

Agenda for Cabinet

Wednesday, 12 October 2016; 5.30pm

[Members of Cabinet](#)

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

[View directions](#)

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

- 1 [Public speaking](#)
- 2 Minutes of 14 September 2016 (pages 4-9), to be signed as a true record
- 3 Apologies
- 4 [Declarations of interest](#)
- 5 [Matters of urgency](#)
- 6 There are no confidential items that officers recommended should be dealt with in this way.

- 7 Forward Plan for key decisions for the period 1 November 2016 to 28 February 2017 (pages 10-13)
- 8 Minutes of the Recycling & Refuse Partnership Board held on 20 July 2016 (pages 14-17)
- 9 Notes of the Asset Management Forum held on 1 September 2016 (pages 18-20)
- 10 Minutes of the Housing Review Board held on 8 September 2016 (pages 21-27)
- 11 Minutes of the Budget Working Party held on 14 September 2016 (pages 28-30)
- 12 Notes of the Exmouth Regeneration Programme Board held on 15 September 2016 (pages 31-35)
- 13 Minutes of the South East Devon Habitat Regulations Executive Committee held on 21 September 2016 (pages 36-39)
- 14 Minutes of the Scrutiny Committee held on 6 October 2016 – to follow
- 15 Review of East Devon – Boundary Commission: (pages 40-44)
 - i. Letter to Chief Executive on Electoral review of East Devon – Warding Arrangements
 - ii. Boundary Commission press release - have your say on new council ward boundaries for East Devon

Part A matters for key decision

- 16 **Financial Plan and Transformation Strategy (2017 – 2022) and the Government’s multi-year finance settlement offer** (pages 45-50)
This report sets out the Financial Plan and Transformation Strategy. It highlights the need to apply to Government to accept the multi-year settlement offer and to submit the Financial Plan and Transformation Strategy to meet the requirement of an efficiency plan.

Part A matters for decision

- 17 **East Budleigh Neighbourhood Plan- Submission** (pages 51-56)
This report informs members to the current consultation for the East Budleigh with Bicton Neighbourhood Plan.
- 18 **Stockland Neighbourhood Plan Examiners Report** (pages 57-67)
Providing feedback and setting out proposed changes following the examination of the Stockland Neighbourhood Plan
- 19 **Monthly Performance reports – August 2016** (pages 68-71)
Performance information for the 2016/17 financial year for August 2016 is supplied to allow the Cabinet to monitor progress with selected performance measures and identify any service areas where improvement is necessary.
Appendix A - August 2016 snapshot
- 20 **Additional Capital Budget contribution to LED towards Exmouth wet changing room improvements and refurbishment** (pages 72-74)
Members are asked to consider an increase in budget as a contribution to LED for the refurbishment of wet changing rooms at Exmouth Leisure Centre.

21 Viewpoint Survey 2016 (pages 75-76)

This report summarises the responses received to the 2016 Viewpoint Survey and provides comment from Service Leads in relation to the comments made by residents in the survey.

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

EAST DEVON DISTRICT COUNCIL
Minutes of the meeting of Cabinet held
at Knowle, Sidmouth on 14 September 2016

Attendance list at end of document

The meeting started at 5.30pm and ended at 6.31pm

- *36 **Public Speaking**
There were no members of the public present wishing to speak.
- *37 **Minutes**
The minutes of the Cabinet meeting held on 13 July 2016 were confirmed and signed as a true record.
- *38 **Declarations**
Councillor Matt Booth – Minute 47
Interest: Personal
Reason: Director of Sidmouth Drill Hall
- *39 **Matter of urgency**
Agenda item 16 - Potential land purchase at Sowton; to be heard in Part B of the meeting.
- *40 **Matters referred to the Cabinet**
There were no matters referred to the Cabinet by the Overview and Scrutiny Committees.
- *41 **Exclusion of the public**
There was one confidential item that officers recommended should be dealt with in this way.
- *42 **Forward Plan**
Members noted the contents of the forward plan for key decisions for the period 1 October 2016 to 31 January 2017.
- *43 **Minutes of the Arts and Culture Forum held on 24 June 2016**
Members received minutes of the Arts and Culture Forum held on 24 June 2016. Councillor Peter Faithfull was appointed Vice Chairman of the Forum for the ensuing year.
- RESOLVED (1) that the following recommendations be agreed:**
Minute 4 - Constitution of the Arts and Culture Forum
Minute 5 - Recruitment of community representatives
- *44 **Minutes of the South East Devon Habitat Regulations Executive Committee held on 29 June 2016**
Members received minutes of the South East Devon Habitat Regulations Executive Committee held on 29 June 2016.

RESOLVED (1) that the following recommendations be noted:

Minute 4 – Arrangements for governance, operation and stakeholder interaction

Minute 5 – Financial report

Minute 6 - Annual Business Plan and Five-Year Delivery Programme

Minute 7 - Dawlish Warren Visitor Centre

Minute 8 - Joint Communications Strategy

Minute 9 - Forward Plan and programme of meetings

Minute 11 - Suitable Alternative Natural Green Space (SANGS) – introduction and options

Minute 12 - Suitable Alternative Natural Green Space (SANGS) – opportunity

*45 **Minutes of the Scrutiny Committee held on 7 July 2016**

Members received the minute of the Scrutiny Committee held on 7 July 2016

RESOLVED (1) that the following be noted:

Minute 11 – Scrutiny forward plan

RESOLVED (2) that the following recommendations be noted:

Minute 9 – LGBCE Electoral Review Programme 2015 – 2019 report to Cabinet for 13 July 2016

that Cabinet retain a membership of 15 for the Scrutiny Committee in the submission to the LGBCE; and to note that the committee does not concur with the statement in the report that the committee “is at its most effective when it can reflect the level of the expertise and competence that is expected of Cabinet”.

Minute 10 – Scoping specific examples of public engagement and consultation identified by the committee

1. that consideration be given to refreshing the Exmouth Masterplan, with a view to a proposal for that work being put before them in the autumn of 2016;
2. that consideration be given, for the purposes of greater transparency, to the Exmouth Regeneration Board being constituted in a similar format to the current Asset Management Forum, whereby the Board meetings are held in public with a private session for dealing with confidential/commercially sensitive information as required; and that new Regeneration Boards be constituted in the same format;
3. that consideration be given to the issue of press statements on the meetings of the Exmouth Regeneration Board for circulation to appropriate bodies such as Exmouth Town Council;
4. that consideration be given to the creation of a consultation policy to replace the existing guide;
5. that planned service and/or fees and charges changes must include relevant Ward members and town and parish councils at the earliest opportunity.

*46 **Notes of the New Homes Bonus Panel held on 20 July 2016**

Members received the Notes of the New Homes Bonus Panel held on 20 July 2016 and approved the Panel’s recommendations.

47 **Port Royal, Sidmouth**

The Deputy Chief Executive updated members on the progress of discussions with Sidmouth Town Council concerning the Port Royal redevelopment opportunity. Approval was sought for key documents relating to the joint work and next steps in taking the project forward through a Scoping Study. This would involve key information gathering,

public and stakeholder consultation events and proposals for the further stages of design, planning and development. Sidmouth Town Council had taken a similar report to its Council meeting on 5 September 2016.

Discussions included the following:

- the need to identify risks
- the use of the ongoing Neighbourhood Plan for Sidmouth as a way of getting feedback from residents
- the need for Port Royal to be included in the questionnaire relating to the Neighbourhood Plan
- was the public consultation a means of gathering opinion?
- the importance of gathering opinion from the students at Sidmouth Community College – the Town's future residents
- Sidmouth was more than just the town centre, Sidford and Sidbury were both part of the town

RECOMMENDED:

1. that the Terms of Reference for the joint working approach between the Council and Sidmouth Town Council as at appendix 1 be approved
2. that Cabinet recommend to Council the appointment of two Sidmouth District Council Ward Members; Councillor David Barratt and Councillor John Dyson as representatives of the Project Reference Group
3. that the Project Brief for the Scoping Exercise as included at appendix 2 be approved

These recommendations are in line with those included in a similar report being taken to Sidmouth Town Council.

REASON:

To enable progress to be made with the commencement of the joint working between the Council and Sidmouth Town Council on this important project for Sidmouth.

***48 Bishops Clyst Neighbourhood Plan submission consultation - Officer Executive Decision taken**

Members were informed that an officer executive decision was taken to allow the Council to provide a response to the submission consultation of the Bishops Clyst Neighbourhood Plan.

RESOLVED:

1. that the formal submission of the Bishops Clyst Neighbourhood Plan be noted, and the producers of the plan be congratulated on the dedicated hard work and commitment in producing the document

2. that the officer executive decision taken and the response to the submission consultation be noted

REASON:

To ensure that the view of the District Council was recorded and informed the consideration of the Neighbourhood Plan by the independent examiner.

*49 **Financial Monitoring Report 2016/17 - Month 4, July 2016**

The Strategic Lead, Finance updated members of the Council's overall financial position for 2016/17 at the end of month 4 (31 July 2016).

Current monitoring indicated that:

- The General Fund Balance was being maintained at or above the adopted level.
- The Housing Revenue Account Balance would be maintained at or above the adopted level.
- There was a sufficient Capital Reserve to balance this year's capital programme.

RESOLVED:

The variances identified as part of the Revenue and Capital Monitoring process up to Month 4 be acknowledged.

REASON:

The report gave the overall financial position of the Authority following the end of each month. It included recommendations where corrective action was required for the remainder of the financial year.

*50 **Monthly Performance reports – June 2016 and July 2016**

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

There were four indicators showing excellent performance:

1. Percentage of planning appeal decisions allowed against the authority's decision to refuse
2. Days taken to process Housing Benefit/Council Tax Benefit new claims and change events
3. % of invoices paid in 10 working days
4. Working days lost due to sickness absence

There were no performance indicators showing as concern.

RESOLVED:

that the progress and proposed improvement action for performance measures for the 2016/17 financial year for June and July 2016 be noted.

REASON:

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

*51 **Exclusion of the public**

RESOLVED:

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

is likely to be disclosed and on balance the public interest is in discussing the items in private session (Part B).

***52 Potential land purchase at Sowton**

Approval was sought to submit an informal tender for purchase of land at Sowton village for use as public open space. A recommendation to submit an informal tender was put to the vote and lost.

RESOLVED:

that an informal tender be not submitted in respect of land identified at Sowton.

REASON:

For budget reasons.

Attendance list

Present:

Andrew Moulding Deputy Leader/Strategic Development and Partnership (in the Chair)

Portfolio Holders:

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

Cabinet Members without Portfolio:

Geoff Pook
Eileen Wragg

Cabinet apologies:

Paul Diviani Leader

Non-Cabinet apologies:

Mike Allen
Peter Bowden
Paul Carter
Maddy Chapman
Steve Gazzard
Pat Graham
Simon Grundy
Ian Hall
John Humpreys
Ben Ingham
Rob Longhurst
Cherry Nicholas
John O'Leary
Mark Williamson

Also present (for some or all of the meeting)

Councillors:

Megan Armstrong
Brian Bailey
David Barratt
Matt Booth
Colin Brown
Jenny Brown
Peter Burrows
Alan Dent
John Dyson
Cathy Gardner
Roger Giles
Graham Godbeer
Steve Hall
Mike Howe
Geoff Jung
Dawn Manley
Pauline Stott

Also present:

Officers:

Mark Williams, Chief Executive
Richard Cohen, Deputy Chief Executive
Simon Davey, Strategic Lead – Finance
Henry Gordon Lennox, Strategic Lead - Legal, Licensing and Democratic Services
Karen Jenkins, Strategic Lead - Organisational Development and Transformation
Simon Bates, Green Infrastructure Project Manager, Growth Point Team
Amanda Coombes, Democratic Services Officer

Chairman Date.....

EAST DEVON DISTRICT COUNCIL

Forward Plan of Key Decisions - For the 4 month period 1 November 2016 to 28 February 2017

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

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

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

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

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

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

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

Obtaining documents

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

Decision		List of documents.	Lead/reporting Officer	Decision maker and proposed date for decision	Other meeting dates where the matter is to be debated / considered	Operative Date for decision (assuming, where applicable, no call-in)	Part A = Public meeting Part B = private meeting [and reasons]
1	Public Toilet Review		Service Lead – Street Scene	Cabinet 9 November 2016		17 November 2016	Part A
2	Exmouth flood prevention scheme		Strategic Lead – Housing, Health and Environment	Council 21 December 2016	Cabinet 9 November 2016	22 December 2016	Part A
3	Enterprise Zones		Strategic Lead Finance	Council 21 December 2016	Cabinet 9 November 2016	22 December 2016	Part A
4	Sidmouth Beach Management Plan		Strategic Lead – Housing, Health and Environment	Council 21 December 2016	Cabinet 7 December 2016	22 December 2016	Part A
5	Council Tax Support Scheme for 2017/18 and possible changes Final Scheme		Revenues & Benefits Service Lead	Council 21 December 2016	Cabinet 7 December 2016	22 December 2016	Part A

Decision		List of documents.	Lead/reporting Officer	Decision maker and proposed date for decision	Other meeting dates where the matter is to be debated / considered	Operative Date for decision (assuming, where applicable, no call-in)	Part A = Public meeting Part B = private meeting [and reasons]
6	Sports and Activity clubs – Rent and Rent support Scheme Outcomes		Deputy Chief Executive	Council 21 December 2016	Cabinet 9 November 2016	22 December 2016	Part A
7	Relocation Update and Delivery		Deputy Chief Executive	Council 21 December 2016	Cabinet 7 December 2016	22 December 2016	Part A
8	Street Markets and Street Trading Consultation Outcomes		Deputy Chief Executive	Licensing and Enforcement 15 February 2017 Council 22 February 2017	Overview 29 November 2016 Cabinet 11 January 2017	23 February 2017	

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

Future Decisions		Lead / reporting Officer	Consultation and meeting dates (Committees, principal groups and organisations) To be confirmed	Operative Date for decision To be confirmed
1	Specific CIL Governance Issues	Deputy Chief Executive (RC)		
2	Business Support – options for the future	Deputy Chief Executive (RC)		
3	Thelma Hulbert Gallery - progress	Strategic Lead (Housing, Health and Environment) / Service Lead (Countryside)		

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

October 2016

EAST DEVON DISTRICT COUNCIL

Minutes of a meeting of the East Devon Recycling and Refuse Partnership Board, Committee Room, Knowle, on 20 July 2016

Attendance list at end of document

The meeting started at 11.00am and ended at 12.25pm.

***17 Minutes**

The minutes of the Recycling and Refuse Partnership Board meeting held on 22 June 2016 were confirmed and signed as a true record.

***18 Declarations of interest**

None

***19 Matters arising**

None

***20 SUEZ Senior Contract Manager update**

There was no SUEZ Contract Manager's report as the SUEZ Contract Manager and Assistant Manager were not present at the meeting.

21 Mobilisation planning working groups update

The Interim Recycling and Waste Contract Manager advised the Board that he had visited Teignbridge District Council to get pick rates for the Roma quip vehicles. However, it was hard to make comparisons due to the differences in the way the rounds were conducted.

Suez had completed the 'as now' modelling and had commenced modelling the new rounds and anticipated that there would be an indication of what the collections would look like by mid September. This would include all the areas and rounds, including any changes to collection dates. It was noted that approval had been given to Suez to future-proof the rounds in areas of growth in order to avoid the need to keep remodelled to accommodate future development. This information would then inform a two or three phase decision for the new contract.

The Board discussed in detail whether the contract roll out should be two or three-phase and the Strategic Lead, Housing, Health and Environment requested a steer from the Board on this. The method statement from SUEZ presumed a two-phase roll out, with Exmouth being phase one and the rest of the district phase two. There were significant additional costs involved in a three-phase roll out. However, if the roll out was not successful there was a reputational risk to the Council.

In order to finalise the contract, officers needed to be clear on what was being done, why, how and the costs involved. Start and finish dates were also required. It was noted that a potential additional charge could come from a delay in the delivery of the new vehicles. The Board considered whether the new vehicles, which were expected by December 2016 should be used immediately or wait until the new service began.

The Board also discussed when phase one of the new recycling and waste collection service should start. At present the start date was 16 February 2017 but the communications teams were concerned that this was too close to Christmas and that

messages could become mixed or lost altogether and suggested the service begin in March 2017. However, many others wanted to commence the new service as soon as possible.

RECOMMENDED:

1. that there be a two-phase roll out of the new service
2. that the first phase of the new service commence on 16 February 2017
3. that the new vehicles be used as soon as they were available.

***22 Communications strategy update**

The Communications and Public Affairs Manager informed the Board that the communications strategy had been supported by Cabinet on 13 July and would be determined by Council on 27 July 2016.

She reported that James De Leiburne, Senior Graphic Designer had produced some posters to promote the new contract, which he presented to the Board. There were various designs all based on “watch this space” and “on board”. The same design model used for the posters would continue to be used for future publicity material. The initial posters would provide an indication of the new contract whilst educating residents at the same time. The Senior Graphic Designer was thanked for presenting the posters to the Board.

The Communications and Public Affairs Manager would be issuing a press release this month and would also be starting a Twitter campaign to promote the East Devon app. The app was regarded as a key to how people would get their message about dates and times of the new contract and collections.

It was noted that SUEZ would be appointing a recycling adviser this week, which should be available for EDDC to utilize in September 2016.

***23 New recycling and waste contract**

The Interim Recycling and Waste Contract Manager reported that there were a few outstanding issues but that the contract should be finalised very shortly.

It was noted that staff needed to be trained on the new contract and that SUEZ would work together with EDDC to train staff jointly.

***24 New contract risk register**

The Interim Recycling and Waste Contract Manager advised that this was currently being worked on and that once it was more developed it would be brought to a future Board meeting.

***25 Recycling performance by collection area**

The Interim Recycling and Waste Contract Manager explained to the Board that this report would be presented to a future meeting. At present the figures appeared ‘false’ and were not representative or meaningful, but he thought that in the future reporting recycling performance by collection area would add value.

***26 Additional recycling sack update and resident feedback**

When the new improved recycling service was rolled out in 2017 an additional recycling sack would be required to contain mixed plastics, mixed metals and tetrapax. The additional sack was weatherproof, had a weighted bottom and incorporated a Velcro fastening on both the lip and at the top of the sides as the front and back of the sack came together. The new sack had a capacity of approximately 75 litres and would be olive green

to match the existing recycling box. It had been tested in the trial areas and received positive feedback.

The Recycling and Waste Contract Manager reported that he was currently awaiting updated prices from the supplier and was discussing artwork and messages to go on the sacks with the Senior Graphic Designer.

It was noted that the additional recycling sack had been approved by Cabinet on 13 July 2016.

The Communications and Public Affairs Manager requested from SUEZ a definitive list of all the materials that could and could not be recycled as part of the new service

***27 Otter Rotters**

The Recycling and Waste Contract Manager informed the Board that he had recently met with Mandy Jennings from Otter Rotters to discuss how best to work in partnership with them. EDDC would continue to support Otter Rotters but they would need to make some improvements. Firstly, Otter Rotters needed to improve on its managerial records. This could be improved through joint working. Secondly, Otter Rotters needed to report information about the weight of materials collected. By working jointly EDDC could provide advice to help Otter Rotters improve and allow them to continue working together. The Interim Recycling and Waste Contract Manager suggested that EDDC might wish to consider alternative methods of funding Otter Rotters because the present system was not very beneficial to Otter Rotters. It was noted that the existing contract was out of date and an improved service level agreement was required.

***28 Any other business**

Award finalists

The SUEZ Regional Manager advised the Board that EDDC and SUEZ had not been successful in winning a national recycling award for the best public/private partnership, based on the success of the recycling trial. SUEZ had won one award for its processing department.

Thanks

The Strategic Lead, Housing, Health thanked the Interim Recycling and Waste Contract Manager for all the work that he had done. It was noted that this would be his last Partnership Board meeting and all those present gave their appreciation. The new Recycling and Waste Contract Manager also thanked the Interim Recycling and Waste Contract Manager for all the help that he had received over the past few weeks.

***29 Dates of future meetings**

RESOLVED: that future meetings of the Recycling and Refuse Partnership Board be held on the following dates:

- Wednesday 5 October 2016 – 10am
- Wednesday 7 December 2016 – 10am

Present

Councillors:

Ian Chubb – Portfolio Holder, Environment (Chairman)
Steve Gazzard
Simon Grundy
Geoff Jung
Geoff Pook

Officers:

Lorna Christo – Waste Management Officer, EDDC
Gareth Bourton - Recycling and Waste Contract Manager
Cherise Foster – Customer Services Manager, EDDC
John Golding – Strategic Lead, Housing, Health and Environment, EDDC
Henry Gordon Lennox – Strategic Lead, Legal, Democratic Services, Licensing and Monitoring Officer
Andrew Hancock - Service Lead – StreetScene EDDC
Steve Maclure – Waste Management Officer, EDDC
Alison Stoneham – Communications and Public Affairs Manager, EDDC
Nigel Trueman – Interim Recycling and Waste Contract Manager, EDDC
Alethea Thompson – Democratic Services Officer, EDDC

SUEZ:

Nick Browning - General Manager Municipal, SUEZ
James Gatter – Supervisor, SUEZ
Dave Swire – Regional Manager, SUEZ

Apologies:

Andy Williams – Senior Contract Manager, SUEZ
Harry McLenan – Assistant Contract Manager, SUEZ

Chairman Date.....

EAST DEVON DISTRICT COUNCIL

Report of a Meeting of the Asset Management Forum held at Knowle, Sidmouth on Thursday, 1 September 2016

Present: Councillors:
Geoff Pook
Philip Skinner
Andrew Moulding
Ian Thomas
Paul Diviani

Officers:
Donna Best
Richard Cohen
Simon Davey
Chris Lane

Also present: Councillors:
John Dyson
Geoff Jung
Rob Longhurst
Pauline Stott
Tom Wright

Apologies: Mike Allen
Matthew Booth
Iain Chubb
Alan Dent

The meeting started at 9.30am and finished at 11.50am.

1 Notes

Members noted the report of the meeting held on 7 April 2016.

2 Data – Asset Register and Land Record Management SWAP

Donna Best, Principal Estates Surveyor, updated Forum members on progress on the SWAP report to assess the adequacy of the controls and procedures in place for the Asset Register and Land Record Management at EDDC. SWAP was able to only offer partial assurance in relation to the areas reviewed and the controls found to be in place. Some key risks were not well managed and systems required the introduction or improvement of internal controls to ensure the achievement of objectives. As a result, a number of recommendations to improve these controls were made in the report.

During discussions the following points were noted:

- There was a corporate asset system, that could be utilised to meet business requirements, but not currently being used by all service managers involved in property management;
- In response to a question in relation to capital accounting, it was noted that General Fund assets were valued on a rolling programme every 5 years (as a minimum) by Property & Estates Services. Housing assets were valued by the VOA;

- Emphasis needed on a corporate “buy-in” for a universal use of the asset system;
- Uniform was used as the Corporate Asset System and was used by Teignbridge District Council and would be adopted in due course by Exeter City Council. Non residential housing land would be added to this system in due course;

RESOLVED 1. that the report from SWAP be acknowledged and disappointment be expressed over the partial assurance contained in the findings;

2. that the Forum receive the follow up report in response to the partial assurance contained in the SWAP report on the Corporate Asset Register.

3 **Asset Devolution Programme**

Donna Best, Principal Estates Surveyor, reported on progress made on the Asset Devolution Programme. AMT had considered a draft Project Plan on 10th August. Alignment of property information with finance data was currently being finalised. This would be considered by the SMT on 21 September to make recommendations as to designation. These recommendations would then be presented to AMF on 6 October, when recommendations to Cabinet would be agreed on Asset Devolution and the project plan. Members noted that the trial project in Beer would continue.

4 **Sports & Activity Club Rent Support Grant Scheme**

Donna Best, Principal Estates Surveyor, provided details of progress made on the introduction of the Sports & Activity Club Rent Support scheme. There had been workshops on the scheme run in both Exmouth and Sidmouth during July, which had been fairly well attended. The closing date for application for funding was 23 September 2016. Donna Best reported that the Estates Service were struggling to achieve agreed terms with many of the clubs who were due for rent review; so far only two clubs had agreed terms and were eligible to apply.

During discussions the following points were noted:

- How much the cost of administering the new scheme would be against the benefits it would achieve;
- Importance of sports to the health and well being of residents in the district;
- Need to help clubs become better at claiming funding from external organisations by giving them advice on aspects such as form filling. Question as to whether the resources were available within the council to provide such assistance.

(Councillor Ian Thomas declared a personal interest in this item as a member of Uplyme & Lyme Regis Cricket Club)

5 **Work Space provision on Council owned land**

Donna Best, Principal Estates Surveyor reported on progress made on the Work Space provision on Council owned land. She wished to highlight, in particular, work providing additional spaces at East Devon Business Centre, Honiton and Colyford Road Depot, Seaton.

Donna Best reported that she had obtained cost estimates for Phase 3 of the expansion of the East Devon Business Centre and would apply to the LEP for funding to help deliver this before undertaking more work on this project.

Donna Best was keen to gain a recommendation from AMF on the future of the Colyford Road Depot site. Planning permission was in place for 14 new workshop spaces at Colyford Road, Seaton, and would expire in July 2017. Tenders had been received for building these units, but the prices received had been considered too high and the scheme had not proceeded. Donna Best recommended discussions with the planning authority to find opportunities to reduce the costs through design and value engineering.

As it stood development of the workspace was unviable, but a way to improve this could be to link it to redevelopment of the existing Harbour Road workshops. Councillor Pauline Stott also suggested the possibility of using some under used HRA garages within the district as small industrial units.

RESOLVED

1. that a re-evaluation be made of the design and development costs of the Colyford Road workshop units be undertaken;
2. that a joint Economy and Strategic Planning Think Tank briefing be arranged within the next 4 weeks to look at workspace delivery options in the wider context of Seaton with a view to then making a recommendation to AMF.

6 **Statutory compliance**

Donna Best, Principal Estates Surveyor reported on progress made on Statutory Compliance. This had been considered by SMT at its meeting on 10 August. Once a clear corporate approach to this important area of asset management had been achieved then a further report would be made to AMF.

7 **Date of next meeting**

The next meeting of the Asset Management Forum would be held on **Thursday 6 October 2016** at 9.30am in the Committee Room, Knowle, Sidmouth.

EAST DEVON DISTRICT COUNCIL

Minutes of a Meeting of the Housing Review Board held at Knowle, Sidmouth on 8 September 2016

Attendance list at end of document

The meeting started at 2.30pm and ended at 4.05pm.

***21 Public Speaking**

There were no questions raised by members of the public.

***22 Minutes**

The minutes of the Housing Review Board meeting held on 16 June 2016 were confirmed and signed as a true record.

***23 Declarations of Interest**

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

Joyce Ebborn: Personal interest - housing tenant

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

Pat Rous: Personal interest - housing tenant.

***24 Matters of urgency**

Tenant recruitment

The Chairman welcomed Victor Kemp to the meeting. Following a recruitment process Victor had applied for the vacant tenant/leaseholder representative position on the Board and would be formally co-opted on to the HRB by Council in October 2016, as the only remaining applicant. The Chairman suggested that the “Getting Involved” tenant leaflet be taken to and distributed at the forthcoming tenants’ conference to encourage more tenants to come forward and express an interest in serving on the Board when vacancies arose. It was noted that a review of the tenant and independent community representative recruitment and selection processes would be added to the forward plan.

***25 Exclusion of the public**

To agree any items to be dealt with after the public (including press) have been excluded. There were two items that officers recommended should be dealt with in Part B.

RESOLVED: that there are two confidential items that officers recommended should be dealt with after the public (including press) have been excluded.

***26 Forward plan**

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

The Portfolio Holder – Sustainable Homes and Communities advised the Board that Exe Bank and Danby House in Exmouth had now been sold to Devon and Cornwall Housing. Open market housing would be provided at the front of the site, with 13 shared ownership and social rent properties proposed at the back. A planning application was currently being considered and it was hoped that permission would be granted and work on the site would start soon.

RESOLVED:

1. that a review of the tenant and independent community representative recruitment and selection process be added to the forward plan.
2. that the forward plan be noted.

***27 Annual report to tenants**

The Housing Projects Officer's report asked the Board to comment on and approve the draft of the annual report to tenants. It was noted that the draft was currently in word text format but would be graphically designed once the wording had been finalised. The report would be sent out to all tenants with the December copy of Housing Matters magazine. It would be available on the Council's website from late October and would be emailed to all staff and councillors.

RESOLVED: that the draft annual report to tenants be noted.

***28 Review of housing service complaints April 2015 – March 2016**

The Housing Landlord Services Manager's report provided the Board with information on formal complaints received in relation to the housing service for the period 1 April 2015 – 31 March 2016. Formal and informal complaints were monitored carefully in order to learn from them and use them to improve services wherever possible.

Between April 2015 and March 2016 40 formal housing complaints were received. One complaint went straight to stage 2 (to be considered by the Monitoring Officer. 12 of the remaining 39 went straight from stage 1 (to be considered by the Strategic Lead) to stage 2. There was an increase in the number of new stage 1 complaints received and the time taken to issue a full response to all stage 1 complaints. There had been a slight increase in the number of complaints about staff and customer service, but predominantly the complaints were concerning repairs and maintenance, usually concerning damp or mould. The response time for investigating and replying to complaint at stage 1 was on average 21.5 calendar days. Formal housing complaints were now benchmarked through the HouseMark benchmarking club, and this demonstrated that EDDC took longer to deal with formal housing complaints than other social housing providers.

The main messages and learning points revealed by complaints received in 2015/16 were outlined in the report and noted by the Board. Complaints were monitored, recurring themes identified and mistakes learnt from. The Strategic Lead, Housing, Health and Environment advised the Board that he had discussed the report with the housing management team to ensure that staff learnt from the points identified in the analysis.

RESOLVED: that the number and type of complaints received during 2015/16, and the learning points arising that would be used to improve the Housing Service, be noted.

29 Sewage treatment plants

The Property and Asset Manager's report updated the Board on the current position regarding the sewage treatment plants (STPs) that serve council properties and sought approval on the proposed updating of some plants and the proposed changes to the way in which both tenants and private users linked to the STPs were recharged for the service.

The Housing Service currently owned and managed 15 STPs across the district. These served a total of 55 properties, 22 of which were council properties. The others were ex-council properties sold under Right to Buy

WCI Sewage Treatment Ltd recently undertook a survey of all the Council STPs, giving a very good idea of the current condition of each one and highlighted where there were some potential issues. 12 STPs should not need replacing for at least 10 years, many longer. Three of the STPs were identified as needing urgent attention within the next year:

- The STP at Brookside, Broadhembury required either immediate remedial work which would cost around £4,000 or full replacement costing about £21,000. The report suggested that remedial work is tried to see if it would prolong the life of the plant for a few more years.
- The STP at Porch Cottages, Smallridge requires replacement, costing in the region of £27,000.
- The STP serving 5 & 6 Peek Mead requires replacement, estimated to cost around £9,000.

The likely remedial work/replacement costs which would need to be met in the next few months would be in the region of £40,000. Quotations for the work were currently being obtained.

Officers were looking at the possibility that some or all of the STPs could be adopted by South West Water (SWW), however, this would involve significant cost. The report asked the Board to consider whether they would like officers to investigate further with SWW as to whether they would consider adopting any of the plants, understanding that this would involve further expenditure. It was noted that this was a core area of business for SWW and not necessarily a risk EDDC needed to be managing. There were significant risks from a compliance perspective in terms of day to day management of the STPs. The majority of STPs in the region were managed by SWW, who were industry experts. It was felt that once an STP was only serving private houses steps should be taken to pass the ownership and maintenance of this plant to the private properties.

The Property and Asset Manager's report also proposed that a full review of costs involved in managing the STPs be undertaken to ensure that tenants and private users were paying equal costs for the provision of sewage treatment. These costs should include an element for management and administration. The report also suggested that where it could be shown that tenants had paid considerably more for their sewage than private owners linked to the same STP, some form of compensation should be offered to the current tenants.

RECOMMENDED:

1. that the necessary expenditure on the three sewage treatment plants needing urgent maintenance/replacement in the coming year be agreed.
2. that officers investigate the possibility of passing some/all of the sites over to south West Water, acknowledging that this may involve potentially significant costs to bring the plants up to standard.
3. that the charges made to both tenants and private owners as outlined in the report be reviewed and compensation be paid to tenants if this is felt appropriate.

30 Lift replacements

The report of the Property and Asset Manager requested permission for the replacement of two passenger lifts at Albion Court, Exmouth and Morgan Court, Exmouth.

The lift at Morgan Court was installed in 1973 and although a new control panel and new signalisation was installed in 2002, the lift was now in major need of replacement. The number of reported failures in recent years had risen to an unacceptable level and visually the lift was showing obvious signs of wear and tear. Complete replacement of the lift would cost in the region of £85,000 - £90,000. For an extra £5,000 the current lift could be

increased in terms of size so instead of an eight-person capacity, the lift could be extended to thirteen-person capacity.

The lift at Albion Court had not experienced the same frequency of breakdowns as Morgan Court, however, a recent survey had outlined a similar situation with regards to the risk of failure at the site. There were obvious signs of corrosion on the lift doors at Albion Court, partly due to the outside location and exposure to the weather. Complete replacement of the lift would cost in the region of £80,000 - £85,000.

The report proposed using funding from the HRA capital budget for major improvements to existing properties. There was not a current lift replacement programme and it was recommended that the other six lift sites be considered for replacement within the next few years, and that this should form an element of the investment required to council housing stock in the refreshed business plan. There were also a number of properties that did not currently have a lift, where it could be shown that there was a need for one.

RECOMMENDED: that the Housing Revenue Account capital expenditure be used for the replacement of the lifts at Albion Court and Morgan Court in Exmouth, with the lift size being increased where possible.

31 Use of Right to Buy receipts update

The Housing Enabling and Allocations Officer's report provided an update on property currently being acquired using Right to Buy receipts and commuted sums. It also set out a proposal for future spending.

A number of properties that were considered suitable to add to the Council's housing stock were listed in the report. Members noted properties already purchased and those currently being purchased, which the Housing Enabling and Allocations Officer updated at the meeting. Based on the figures in the report the Council remained on target to meet deadlines to spend the Right to Buy receipts by 30 September 2016. There was a further £104,500 in receipts to spend by 30 December 2016, which was likely to amount to two additional properties.

Officers were also working on other options to spend the Right to Buy receipts beyond January 2017, which was the time the commuted sums that were currently match funding the property acquisitions would have run out. Options included working with Registered Providers to bid for the Right to Buy monies and possibly borrowing from the Housing Revenue Account and Public Works Loan Board.

Positive responses had been received from Registered Providers. However, officers were concerned that the restrictive requirement set out in the agreement with Secretary of State for spending the receipts may prevent the Registered Providers from being able to use the Right to Buy money. There was a real danger that next financial year the Council would be paying money back to the Government, with interest.

The Portfolio Holder – Sustainable Homes and Communities advised the Board that she would be lobbying the new Housing Minister on a number of issues, including relief on stamp duty and many of the proposals that would have a huge impact on the HRA. The Strategic Lead - Housing, Health and Environment had already written to the two local MPs highlighting issues raised in the CIH (Chartered Institute of Housing) and CIPFA (Chartered Institute of Public Finance and Accountancy) report "Investing in council housing – the

impact on HRA business plans” and lobbying for support of the recommendations contained in that report.

RECOMMENDED:

1. that the update report on the use of Right to Buy receipts and Commuted Sums to secure suitable property to add to the Council’s affordable housing stock be noted.
2. that delegated authority be given to the Strategic Lead – Housing, Health and Environment, Portfolio Holder for Sustainable Homes and Communities, and Chair of the Housing Review Board to approve further purchases to meet the Right to Buy December 2016 spending deadline and extending into next quarter using either Housing Revenue Account funding or a loan from the Public Works Loan Board as match funding.

***32 HRA financial monitoring report 2016/17**

The Board was presented with a summary of the overall financial position on the Housing Revenue Account, HRA Capital Programme and the Business Plan for 2016/17 at the end of month four (July 2016).

Regular monitoring was intended to highlight any areas of concern or unforeseen expenditure in the HRA and associated capital programme, enabling corrective action to be taken as required. Any variances would be reflected in the Business Plan.

Current monitoring indicated that:

- The Housing Revenue Account Balance would be maintained at or above the adopted level.
- The position on the HRA Business Plan remained healthy.

Attention was drawn to the challenges that faced the Council regarding how much money must be spent on providing new social housing (only 30% of which could be funded by retained Right to Buy receipts) and the dates by which that expenditure must be incurred.

RESOLVED: that the variances identified as part of the HRA revenue and capital monitoring process up to month four be noted.

***33 Dates of future Housing Review Board meetings**

The Board noted the dates of forthcoming HRB meetings. These would start at 2:30pm and would be held in the Council Chamber, Knowle, Sidmouth. The dates were as follows:

Thursday 3 November 2016

Thursday 12 January 2017

Thursday 9 March 2017

***34 Exclusion of the public**

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

35 Award of gas service and maintenance contract

The Property and Asset Manager's report advised members on the results of the re-tendering of the gas service and maintenance works to gas appliances in council homes, and confirmed the award of the contract. The contract had been awarded to the contractor with the highest combined score quality/price score with 50% of the total score based on quality and 50% price.

RECOMMENDED: that the new four year gas service and maintenance contract is award to Liberty Group Ltd.

36 Disposal of two council houses and land with planning permission for a two bedroom house at Normandy Close, Exmouth

The Housing Enabling and Allocation Manager's report sought support to change a previous decision made by the Housing Review Board on 6 March 2014 that proposed to appoint suitable contractor(s) to construct an additional house, demolish and rebuild and refurbish no's. 24 & 26 Normandy Close. Instead it was now recommended on financial viability grounds that Council dispose of 24 & 26 Normandy Close along with planning permission for an additional dwelling that adjoined the properties.

RECOMMENDED: that the request to change a previous decision that enables officers to proceed to dispose of 24 & 26 Normandy Close, with planning permission to construct an additional dwelling on the open market be approved

Attendance list

Present:

Cllr Pauline Stott (Chairman)
Cllr Megan Armstrong
Cllr Ian Hall
Cllr Brenda Taylor

Co-opted tenant members:

Pat Rous (Vice Chairman)
Mike Berridge
Joyce Ebborn

Independent community representatives:

Christine Drew

Officers:

Sue Bewes, Landlord Services Manager
Mark Dale, Senior Technical Officer
John Golding, Strategic Lead - Housing, Health and Environment
Marian Hitchcock, PA to Strategic Lead Housing, Health & Environment and Housing
Paul Lowe, Housing Enabling & Allocations Manager
Andrew Mitchell, Housing Needs & Strategy Manager
Alethea Thompson, Democratic Services Officer
Mandy White, Accountant

Also present:

Cllr Jill Elson, Portfolio Holder – Sustainable Homes and Communities

Cllr David Barratt

Victor Kemp – Tenant
Josie Ireland – Tenant Scrutiny Panel

Apologies:

Angela Bea, tenant
Julie Bingham , independent community representative
Cllr Steve Gazzard
Amy Gilbert, Property and Asset Manager
Giles Salter, Solicitor
Sylvia Martin, Tenant Scrutiny Panel

Chairman Date.....

EAST DEVON DISTRICT COUNCIL

Notes of a Meeting of the Budget Working Party held on Wednesday, 14 September 2016

Present:

Councillors:

Ian Thomas (Chairman)
Peter Burrows
John Dyson
Jill Elson
Philip Skinner
Geoff Pook
Tom Wright

Also present:

Councillors:

Mike Allen
Iain Chubb

Officers:

Mark Williams, Chief Executive
Richard Cohen, Deputy Chief Executive
Simon Davey, Strategic Lead - Finance
Chris Lane, Democratic Services Officer

Apologies

Working Party Members

Andrew Moulding
Phil Twiss

The meeting started at 1.30pm and ended at 3.15 pm.

1. Last meeting of Working Party – 8 October 2015

The notes of the meeting of the Working Party held on 8 October 2015 were received and noted.

2. Declarations of interest

Councillor Jill Elson
Type of interest – personal
Reason: Trustee and Chair of Exmouth & District Community Transport Group

Councillor Peter Burrows
Type of interest – personal
Reason: Son is an employee of EDDC

Councillor Geoff Pook
Type of interest – personal
Reason: Community Land Trust loan – Beer Parish council

Councillor John Dyson
Type of interest – personal
Reason: Sidmouth Folk Festival Trustee

3. Medium Term Financial (MTFP) and Transformation Strategy

The Strategic Lead – Finance presented his report which updated Members on the current position of the Council's Medium Term Financial Plan (MTFP) and to consider actions proposed for inclusion into the Council's Transformation Strategy in order to prepare future balanced budgets. The report also informed Members of the publication of the Government's consultation papers on 100% Business Rate retention and Fair Funding Review and to consider the Government's proposed 4 year funding deal.

In addition, the Strategic Lead – Finance reported that to enable town and parish councils to plan their budgets for next year, members were asked to consider an early steer regarding this Council's intention on the level of the Council Tax Support Grant.

The Budget Working Party was being asked to consider an updated position on the MTFP from the last meeting in October 2015 and to review a revised list of actions proposed for inclusion in the Transformation Strategy in the lead up to preparing a balanced budget for 2017/18 and looking ahead to 2021/22. The report also updated members on some key financial issues: 100% business rate consultation paper and the government 4 year funding deal. The report also asked members to review the appropriate Council Tax Support Grant to town and parish councils for 2017/18.

Members were advised that most of the transformation savings were focussed on the 2017/18 budget; there was a need to focus more on savings for future years. It was suggested that any future reductions from New Homes Bonus funding should be taken from the Council's Capital Programme rather than the General Fund.

As a general principal the Working Party indicated that they would be disappointed to see any overall increase in staffing levels, due to improvements to the working environment and new ways of working. Whilst there would be an opportunity to increase staffing levels in some areas, there would be an opportunity to reduce priorities in other areas. If a business case came forward for a project that was not self funding, then the money would be need to be found from an existing service.

During discussions the following points were noted:

- Reduction in delivery of housing in Cranbrook, partly offset by increases in other areas, such as Pinhoe;
- Degree of uncertainty over the next 5 years is greater than the previous 5 years;
- a business case was needed to be included in the budget process for economic development to improve income streams;
- improvements to the Council's economic development function should be priority.

Members considered the possible areas for saving in the Transformation Strategy and indicated their broad support for the areas for saving suggested.

RESOLVED

1. that the current budget position be noted and proposed action for savings identified through the Transformation Strategy be supported,
2. that the reduction in delivery in housing in Cranbrook be referred to the Strategic Planning Committee;
3. that the Strategic Lead Finance reply on behalf of the Council to the Government consultation paper on 100% Business Rate retention and Fair Funding Review in consultation with the Leader, Portfolio Holder Finance and Chief Executive;
4. that town and parish councils be advised of the anticipated reduction in the Council Tax Support Grant for 2017/18 as 56% maximum – in line with the reduction being made by the Government. The remaining funding be ring fenced for use by town/parish councils and the officers be requested to produce a report on the effect of this proposal

Chairman

Date

**EXMOUTH REGENERATION PROGRAMME BOARD
ACTION POINTS FROM A MEETING
HELD AT OWEN BUILDING, ROLLE COLLEGE, EXMOUTH ON THURSDAY 15 SEPTEMBER
2016**

Present:

Councillor Philip Skinner	PJS	EDDC
Andrew Moulding	ATM	EDDC
Jill Elson	JME	EDDC
Pauline Stott	PS	Exmouth Town Council
Deborah Hallett	DH	Chairman, Rolle Exmouth Ltd
Richard Cohen	RC	Deputy Chief Executive, EDDC
Chris Lane	CL	EDDC
Mark Williamson	MW	Exmouth Town Council
Roy Pryke	RP	REL (Item 5 only)
Jasper Westaway	JW	REL (Item 5 only)
Jim Hill	JH	REL (Item 5 only)
Tom Vaughan	TV	Devon County Council
Ian Harrison	IH	Consultant
Steve Gazzard	SG	Exmouth Town Council
Tim Wood	TW	Honorary Alderman

Apologies:

Ian MacQueen	NM	Exmouth Chamber of Commerce
Bernard Hughes	BH	Devon County Council
John Humphreys	JH	EDDC
Andrew Ardley	AA	Devon County Council
Neil Downes	ND	Exe Estuary Partnership
Eileen Wragg	EW	Devon County Council
Alison Hayward	AH	EDDC
Lisa Bowman	LB	Exmouth Town Council

The meeting started at 9.15am and finished at 12.20pm.

	<p>Hub users, Jasper Westaway and Jim Hill. She reported on the disappointment felt by REL over the behaviour of Plymouth University over its decision to sell to sell the Rolle College site to Exeter Deaf Academy (DA).</p> <p>DH had met with DA and hoped to be able to stay on in the Owen Building beyond the 30 September and extend the REL licence until the end of December when the DA took over the site from Plymouth University..In the longer term she hoped to be able to achieve a 2 year licence for work hub use at the Owen Building for REL.</p> <p>JW explained the reasons why he wanted the Owen Building to be kept as a local work hub for business and the future success this could bring to the area. He explained the excellent work/life balance that could be achieved along the Exe Estuary and tused the example of he popularity of kite surfing amongst the entrepreneurial IT community. He strongly believed that a significant number of successful IT start up businesses could be attracted to the area, leading to increased local investment and income this could generate for Exmouth.</p> <p>ACTION DH to write to Plymouth University to ensure that the Owen Building was not shut down ob 30 September. JME to write to Hugo Swire MP, to ensure that he lends his support to the retention of the Owen Building for work hub//community use.</p> <p>RESOLVED 1.that the Leader of the Council write to the DA to ask them to meet with REL and EDDC to discover their aims for the site.</p> <p>2.that subject to the outcome of a meeting with REL and DA, that EDDC convene a Rolle College Working Party, with membership to be agreed by PS, ATM, DH and RC, possible future members to include Exmouth Town Council, DA and DCC.</p>	<p>DH/JME</p>
<p>6. Coastal Community Team/Economic Plan</p>	<p>RC reported that here was nothing to update on this issue at this point. Bids had been submitted to Government and were under consideration. ACTION RC to check progress with the Coastal Community fund.</p>	<p>RC</p>
<p>7. Playing Pitches Strategy for Exmouth</p>	<p>Members noted that a planned meeting had been postponed on the Playing Pitches Strategy for Exmouth pending further information.</p>	<p>Noted</p>
<p>8. Transport Hub</p>	<p>TV reported that the new bus stops and temporary</p>	

	<p>shelter was now in place. Some concern was expressed over buses parking near the Leisure Centre. Stagecoach had now leased the office building opposite the station for 12 months and DCC would explore the long term options for the building including a review of toilet provision.</p> <p>Network Rail were hoping to start work to the station shortly and Stagecoach continued to look for a long term solution for a bus parking in Exmouth. It was noted that EDDC hoped to make better use of the car park at the rear of the station. ACTION TV to report to DCC about concerns over the lack of taxis at the rear of the station and also for this to be reported to the biannual meeting at EDDC with the taxi trade.</p> <p>It was reported that there would need to be an arrangement that resolved potential conflict between any new bus stops and the cycle track that went through Imperial Road. In response to concerns about cyclists and pedestrians using the Esplanade path, IH reported that he considered that the best way forward would be to remove segregation from the path.</p>	TV/CL
9. Dinan Way	TV reported that DCC intended to make a planning application for improvements to Dinan Way and that discussions were on going with the National Trust and local Councils.	Noted
10. Queens Drive update	<p>RC gave an update on the Queens Drive development. It was expected that Grenadier as developers would be carrying out full public consultation He had attended a media visit on Thursday/Friday last week to showcase work/life opportunities associated with new sector business development, lifestyle attractions and the quality of Exeter, Exmouth and the Exe Estuary.</p> <p>Members noted opportunities to engage a designer of national renown to get involved in Phase 3 of the Queens Drive redevelopment. The Board expressed their support for this approach.</p> <p>A member of the Board raised the issue of Harbour View cafe and the need to keep the options open for this, as a possible separate development opportunity from the wider Phase 3. The priority for Queens Drive was to get Phase 1 and 2 of the development and the water sports centre open.</p>	Noted
11. Camperdown Creek	RC reported that there was no further progress to report on Camperdown Creek. The Sea Scouts had been offered a longer lease on their premises in order for them to be able to achieve more grants. The	Noted

	Council had encouraged the organisation to consider what their vision was for their future.	
12. The Strand	Street trading consultations had been concluded and objections had been received from the Indoor Market to outdoor markets on The Strand.	Noted
13. Communication Update	RC would take the messages arising from the Board meeting back to the Comms team.	RC
14. Dates and times of future meetings	The next calendared meeting to be held on Thursday 1 December 2016.	CL/All



Minutes of the meeting of the South East Devon Habitat Regulations Executive Committee held at Knowle, Sidmouth, on Wednesday 21 September 2016

Attendance list at end of document

The meeting started at 6.08pm and ended at 6.52pm.

***13 Public speaking**

The Chairman welcomed everyone present to the meeting.

There were no questions from members of the public.

***14 Declarations of interest**

There were none.

***15 Matter of urgency**

The Chairman advised that there was one matter of urgency for the committee to consider.

The Habitat Regulation Delivery Manager sought agreement from the Executive Committee to bring forward funds identified in the 5 year Delivery Programme for years 2-5 to ensure the collection of data from the Wetland Bird Survey (WeBS) to year 1. The funding would enable funding two WeBS surveys at low tide by boat on the Exe Estuary, every 5 years. The first survey to be undertaken in November 2016.

RESOLVED: that the South East Devon Habitat Regulations Executive Committee agrees to bring forward funding (in the sum of £1000), identified in the 5 year Delivery Programme for years 2-5 to ensure the collection of data from the Wetland Bird Survey (WeBS) to year 1. For this funding to enable 2 WeBS surveys at low tide by boat on the Exe Estuary, every 5 years. The first survey to be undertaken in November 2016.

***16 Exclusion of the public**

RESOLVED:

that the classification given to the documents submitted to the Executive Committee be confirmed; there were two items which officers recommended should be dealt with in Part B.

***17 Financial report**

The Executive Committee considered the Habitat Regulations Delivery Manager's report updating Members on the overall financial position of developer contributions received by all three local authorities as mitigation payments toward measures identified in the South East Devon European Site Mitigation Strategy. The report set out details of the contributions received from inception until the end of the first quarter of the 2016 financial year and also included anticipated income from contributions where planning permission had been granted, however the mitigation payment had not yet been paid.

Amanda Newsome, Natural England, reiterated her comments within the report in respect of addressing inconsistencies in the CIL and Section 106 charges between the three authorities and zones and also the need to consider options for funding of mitigation

measures in perpetuity. In response, the Habitat Regulation Delivery Manager advised that reports on both these matters would be presented at the next committee meeting.

RESOLVED: that the South East Devon Habitat Regulations Executive Committee:

- 1. Notes the quarterly update on the overall financial position, including contributions received, contributions not received because arrangements might be in place for contributions to be withheld, expenditure and anticipated contributions (from signed Section 106 Agreements).**
- 2. Receives an update on 5 year income forecasts of developer contribution receipts at the next Committee meeting, clearly identifying where these receipts have been retained by the collecting authority where any agreement is in place for contributions to be withheld.**
- 3. Receives reports at the next committee meeting addressing inconsistencies in rates being charged in respect of CIL and Section 106 between the three authorities and options for the funding of mitigation measures in perpetuity.**

***18 Annual Business Plan and Five-Year Delivery Programme**

The Executive Committee considered the Habitat Regulations Delivery Manager's report setting out the mitigation measures put forward in the 2016 Annual Business Plan and outlining progress made towards delivery of the following measures during the period 29 June to 11 August:

- Revised zoning, Voluntary Exclusion Zone and codes of conduct for the Exe Estuary;
- Purchase and run a new patrol boat;
- Appointment of two wardens (Habitat Mitigation Officers);
- Warden vehicle;
- Dog project;
- Petalwort translocation and monitoring at Dawlish Warren;
- Habitat Regulations Delivery Manager;
- Codes of conduct, dog bins, map highlighting sensitive areas and monitoring on the Pebblebed Heaths;

RESOLVED: that the South East Devon Habitat Regulations Executive Committee:

- 1. Notes the progress made towards delivering the 2016 Annual Business Plan.**
- 2. Receives a further progress update on the delivery of the 2016 Annual Business Plan at the next meeting (quarterly basis).**

***19 Exclusion of the public**

RESOLVED: that under Section 100(A) (4) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description set out on the agenda, is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part B).

***20 Suitable Alternative Natural Green Space (SANGS) – Scoring site options**

The Executive Committee considered the Habitat Regulations Delivery Manager's report providing further detail on potential strategic SANGS sites currently under investigation

across the three partner authorities. Sites had been given indicative scores against criteria established by Natural England and further enhanced by Teignbridge District Council.

In response to a question about delivery of SANGS, Cllr Humphrey Clemens updated the Committee that Teignbridge District Council had successfully secured land between Exeter Road and Eastdon Woods north of Shutterton Lane in Dawlish for SANGS and that a planning application for change of use of the land had been submitted. The £2.9m project was due to open the following summer. During discussion on the secured site, the Committee spoke of the need for monitoring to ensure that the SANGS was effectively meeting the objective of mitigation – this was important for future decisions in respect of SANGS provision. The Habitat Regulation Delivery Manager advised that monitoring would primarily be focused on impacts to the protected sites.

Points raised during discussion on the site options presented within the report included:

- There was no guarantee that favoured sites would come forward, therefore site options should not be completely discounted without good reason. In response it was advised that the next stage would be to discuss final options with partners and focus efforts on the most appropriate sites.
- A summary of the strengths and weaknesses of each site would be useful.
- Be useful to identify what each site needed to provide in order to meet the mitigation needs.
- There was a need to address ongoing maintenance of SANGS once secured. In response the Committee was advised that this matter was currently been discussed with Land Trust. There were a number of different models available and these would be presented to the Committee at a future meeting.

RESOLVED: that the South East Devon Habitat Regulations Executive Committee:

- 1. Notes progress towards delivery of Suitable Alternative Natural Green Space (SANGS) across the region.**
- 2. Receives a further report at a future Committee meeting which sets out detailed options for strategy delivery on SANGS provision.**

***21 Suitable Alternative Natural Green Space (SANGS) – opportunity**

The Executive Committee considered the Habitat Regulation Delivery Manager's report providing recommendations on the specific mechanism for partnership funding following the Committee's approval, in principle, to acquire land identified in Appendix A to the report for Sustainable Natural Green Space (SANGS). The Executive Committee had been advised earlier in the meeting that the land, which was being forward funded by Teignbridge District Council, was now secured.

RESOLVED:

- 1. that the South East Devon Habitat Regulations Executive Committee agrees the following funding arrangements for specified land for Sustainable Alternative Natural Green Space :**
 - a) Funding the purchase and instatement of land (shown in Appendix A to the report) for Suitable Alternative Natural Green Space at Dawlish at a cost of up to £2,923,000. Teignbridge District Council has separately approved forward funding this acquisition.**

- b) Repaying Teignbridge District Council up to £643,000 by March 2020, and delegating authority to the Habitat Regulations Delivery Manager and the S151 Officers of East Devon District Council (accountable body) and Teignbridge District Council to agree arrangements and the final amount in accordance with proven expenditure.
 - c) Delegating authority to given to the S151 Officer of East Devon District Council (accountable body), Teignbridge District Council and Exeter City Council, in consultation with the Habitat Regulation Delivery Officer and the Heads of Planning of the partner authorities, to agree the reduction in Teignbridge District Council's partnership contributions to SANGS mitigation until such time as the number of dwellings permitted in Teignbridge (when taken with other funding provided) balances the amount of forward funding provided by Teignbridge District Council for the Dawlish SANGS.
 - d) The Committee to receive quarterly financial reports reporting SANGS receipts at Teignbridge and which identify the residual balance due to Teignbridge under the arrangements set out in a – c above.
2. That the ongoing management of the specified land (detailed in the confidential committee report) be addressed through a future report to the Executive Committee.

Attendance list

Committee Members:

Cllr Andrew Moulding, East Devon District Council (Chairman)
Cllr Humphrey Clemens, Teignbridge District Council
Cllr Rachel Sutton, Exeter City Council

Amanda Newsome, Natural England
Peter Lacey, Green Infrastructure Board

Officers

Henry Gordon Lennox, Strategic Lead – Legal, Democratic Services and Licensing (EDDC)
Neil Harris, Habitat Regulations Delivery Manager
Naomi Hartnett, Principal Projects Manager
Peter Hearn, Strategic Infrastructure Planning (ECC)
Hannah Whitfield, Democratic Services Officer (EDDC)
Andy Wood, Projects Director

Chairman Date.....

Mr Mark Williams
Chief Executive
East Devon District Council
Knowle
Sidmouth
Devon
EX10 8HL

27 September 2016

Dear Mr Williams,

ELECTORAL REVIEW OF EAST DEVON: WARDING ARRANGEMENTS

I am writing to inform you that the Commission has, today, opened its consultation inviting proposals for a new pattern of electoral wards for East Devon District Council.

The Commission is minded to recommend that 60 district councillors should be elected to East Devon District Council in future. The Commission now invites proposals from the council, interested parties and members of the public on a pattern of electoral wards to accommodate those councillors.

The consultation begins today and will end on 5 December 2016.

Publicising the review

I would be grateful if you could bring the consultation to the attention of elected members. Furthermore, a copy of the Commission's press release and posters advertising this stage of the review are being sent to your Council. It would be much appreciated if you could publicise the consultation by arranging for copies to be placed on display at local information points, and by taking such other steps as you consider appropriate to bring the review to the attention of the public and other interested parties. In particular, we would appreciate it if you could promote the consultation online, via social media and any other channels you would normally use to engage residents.

Further details about the review are available on our website at www.lgbce.org.uk where there is information about how to get involved and the kind of evidence the Commission is seeking in support of any proposed ward patterns.

In addition, the Commission's consultation portal allows visitors to interact with online maps of the current electoral wards, draw their own boundaries and feed views into the consultation process directly. The portal is available at www.consultation.lgbce.org.uk.

Submissions can also be made by email to reviews@lgbce.org.uk and by post to the address at the end of this letter.

Review timetable

This phase of consultation closes on **5 December 2016**.

Once the Commission has considered all the proposals received during this phase of consultation, it plans to publish draft recommendations for new electoral arrangements in February 2017. Public consultation on the draft recommendations is scheduled to take place between February 2017 and April 2017. Once the Commission has considered the representations and evidence as part of that consultation, it intends to publish final recommendations in June 2017.

New electoral arrangements for the county are scheduled to come into effect at the district council elections in 2019.

Creating a pattern of wards

In drawing up a pattern of electoral wards, the Commission must balance its three statutory criteria, namely:

- To deliver electoral equality where each district councillor represents roughly the same number of electors as others across the district.
- That the pattern of wards should, as far as possible, reflect the interests and identities of local communities.
- That the electoral arrangements should provide for effective and convenient local government.

The Commission will test proposals against the criteria before drawing up draft recommendations. Accordingly, all proposals should demonstrate how they meet the three requirements. The Commission will take decisions based on the strength of the evidence presented to it and not merely on assertion. For example, details of community interests such as the location and use made of local facilities, services and local organisations demonstrating how a community manifests itself will carry greater weight than submissions that simply assert that an area has community identity.

The Commission will consider all submissions on their merit. A well-evidenced submission from an individual which addresses the three statutory criteria will be more persuasive than one which does not, even if the latter is from an elected individual or body.

Further information on drawing up a pattern of electoral wards is available in our guidance document: *Electoral reviews: technical guidance* which can be found at <http://www.lgbce.org.uk/policy-and-publications/guidance>. We also publish a practical guide for putting forward submissions called *How to propose a pattern of wards* which is available at http://www.lgbce.org.uk/_data/assets/pdf_file/0008/25694/Proposing-new-wards-guidance-2015-08-04.pdf.

Our website includes information about previous electoral reviews of district councils where you can see how the Commission came to its conclusions and how other counties, districts and parishes built their own pattern of divisions.

Please feel free to contact us at any time should you have any questions. Officers at the Commission will be happy to assist with technical aspects of your division scheme either in person or via email or telephone.

Correspondence and enquiries

Correspondence relating to this review should be addressed to:

Review Officer (East Devon)
Local Government Boundary Commission for England
14th Floor Millbank Tower,
Millbank
London
SW1P 4QP

or direct to your main contacts at the Commission who will be:

- Mark Cooper, Review Officer, with specific responsibility for the day-to-day running of the review
- Lucy Ward, Review Manager, who leads the team dealing with this and other reviews

I am copying this letter to the organisations and individuals listed below.

Yours sincerely



Jolyon Jackson CBE
Chief Executive
Reviews@lgbce.org.uk
0330 500 1525

cc MPs and MEPs with constituency interests in East Devon
 Police and Crime Commissioner for Devon and Cornwall
 New Devon Clinical Commissioning Group
 Devon & Somerset Fire and Rescue Service

News Release

Embargoed until 00:01, 27 September 2016

Have your say on new council ward boundaries for East Devon

The independent Local Government Boundary Commission for England is asking local people for their help to draw up a new pattern of council wards for East Devon District Council.

The consultation is the first part of an electoral review which will re-draw ward boundaries across the district.

The Commission has also announced that it is minded to recommend that the council should have 60 district councillors in the future: one more than the current arrangements.

The Commission now needs information from people and groups across East Devon to help it to produce a new pattern of wards to accommodate 60 district councillors.

In drawing up new boundaries, the Commission aims to deliver electoral equality for voters in council elections so that each councillor represents roughly the same number of voters. The review also aims to ensure that the new council wards reflect, as far as possible, the interests and identities of communities across East Devon.

Professor Colin Mellors, Chair of the Commission, said: "We are asking local people and organisations to help us draw up new wards for East Devon. As we develop the recommendations, we will take into account local community identities as well as ensuring electoral equality for voters.

"If you have a view about which communities or neighbourhoods should be part of the same council ward, then we want to hear from you. And if you think a road, river or railway makes for a strong boundary between communities in your part of East Devon, then this consultation is for you. Alternatively, if you're simply interested in the way the district is run, just log on to our website to explore our interactive maps and have your say.

"Your views will make a difference.

"We will carefully consider all evidence that is provided during this phase of the review whoever it is from and whether it applies to the whole of East Devon or just a small part of the district.

"Residents will then have a further chance to have their say after we publish our draft recommendations in February 2017."

Local people have until 5 December 2016 to submit their views. Further information on the review and interactive maps of the existing wards can be found at www.consultation.lgbce.org.uk and www.lgbce.org.uk.

ends

Notes to editors:

1. The Local Government Boundary Commission for England is responsible for reviewing local authority electoral arrangements, defining boundaries for local elections and the number of councillors to be elected, as well as conducting reviews of local government external boundaries and structures.
2. The aim of an electoral review is to provide for 'electoral equality'; that means each councillor representing approximately the same number of electors. The Commission must also have regard to community identity and interests and providing effective and convenient local government.
3. The types of questions the Commission is asking residents at this stage are:
 - Do you have suggestions about where your ward boundaries should be?
 - Which areas do you identify as your local community?
 - Where do people in your area go to access local facilities such as shops and leisure activities?
4. Residents have from 27 September until 5 December 2016 to have their say about where ward boundaries for East Devon's 60 councillors should be drawn. The Commission will then publish its draft recommendations in February 2017 and open a further phase of consultation with local people. New wards are scheduled to come into effect at the 2019 council elections.
5. The Commission has announced that it is 'minded' to recommend 60 district councillors for East Devon but is not legally bound by that number in its final recommendations if a different number of councillors would deliver a better pattern of wards.
6. The electoral review of East Devon District Council is a separate undertaking from the review of parliamentary constituency boundaries which is being carried out by a separate body (Boundary Commission for England) under different rules and legislation.
7. Members of the public can have their say on the new electoral arrangements by writing to:

The Review Officer (East Devon)
LGBCE
14th floor, Millbank Tower
London SW1P 4QP

Email: reviews@lgbce.org.uk

Follow the Commission on Twitter: [@LGBCE](https://twitter.com/LGBCE)

Go directly to the Commission's consultation portal at: www.consultation.lgbce.org.uk

Find out more on our website at: www.lgbce.org.uk

For further information contact the Commission's press office on: 0330 500 1250 / 1525 or email: press@lgbce.org.uk

Report to: Cabinet
Date of Meeting: 12 October 2016
Public Document: Yes
Exemption: None
Review date for release: None



Agenda item: 16

Subject: Financial Plan and Transformation Strategy (2017 – 2022) and the Government’s multi-year finance settlement offer

Purpose of report:

Recommendation: To approve the Financial Plan and Transformation Strategy.

To apply to Government to accept the multi-year settlement offer and to submit the Financial Plan and Transformation Strategy to meet the requirement of an efficiency plan.

Reason for recommendation:

It is good practice in managing the finances of the Council to produce a Financial Plan looking at the future direction of the Council’s budgets. To consider the implications of spending plans and the level resources likely to be available. It is only by looking at the Council’s budget over a longer period, that action can be taken that will influence the direction and shape of future service delivery within a balanced budget.

The Transformation Strategy identifies key strategic themes that underpin our transformational activity to help us achieve savings/efficiencies and to continue to protect front line services.

By accepting the Government’s multi-year settlement offer this gives the Council certainty over elements of Government funding for the next 3 years which will help ensure it has plans in place to deliver balanced budgets over the period of the Financial Plan 2017/18 to 2021/22

Officer: Simon Davey, Strategic Lead – Finance

sdavey@eastdevon.gov.uk

01395 517490

Karen Jenkins, Strategic Lead – Organisational Development and Transformation

kjenkins@eastdevon.gov.uk

01395 517562

Financial implications: The Financial details are contained within the Medium Term Financial Plan; the position presented is inline with previous reports and updates to Members.

Legal implications: There are no direct legal implications arising as a consequence of the report. Clearly individual actions / decisions identified within the Financial Plan and Transformation Strategy are likely to have legal impacts and

these will be advised upon at the appropriate time

Equalities impact: Low Impact
Each action will be assessed individually for equality impact.

Risk: Medium Risk

Links to background information: Link to follow for to Finance Plan and Transformation Strategy

Link to Council Plan: Outstanding Council

Financial Plan and Transformation Strategy (2017 – 2022)

1. Introduction

- 1.1 Cabinet in 2015 agreed a Financial Plan and Transformation Strategy 2016 – 2021 following consideration by the Scrutiny Committee. The messages in these documents still continue with the financial pressures for the Council not going away and the need to continue down the route agreed in the Transformation Strategy in transforming our services and the way we work.
- 1.2 A balanced budget was agreed by Council for 2016/17 despite a projected gap of £0.819m for the year alone, the Strategy contained actions that reduced our spending levels or increased the income available to us in order to balance our books going forward.
- 1.3 This report presents for members an update of these two key documents for approval; Finance Plan and Transformation Strategy 2017 – 2022, moving another year forward. Both documents are linked to this report. Details of these documents were debated by the Budget Working Party on 14 September 2016 who agreed in principle with the proposed direction being outlined. The minutes of this meeting are contained on this agenda for information.

2. Members' Consideration

- 2.1 The Budget Working Party help's the Council by considering the budget position at an early stage, to consider the Council's Medium Term Financial Plan and proposed Strategy to prepare balance budgets going forward. The work of the Group is mainly focused on the General Fund position. It enables plans/ideas to be presented for discussion to determine if there is an in principle agreement to the approach being taken before reports are presented to Cabinet and Scrutiny for consideration. If agreed by these Committees then this will form the approach adopted in preparing the detailed annual budget which will then go to Council for approval in February 2017 and give officers a steer for producing balanced budget up to 2021/22.
- 2.2 As can be seen from the minutes of the Budget Working Party agreement was given to the direction now outlined in the Financial Plan and Transformation Strategy. These documents will also be considered by Scrutiny with any recommendation coming back to Cabinet for final consideration.

2.3 A request was made by the Budget Working Party to present options to Council in the final budget approval process for 2017/18 in order to still present a balanced budget position going forward but to consider how additional economic development funding could be accommodated. It was also highlighted that further work is needed to start populating further years' beyond 2017/18 with more transformation actions which are costed.

3. A reminder of what transforming means for East Devon District Council.

3.1 East Devon District Council's purpose is to be a successful district council delivering or commissioning the services our council tax payers expect despite the huge reductions in grants.

3.2 Our Transformation Strategy sits alongside our Council Plan and outlines how transforming the way we work will deliver our purpose despite our originally projected £2.6m budget gap.

3.3 It is intended that this is a dynamic (rather than static) 5 year strategy which will require review and update on at least an annual basis over the period so that we can track progress and savings made.

3.4 It's important that we remember that transformation is not about moving from one steady state to another; neither is it a discrete programme that is started and finished. Instead, transformation is about an ongoing and continuous process of change requiring constant refreshing.

3.5 The following 'strategic themes' make up our Transformation Strategy.

- 1) Deliver our Worksmart Strategy and transforming our culture through new ways of working underpinned by the right technology at the right time
- 2) Deliver improved online services through our Open for Business project
- 3) Implement systems thinking reviews across all services
- 4) Maximise the value of our assets through commercial thinking with a focus on income generation, sustainability and developing local economies
- 5) Actively pursue alternative service delivery methods and models

The 'strategic themes' of this Transformation Strategy will be used to ensure that spending and savings proposals can be tested on an ongoing basis against pre-agreed criteria. Keeping the 'strategic imperatives' in mind will help everyone in the council keep a firm focus on how it directs its human and financial resources so that we steer a steady course to deliver despite the reductions in government funding.

4. Summary position

4.1 The Medium Term Financial Plan (MTFP) model, contained within the Financial Plan, calculates a projected deficit for the Council's General Fund in 2017/18 of £0.792m. An annual budget shortfall is projected through the life of the Plan up to 2021/22, equating to a cumulative budget deficit to find of £1.9m.

4.2 Key actions are identified within the Transformation Strategy, some of which need further exploration to determine the financial implications whilst other more immediate actions have been defined with a financial estimate of the savings/income generation that they will

achieve. The table below shows the MTFP projected annual budget shortfall and compares this to the savings identified **so far** within the Transformation Strategy.

General Fund	2017/18	2018/19	2019/20	2020/21	2021/22
	£000	£000	£000	£000	£000
Annual Budget Shortfall	792	670	99	187	167
Transformation Strategy where finance identified	(709)	(205)	(200)	(100)	-
Outstanding annual Shortfall/(Surplus)	83	465	(101)	87	167

- 4.3 This is an encouraging position with actions identified starting to bridge the funding gap. There is still more to do and the Transformation Strategy is dynamic and will require further work and refinement to continue to help deliver balanced budgets; the position on delivery will also require close monitoring. **What the Council is able to demonstrate is that it has in place a proven mechanism to deliver continuous balanced budgets.**

5. Government multi-year settlement offer

- 5.1 The Secretary of State for Communities and Local Government wrote to every local authority in England setting out conditions of a multi-year settlement offer. Councils have until the 14th October 2016 to apply and to submit a published efficiency plan. It was made clear that the offer and the production of an efficiency plan should be as simple and straightforward as possible using existing plans in place. Should members agree to apply for the multi-year settlement it is considered that the Financial Plan (containing the Council's MTFP) and the Transformation Strategy would meet this requirement.

- 5.2 The offer, as described in the Secretary of State's letter includes:

- Revenue Support Grant
- Business rates tariff and top up payments, which will not change for reasons relating to the relative needs of local authorities
- Rural Services Delivery Grant and
- Transition Grant.

Details are shown in the table below for East Devon

Finance Settlement	2016/17	2017/18	2018/19	2019/20
	£	£	£	£
Revenue Support Grant	1,202,791	533,365	126,655	0
Tariff Payments	-10,424,873	-10,629,913	-10,943,504	-11,620,926
Rural Services Delivery Grant	224,199	181,030	139,254	181,030
Transitional Grant	62,356	62,132	0	0

These allocations have been used in the preparation of the Medium Term Financial Plan model contained in the Council's Financial Plan.

- 5.3 It should be noted that the 3 year offer does not include other significant funding streams such as Business Rates Local Share and New Homes Bonus.
- 5.4 The Government expects the take up for this offer to be high “- as it gives councils an excellent opportunity to increase the level of certainty they have regarding their financial position for the rest of this Parliament. Barring exceptional circumstances, and subject to the normal statutory consultation process for the local government finance settlement, the Government intends to confirm the constituent elements of the multi-year offer for the remaining years of the Parliament for qualifying councils soon after 14 October. However, those councils that choose not to accept the offer will be subject to the existing annual process for determining the level of central funding that they will receive-“
- 5.5 In determining whether to accept the four year settlement (with three years remaining) the key consideration is therefore does the Council consider that this will be the most advantageous financial option over that period or is there the potential for Government to offer more support in future years to those Councils that do not accept this offer.
- 5.6 The assessment of the two options is made difficult/impossible due to the absence of any statistical information as to what the impact will be for Councils who do not accept the offer; as such it is more of an assessment of risk. Consideration could therefore be given to the following in order that an informed decision can be made:
- To what extent would the acceptance of the offer support long term strategic planning for the Council and the development of a sustainable financial plan?
 - To what extent does the offer remove the uncertainty currently associated with the annual Local Government Finance Settlement?
 - Is it envisaged that current Government policy with regard to the management of the public finances will change over the next three years and additional resources could be allocated to Councils?
 - Is it envisaged that based upon forecast economic performance additional funding will be available at a national level and this could lead to increased funding for local government and individual Councils?
- 5.7 It can be seen from the above that a true financial assessment of the impact of not accepting the offer is not possible as there is insufficient information available. What does seem more certain is that over the period of the offer it is extremely unlikely additional funding will be allocated to public services. In the letter from the Secretary of State of the time he states “- Of course this offer is entirely optional. It is open to any council to continue to work on a year-by-year basis, but I cannot guarantee future levels of funding to those who prefer not to have a four year settlement.-“
- 5.8 East Devon is in a similar position to all local authorities in terms of the issues it needs to consider with regard to the offer. Whilst an assessment of future policy cannot be made, in the event that the offer is accepted, it will provide certainty with regard to future funding which in turn will aid the strategic planning of the Council. Such an approach will therefore remove the pressure that arises and the discretion that can be applied by Government to annual settlements.

- 5.9 It is not known how many local authorities will accept the offer but it does appear most will take this route. Those councils that choose not to accept the offer, or do not qualify (efficiency plans not accepted), will be subject to the existing yearly process for determining the local government finance settlement. As a result allocations could be subject to additional reductions dependant on the fiscal climate and the need to make further savings to reduce the deficit. In addition the government does not expect any further multi-year settlements to be offered over the course of this parliament.
- 5.10 The offer is not without caveats: allocations may change in light of “unforeseen events” and it does not include potential changes to significant funding streams like New Homes Bonus. However on balance it is recommended that the Council accept the Multi-year Settlement to gain some certainty and control over its future finances and submits its Financial Plan and Transformation Strategy to DCLG in order to meet the efficiency plan requirement.

Report to: Cabinet
Date of Meeting: 12 October 2016
Public Document: Yes
Exemption: None



Review date for release None

Agenda item: 17

Subject: Response to East Budleigh with Bickton Neighbourhood Plan Submission

Purpose of report: To agree the response by this Council to the current consultation for the East Budleigh with Bickton Neighbourhood Plan.

Recommendation:

- 1. That Members note the formal submission of the East Budleigh with Bickton Neighbourhood Plan and congratulate the producers of the plan on the dedicated hard work and commitment in producing the document.**
- 2. That this council make the proposed representation set out at paragraph 5.4 in this report in response to the consultation.**

Reason for recommendation: To ensure that the view of the District Council is recorded and informs the consideration of the neighbourhood plan by the Independent Examiner.

Officer: Tim Spurway, Neighbourhood Planning Officer,
tspurway@eastdevon.gov.uk (01395 – 571745)

Financial implications: Once the Neighbourhood Plan passes through the referendum stage and is 'made', the Parish Council will be eligible to receive 25% of CIL receipts for development that occurs within the Neighbourhood Area upon adoption of the CIL charging scheme.
This council receives government funding once the Neighbourhood Plan has a date set for referendum.

Legal implications: The legal position is well covered in the report. It is important for EDDC to comment on the content of the Neighbourhood Plan (given that it will form part of the Development Plan and therefore help guide decision making on planning applications) to ensure that it sits with the strategic requirements of the Council's Local Plan. Otherwise there are no legal implications arising.

Equalities impact: Low Impact

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

Risk: Low Risk

There is a risk that the Neighbourhood Plan could fail the examination if it is considered to conflict with the basic conditions.

Links to background information:

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

Link to Council Plan: Living in this Outstanding Place.

1.0 Report Summary

- 1.1 East Budleigh with Bicton Parish Council submitted their Neighbourhood Plan to the District Council and publication of the submission commenced on the 5th September 2016. The District Council is required to formally consult on the Plan for 6 weeks before appointing an Independent Examiner to inspect the plan against a series of conditions that the plan must meet in order for it to proceed to a referendum. This is the third plan in East Devon to reach this stage of the process, with the others being the Lypstone Neighbourhood Plan which was 'made' last year, and the Stockland Neighbourhood Plan, which has recently undergone Examination.
- 1.2 During these 6 weeks the District Council has the opportunity to comment on the Neighbourhood Plan and this report is brought before members with a request that they endorse the Officers observations as formal representation on the plan, which are set out at the end of this report.

2.0 Background to the East Budleigh with Bicton Neighbourhood Plan

- 2.1 East Budleigh with Bicton Parish Council commenced work on their Neighbourhood Plan following their Neighbourhood Area being designated on the 30 June 2015.
- 2.2 Since then, the Parish Council and volunteers from the local community have spent considerable time and effort consulting with residents of the parish and producing a plan which reflects the aspirations of the community with regards to the use of land until 2031.
- 2.3 Prior to submitting the Plan to East Devon District Council, East Budleigh with Bicton Parish Council have held their own 6 week public consultation on a draft version of the plan; a step which is also required by the neighbourhood planning regulations. The group took into

account comments made during this stage and made various amendments to the version that has now been submitted to East Devon District Council.

2.4 Officers from East Devon District Council have provided regular feedback throughout the production of the Neighbourhood Plan at the various draft stages. Many early issues have now been resolved and therefore the comments we are recommending to make in this final consultation are fairly limited.

3.0 Submission of the East Budleigh with Bicton Neighbourhood Plan

3.1 The District Council has received a Neighbourhood Plan from East Budleigh with Bicton Parish Council. The Plan and its supporting documents can be viewed at the following link: <http://eastdevon.gov.uk/planning/neighbourhood-and-community-plans/neighbourhood-plans/current-plan-and-neighbourhood-area-consultations/>.

3.2 This is the fourth completed (ready for final consultation) Neighbourhood Plan in the District. The Parish Council has received regular support from the District Council and additional financial support from DCLG.

3.3 The statutory regulations require that the District Council organise and undertake the consultation on a plan when it reaches this stage. The consultation period commenced on 5th September 2016 and is due to finish on 17th October 2016. It has been publicised on notice boards within the Parish, notices on the EDDC and Parish Council websites and in email to all the bodies mentioned in the consultation statement, including adjoining authorities and the statutory consultees of Devon County Council, Natural England, Historic England and the Environment Agency.

3.4 One of the statutory roles of the District Council is to consider whether the plan meets, in production process terms, the legislative requirements. 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.

3.5 Anyone may comment on a Neighbourhood Plan. It is particularly important that the District Council comments, given that the Neighbourhood Plan (if adopted) will form part of the Development Plan, and should conform to the strategic policies of the Local Plan. This report provides a summary overview of the plan, includes commentary and suggests recommendations of this authority which will be submitted to the Examiner undertaking the plan examination.

4.0 Neighbourhood Plan Examination and Referendum

4.1 Following the consultation the District Council must appoint an 'appropriately qualified and independent examiner' agreed with East Budleigh with Bicton Parish Council. All responses from the six week consultation (including any made by this council) will be forwarded to the examiner who will consider them, either by written representations or at an oral hearing (if s/he decides one is necessary). The District Council is responsible for paying the costs of the examination although the District Council can recoup these expenses by claiming funding from Central Government of £20,000 once a date has been set up for referendum

following a successful examination. Early discussions with the Parish Council have not indicated a particular preference towards a particular examiner.

- 4.3 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.
 - is compatible with human rights requirements.
 - is compatible with EU obligations.
- 4.4 As part of the Development Plan used in future planning decisions, it is in the interests of the District and Parish Councils to produce a high quality neighbourhood development plan.
- 4.5 Following the examination the examiner's 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 to accept or decline the modifications suggested by the examiner.

- 4.6 Once the Plan has been modified 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.

5.0 The East Budleigh with Bicton Neighbourhood Plan

- 5.1 During the current 6 weeks 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.
- 5.2 The Plan itself contains 23 planning policies and sets out a number of non land-use 'community actions' identified throughout the production of the Neighbourhood Planning that the Parish Council will follow up.
- 5.4 **After reviewing the Neighbourhood Plan contents, it is recommended that the following representation of East Devon District Council be submitted to the neighbourhood plan consultation. It should be noted that comments are primarily**

restricted to land use planning policy matters rather than background text/reasoned justification or the community policies and are made on the basis of:

- Does an East Budleigh with Bicton Neighbourhood Plan policy comply with strategic policies in our adopted local plan and have appropriate regard to National Planning Policy?
- Do we have concerns about policy given 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?

EDDC Cmmt No	Issue / Policy In Plan	Comment
1.	Contents page	In the interests of navigating the document, it would be useful if the policy references were included in the contents page.
2.	Policy referencing	The labelling of the policies may cause some confusion due to the similarities and crossover with the Local Plan development management policies, particularly with regard to the use of D1-D3. This could possibly be remedied through the re-labelling of policies to make them clearly distinct. One possible solution would be to re-label them all to EB1-EB23.
3.	Policy P2	<p>This policy is fairly onerous and also assumes that fibre optic broadband and/or other communication networks are available to connect into, throughout the Neighbourhood Plan area. There are concerns that 'new development' is far wider reaching than simply new residential or employment buildings or uses and it would not be reasonable or desirable for everything falling under the definition to have broadband infrastructure installed. The Government have also reduced the amount of supporting information which local authorities can require so, whilst a connectivity statement is certainly desirable, it is not something that could normally be insisted upon.</p> <p>A potential solution might be to replace the second paragraph with a statement that new residential and employment development will be required to make provision for connection to high speed fibre optic broadband and other communication networks where they are available, or proposed, in the vicinity of the development and that the planning application should explain how this is to be achieved.</p>
4.	Policy P3	As written, it is unclear whether in order to be successful whether all or just one of the criteria set out needs to be met. It is assumed that only a single criterion should be met and therefore it is recommended the word 'or' is inserted after each criterion.
5.	Policy E1	Bullet point 2 should not only recognise the impact on the AONB, but in the first instance avoid impact and where this is unachievable incorporate appropriate mitigation.
6.	Policy L1	Consideration should be given to including an extra criteria ensuring that any improvements or appropriately integrated into the landscape.
7.	Map on page 49	To properly determine the areas, the map provided should be clearer and its orientation should be landscape rather than portrait.

EDDC Cmmt No	Issue / Policy In Plan	Comment
8.	Policy N2	Local green space number 6 is described as 'conservation area to rear of Middletown Lane', which could be misconstrued, as the actual Conservation Area designation lies some distance away to the west of the village. The wording should be altered slightly.
9.	Page 65, text below image of orchard	Small error in text- should read '...community orchard could be look like...'
10.	Policy F1	In the final paragraph of this policy, we don't believe it is reasonable for an applicant to be expected to reduce the overall flood risk in the parish if they can satisfactorily demonstrate that they have mitigated any risk posed by the proposed development. This final statement should be removed.
11.	Policy F2	The first sentence of the second paragraph appears to be a repetition of the previous paragraph and should be removed.
12.	Policy D1	This policy should include a statement advising that housing development will be acceptable within the proposed boundary. The inclusion of the phrase 'which represents the limits to development in the village' is also slightly misleading as further development may come forward under the exceptions site policy and indeed, a site outside the boundary has been allocated for this purpose in the plan itself- this statement should therefore be removed. The third paragraph adds a layer of confusion by stating that even if land is situated within the boundary, it may not be assumed to fall within the developable confines of the village. This would appear to be unnecessarily restrictive and does not give the certainty that a boundary should be providing. Other policies, including N1 ensures that the character of new development and the impact on the landscape is acceptable and therefore this paragraph should be removed.
13.	Para 14.18	There is a small discrepancy when referencing the Government's updated affordable housing thresholds. These don't apply to rural exception sites and for rural areas EDDC has adopted a 5 unit threshold so for sites of between 6-10 dwellings a commuted sum will be payable. This should be corrected.

Report to: Cabinet
Date of Meeting: 12 October 2016
Public Document: Yes
Exemption: None



Review date for release None

Agenda item: 18

Subject: **Stockland Neighbourhood Plan Examiner's Report**

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

Recommendation:

- 1. That members endorse the examiner's recommendations on the Stockland Neighbourhood Plan subject to a further amendment to Policy EE2 as set out at paragraph 1.9 below.**
- 2. That members agree that a 'referendum version' of the Neighbourhood Plan (incorporating the examiner's modifications and the further amendment to Policy EE2) should proceed to referendum and a decision notice to this effect be published.**
- 3. That members congratulate the Neighbourhood Plan group on their hard work.**

Reason for recommendation: The legislation requires a decision notice to be produced at this stage in the process. The Neighbourhood Plan is the product of extensive local consultation and has been recommended to proceed to referendum by the Examiner subject to modifications, which, subject to additional changes to Policy EE2, are accepted in their entirety by the Parish Council.

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

Financial implications: Now that the plan has been examined and recommended to proceed to referendum stage, a claim of £20,000 can be claimed from the government once the referendum date has been set. Once the Neighbourhood Plan passes through the referendum stage and is 'made', the Parish Council will be eligible to receive 25% of CIL receipts for development that occurs within the Neighbourhood Area upon adoption of the CIL charging scheme.

Legal implications: As the report identifies, it is a formal requirement for the Council to consider the Examiner's recommendations and satisfy itself that the proposed plan meets the prescribed 'basic conditions'. The purpose of the report is to satisfy this formal requirement. Assuming Members agree then the Council is obliged to publish notice to this effect, pursuant to the applicable Regulations, and Recommendation 2 covers this aspect. The

report also identifies that the District Council is responsible for organising the referendum and requires a resolution to progress this – it should be noted that the DCLG grant, provided upon the submission of the neighbourhood plan, will contribute towards the cost of the referendum. At this stage there are no other legal observations arising.

Equalities impact: Low Impact

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

Risk: Low Risk

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

Links to background information:

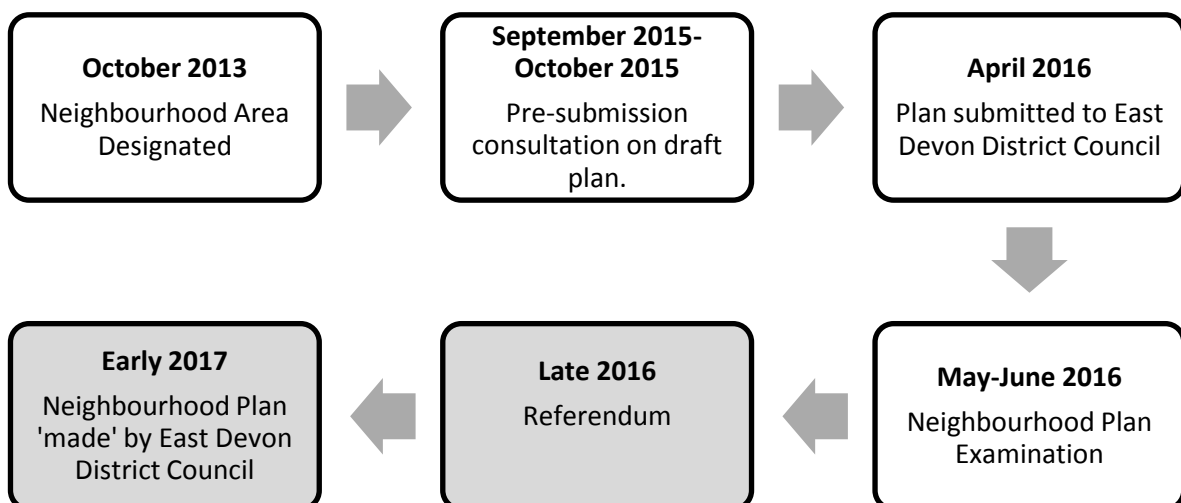
- Localism Act 2011
<http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>
- Neighbourhood Planning Regulations 2012
http://www.legislation.gov.uk/uksi/2012/637/pdfs/uksi_20120637_en.pdf
- Neighbourhood Planning Roadmap Guide
<http://locality.org.uk/wp-content/uploads/Roadmap-worksheets-map-May-13.pdf>

Link to Council Plan:

Living in this Outstanding Place.

1.0 Background

1.1 Stockland Parish Council has been working on a Neighbourhood Plan for the last three years, following their Neighbourhood Area being designated on. A timeline is presented below showing the key stages of the Neighbourhood Plan’s production. Boxes highlighted in grey show indicative timescales for future stages of the Neighbourhood Plan process.



2.0 The Examination

- 2.1 The Stockland Neighbourhood Plan has now been examined and, subject to modifications, it has been recommended that it proceed to referendum. The Examiner, Nigel McGurk, was chosen by EDDC in consultation with Stockland Parish Council, due to his extensive experience in the field of Neighbourhood Plan examinations. He appears on the NPIERS (neighbourhood planning independent examiner referral service) panel of recommended examiners and previously undertook the Neighbourhood Plan examination at Lypstone in East Devon.
- 2.2 The examination was undertaken on the basis of considering the written material which forms the Plan, its appendices and accompanying statements as well as any representations received in response to the formal consultations. Mr McGurk did not consider it necessary to hold a public hearing as there were no issues that he felt warranted it. The neighbourhood plan and examiners report are available to download on our website <http://eastdevon.gov.uk/media/1795618/stockland-examiners-report-final.pdf>.
- 2.3 The legislation, reflected in the Councils Neighbourhood Planning protocol (excerpt below), requires the Policy Team to notify members of the findings and recommendations of the Examiner and how the Council proposes to respond to the recommendations. This response will then be published as a decision notice.

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

2.4 Essentially the examiner has recommended a number of textual modifications to the Plan (appended to this report) and the deletion of some policies. The Examiner’s recommendations are as follows:

<u>Reason for Change</u>	<u>Recommended change</u>
<p>With regards the reference to “<i>other planning policies</i>,” I note that these simply comprise a somewhat subjective and limited list of selected national and District-wide policies. Consequently, I find that they appear cumbersome and add little other than confusion, by detracting attention away from the most important part of the Neighbourhood Plan, the Policies themselves. The inclusion of a subjective list of “<i>other planning policies</i>,” over which the Neighbourhood Plan has no control and which may change over time, is an unnecessary distraction, detracting from the clarity of the Neighbourhood Plan.</p> <p>With regards the “<i>links to key supporting evidence</i>,” again I find that the inclusion of the corresponding lists of information detract attention away from the Neighbourhood Plan’s Policies. They lead each Policy section to appear unwieldy and reduce clarity. Furthermore, the Evidence Base is simply that. It does not comprise the Neighbourhood Plan itself. Together with the “<i>other planning policies</i>” references, I find that the “<i>Key supporting evidence</i>” leads each Policy section to appear unnecessarily confusing.</p>	<p>Page 8, delete the last bullet point</p> <p>Page 9, delete the first bullet point</p> <p>Delete all “Key supporting evidence” and “Related national and district policies” boxes from the Policy sections of the Neighbourhood Plan</p>

<p>Policy NE1 – Retaining and Enhancing the Natural Beauty of our Parish As worded, the opening paragraph of Policy NE1 places a significant burden on all types of development. There is no evidence to demonstrate that the approach set out would be relevant, possible, viable or deliverable, for all forms of development – including for example, household extensions, to have to demonstrate “<i>no adverse impacts on the natural environment...and enhance the natural environment...</i>”</p> <p>Consequently, as set out, the Policy does not have regard to Paragraph 173 of the Framework, which requires plans to be deliverable and discourages such a scale of obligations and policy burdens as to threaten the viability of development.</p> <p>The second and third parts of the Policy, which relate to circumstances where mitigation measures and/or changes to Devon banks are necessary, support the conservation and enhancement of biodiversity, having regard to Chapter 11 of the Framework, “<i>Conserving and enhancing the natural environment.</i>” Policy NE1 iii) includes a reference to Devon County Highways Protocol. This is not something under the control of the Neighbourhood Plan and I make a recommendation in this regard below.</p> <p>The final part of Policy NE1 requires all proposals for development to demonstrate that there will be no adverse impacts to air quality, or “<i>excess smell or dust.</i>” With regards this latter reference, “<i>excess</i>” is not defined and does not therefore provide a decision maker with a clear indication of how to react to a development proposal, contrary to Paragraph 154 of the Framework.</p> <p>Further, taken together, it is not clear why it would be relevant, possible, viable or deliverable, for all forms of development to comply with Policy NE1 iv). I find that the requirement set out does not have regard to Paragraph 173 and there is no evidence to the contrary.</p>	<p>Policy NE1 i) change to “Development proposals that demonstrate that there are no adverse...and that enhance the natural...to do so, will be supported.”</p> <p>Policy NE1 iii) delete “*” and corresponding reference box at the top of page 17</p> <p>Policy NE1, delete section iv) (“Development...dust.”)</p>
<p>Policy NE2 – Supporting and Protecting our Turbaries</p> <p>The supporting plan to Policy NE2, “<i>Inset Map 1</i>” is insufficiently clear. As a statutory planning Policy, it is essential that the land referred to in Policy NE2 can be clearly identified.</p>	<p>Replace Inset Map 1 on page 19 with a plan, or plans, showing clearly identifiable boundaries on an Ordnance Survey base for each of the Turbaries. The precise boundaries of the Turbaries must be clearly visible</p>
<p>Policy NE3 – Preserving Tranquillity and Our Dark Skies As set out, the Policy places an onerous requirement on all forms of development. It may not be relevant or viable for all development proposals to demonstrate “<i>no significant adverse affect</i>” on tranquillity or dark skies and there is no evidence before me to the contrary.</p>	<p>Policy NE3, change to “Development should maintain the tranquillity and dark skies of the parish.”</p>

<p><u>Policy BHE1 – Protecting Our Valued Archaeological and Heritage Assets in Stockland Parish</u></p> <p>There are two typographical/grammatical errors on page 24. For clarity, I recommend:</p> <p>Whilst Policy BHE1 seeks to protect heritage assets, it fails to have regard to the balanced approach set out in the Framework and is not in general conformity with the Local Plan. Rather than reflect this balanced approach to conserving assets in a manner appropriate to their significance, as worded, Policy BHE1 simply seeks to impose a blanket requirement for development to demonstrate “<i>no adverse impact</i>” on designated and non-designated heritage assets and other, un-named assets and their settings. This results in a cumbersome Policy that fails to meet the basic conditions.</p> <p>The Policy then goes on to demand that all development proposals should “<i>take fully into account</i>” a variety of information, including “<i>any</i>” local evidence. Nothing is provided to demonstrate that such an onerous requirement has regard to national policy or is in general conformity with the Local Plan. Taking this and the above into account, I find that the Policy, as set out, could serve to prevent sustainable development from coming forward and there is no evidence before me to the contrary.</p>	<p>Page 24, line 5, change “suggest” to “demonstrates”</p> <p>Page 24, second paragraph, line three, change “of” to “to”</p> <p>Page 24, lines 4-6, change to “...<i>Listed Buildings, Conservation Areas and Scheduled Monuments.</i>”</p> <p>Replace Policy BHE1 with “<i>Where relevant, proposals affecting heritage assets and/or their settings should take into account Conservation Area Appraisal(s) and are encouraged to have regard to additional local evidence documenting local historic and heritage assets.</i>”</p>
<p><u>Policy BHE2 – Protecting Our Hamlets’ Historic Identity</u></p> <p>As set out, the Policy is negatively worded, in that it “<i>only</i>” supports development, subject to various criteria. This results in a restrictive approach that fails to provide the flexible and balanced approach to conserving heritage assets in a manner appropriate to their significance, as required by the Framework.</p> <p>However, this can be addressed by a minor change to Policy BHE2, modifying it so as to create a positive planning Policy, as per the recommendations below. The approach recommended also has regard to Planning Practice Guidance, which requires land use planning policies to be precise and concise⁶.</p> <p>East Devon District Council has provided information with reference to undertaking a Local Listing exercise at some stage in the future. This is relevant to both the first paragraph and the final part of Policy BHE2, which effectively repeats part of Policy BHE1, but in so doing, also attempts to afford material planning weight to something that may or may not be produced in the future.</p> <p>Taking the above into account, Policy BHE2, as worded, is not precise and nor does it provide a decision maker with a clear indication of how to react to a development proposal. In addition, it is not the role of neighbourhood plans to afford statutory weight to documents that do not exist.</p>	<p>Policy BHE2, change to “...development proposals <i>affecting heritage assets</i> will only be supported where they...”</p> <p>Policy BHE2, delete “Where further local...proposed in the hamlets.”</p>
<p><u>Policy BHE3 – Maintaining the Built Character of Our Parish through High Quality Design</u></p> <p>Part of the supporting text on page 29 is worded as though it is a Policy, which it is not.</p> <p>The final part of the Policy sets out a requirement for development to comply with guidance outside the control of the Neighbourhood Plan. I also note that design</p>	<p>Page 29, second paragraph, change to “...to this Plan <i>and the Parish Council is keen for it to be taken into account as part of future development proposals</i>”</p>

<p>guidance is simply that. Notwithstanding this, I recognise that the Blackdown Hills Area of Outstanding Natural Beauty Design Guide for Houses provides helpful and locally distinctive guidance.</p>	<p><i>in Stockland.”</i></p> <p>Policy BHE3, line 2, change to “...proposals for development will be supported <i>where they take into account the Blackdown Hills Area of Outstanding Natural Beauty Design Guide for Houses and:</i> i) ensure that the size...</p>
<p><u>Policy HP1 – Meeting Demonstrable Local Needs on Local Exceptions Sites</u></p> <p>Policy HP1 ii) is dependent upon another Policy in another planning document, over which the Neighbourhood Plan has no control. Furthermore, I note that it is not the role of neighbourhood plans to repeat or replicate existing planning policy.</p> <p>The second paragraph of page 37 reads in part as though it is a Policy, which it is not.</p>	<p>Delete Policy HP1 ii) (“where they...Local Plan; and,”) </p> <p>Page 37, second paragraph, on both lines 1 and 2, change “must” to “<i>should</i>”</p>
<p><u>Policy CFS1 – New Retail and Commercial Development in Stockland Village</u></p> <p>Whilst Policy CFS1 has regard to national policy, its use of the phrase “will be permitted” runs the risk of pre-determining planning applications without taking all relevant factors into account.</p> <p>Also, the last criteria of Policy CFS1, vii), is undefined and consequently, imprecise. It fails to provide a decision maker with a clear indication of how to react to a development proposal.</p>	<p>Policy CFS1, line 2, change to “...local community will be <i>supported on sites...</i>”</p> <p>Delete Policy CFS1 vii) (“Each unit...local area.”)</p>
<p><u>Policy CFS2 – Improvements to Existing Local Community Facilities, Amenities and Assets</u></p> <p>There is a mistake in Policy CFS2 i)</p>	<p>Policy CFS2 i) change to “...there is a demonstrable need for <i>them;</i>”</p>
<p><u>Policy CFS3 – Loss of Local Community Facilities, Amenities and Locally Valued Assets through Redevelopment</u></p> <p>The wording of criterion i) of the Policy is unclear and I make recommendation in this regard below, in the interests of clarity.</p> <p>In Paragraph 188, the Framework recognises that early engagement has significant potential to improve the efficiency and effectiveness of the planning system for all parties and that good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community. However, unless required by law, engagement with the local community is a desirable, rather than compulsory requirement. This in mind, the recommendation below acknowledges the aims of the Neighbourhood Plan, having regard to national policy.</p> <p>Criterion iii) of Policy CFS3 is confusingly worded. Further, it contradicts part i) of the Policy. If a community use is not viable, then it may not be possible to prevent its loss</p>	<p>Delete Policy CFS3 ii)</p> <p>Delete Policy CFS3 iii)</p> <p>Add new sentence to the end of Policy CFS3, “<i>In all circumstances involving the change of use or possible loss of community facilities, prospective developers are encouraged to engage with the local community at the earliest opportunity.</i>”</p>
<p><u>Policy CFS4 – The Kings Arms Inn</u></p> <p>The Policy effectively supports any proposal for any kind of development, so long as it would enable the King’s Arms Inn to serve as a community hub. Consequently, as worded, Policy CFS4 could have unforeseen circumstances and lend support to unsustainable development.</p>	<p>Change Policy CFS4 to “<i>The development of the King’s Arms Inn as a community hub will be supported.</i>”</p>
<p><u>Policy CFS5 – Stockland Church of England Primary Academy</u></p> <p>As worded, the first part of Policy CFS5 is neither precise nor concise.</p>	<p>Policy CFS5 – Replace “Proposals for development that lead to the provision of new...” with “<i>The provision of</i>”</p>

	new...”
<p>Policy TRA1 – Off-road Car Parking</p> <p>Paragraph 58 of the Framework supports the provision of safe environments. Policy TRA1 has regard to this and no changes are recommended.</p> <p>The second paragraph of supporting text on page 45 reads as though it is a planning policy in the Neighbourhood Plan, which it is not. Furthermore, I note that the text in this paragraph simply repeats part of the content of Local Plan policy TC9 (Parking Provision in New Development).</p>	<p>Delete second paragraph on page 45 (“New developments...parking spaces.”)</p>
<p>Policy TRA2 – Vehicular Access and Egress Arrangements</p> <p>As worded, the opening sentence of the Policy could have unforeseen circumstances, as it suggests that any form or type of development will be supported, so long as it requires new or improved access. I address this in the recommendations below.</p> <p>Policy TRA2 i) relates only to developments (plural). This is a grammatical error and is addressed below.</p> <p>The final criterion, TRA2 iii), is unnecessary. I refer earlier (page 14 of this Report) to the Neighbourhood Plan’s reference, on page 9, to all Policies of the Neighbourhood Plan needing to be taken into account. This avoids the need for the cross referencing of Policies, which can introduce unnecessary confusion.</p>	<p>Policy TRA2, change opening sentence to “<i>The development of new or improved...</i>”</p> <p>Change TRA2 i) to “<i>it takes the safety of pedestrians...</i>”</p> <p>Delete TRA2 iii)</p>
<p>Policy TRA3 – Rights of Way (Public Footpaths, Bridleways, Byways, Unclassified Roads and Other Trails)</p> <p>There is a typographical error on page 47. Paragraph 75 of the Framework establishes that:</p> <p><i>“Planning policies should protect and enhance public rights of way and access.”</i></p> <p>The general intent of Policy TRA3 has regard to this. However, as worded, the Policy is imprecise and could result in unforeseen circumstances. As set out, Policy TRA3 would support any proposal, for any form of development, subject to it meeting the Policy’s requirements.</p> <p>Further to the above, Policy TRA3 could prevent sustainable development from coming forward. Rather than support the protection and enhancement of public rights of way, in line with the Neighbourhood Plan’s objectives, as worded, the Policy would only support such improvements where they achieve a list of criteria – including, for example, preventing motor vehicles from using them. There is no evidence to demonstrate that all improvements to public rights of way can achieve the requirements of Policy TRA3, or whether such requirements are relevant, viable or necessary land use planning requirements.</p>	<p>Page 47, first paragraph, line 4, replace “out” with “our”</p> <p>Change Policy TRA3 to “<i>The improvement and enhancement of public rights of way will be supported.</i>”</p>
<p>Policy EE2 – Conversion of Agricultural Buildings</p> <p>As worded, the opening sentence of Policy EE2, “... where it is justified in order to support farm diversification in the interests of viability and...” places an onerous requirement on applicants to demonstrate both that conversion will lead to diversification and that it is in the interests of viability. There is nothing to demonstrate why such a departure from national or local policy and resulting failure to meet the basic conditions, is necessary or supported by evidence.</p> <p>Policy EE2 goes on to refer to “significant harmful impacts,” “unacceptable impacts” and “unacceptable conflicts,” without defining what these might be. In this regard, Policy EE2 fails to provide a decision maker with a clear indication of how to react to a development proposal.</p> <p>The final part of the Policy refers to “substantial...extension.” Again, this is an imprecise term and I address it in the recommendations below.</p>	<p>Policy EE2, change to “<i>The conversion of existing agricultural buildings for business or business-related purposes, where the benefits of such development outweigh any harm to local character, residential amenity or highway safety, will be supported, subject to the conversion not requiring substantial rebuilding, or resulting in disproportionate extension.</i>”</p>
<p>Policy EE3 – Farming and other rural businesses</p> <p>There is a typographical error in the supporting text on page 53.</p> <p>As worded, the Policy is unnecessarily repetitive, resulting in confusion and a lack of precision. In protecting and promoting the AONB’s natural beauty and special character,</p>	<p>Page 53, supporting text, first line, delete “...described and...”</p> <p>Policy EE3, delete</p>

<p>the Policy protects the area's "<i>rural characteristics</i>" worthy of protection.</p>	<p>"...how it will protect and/or enhance the rural characteristics of the surrounding area and demonstrate..."</p>
<p>Policy ELC1 – Small Scale Renewable and Low Carbon Energy Schemes As worded, Policy ELC1 i) is confusing, partly due to the use of grammar. It is not clear, for example, how low carbon energy schemes can provide "...<i>appropriate landscaping used where necessary to protect the quality of...tranquillity and wildlife habitats</i>" or why this will be relevant or necessary in all cases.</p> <p>To a large degree, the second criterion, Policy ELC1 ii), repeats the intent of the preceding criterion. Furthermore, it is unclear how a proposal can demonstrate "<i>how it will not</i>" have an adverse impact. This is an unreasonable policy requirement and due to the repetition referred to, is unnecessary.</p> <p>The final part of the Policy seeks to impose a requirement to take non-adopted guidance, not controlled by the Neighbourhood Plan, into account. Guidance is simply that. I acknowledge that the "<i>Renewable Energy in the Blackdown Hills Report 2010</i>" provides useful information and take this into account in the recommendations below.</p>	<p>Policy ELC1, change first paragraph to "...<i>sensitively sited and where necessary, appropriately landscaped, in order to protect the quality of Stockland's...</i>"</p> <p>Delete Policy ELC1 ii) ("Proposals...habitats.")</p> <p>Replace ELC iii) with a new sentence (not forming a bullet point) "<i>Proposals for renewable or low carbon energy schemes are encouraged to take into account the advice given in the "Renewable Energy in the Blackdown Hills Report {2010}."</i>"</p>
<p>Policy ELC2 – Large Scale Renewable and Low Carbon Energy Schemes Unlike the previous Policy, Policy ELC2 does not promote renewable and low carbon energy. Rather, it comprises a negative Policy and, in conflict with Planning Practice Guidance, is based on vague and imprecise terms.</p> <p>For example, no indication is provided as to when a scheme might be "<i>likely to have</i>" an adverse impact and consequently, this phrase does not provide clarity. Furthermore, no indication is provided with regards how "<i>the enjoyment of the natural and built environment</i>" can be measured, who by and on what basis.</p> <p>The Policy does not provide a decision maker with a clear indication of how to react to a development proposal.</p> <p>Taken as a whole, the Policy does not have regard to national policy, which requires:</p> <p>"...<i>a positive strategy to promote energy from renewable and low carbon sources</i>" (Paragraph 97, the Framework).</p> <p>Policy ELC2 could prevent sustainable development from coming forward. It does not meet the basic conditions.</p>	<p>Delete Policy ELC2</p>
<p>However, it is not clear why Appendix 1 is included in the Neighbourhood Plan. This is a long background document. It does not add any clarity to the Neighbourhood Plan but rather detracts from the concise nature of the document. The content of the Appendix simply forms part of the Evidence Base.</p> <p>I note that the recommendations made in this Report will have a subsequent impact on page numbering and Contents.</p>	<p>Remove Appendix 1 from the Neighbourhood Plan</p> <p>Update the Contents and page numbering to reflect recommendations</p>

2.5 Upon publication of the report, Stockland Parish Council raised a number of objections with some of the recommendations made by the Examiner. Following discussions with the Neighbourhood Plan group, many of these complaints have been resolved however there is an outstanding issue in relation to the recommendation made by the Examiner to policy EE2.

- 2.6 The group felt that the recommended alternative wording provided by the Examiner was imprecise and also failed to provide a decision maker with a clear indication of how to react to a development proposal. To this end Officers agreed that the Examiner’s wording did not follow national policy on this point.
- 2.7 In an attempt to resolve this, and as the Council needs to be satisfied that ‘the Basic Conditions’ (which includes following national guidance) are met, Officers provided the Stockland Neighbourhood Plan group with some potential alternative wording which was felt to react to their concerns as well as conforming to the Examiners observations while adhering to national policy.
- 2.8 Stockland informed us that they are happy with the alternative wording provided by Officers of this Council and therefore we are recommending that members adopt this alternative wording.
- 2.9 The original policy, examiner’s recommendation and suggested alternative wording is provided below.

<u>Original Policy</u>	<u>Examiners comments</u>	<u>Examiner’s recommendation</u>	<u>Agreed alternative recommendation</u>
<p>Policy EE2 – Conversion of Agricultural Buildings The conversion of existing agricultural buildings for business or business-related purposes will be supported where it is justified in order to support farm diversification in the interests of viability and where:</p> <p>i) the proposed reuse would not have significant harmful impacts on the surrounding rural landscape;</p> <p>ii) the proposed reuse would not have unacceptable impacts on the local road network;</p> <p>iii) the proposed reuse would not cause unacceptable conflicts with agriculture and other land-based activities;</p> <p>iv) the proposals would not have significant harmful impacts on the amenities of neighbouring residents and other uses; and,</p> <p>v) the buildings concerned would not require substantial rebuilding or extension.</p>	<p>Policy EE2 – Conversion of Agricultural Buildings As worded, the opening sentence of Policy EE2, “... where it is justified in order to support farm diversification in the interests of viability and...” places an onerous requirement on applicants to demonstrate both that conversion will lead to diversification and that it is in the interests of viability. There is nothing to demonstrate why such a departure from national or local policy and resulting failure to meet the basic conditions, is necessary or supported by evidence.</p> <p>Policy EE2 goes on to refer to “significant harmful impacts,” “unacceptable impacts” and “unacceptable conflicts,” without defining what these might be. In this regard, Policy EE2 fails to provide a decision maker with a clear indication of how to react to a development proposal.</p> <p>The final part of the Policy refers to “substantial...extension.” Again, this is an imprecise term and I address it in the recommendations below.</p>	<p>Policy EE2, change to “The conversion of existing agricultural buildings for business or business-related purposes, where the benefits of such development outweigh any harm to local character, residential amenity or highway safety, will be supported, subject to the conversion not requiring substantial rebuilding, or resulting in disproportionate extension.”</p>	<p>Policy EE2 – Conversion of Agricultural Buildings To support farm diversification, the conversion of existing agricultural buildings for business or business-related purposes will be supported where:</p> <ol style="list-style-type: none"> 1) The proposal would be compatible with its landscape setting. 2) The local road network could safely accommodate the increase in vehicles resulting from the proposal. 3) The proposal complements, or is otherwise compatible with the agricultural or other land based activities present in the area. 4) The proposal would not harm the amenity of neighbouring residents and/or other uses. 5) The buildings concerned would not require substantial rebuilding or disproportionate extension.

- 2.10 Stockland Parish Council have agreed to all of the proposed modifications (being those proposed by the Examiner and the further change to Policy EE2) and have produced a new version of the Plan to be submitted to referendum. This will be available prior to the Committee meeting. The original Plan, to which the examiners comments refer can be found at the following link:
<http://eastdevon.gov.uk/media/1629991/stockland-neighbourhood-plan-submission-version-2016-02-26.pdf>

- 2.11 The legislation, which is reflected in our protocol, requires the Council to consider and respond to this report. The amendments suggested by Mr McGurk, with the further amendment to Policy EE2, means that the Council can be satisfied that the Plan:
- has regard to national policies and advice contained in guidance issued by the Secretary of State;
 - contributes to the achievement of sustainable development;
 - is in general conformity with the strategic policies of the development plan for the area;
 - does not breach, and is compatible with European Union obligations and the European Convention of Human Rights and therefore meets the 'Basic Conditions'.

Given that this is the case and therefore, with the alternative wording provided for policy EE2, the Basic Conditions are met, there are not considered to be any grounds to reject the findings of the report. Members are asked to agree to accept the recommendations of the examiner's report with the additional amendment to Policy EE2 and agree that a notice to this effect be published.

- 2.12 The District Council will be responsible for arranging a referendum where all electors within the Parish of Stockland will be invited to vote on whether the Neighbourhood Plan should be used to make planning decisions in the Parish. If more than 50% of those who vote say 'yes' the Neighbourhood Plan will be made and will form part of the Development Plan for East Devon.

Report to: Cabinet
Date of Meeting: 12 October 2016
Public Document: Yes
Exemption: None
Review date for release: None



Agenda item: 19

Subject: Monthly Performance Report August 2016

Purpose of report: Performance information for the 2016/17 financial year for August 2016 is supplied to allow the Cabinet to monitor progress with selected performance measures and identify any service areas where improvement is necessary.

Recommendation: 1. That the Cabinet considers the progress and proposed improvement action for performance measures for the 2016/17 financial year for August 2016.

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

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

kjenkins@eastdevon.gov.uk tel: ext 2762

Financial implications: There are no direct financial implications

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

Equalities impact: Low Impact

Risk: Low Risk

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

Links to background information:

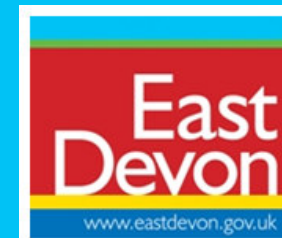
- [Appendix A – Monthly Performance Snapshot for August 2016](#)
- [Appendix B - The Performance Indicator Monitoring Report for the 2016/17 financial year up to August 2016](#)
- [Appendix C – System Thinking Reports for Housing, Development Management and Revenues and Benefits for August 2016](#)

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

Report in full

1. Performance information is provided on a monthly basis. In summary most of the measures are showing acceptable performance.
2. There are four indicators that are showing excellent performance:
 - Percentage of planning appeal decisions allowed against the authority's decision to refuse
 - Percentage of Council Tax collected
 - Days taken to process Housing Benefit/Council Tax Benefit new claims and change events
 - Working days lost due to sickness absence
3. There are no performance indicators showing as concern.
4. Monthly Performance Snapshot for August is attached for information in [Appendix A](#).
5. A full report showing more detail for all the performance indicators mentioned above appears in [Appendix B](#).
6. Rolling reports/charts for Housing, Development Management, Revenues and Benefits and Streetscene appear in [Appendix C](#).

Monthly Performance Snapshot – August 2016



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

- **4 days** to process your Housing or Council Tax Benefit claims
- **93%** of invoices received by us are paid within 10 days
- An estimated **51%** of all waste collected was recycled in August
- The Thelma Hulbert Gallery saw a **+151%** increase in August sales (£4,774 against last August sales of £1,847) and a **+53%** increase in visitor figures for August (1,249 August 2016 / 815 August 2015)
- We dealt with 209 reactive building maintenance cases at EDDC's public buildings during July, this compares to 233 in July of this year, and 166 in August of last year. This included items such as replacement of external wayfinding signage at the Knowle, emergency lighting repairs at leisure centres, condition survey repairs at public conveniences, and vandalism repairs at the former Manstone ATC Hut in Sidmouth.

Latest headlines:

- In August we published our HR report for 2015/16
 - Voluntary turnover remains low at 7.15%.
 - Absence has reduced to 8.91 average days from 10.41 days in 14/15, which compares well to other public sector organisations.
 - In 2015/16 there were no grievances raised.
 - Between April 2015 and March 2016 EDDC accepted 8 students on work experience placements, 2 undergraduates and 1 non-student.
- The Summer Play Season at the Manor Pavilion Theatre has seen a large increase in ticket sales, making it the most successful season ever.
- The new autumn season has just been announced for the Manor Pavilion Theatre with musicals, plays, variety, comedy and of course pantomime. The venue has never seen such high advance ticket sales, with a production of White Christmas going on sale in July and already over 400 tickets have been sold.
- Over 1000 people attend Countryside events during the summer holidays! Rock pool rambles and bug hunts were more popular than ever before with 240 attending rock pooling in Exmouth, Ladram and Sidmouth and 200 attending Bug Hunts at Honiton Bottom and Seaton Wetlands (unfortunately due to poor weather the Sidmouth bug Hunt was cancelled).
- Other popular events included the outdoor theatre performance of The Canterbury Tales in Exmouth's, Manor Gardens. It was a lovely summer's evening and The Pantomime theatre company had the audience of more than 150 thoroughly entertained!

- This year the Countryside team trialed Yoga on the wetlands with a local instructor. The class took place outdoors under the pond dipping shelter. The class was fully booked and has received a very positive response in feedback gathered.
- The biennial THG Open 2016 exhibition (4 June – 27 August) was an extraordinary success this year
 - Total sales = £9,924 up +182% (£3,523 - THG OPEN 2014)
 - Total visitors = 2,736 up +84% (1,488 - THG OPEN 2014)
 - Total donations = £810 up +76% (£460 - THG OPEN 2014)

Report to: Cabinet
Date of Meeting: 12 October 2016
Public Document: Yes
Exemption: None



Review date for release

Agenda item: 20

Subject: **Additional Capital Budget contribution to LED towards Exmouth wet changing room improvements and refurbishment**

Purpose of report: To ask members to consider an increase in budget of £64,000 as a contribution to LED for the refurbishment of wet changing rooms at Exmouth Leisure Centre.

Recommendation: **To increase the 2016/17 capital budget for the refurbishment of Exmouth Leisure Centre wet changing rooms by £64,000 to £328,000.**

Reason for recommendation: The agreement to support these improvements have already been agreed by Council through its allocation in the Capital Budget for 2016/17, however there is now a requirement to increase the budget with members approval.

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

Financial implications: Details are contained in the report. This is request for an additional capital budget of £64,000 which will have to be met from the capital reserve.

Legal implications: There are no direct legal implications arising but it is recommended that a Grant Funding Agreement is entered into between EDDC and LED to ensure that the funds are used for the specified purpose.

Equalities impact: High Impact
Positive impact

Risk: Low Risk

Links to background information: [Development proposal for Exmouth Leisure Centre](#)
[Revised cost breakdown](#)

Link to Council Plan: Encouraging communities to be outstanding

Additional Capital Budget contribution to LED towards Exmouth wet changing room refurbishment.

1. The Council has an approved budget of £264,000 in the 2016/17 capital programme as its contribution to the cost of refurbishing Exmouth Leisure Centre wet room changing facilities. This was based on estimated costs and a 50/50 funding arrangement with LED. The works were to be commissioned and managed by LED with EDDC making a capital contribution.
2. The final plan for refurbishment was for significant improvements to enhance customers experience and tied in with the overall improvements being made to the Leisure complex. LED applied and secured funding from Sport England of £300,000 and raised other additional funding of £5,000 towards the scheme. The proposed cost estimates and design was provided to LED by their consultants Alliance Leisure with total budget agreed of £795,000. After deducting funding secured this left EDDC and LED to meet a cost of £245,000 each, within the budget approved by the Council of £264,000.
3. Now tender figures and final work details are known the overall scheme costs have risen from £795,000 to £962,000, an increase of £167,000. Details of the increase from the original sum and works to be completed are linked to this report for members' information.
4. This increase in cost has been scrutinised by the LED and the position provided to their Board is summarised below.

In order to secure the Lottery funding a bid was required that was based on estimated costs. Due to the timescale and the additional costs that would have been incurred, without any guarantee that the bid was going to be successful, detailed examinations of drainage, domestic pipework and the mechanical and engineering (M&E) systems was not undertaken, although advice was sought from the building maintenance company that service the leisure centre.

When the Lottery funding was confirmed, and LED and EDDC consequently agreed to provide the balance of the funding, more detailed investigations were undertaken. These discovered that the respective systems were not in as good a condition as initially believed, particularly as this would be a refurbishment intended to last many years.

Although the project costs were reviewed in considerable detail, and a number of 'value engineering' savings found, the additional build costs are now £123,317. In addition, it was felt that it was essential to replace the underfloor heating, which had not been budgeted for in the original estimate. This adds a further £38,450.

After applying further value engineering savings the total additional cost is £166,762.

A detailed breakdown of the changes to the initial project costs is linked to this report.

Within this figure is a works contingency of £30,000, a design risk contingency of £25,000, and a sum of £10,000 for further investigations. Should these not be fully required the final cost will be reduced accordingly and the saving shared pro-rata.

5. LED are requesting that the Council continue to fund 50% of the balance of the cost after other contributions, with them having to also find additional funding from their own finances. This would take the Council's contribution to £328,000 and increase in the approved budget of £64,000. Members are asked to consider this request.

Report to: Cabinet
Date of Meeting: 12 October 2016
Public Document: Yes
Exemption: None
Review date for release: None



Agenda item: 21

Subject: Viewpoint Survey 2016

Purpose of report: This report summarises the responses received to the 2016 Viewpoint Survey and provides comment from Service Leads in relation to the comments made by residents in the survey.

Recommendation: That Members note the feedback and agree officer responses/actions in relation to service provision which are identified in the survey.

Reason for recommendation: To ensure that the feedback provided by residents is circulated effectively to Members and Officers and that the Council is clear about the actions resulting from this feedback.

Officer: Karen Jenkins Strategic Lead Organisational Development and Transformation
Kjenkins@eastdevon.gov.uk tel: 01395 517562

Financial implications: There are no financial implications included in the report.

Legal implications: This survey work supports the discharge of Council functions by providing customer feedback. Certain actions have been identified as a consequence of the feedback and these will be taken forward should Members agree. Otherwise there are no direct legal implications arising.

Equalities impact: Low Impact

This report summarises survey responses to produce feedback relating to specific service areas.

Risk: Low Risk

Links to background information: • [Viewpoint Survey 2016](#)

Link to Council Plan: This report helps the Council continuously improve and to respond appropriately to residents' feedback.

Report in full

East Devon District Council's Viewpoint Survey represents an opportunity for the Council to gain the views of its residents about a range of council services. The survey, which was also sent out in this format in 2013 and in 2014, was sent out to 3000 residents across the district.

Appendix one of the report outlines further details of the methodology used and Appendix two provides comparisons with previous years.

The report incorporates residents' comments where the comment has been made by 10 or more respondents. Under the comments made, the report also includes our response or the improvement action that we will take following the comments and suggestions made through the Viewpoint Survey.

In addition to this survey, we also invite feedback on our service provision through surveys to our Town and Parish councils, children and young people, voluntary/community groups and our equality partners. The results for these surveys are due to be finalised later in the year.

We are extremely grateful to the 772 residents who responded to this survey. This compares to 774 in 2014.

Results are broadly in line with the same survey which was sent out in 2014 and in 2013.

- 66% are satisfied overall with the way EDDC runs things – 10% were dissatisfied.* This compares to 71% in 2014 and 72% in 2013.
- 74% feel that East Devon District Council keeps them informed about the services it provides - 25% do not. This compares with 79% in 2014 and 84% in 2013.
- 67% feel that the Council provides value for money – 10% disagreed. This compares with 66% in 2014 and 70% in 2013.
- 56% responded that the Council acts on what residents' say – 44% disagreed. This compares with 53% in 2014 and 51% in 2013.
- 51% responded that the Council acts quickly – 11% disagreed. This compares with 56% in 2014 and 49% in 2013.
- 42% would speak positively about the Council – 18% disagreed. This compares with 44% in 2014 and 43% in 2013.

Like other recent surveys, the Viewpoint Survey reinforces the fact most people would prefer to contact us by phone or through our website rather than visit our offices. 84% of people who have used our website in the last 6 months were satisfied with it.

*Where scores do not add up to 100 this is because people did not express a view either way.

In relation to the above results, where residents responded negatively we asked them to provide comment.

- **20 residents said that the Council should listen to what local residents say.**
- **9 residents expressed concern about plans for Exmouth seafront and 4 said that more consultation is needed.**
- **We asked residents to give us examples on where they think we do not act on what residents say.**
- **48 residents gave the example of Exmouth seafront. 10 residents commented on turning Elizabeth Hall in Exmouth into a Premier Inn.**
- **42 residents said we don't listen to residents or Parish/Town councils on planning matters.**
- **25 residents commented that some residents don't want to see EDDC move from Knowle.**

Resident comments through this survey and experience/ learning through regeneration and change projects show that building consensus in communities in this area is an extremely difficult task. There are always many competing views and this is an area where the Council is working hard to improve.