood Plan to the District Council. The Neighbourhood Planning (General) Regulations 2012 (Regulation 16) require the District Council to formally consult on the Plan for a minimum of 6 weeks. As part of this consultation, the District Council has the opportunity to comment on the Neighbourhood Plan. Officer observations are set out at the end of this report and members are asked to endorse these as the formal representation on the plan. The comments of this Council and all other comments received during the consultation will be submitted to an independent Examiner who will inspect the Plan against a series of conditions that must be met in order for it to proceed to a referendum.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

- (1) That Cabinet note the formal submission of the Kilmington Neighbourhood Plan and congratulate the producers of the plan on their dedicated hard work and commitment in producing the document.
- (2) That Cabinet recommend that the proposed representation set out at paragraph 1.19 in this report is made in response to the consultation.

Reason for recommendation:

To ensure that the view of the District Council is formally recorded and informs the consideration of the Neighbourhood Plan by the independent Examiner.

Officer: Angela King, Neighbourhood Planning Officer. Email: aking@eastdevon.gov.uk
Phone: (01395) 571740

Portfolio(s) (check which apply):

- ☒ Climate Action and Emergency Response
- ☒ Coast, Country and Environment
- ☐ Council and Corporate Co-ordination
- ☐ Democracy, Transparency and Communications
- ☒ Economy and Assets

- ☐ Finance
- ☒ Strategic Planning
- ☒ Sustainable Homes and Communities
- ☒ Tourism, Sports, Leisure and Culture

Equalities impact Low Impact

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

Climate change Low Impact

Risk: Low Risk; There is a risk that the Neighbourhood Plan could fail the examination if it is considered to conflict with the Basic Conditions to which all plans must comply.

Links to background information [The Localism Act](#); [Plain English Guide to the Localism Act](#); [National Planning Policy Framework \(2021\)](#); [Neighbourhood Planning Regulations](#); [Neighbourhood Planning Roadmap Guide](#); [East Devon Neighbourhood Planning webpages](#); [Kilminster Neighbourhood Plan documentation](#).

Link to [Council Plan](#)

Priorities (check which apply)

- ☒ Better homes and communities for all
- ☒ A greener East Devon
- ☒ A resilient economy

Report in full

Background to the Kilminster Neighbourhood Plan

- 1.1 Kilminster Parish Council commenced work on their Neighbourhood Plan following the Neighbourhood Area being designated on 15 January 2016.
- 1.2 Since then, the Parish Council and volunteers from the local community have spent considerable time and effort consulting with residents of the parish and other stakeholders to produce a plan which endeavours to reflect the aspirations of the community.
- 1.3 The Kilminster Neighbourhood Plan aims to maintain the “unique and intimate character” of the parish, whilst “enhancing the rural and built environment, by allowing limited incremental development to meet the needs of local people until 2031, in a way that will not compromise future generations and will encourage the maintenance of a sustainable and balanced rural community”. To this end, the Plan contains 25 policies related to: housing development; community facilities; transport and traffic; employment and business; heritage and design; countryside and green spaces, and; small-scale renewable and low carbon energy generation. Significantly, the Plan proposes two allocations for residential development for up to approximately 24 dwellings in total, designed to meet identified local needs, including for affordable homes and homes for older people. In addition, it supports up to a maximum of 10 self-build properties over the plan period.
- 1.4 Prior to submitting the Plan to East Devon District Council, Kilminster Parish Council have held their own public consultation on a draft version of the plan; a step which is also

required by the Neighbourhood Planning (General) Regulations 2012 (Regulation 14). Due to the restrictions related to the Covid-19 pandemic, this ran for an extended period of 10 weeks, from December 2020 through to end February 2021. The comments made during this consultation, including informal comments by District Council officers, have been considered and the plan updated prior to formal submission to East Devon District Council. Further assessment work relating to heritage and landscape impact has also been undertaken and taken account of prior to Submission, following responses made by Historic England and Natural England to our own environmental screening assessment of the Pre-Submission version of the Plan.

Submission of the Kilminster Neighbourhood Plan

- 1.5 The District Council received formal submission of a Neighbourhood Plan from Kilminster Parish Council in January 2022. The Plan and its supporting documents are available to view on the [planning pages](#) of the District Council website.
- 1.6 This is the twenty-fifth neighbourhood plan to progress to submission stage consultation in the District. The Parish Council has received regular support from the District Council and additional financial support from the Ministry for Housing Communities and Local Government.
- 1.7 The statutory regulations require that the District Council organise and undertake a consultation on a plan when a compliant Submission is received. This is commonly referred to as the submission or 'formal' consultation. The public consultation period is running for a total of 7 weeks from 9 February 2022 to 30 March 2022. The Plan proposal was publicised through notices on the District Council website, a press release and social media, email sent to all Members, adjoining authorities and statutory consultees, including Devon County Council, Natural England, Historic England and the Environment Agency, and publicised widely locally through the Parish Council. Hard copies of the Plan are available on request and to view at Honiton and Axminster libraries, as well as local venues in Kilminster.
- 1.8 One of the statutory roles of the District Council is to consider whether the Plan meets the legislative requirements, in production process terms. Cabinet has previously endorsed a protocol for District Council involvement into neighbourhood plans and in accordance with this protocol an officer review has been completed. Officer assessment is that legislative requirements are met.
- 1.9 Anyone may comment on a neighbourhood plan. It is particularly important that the District Council comments. This is because the plan will eventually (if adopted) form part of the statutory Development Plan for East Devon, and should conform to the strategic policies of the Local Plan. It will also have increased weight as a material consideration in planning decisions, the more advanced it is through the stages of plan preparation. This report provides the recommended representations on the Plan, made by officers of this authority, to be formally submitted to the Examiner undertaking the Plan examination.

Neighbourhood Plan Examination and Referendum

- 1.10 In preparation for the examination that will follow the current consultation period, the District Council is proposing to appoint Deborah McCann as the 'appropriately qualified and independent Examiner'. This selection of preferred examiner has been agreed in liaison with Kilmington Parish Council. Deborah McCann has extensive relevant experience, including of neighbourhood plan examinations, and has recently carried out the examination of the Colyton Parish neighbourhood plan.
- 1.11 All responses from the consultation (including any made by this Council) are forwarded to the Examiner who will consider them, by either written representations or at an oral hearing (if the Examiner decides one is necessary). The District Council is responsible for paying the costs of the examination but can recoup these expenses by claiming funding from Central Government of £20,000.
- 1.12 The Neighbourhood Plan examination is different to a Local Plan examination. The Examiner is only testing whether the plan meets the Basic Conditions and other relevant legal requirements – they are not testing the soundness of the plan or looking at other material considerations. The Examiner will be considering whether the plan:
- has appropriate regard to national policy 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 in the development plan for the local area (in this case the adopted East Devon Local Plan 2013-2031);
 - is compatible with human rights requirements;
 - is compatible with any retained EU obligations.
- 1.13 As part of the Development Plan used in future planning decisions, it is in the interests of the District, Town and Parish Councils to produce high quality neighbourhood development plans.
- 1.14 Following the examination, the Examiner's Final Report will set out the extent to which the draft plan proposal meets the Basic Conditions and what modifications (if any) are needed to ensure it meets the Basic Conditions. The Examiner has 3 options for recommendation:
- A. That the Plan proceeds to referendum as submitted.
 - B. The Plan is modified by the District Council to meet Basic Conditions and then the modified version proceeds to referendum.
 - C. That the Plan does not proceed to referendum.

If the Examiner chooses A or B above they must also consider whether the referendum area should be extended beyond the boundaries of the Plan area (this could be applicable if plan proposals could impact on a larger area). The report must give reasons for each recommendation and contain a summary of its findings. It is the responsibility of the District Council decide what action to take in response to the recommendations of the Examiner.

- 1.15 Once the Plan has been finalised it will be subject to a referendum where everyone on the electoral roll (for the defined area) will have a right to vote for or against it. If at least half of votes cast support the Plan then it can be brought into legal force.

The Kilmington Neighbourhood Plan Response

- 1.16 As part of the current consultation, the District Council can comment on the Plan. In terms of meeting the Basic Conditions, the Parish Council has produced a statement setting out how the Plan complies with the conditions which the Examiner will assess.
- 1.17 Officers have reviewed the Neighbourhood Plan contents, and recommend that the following representation of East Devon District Council be formally submitted to the examiner. It should be noted that comments we make at this stage are primarily restricted to land use planning policy matters rather than other content on the Plan including supporting text or community actions and are made on the basis of:
- Do Kilmington Neighbourhood Plan policies comply with strategic policies in our adopted Local Plan and have appropriate regard to National Planning Policy?
 - Do we have concerns about policy given the wider objectives of the Council?
 - Are the policies workable and enforceable - could they be reasonably applied through the Development Management process? and
 - Are they otherwise appropriate or desirable?
- 1.18 Overall it is noted that the District Council comments made at the previous Regulation 14 consultation have been given due consideration by the Parish Council and various amendments to the Plan made accordingly. In terms of the planned replacement of the adopted Local Plan with a new Local Plan for east Devon, this remains at too early a stage for conformity with emerging strategy and policy to be formally assessed. However, Members should be aware that this neighbourhood plan proposes two sites for allocation for housing, both of which are also currently included within the early working draft Local Plan as part of two preferred sites for allocation for residential use. This will need to be re-considered as part of the continued workstream to prepare the Local Plan in due course, further to the outcome of the neighbourhood plan examination and referendum.
- 1.19 East Devon District Council comments on the Regulation 16 Submission Version of the Plan are proposed as follows (a full schedule of the Plan policies is provided in Annex 1 for reference):

Policy HD1: Community Engagement

- To note that this wording is taken from our Statement of Community Involvement, and whilst it would be difficult to refuse an application on this basis alone, it does reflect what we should be requiring of applicants.

Policy HD2: Housing Development within the Built Up Area Boundary

- Suggest title is amended to New Housing Development to reflect that part of the wording relates to clarifying the position of development proposals outside the boundary. For avoidance of doubt, 'within the built up area boundary' should then be added to introduce the list of preferred locations.
- The policy could be strengthened by avoidance of the use of 'preference' and 'preferred' sites which may be difficult to defend, and instead state, "New housing development should be located within the defined Kilmington Built-Up Area Boundary." and "2. Sites should be located".
- Suggest this policy, and the plan generally, should be more explicit in requiring replacement planting where hedgerows/trees are lost. This could be achieved at point 5 of the policy by adding, "Where loss is unavoidable, proposals must provide for appropriate replacement planting using native species, on the site or as close as possible to it, together with a management plan for the ongoing care and maintenance of that".

Policy HD3 Land off George Lane (adjacent to Dares Field)

- For greater clarity, suggest replace 'around 14 dwellings' with up to or around 14 dwellings'. This would reflect examiner input to our Local Plan exception scheme policy which was revised to read that it allows for 'up to or around 15 dwellings'.
- The Council notes that the Plan does not define this site as a Rural Exception Site and agrees with this approach.
- Point 2 is unnecessary duplication of policy HD1 but also contradicts it by weakening the requirement from 'must' to 'should'. Suggest it is deleted from this policy.
- Point 3 – to be more specific about the expectation/requirement, suggest this reads, "A development brief will be prepared by the developer/site owner in partnership with the community and Local Planning Authority and shall be agreed with the LPA prior to the submission of any planning application for the site." Also suggest it would be stronger for the link to the list of criteria to read "development will", rather than development will 'be expected to'.
- Remove 'subject to viability' from criteria (i) as this weakens the policy intent and increases the likelihood a scheme could be given consent which does not meet the community aspirations.
- If the neighbourhood plan does not wish to propose any local variation to the local connection criteria for affordable housing than is set out in our Strategy 35, cross-reference can simply be made to this without repeating the Local Plan wording. Alternatively, the NP could introduce a preference for local connection to the parish, prior to parish group, noting that in respect of First Homes any local criteria will fall away after 3 months of marketing.
- Suggest as criteria (v) regarding nutrient levels in the River Axe is a prerequisite for proposals to be given permission, that this be made a standalone criteria towards the start of the policy.
- Criteria (vi) and (viii) should be combined to read, "viii set built development back into the site from the northern boundary as far as is practically possible and provide (at least) a 10-metre buffer along the northern edge of the site"
- Use of word "consider" in criteria (x) and (xi) will not enable this to be required. Suggest (x) be reworded to "orchard planting on the site be included or the applicant to clearly demonstrate why this is not practical/feasible". Suggest (xi) be deleted and instead criteria (xii) be revised to read, "provide a management plan for the planting

and ongoing care and maintenance of trees and hedgerows on the site, including provision for advance planting wherever practicable”.

- Overall, suggest the final Policy wording ensures the criteria flow in a logical order.

Policy HD4 Land off Whitford Road (north of The Beacon)

- As above, suggest the criteria (viii) regarding nutrient levels in the River Axe be made a standalone criteria towards the start of the policy.
- Affordable housing – although not the main thrust of the policy, for consistency with Local Plan policy and clarity for developers, reference should be made to the requirement for affordable housing, which can then be tailored to local need. Therefore, suggest ‘affordable housing’ be added to the list within criteria (ii).
- Point 3 regarding a development brief should be replaced with wording suggested for Policy HD3 above, and again, suggest (at the opening to Point 4) to use ‘development will’, in place of ‘development will be expected to’ to assist the community in securing the full range of requirements they are seeking.
- Criteria (x) could be strengthened to read, “provide a 10m set-back from Whitford Road and **include** orchard planting in this area between Whitford Road and the proposed building line, with built development **located** to the south of the site as much as possible to minimise impact on the listed buildings to the north.”
- As with Policy HD3, suggest point 2 is deleted as it duplicates and weakens the requirement in Policy HD1. Point 7 could also be deleted as the plan will be read as a whole.
- Final check should be made of comparison between these allocation policies (HD3 and HD4) to ensure consistency between criteria wherever they are applicable to both sites.

Policy HD5 Self-build (and custom build) Housing

- For clarity, the built up area boundary wording in the first criteria should be capitalised and reference included in the policy to Figure 6 which reproduces this boundary.
- Suggest the justification relating to the local connection criteria (clause iii) would benefit from being strengthened and that this could be achieved by reference to the evidence in the Kilminster Housing Needs Assessment (2019). Suggest this should also clarify why this is justified within the Built Up Area Boundary (BUAB), for example, “Self build housing is not required to contribute towards affordable housing (onsite or offsite) through planning obligations, and is also exempt from paying CIL. This lowers the cost of the self-build housing, and justifies a local connection requirement in the policy enabling the community to benefit from that cost reduction, meeting the need for local self-build (where evidence of local need can be demonstrated) and effectively compensates for the loss of CIL and/ or affordable housing contributions.”
- Suggest criteria (iv) is amended for clarity in implementation to read, “the dwelling is to be occupied by the person who builds or commissions it (i.e. the first occupant has had the primary input into the design of the home). They shall occupy it as their main residence for a minimum period of 3 years after completion unless exceptional circumstances preventing this are agreed in writing with the Local Planning Authority”
- Suggest justification is needed in the supporting text for the inclusion of point 2 which, due to embodied carbon, seeks to retain existing habitable buildings or their foundations as a minimum. It is noted that this would align with emerging early work

on the [new Local Plan](#) and the draft text at paragraphs 7.18 and 7.19 of the December 2021 draft could be drawn on for this purpose.

Policy HD7 Retaining Community Facilities, Amenities and Assets

- As previously suggested, would be preferable to refer in the policy to these amenities by name.
- Suggest amend the second sentence for clarity of meaning (particularly in relation to the listed church building and the two commercially run pubs), to, 'Their loss **as a local service or community facility** will not normally be supported'.
- Suggest adding a criteria to ensure adequate marketing for at least 12 months before the loss is accepted

Policy HD9 Education and Learning Facilities

- Suggest this policy and Policy HD8 be merged into one in order to ensure a single, common set of appropriate criteria for considering proposals for new or improved facilities to serve this community.

Policy TT1 Impact on the Local Highway, Cycleway and Footpath Network

- Suggest policy clauses 4 and 5 should also explicitly apply to holiday accommodation and tourism development for clarity.

Policy TT2 Protecting Devon Banks, Hedgerows and Trees from New and Widened Access Points

- Requirement for mitigation for unavoidable loss should be incorporated, requiring hedgerow translocation in the first instance, and, where not possible, creation of replacement hedgerow planting of equivalent or better quality.

Policy TT3 Traffic arising from Major Development

- Amend wording to allow for this to be addressed via a Transport Statement rather than full assessment 'as appropriate and as determined necessary by the LPA'.

Policy TT4 Protecting the Footpath, Bridleway and Cycleway Network

- Insert comma after 'routes' in point 2 for clarity.

Policy EB1 Local Employment in Agriculture and Forestry

- For clarity and implementation of criteria (ii), cross-reference to the identification of the 'locally valued landscapes and views' set out in Policy CGS1 needs to be included.
- Suggest removing 'wherever possible' from criteria (iii) seeking biodiversity net gain to make the starting point of the policy clear.

Policy EB2 Local Tourism and Leisure Opportunities

- The phrase 'tourism facilities and attractions' is considered vague and would benefit from clarification to aid use of the policy. The supporting text suggests "holiday accommodation and tourist attractions" would be more accurate.
- Criteria (i) - suggest make 'landscape setting' simply 'setting' to reflect such facilities could be proposed within a built-up area
- Criteria (ii) – whilst we understand the concern and the reason for inclusion of this criteria, it is considered to be difficult to implement due to lack of justification for the criteria and evidence against which to prove / assess the need for proposals coming forward. As it is unlikely that information of local need for tourism accommodation in Kilmington could be compiled, it is suggested this be deleted. Suggest relying on the other criteria to achieve the intention.
- For clarity and implementation of criteria (v), cross-reference to the identification of the 'locally valued landscapes and views' set out in Policy CGS1 needs to be included.
- Clause 2) prevents 'permanent dwellings of any type' to support holiday accommodation development but the policy is silent about the type of holiday accommodation that is allowed. The supporting text suggests that support is limited to caravans, camping/glamping, yurts, shepherds' huts and small holiday lodges. This should be clarified within the policy wording of Clause 1) to avoid the risk that it could be interpreted as permitting new dwellings, and facilitate applications for new-build holiday accommodation (and follow-up applications to remove the holiday condition). The meaning of the second sentence of Clause 2) should also be clarified, to read, "conversions of existing buildings **for residential use** to support such facilities will be considered on an individual basis".
- The policy as worded would appear to allow such development anywhere in the parish, suggest this is clarified by requiring such development to have safe and good access to local facilities and amenities.

Policy EB3 Change of Use of Agricultural Buildings Development

- Suggest confirming the requirement is a 'positive difference' in criteria (i)
- The policy wording should be clarified to restrict the support to the uses referred to in the justification only i.e. business uses and holiday accommodation. Suggest it should also state that it is only applicable to proposals requiring planning permission in order to manage expectations as to the range of development this could be applied to given there are now broad permitted development rights for barn conversions which mean most will only be subject to the prior approval process.
- We would repeat comment made under EB2 regarding the need for some control to ensure such development is restricted to more accessible and sustainable locations.

Policy EB4 Change of Use from Agricultural to Woodland / Forestry Use

- Suggest amending criteria (i) to increase its effectiveness and reasonableness to read that "**they maintain any pre-existing public access arrangements**, and help to increase opportunities for public access to and education within the countryside, **wherever it is reasonable and practicable to do so.**"

Policy EB5 Telecommunications

- Suggest broadening the requirement at point 1 from landscape only to “landscape and/or built environment” to allow for installations in a variety of settings.

Policy DE1 High Quality Design

- Criteria (i) regarding accessibility standards should be clarified – we believe the intention would be to ensure that all new development at a minimum is designed to be accessible and adaptable’ to meet part M4(2) of the Building Regulations where applicable.
- Criteria (ii) needs amending to improve readability to aid interpretation and therefore implementation. Suggest it may be more appropriate to split the points into two separate criteria, the second requiring that “new residential dwellings provide private rear amenity space (gardens) appropriate to dwelling type and size”.
- Criteria (vi) regarding village gateways prejudices that proposals will have a negative impact. Suggest given the importance the plan attaches to these gateways, this should be more positively worded to help ensure new development avoids impact or enhances where possible.
- Criteria (vii) – parking – suggest given existing Local Plan policy (TC9) does not constitute an adopted parking standard as such, but rather a guide, and that future policy may include a maximum standard, this should be reworded to simply state, “provide adequate off street car parking”, to be implemented via planning judgement, in line with Neighbourhood Plan policy TT1. A minimum expectation could be included in policy TT1, drawing on Local Plan policy if desired, i.e. one parking space for 1 bedroom properties, and a minimum of two spaces for 2 or more bedroom properties.
- Criteria (xii) – energy efficiency – whilst we are supportive of the principle/intention, this exceeds what can be required, without Kilmington-specific evidence. Suggest “meets latest standards as set out in Building Regulations, and exceeds them where feasible”
- Criteria (xvi) – whilst supporting the policy intent, criteria xii covers energy efficiency and a blanket BREEAM Very Good requirement is considered overly onerous without further evidence to justify. It is therefore suggested that reference to BREEAM is removed from this criteria.
- Notwithstanding the large number of criteria already in the policy suggest it would be beneficial to include two additional criteria
 - for development to “be designed to minimise the occurrence of crime, disorder or anti-social behaviour” or similar, and;
 - for “External lighting be kept to an absolute minimum in order to maximise the value of retained and adjacent biodiversity features. Where required, lighting should be designed in order to avoid light spill on non-target areas and avoid glare and in accordance with BCT/ILP guidance note 18/08”.

Policy CGS2 Locally Valued Areas of Biodiversity, Geodiversity and Habitat

- Suggest inserting reference to Figure 20, which shows these areas.

- Suggest wherever possible/practical be removed from the first sentence of part 5 of the policy regarding nesting provision to make clear the expectation, and the expectation for a minimum of one built-in bird box to be for each 'new building' (dwelling or otherwise).

Policy CGS3 Local Green Spaces

- Support the policy intention which gives significant degree of protection to these identified spaces. However, it should be noted that some rationalising of the wording may be required to ensure the policy is not departing from the National Planning Policy Framework and reflects case law that has clarify Local Green Spaces are afforded protection in policy akin to that for green belt land.

Policy CGS4 Protecting the Stream Corridor

- Suggest that the focus of the policy should be more closely related to the policy justification and made more precise to aid its implementation, by revising the wording as follows:
 1. The stream "corridor" is indicated on Figure 23 and will be protected from adverse impact from development which could erode its value to local biodiversity.
 2. Proposals will be expected to be designed so as to avoid any negative impact on phosphate levels, sediment run off and flooding in relation to the stream (as part of the Axe, Yarty and Corry Catchment) and should seek to contribute to achieving improvements in its ecological status, where applicable, feasible and viable.

Policy RLC1 Small Scale Renewable and Low Carbon Energy Generation

- Support the policy but part 1 is difficult to read and is part-duplicated in part 3 of the policy. Scale (large and small) should also be defined in the policy with clearer reference to the explanation in the supporting text, including clarity of the reference made to Figure 25 reproduced from the Blackdown Hills Report, and definition of scale. Therefore, suggest the policy is reworded as follows:
 - "1. In order to protect the quality of Kilminster's and the East Devon and Blackdown Hills Areas of Outstanding Natural Beauty's landscapes, biodiversity, tranquillity and wildlife habitats proposals for renewable or low carbon energy schemes must follow relevant policies, guidance and advice given in:
 - East Devon and Blackdown Hills Landscape Character Assessment and Management Guidelines;
 - the Blackdown Hills Area of Outstanding Natural Beauty Management Plan;
 - the East Devon Area of Outstanding Natural Beauty Management Plan; and,
 - the "Renewable Energy in the Blackdown Hills" Report (2010).
 2. Proposals will be supported where they meet the following criteria in full:
 - are small scale,

- they do not adversely impact upon local amenity, locally valued landscapes and views,
 - are sensitively sited, and
 - they are appropriately landscaped.
3. Large scale renewable and low carbon installations will not normally be supported.

In this policy, small and large scale are defined in accordance with Figure 25 of the Neighbourhood Plan on page 112, reproduced from the Renewable Energy in the Blackdown Hills” Report (2010).”

Other non-policy specific comments:

- Formatting – it would be good practice and assist with referencing in Officer reports for paragraphs to be numbered.
- Plan period - The plan needs to state clearly and consistently state what the plan period is.
- Objectives:
 - Employment and Business objective – suggest this needs minor rewording to articulate the sentiment more accurately, to read, “To support the local economy and enhance employment opportunities, by supporting existing businesses, new enterprises, and premises of an appropriate type, scale, and location”
- Terminology
 - The plan needs to accurately/more fully reflect the national policy definition of affordable homes including NPPF 2021 and the 24 May 2021 Written Ministerial Statement on First Homes. This would require some revision accordingly to text at bottom page 29/30, within policy HD3, and the plan glossary, including avoidance of use of the imprecise phrase “low cost housing” throughout in favour of affordable routes into home ownership and/or affordable housing for rent in line with national policy.
 - Definition of self-build should also be added to the glossary in place of the footnote currently included in Policy HD4 only
- First Homes - As this Plan does not fall within the transition arrangements for First Homes, it should reflect national policy that at least 25% of affordable dwellings should be First Homes, unless there is evidence to demonstrate that there is not a need for 25% of the affordable homes to be First Homes.
- Repetition: Noted that some criteria are repeated in different policies – suggest there is scope for some further rationalisation to avoid unnecessary duplication in the final edit, given that the suite of policies should be read as whole.
- Relationship to new emerging Local Plan –
 - In section 1.1 and 1.3, more accurate reference should be made to the work that is underway by EDDC being for a new Local Plan for East Devon, rather than a review of the existing. It would also seem appropriate to make reference to this in the Monitoring & Review section for clarity. The Local Plan making timetable set out in 1.1 can also be updated.

- Following legal advice, it is suggested that all references (as found in policies HD3, HD4 and HD5) and in plain text to 'equivalent replacement policy' in the emerging Local Plan be removed, to mitigate the risk of this committing the community to accepting as yet unseen local plan policy, especially as the emerging Local Plan is at such an early stage of production. Instead, it is suggested a review and update of the neighbourhood plan be considered in due course as required
-

Financial implications:

Central Government funding is available for Neighbourhood plans. This income covers not only examination fees but also all other associated costs such as employment and all other supplies and services. Any residual funds are placed into an earmarked reserve and utilised to cover funding gaps in subsequent years

Legal implications:

The legal implications are fully set out within the report. It is important that EDDC comment on the content of the submitted Kilminster Neighbourhood Plan (given that it will form part of the Development Plan and therefore help guide decision making on planning applications) to ensure it sits within the strategic requirements of the East Devon District Council's Local Plan.

Annex 1 Kilmington Neighbourhood Plan Submission Version - Policy Extract

Plan Ref	Topic/ Policy Title	Policy Wording
	Housing Development and Community Facilities	<p><i>Objectives</i></p> <ul style="list-style-type: none"> <i>i) To support housing development which meets the identified needs of the local community across types and tenures, whilst meeting changing demographic and social requirements.</i> <i>ii) To ensure housing growth is of a scale that is appropriate to the village's role, function and does not adversely impact upon the ability to accommodate demand on facilities and infrastructure</i> <i>iii) To protect, maintain and enhance existing community facilities and support the provision of new facilities where required.</i> <i>iv) Promote and support lifelong learning in the Parish to instruct, teach, train and enlighten people of all ages and abilities to help them achieve their full potential.</i> <i>v) To encourage and support opportunities for sustainable and local food production.</i>
Policy HD1	Community Engagement	<ol style="list-style-type: none"> 1. Applications for developments will be expected to clearly demonstrate how proposals meet the aims and objectives of the Neighbourhood Plan. Accordingly, proposers of development (other than for minor domestic proposals), are strongly encouraged to engage with the Parish Council and the local community at the earliest opportunity prior to submission of a planning application stage to ensure local views and the aims and objectives of the Neighbourhood Plan are understood and taken account of. 2. Where major development is proposed (10 or more dwellings or for other uses, 1000sq metres or 1ha or more), the applicant must consult the local community prior to submitting the planning application and demonstrate how the issues raised through the consultation have been addressed. As a minimum, proposals should be sent to Kilmington Parish Council, available to view online, a staffed public exhibition should be held and the local community should be notified in writing and by public notice.

Plan Ref	Topic/ Policy Title	Policy Wording
		<p>3. Where other applications are likely to result in a significant local impact, pre-application consultation may be required. Accordingly, proposers of development (other than for minor domestic proposals), are strongly encouraged to engage with the Parish Council and the local community at the earliest opportunity prior to submission of a planning application stage to ensure local views and the aims and objectives of the Neighbourhood Plan are understood and taken account of.</p>
Policy HD2	Housing Development within the Built-up Area Boundary	<p>1. The preferred location for new housing development is within the defined Kilmington Built-Up Area Boundary. This is reproduced in Figure 6 and is consistent with that in the adopted East Devon Villages Plan 2018. Proposals for new dwellings outside the BUAB, other than those allowed for in the allocations and policies of this Plan, will not normally be supported.</p> <p>2. Preferred sites will be:</p> <ul style="list-style-type: none"> i) On previously developed land; or, ii) On an infill site in line with, and between, existing built properties; or, iii) For “annexes” to be used by family or other household members as ancillary accommodation, which will remain tied to, and part of, the original property in perpetuity. Annexes will be supported where they are physically attached or closely related and subservient to the main dwelling, and can be accessed without the addition of a separate driveway. <p>3. Proposals for new dwellings should demonstrate that they will not adversely impact the road network and safe movement of traffic; do not exacerbate transport constraints identified in Policy TT1 and will provide sufficient additional off-road parking for the new dwelling.</p> <p>4. Proposals should demonstrate they will be of a density, scale and massing appropriate to the character, built-form and setting of the site and its surroundings.</p> <p>5. Trees and hedgerows are valued for their habitat for wildlife, biodiversity, air purification and amenity value and should not be removed, unless there is a sound ecological or community benefit for doing so.</p>

Plan Ref	Topic/ Policy Title	Policy Wording
Policy HD3	Land off George Lane (adjacent to Dares Field)	<ol style="list-style-type: none"> 1. Land off George Lane (adjacent to Dares Field) defined in Figure 7 is allocated for around 14 dwellings to meet the housing demands and needs of the local community during the term of this plan. 2. Proposers of development should engage with the local community and Parish Council, prior to submission of a planning application to the local planning authority, to ensure that proposals take into account both this plan's aims and objectives and the views of the local community. 3. A development brief will be prepared for the site and development on the site will be expected to: <ol style="list-style-type: none"> i) subject to viability, deliver a mix of dwelling types and sizes which meet demonstrable up-to-date local needs to help maintain a balanced and thriving local community. ii) provide at least 50% 'affordable' housing (a mix of low cost, shared ownership, and subsidised rent) and an element of 'self-build' subject to meeting the requirements in Policy HD5. Local evidence at present suggests 7 affordable 2-3 bedroom houses, 3 self-build 3-4 bedroom houses and 4 open market 3-4 bedroom houses; the self-build element is in addition to and not part of the required affordable housing provision for this site. iii) the initial and subsequent occupancy of the affordable housing is restricted to a person(s) who: a. Does not have access to general market housing and is in housing need; and b. Is a resident of that parish group (as defined in The Local Plan), or has a local connection with that parish group because of family ties or a need to be near their workplace. In the event that an occupier who fulfils both criterion (a) or (b) cannot be found within a reasonable period of time, then the criterion will be widened firstly to a person(s) with a local connection to the parish group because of family ties or a need to be near their workplace, and subsequently to a person(s) with an East Devon connection (Reference: EDDC Local Plan Strategy 35 or equivalent replacement policy); iv) provide an adequate connection to the public sewer before the development can commence; v) Comply with the Policy EN19 of the East Devon Local Plan 2013-2031 and the measures set out in the emerging Axe Catchment Area Nutrient Management Plan. Permission will not be granted, and the development must not commence, until the development can demonstrate that there will be

Plan Ref	Topic/ Policy Title	Policy Wording
		<p>no increase in phosphates as a result of the development and this has been approved in writing by the Local Planning Authority;</p> <p>vi) consider within the layout of the overall scheme, the opportunity to set built development back into the site from the northern boundary as far as is practically possible;</p> <p>vii) minimise loss of existing hedges and trees. Where loss is unavoidable, development proposals must provide for appropriate replacement planting with native trees and hedgerow on the site to improve landscape structure, screening and bio-diversity value;</p> <p>viii) provide (at least) a 10-metre buffer on the northern edge of the site between new development and the A35 which will be landscaped and planted before first occupation of the houses, in order to:</p> <ul style="list-style-type: none"> a. minimise particulate and other pollution levels on the new site b. minimise noise from the A35 c. enhance the boundary with the A35 to make a positive contribution to the “A35 green corridor” (see Transport Plan) d. retain and enhance biodiversity and habitat on the site <p>ix) provide strategic planting and landscaping to reinforce the existing field boundary on the eastern edge of the site to act as a buffer;</p> <p>x) consider some orchard planting on the site;</p> <p>xi) consider advance planting where possible;</p> <p>xii) provide a management plan for the ongoing care and maintenance of trees and hedgerows on the site;</p> <p>xiii) retain and enhance biodiversity and habitat on the site, including installing a minimum of one integral nesting brick or bird box into each new build residential unit. Wherever possible and practicable, this minimum requirement should be exceeded through other appropriate measures including, but not limited to, external nest cups for house martins and swallows;</p> <p>xiv) provide safe pedestrian and cycle access on-site to help enable good access to community facilities and local services;</p>

Plan Ref	Topic/ Policy Title	Policy Wording
		<p>xv) not adversely impact the local road network, to provide adequate parking and options for sustainable travel (Policy TT1); and,</p> <p>xvi) agree with the Parish Council a route for, and then provide a foot and cycle path at the southern end of the site to act as a west-east link from land north of The Orchard to the land to the east of the development site, together with a link to Meadowbank residential area.</p> <p>4. The dwellings should:</p> <ul style="list-style-type: none"> i) be limited to two storeys; ii) be of a design, form, scale and density appropriate to and in keeping with the character of this part of the village, relating positively to the existing development on the adjacent site; iii) follow the guidance in the Blackdown Hills AONB Design Guide for Houses and the requirements set out in the Kilmington Village Design Statement; iv) use appropriate materials, particularly stone elevations to properties adjacent to A35 and George Lane with slate roofs; and, v) avoid conspicuous gables and large window openings particularly to elevations facing open countryside. <p>5. The development will be expected to satisfy the requirements of the other policies in this plan.</p>
Policy HD4	Land off Whitford Road (north of The Beacon)	<ol style="list-style-type: none"> 1. Land off Whitford Road (north of The Beacon) defined in Figure 7 is allocated for up to 10 small bungalows to meet the housing demands and needs of the local community with a focus on housing for local older people as defined in the NPPF. 2. Proposers of development should engage with the local community and Parish Council, prior to submission of a planning application to the local planning authority, to ensure that proposals take into account both this plan's aims and objectives and the views of the local community; 3. A development brief will be prepared for the site and dwellings and will include:

Plan Ref	Topic/ Policy Title	Policy Wording
		<p>4. Development on the site will be expected to:</p> <ul style="list-style-type: none"> i) deliver a mix of accommodation suitable for older people by design that meets the needs of a range of downsizers and promotes independent living; ii) include a mix of market, sheltered and self-build* plots based on an up-to-date assessment of local need; iii) be of a design and density appropriate to and in-keeping with the character of this part of the village and pay particular regard to the requirements set out in the Kilmington Village Design Statement; iv) respond positively to the needs of older people which should include inside or outside communal space and a 'dementia friendly' design and layout; v) incorporate the principles of 'secure by design' which may incorporate CCTV, secure access and mutual overlooking of shared space; vi) where relevant, meet the requirements of Local Plan Strategy 35 and Strategy 36 or equivalent replacement policy; vii) provide an adequate connection to the public sewer before the development can commence; viii) comply with the Policy EN19 of the East Devon Local Plan 2013-2031 and the measures set out in the emerging Axe Catchment Area Nutrient Management Plan. Permission will not be granted, and the development must not commence, until the development can demonstrate that there will be no increase in phosphates as a result of the development and this has been approved in writing by the Local Planning Authority. ix) route utility and other service infrastructure underground, including existing infrastructure if technically feasible; x) provide a 10m set-back from Whitford Road and consider orchard planting in this area between Whitford Road and the proposed building line, with built development to the south of the site as much as possible to minimise impact on the listed buildings to the north; xi) retain and enhance biodiversity and habitat on the site, including reinforcing the existing northern boundary through new planting and installing a minimum of one integral nesting brick or bird box

Plan Ref	Topic/ Policy Title	Policy Wording
		<p>into each new build residential unit. Wherever possible and practicable, this minimum requirement should be exceeded through other appropriate measures including, but not limited to, external nest cups for house martins and swallows;</p> <p>xii) consider advance planting where possible; xiii) provide safe pedestrian and cycle access on-site to help enable good access to community facilities and local services; and,</p> <p>5. The Dwellings should:</p> <ul style="list-style-type: none"> i) be single storey; ii) have a maximum 96m² gross internal area (as defined by RICS); iii) not exceed 3 bedrooms; and, iv) meet accessible and adaptable standards set out in the Building Regulations and, ideally, is also suitable for wheelchair users. <p>6. Permitted development rights will be withdrawn to ensure reasonable controls exist over future extensions, increase in height and modification of dwellings in perpetuity. This is necessary in order to protect the character of the area and to ensure the size and layout of the dwelling continues to meet the identified need.</p> <p>7. The development will be expected to satisfy the requirements of the other policies in this plan.</p>
Policy HD5	Self-build (and custom build) Housing	<p>1. Proposals for self-build (and custom build) dwellings will be supported where:</p> <ul style="list-style-type: none"> i) the proposed development is located within or immediately adjacent to the Kilmington built-up area boundary; ii) they do not have an adverse impact on the special character of the area's natural and built environments; iii) the dwelling is self-built by someone who either lives in the parish of Kilmington or who has a local connection to it as defined in Strategy 35 of the Local Plan (or equivalent replacement policy) ;

Plan Ref	Topic/ Policy Title	Policy Wording
		<ul style="list-style-type: none"> iv) the dwelling is to be occupied by the person who builds it (i.e. the first occupant has the primary input into the design of the home). They shall occupy it as their main residence for a minimum period of 3 years after completion unless exceptional circumstances prevent this as agreed in writing by the local planning authority; v) the application be described as a self-build and will be conditioned as such; vi) the number of dwellings granted permission as a result of this policy does not exceed 10 during the neighbourhood plan period; vii) each plot has at least water, foul drainage and electricity supply available at the plot boundary; viii) Comply with the Policy EN19 of the East Devon Local Plan 2013-2031 and the measures set out in the emerging Axe Catchment Area Nutrient Management Plan. Permission will not be granted, and the development must not commence, until the development can demonstrate that there will be no increase in phosphates as a result of the development and this has been approved in writing by the Local Planning Authority. ix) the plot has suitable access, with minimal disruption to local communities, for construction vehicles necessary for the completion of the dwelling; and, x) they satisfy the requirements of the other relevant policies in this plan. <p>2. Support will not normally be given for replacement dwellings unless accompanied by a robust condition survey which demonstrates the case for demolition. In this case, the existing foundations should be re-used unless the application clearly demonstrates why this is not practically possible.</p> <p>3. Where appropriate, the above criteria will be enforced through legal obligations.</p>
Policy HD6	Retaining Affordable Housing in Perpetuity	Affordable or low cost housing should be provided in perpetuity, (in accordance with the most up-to-date Government policy), for example, through a Community Land Trust, section 106 agreements, other community housing scheme or Registered Provider which retains stock for the benefit of the local community at an accessible cost. Community housing schemes which provide and retain local affordable housing for the benefit of local people in need will be supported.

Plan Ref	Topic/ Policy Title	Policy Wording
Policy HD7	Retaining Community Facilities, Amenities and Assets	<ol style="list-style-type: none"> 1. Existing community facilities and amenities (as identified on Figure 8 and listed below) are locally valued and will be protected for community use. Their loss will not normally be supported: <ol style="list-style-type: none"> i) Primary School ii) Village Hall, iii) Churches, two iv) Pubs, two v) Recreation Field, including cricket oval, tennis court, children’s play park with equipment and multi-use pavilion. <p>Foot note [Appendix 2 Amenities list together with details of the groups and activities they support]</p> 2. Proposals which result in the loss (redevelopment or change of use) of these facilities and amenities will only be supported where: <ol style="list-style-type: none"> i) there is no reasonable prospect of viable continued use of the existing building or facility which will benefit the local community and they demonstrate a need for their proposed change; and, ii) they do not have an adverse impact on the special character of the area’s natural and built environments.
Policy HD8	Maintaining and Enhancing Community Facilities, Amenities and Assets	<ol style="list-style-type: none"> 1. Development proposals for new, replacement, extended and/or improved community facilities and amenities will be supported where: <ol style="list-style-type: none"> i) the proposal would not have significant adverse impact on the amenity of nearby residents; ii) the proposal would not have significant adverse impacts on the surrounding local environment (with regard to biodiversity, wildlife habitat and landscape character); iii) the proposal would not have unacceptable impacts on the local road network (with regard to additional traffic volume / congestion, demand for parking, and pollution levels); iv) the proposed use will be dedicated to community use in perpetuity, and, v) they are easily accessible by residents and users, including, where possible, by sustainable modes of transport.

Plan Ref	Topic/ Policy Title	Policy Wording
Policy HD9	Education and Learning Facilities	<p>Development proposals for new or improved facilities which support education and learning will be supported where:</p> <ul style="list-style-type: none"> i) they do not increase fluvial or surface water flood risk; ii) they will have no adverse effect on residential amenity (such as noise, operating hours, light pollution, anti-social behaviour and so on) in nearby areas; and, iii) there will be no adverse impact on the natural environment (landscape, biodiversity and habitats) or that negative
	Getting Around: Transport and Traffic	<p><i>Objectives:</i> <i>To manage and address traffic and parking and encourage pedestrian movement.</i></p>
Policy TT1	Impact on the Local Highway, Cycleway and Footpath Network	<ul style="list-style-type: none"> 1. Proposals must provide sufficient off road parking to serve the development commensurate to the size and nature of the use, and ensure no adverse impact on highway safety. 2. Proposals which would significantly increase traffic flow on the local road network, particularly through The Hill, The Street and George Lane will not be supported. 3. Proposals that improve pedestrian and cycle access to facilities will be supported. 4. Proposals for new residential dwellings, employment development or community/recreation facilities must include secure storage facilities for cycles. 5. Proposals for new residential dwellings or employment development should include charging points for electric vehicles.
Policy TT2	Protecting Devon Banks, Hedgerows and Trees from New and Widened Access Points	<p>Proposals for development including new and widened access points which negatively affect traditional Devon banks, established hedgerows and trees should demonstrate that:</p> <ul style="list-style-type: none"> i) Alternative options are impractical and the proposal is the least damaging option (to the hedgerow / bank / tree(s), setting in the landscape, biodiversity and habitats), and, ii) They have taken into account the most up-to-date Highways Authority standards and guidance relating to changes to hedgerows.

Plan Ref	Topic/ Policy Title	Policy Wording
Policy TT3	Traffic arising from Major Development	Proposals for all new housing developments, major employment or retail proposals and expansion of existing employment and retail premises which are likely to generate significant additional vehicle movements into and out of the site should demonstrate, as part of a Transport Assessment, how vehicular access into and out of the site and circulation within the site will mitigate impacts of additional traffic onto the A35 and (where relevant) through Kilmington village (including with regards to safety, journey time, congestion, air quality and noise).
Policy TT4	Protecting the Footpath, Bridleway and Cycleway Network	<ol style="list-style-type: none"> 1. Development proposals which result in the loss of public footpaths, bridleways and cyclepaths will not normally be supported unless an appropriate replacement route can be provided. 2. Proposals for new rights of way and other public non-vehicular routes and development affecting existing rights of way and other public non-vehicular routes should, where relevant: <ol style="list-style-type: none"> i) help to increase opportunities for recreational access to and within the countryside; ii) better link existing areas of green infrastructure and Local Green Space used for recreational purposes; iii) help to retain and enhance safe and easy pedestrian and cycle access to local amenities including the school, community facilities and services; iv) not adversely impact upon local amenity; v) have no adverse impact on landscape or built character or such impacts are satisfactorily mitigated; vi) meet the most up-to-date standards of design and use surface materials that do not exacerbate flooding. 3. New and improved walking and cycle routes in the following locations, to improve accessibility within and around Kilmington village, will be supported: i) connecting George Lane and Whitford Road; and, ii) connecting Meadowbank and the proposed development HD3 iii) connecting The Hill and Newtons Orchard/George Lane

Plan Ref	Topic/ Policy Title	Policy Wording
	Employment and Business	<i>Objective: To support the local economy through existing businesses, and enhance employment opportunities by supporting new enterprises and premises of an appropriate type, scale, and location.</i>
Policy EB1	Local Employment in Agriculture and Forestry	Development proposals which provide additional opportunities for agricultural and forestry employment will be supported where they: <ul style="list-style-type: none"> i) do not increase flood risk; ii) have no adverse impact on locally valued landscapes and views or built character or such impacts are satisfactorily mitigated; iii) have no adverse impact on biodiversity or impacts can be satisfactorily mitigated. Net gains in biodiversity will be sought wherever possible; iv) do not adversely impact upon local amenity; and, v) do not adversely affect traffic within the village.
Policy EB2	Local Tourism and Leisure Opportunities	1. Development proposals for tourism facilities and attractions which provide additional opportunities to support the local economy will normally be supported where they: <ul style="list-style-type: none"> i) are of a small scale appropriate to their landscape setting; ii) serve a local rather than strategic tourism need and /or demand; iii) have no adverse impact on highway safety or traffic flow on the local road network; iv) do not increase fluvial or surface water flood risk; v) have no adverse impact on locally valued landscapes and views, or built character or such impacts are satisfactorily mitigated; vi) have no adverse impact on biodiversity or impacts can be satisfactorily mitigated to ensure net gains in biodiversity; and, vii) do not adversely impact upon local amenity.

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		2. The development of new permanent dwellings of any type to support such developments will not be supported. The conversion of existing buildings to provide support to the facility will be considered on an individual basis.
Policy EB3	Change of Use of Agricultural Buildings Development	<p>Proposals for conversion of agricultural buildings will be supported where:</p> <ul style="list-style-type: none"> i) they support the diversification of farm businesses and it can be shown that it will make a difference to the viability of the main business as a working farm; ii) they have no adverse impact on highway safety, on road parking or traffic flow on the local road network; iii) they will have no adverse effect on residential amenity (such as resulting from noise, hours of operation, light pollution, anti-social behaviour and so on) in nearby areas; iv) there will be no adverse impact on the natural environment (landscape, biodiversity and habitats) or that any adverse impacts will be satisfactorily mitigated. Net gains in biodiversity will be sought wherever possible; v) they do not result in disproportionate extension of the existing structure or building.
Policy EB4	Change of Use from Agricultural to Woodland / Forestry Use	<p>Development proposals associated with a change from agricultural use to woodland/ forestry for commercial purposes which require planning permission will be supported where:</p> <ul style="list-style-type: none"> i) they help to increase opportunities for public access to and education within the countryside; ii) they have no detrimental impact on the neighbouring developments or landscape designations or such impacts can be satisfactorily mitigated; iii) access to and from the site for trimming, felling and distribution does not exacerbate existing transport problems experienced in Kilmington village; iv) they demonstrate that there is no adverse impact on the landscape from buildings required for operational uses of the site or such impacts can be satisfactorily mitigated; v) they utilise species natural to the region across the site to enhance habitats and achieve a net gain in biodiversity and avoiding monoculture; and,

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		vi) they demonstrate that there is a plan in place for the management of the woodland, especially where it is being used as a crop.
Policy EB5	Telecommunications	<ol style="list-style-type: none"> 1. The development of infrastructure to support improvements in telecommunications which serve the Parish will be supported where sympathetically incorporated and sensitively sited within the landscape. 2. Masts will only be supported where they are located outside of the Locally Valued Landscape Areas and Views as shown in Figure 19 and it can be proven that: <ol style="list-style-type: none"> i) there is a need for a mast at that specific location; ii) there are no opportunities to share an existing mast. 3. Wherever practical, all new residential, educational and business premises will be required to make provision for the latest high-speed internet and mobile connectivity.
	Heritage and Design	<p><i>Objective:</i> <i>To keep all development to a scale, mass and character which respects and responds to principles of high-quality design, reflecting and enhancing local built and landscape character and distinctiveness of the Parish.</i></p>
Policy DE1	High Quality Design	<ol style="list-style-type: none"> 1. All new development should be of high-quality design, complementing the local vernacular, enhancing visual amenity, minimising any adverse impacts on the built environment, neighbouring amenity and landscape. 2. For proposals to be considered high quality, they should meet the requirements of the Kilmington Village Character Assessment (Appendix 4) and have particular regard to the following considerations, wherever applicable and practical: <ol style="list-style-type: none"> i) application of the most up-to-date accessibility standards which are applicable to the type and location of development (and exceed those standards where possible); ii) be well-related to scale, form and character of the existing village built-up area and of its setting, sitting and fitting well with neighbouring properties including residential dwellings providing private rear amenity space (gardens) appropriate to dwelling type and size;

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		<ul style="list-style-type: none"> iii) demonstrate how they respond positively to the Kilmington Village Character Assessment and Kilmington Village Design Statement (Appendix 3); iv) retain and enhance boundary features of a site or have boundary treatment well-related to those of nearby dwellings and other buildings and the character of its setting. Where this requires planting of hedgerows or banks, species should be native to the local area; v) have no adverse impact on the amenity of neighbouring residents; vi) have minimal adverse visual impact on the village gateways (approaches) identified on Figure 11; vii) exceed adopted off road parking standards; viii) ensure good and safe accessibility for refuse, emergency and delivery vehicles; ix) provide safe and easy access for pedestrians and cyclists onto the existing pedestrian and cycle network and enable good connectivity to local facilities and amenities; x) provide a street design which is safe for pedestrian, cycle and vehicular access but does not adversely impact upon the character of the historic network of roads and lanes, for example, through inappropriate lighting or pavement areas which adversely impact on the character and setting of public spaces; xi) route utility and other service infrastructure underground; xii) exceed requirements set out in Building Regulations standards in relation to energy efficiency of materials; xiii) have a layout which optimises passive solar gain; xiv) new residential dwellings, employment development or community/recreation facilities must include secure storage facilities for cycles; xv) new residential dwellings or employment development should include charging points for electric vehicles; xvi) pass the tests and exceed standards relating to Building for a Healthy Life for dwellings and BREEAM “Very Good” for commercial / employment uses, or equivalent other up-to-date standards at the time of application; and, xvii) respond positively to National Design Guidance, and to principles such as those set out for “walkable communities” in Sport England and Public Health England’s “Active Design” guidance.

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Policy DE2	Flood Risk	<ol style="list-style-type: none"> 1. Where appropriate, development proposals should demonstrate that they do not increase local flood risk, with regard both to locations of known surface water flooding and fluvial flood risk (identified on up-to-date flood risk maps). 2. Development proposals creating new drainage requirements must incorporate Sustainable Urban Drainage Systems (SuDS), following the SuDS hierarchy. New drainage systems must demonstrate they will be effective in allowing for above surface water management on site and improvement of water quality. 3. A management plan must be put in place for future maintenance of the drainage system. SuDS systems maintained by South West Water would be preferred.
	Countryside and Green Spaces	<p><i>Objectives:</i> <i>To protect and enhance the AONB designated landscapes, rural identity, biodiversity, geodiversity, and wildlife habitats and corridors (including streams).</i></p> <p><i>To protect and enhance green spaces and sports facilities which are of recreational value to the community. Create a healthy living environment and facilitate physical activity to promote the health and wellbeing of the community.</i></p>
Policy CGS1	Locally Valued Landscapes and Views	<ol style="list-style-type: none"> 1. Areas of particularly locally valued landscapes and views will be protected. The landscape views identified in Figure 19 and set out in the Kilmington Village Character Assessment are: <ol style="list-style-type: none"> a. from Roman Road across Cory Brook; b. from Nower Lane at Nower farm down the Cory valley; c. from Stockland Road at the junction with Nower Lane across the Cory valley; d. from Gore Head over the village, particularly St Giles' church tower; e. from Hampton Road looking east across the Axe Valley; and, f. from the A35 along the River Axe looking south;

Plan Ref	Topic/ Policy Title	Policy Wording
		<p>2. These views will be protected for the quality of their amenity value and their contribution to the character and setting of the village and wider parish. Their loss or despoilment will not normally be supported.</p> <p>3. Proposals which result in unavoidable adverse visual impact on these views (in whole or in part) will only be supported where:</p> <ul style="list-style-type: none"> i) there are no other suitable sites for the proposed development; and, ii) the visual impact of the development can be satisfactorily mitigated in a manner which retains or enhances landscape character. <p>4. Proposals, and the assessment of proposals, is expected to take account of and apply the latest available local guidance:</p> <ul style="list-style-type: none"> i) Kilmington Village Character Assessment and Countryside and Green Spaces Assessment and Audit (including the Local Views / Visual Landscape and Local Green Space Assessment); and, ii) East Devon and Blackdown Hills AONB and East Devon District Landscape Character Assessment and Management Guidelines Blackdown Hills AONB “What makes a view?” (where relevant) .
Policy CGS2	Locally Valued Areas of Biodiversity, Geodiversity and Habitat	<p>1. Our particularly locally valued areas of biodiversity, geodiversity and habitat are:</p> <ul style="list-style-type: none"> i) deciduous woodlands, particularly those within the village (south of Shute Road, either side of Roman Road, between Springhead and Shute Road and Coryton Lane, along the ‘Quarry Road’) (deciduous woodland is scarce in the parish and is a ‘Priority Habitat’); ii) areas of purple moor grasslands in the north of the parish, (Purple moor grassland is a ‘Priority Habitat’); iii) The Common (contains lowland heath and deciduous woodland, both ‘Priority Habitats’, used by many parishioners for recreation, site for re-establishment of the Heath Lobelia); and, iv) the stream corridor running from the west end of Springhead Lane through the village to Whitford Road (a valued watercourse for running freshwater with margin vegetation, see Figure 23 section 7.5).

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		<p>These areas will be protected as areas critical in supporting wildlife habitats, biodiversity and geodiversity and their role within the wider network of green infrastructure. Their loss will not normally be supported.</p> <p>2. Proposals which result in unavoidable adverse impact on these areas will only be supported where:</p> <ul style="list-style-type: none"> i) there are no other suitable sites for the proposed development; ii) the areas (quality, land area and habitat, biodiversity and geodiversity value) can be satisfactorily replaced in close proximity to their original location with net gains in biodiversity iii) a funded management and maintenance plan, of 3 or 5 years depending on habitat type, is agreed to ensure that net gains in biodiversity are realised; and, iv) the proposal would not have significant adverse impacts on the site's wider setting (regarding biodiversity, geodiversity and habitat) or such impacts can be satisfactorily mitigated. <p>3. Trees and hedgerows are valued for their habitat for wildlife, biodiversity, air purification and amenity value and should not be removed, unless there is a sound ecological or community benefit for doing so.</p> <p>4. Development should aim to:</p> <ul style="list-style-type: none"> i) maintain the visual and biodiversity value of verges, hedgerows, and Devon banks which provide connectivity as green corridors for wildlife. ii) limit external light sources ensuring that lighting is appropriately sited, specified and controlled to minimise light spill and adverse impact on dark skies and bat commuting and foraging patterns. <p>5. Opportunities to incorporate provision for nesting birds and roosting bats must be considered, and included wherever possible/practical in new developments, to protect and enhance biodiversity. A minimum of one integral bird box designed for swifts shall be incorporated into each new build residential unit, and/or where existing buildings are being altered/extended, an ecologist should be instructed to check for existing nests/roosts of birds or bats. These should be retained where possible or replaced with an integral box, or if not practical, an external box. Wherever possible and practicable, this minimum requirement should be exceeded</p>

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		through other appropriate measures including, but not limited to, external nest cups for house martins and swallows, and internal oxygen “tubes” for bats, at all times in accordance with current legislation for specially protected species.
Policy CGS3	Local Green Space	<ol style="list-style-type: none"> 1. Our locally valued green spaces are identified on Figure 21 and are designated as Local Green Space: <ol style="list-style-type: none"> i) St Giles Churchyard; ii) St Giles Cemetery; iii) Village Recreation Field; iv) Village Green; v) Jubilee Green; vi) The Common; vii) The allotments; and, viii) New Inn garden. 2. These areas will be protected for their local environmental, heritage and/or recreational value and development will not normally be supported unless it is to enhance their function. 3. Where development is to be supported it must: i) maintain or enhance the existing use and amenity and / or recreational value of the site ii) have no adverse impact on the recreational use, heritage or environmental value of the site; iii) not change the purpose for which the space is valued and the reason for designation. 4. Proposers of development are encouraged to engage with the local community and Parish Council at the earliest opportunity to help ensure that any proposals that will impact local greenspaces incorporate both this plan’s aims and objectives and the views of the local community.
Policy CGS4	Protecting the Stream Corridor	<ol style="list-style-type: none"> 1. The stream “corridor” is indicated on Figure 23 and will be protected from adverse impact from development which could erode its value to local biodiversity, and its contribution to the built character and heritage of Kilmington village.

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		<p>2. With the exception of householder applications, proposals for development should demonstrate that they will not contribute to deterioration of the current ecological status of the stream (as part of the Axe, Yarty and Corry Catchment) Proposals should seek to contribute to achieving “Good Ecological Status” for the water course where feasible and viable.</p>
	Small Scale Renewable & Low Carbon Energy Generation	<p><i>Objective:</i> <i>To support small scale renewable and low carbon energy generation to help reduce emissions in the Parish and help contribute positively to adaptation to and mitigation of climate change at the local level.</i></p>
Policy RLC1	Small Scale Renewable and Low Carbon Energy Generation	<p>1. In order to protect the quality of Kilmington’s and the East Devon and Blackdown Hills Areas of Outstanding Natural Beauty’s landscapes, biodiversity, tranquillity and wildlife habitats proposals for renewable or low carbon energy schemes should follow the policies from “Renewable Energy in the Blackdown Hills Report (2010)” See figure 25. Proposals will be supported where they meet the following criteria in full:</p> <ul style="list-style-type: none"> i) are small scale, ii) they do not adversely impact upon local amenity, locally valued landscapes and views, iii) are sensitively sited, and iv) they are appropriately landscaped. <p>2. Large scale renewable and low carbon installations will not normally be supported.</p> <p>3. Proposals for renewable or low carbon energy schemes must follow relevant guidance and advice, as applicable, given in:</p> <ul style="list-style-type: none"> i) East Devon and Blackdown Hills Landscape Character Assessment and Management Guidelines; ii) the Blackdown Hills Area of Outstanding Natural Beauty Management Plan; iii) the East Devon Area of Outstanding Natural Beauty Management Plan; and, iv) the “Renewable Energy in the Blackdown Hills Report (2010)”.

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