

# Agenda for Overview Committee

## Tuesday, 17 November 2015; 6.00pm



### [Members of the Committee](#)

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

[View directions](#)

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- 1 [Public speaking](#)
- 2 To confirm the minutes of the meeting held on 22 September 2015 (pages 3 - 6)
- 3 Apologies
- 4 [Declarations of interest](#)
- 5 [Matters of urgency](#) – none identified
- 6 To agree any items to be dealt with after the public (including press) have been excluded. There are no items that officers recommend should be dealt with in this way.

### **Matters for Debate**

- 7 **Draft Council Plan 2016 - 2020** (pages 7 - 23)  
To consider the draft plan, and recommend additions or amendments.
- 8 **Exmouth beach Management Plan** (pages 24 - 31)  
To consider the draft Exmouth beach Management Plan.
- 9 **Environmental Health Service** (pages 32 - 33)  
To receive an update on the work of the service.
- 10 **Environmental Health Licensing Policy** (pages 34 - 48)  
To consider and recommend to Cabinet as appropriate the policies covering Home Boarding for Dogs and Dog Day Care Facilities.
- 11 **Local Government Boundary Committee for England Electoral Review Update** (pages 49 - 58)  
Update on the responses to the consultation with elected Members.
- 12 **Overview forward plan** (page 59)  
Included for reference is the forward plan of the Scrutiny Committee (page 60) and [current forward plan of the Cabinet](#).

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[Decision making and equalities](#)

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## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of a Meeting of the Overview Committee held at Knowle, Sidmouth on 22 September 2015**

#### **Attendance list at end of document**

The meeting started at 6.00pm and ended at 9.00pm.

#### **\*6 Chairman's introduction**

The Chairman welcomed the committee members to the meeting and asked for nominations for Vice Chairman, as, for personal reasons, Councillor Mike Allen wished to retire as Vice Chairman. Councillor Graham Godbeer was nominated as Vice Chairman for the meeting.

#### **\*7 Public speaking**

There were no public speakers at this point of the meeting.

#### **\*8 Minute confirmation**

The minutes of the Overview Committee held on the 30 June 2015, and of the joint meeting with the Scrutiny Committee on 11 August 2015, were confirmed as a true record.

#### **\*9 Declarations of Interest**

No declarations were made.

#### **\*10 Urgent item**

The Chairman agreed that a presentation from Andy Wood, East of Exeter Project Director on What an Enterprise Zone was and what the application for the Exeter and East Devon Enterprise Zone was all about would be discussed as an urgent under minute 13 below.

#### **\*11 Local Government Boundary Committee for England Electoral Review Programme (LGBCE) 2015-2019**

Members noted that at its meeting on 15 July 2015 Cabinet requested that the Committee undertake the initial investigation and scoping work to ensure that the Council had assessed possible options prior to the LGBCE electoral review commencing in September 2016. The report presented by Chief Executive highlighted the key issues that would arise and sought approval to the proposed online survey.

The Chief Executive confirmed that the Boundary Commission would expect a reasoned argument and analysis for any proposals made by the District Council. The view of Cabinet was that they wanted the Overview Committee to lead on this process.

Debate on the issue also included:

- Boundary Commission had extensive powers to decide on a Council's size;
- What was the most appropriate size for the Council going forward;
- This was a separate process from that being undertaken for Devon County Council, to which EDDC had commented upon;
- Housing developments in the district, particularly at Cranbrook and elsewhere would affect the Electoral Review;
- The workload for each councillor had increased in line with elector expectations, especially with regard to planning, and this was difficult to manage;
- Council Plan would be an important piece of evidence for the Boundary Commission;
- If time allowed, perhaps two surveys could be carried out.

- RESOLVED 1.** that the contents of the report and the comments made at the meeting be noted and incorporated into the survey;
- 2.** that a survey be undertaken of members' views and the results be reported together with an initial discussion proposal relating to Council size.

**\*12 Economic Development**

The Committee received a presentation from Andy Wood, East of Exeter Projects Director on the proposal for an Exeter and East Devon Enterprise Zone. There were currently 25 Enterprise Zones nationally which supported 540 businesses and had attracted 19,000 jobs and £2.2bn of private investment.

There were benefits to both business and the community from a successful Enterprise Zone application. The government had recently called for further zones, there were five proposals in the Heart of the South West area which were being assessed by the LEP Panel; the Growth Point proposal was in second place to Huntspill Energy Park. Members noted that the East of Exeter Growth Point was not experiencing the same level of delivery of jobs compared with the large number of new homes being delivered. The Enterprise Zone application was in response to this imbalance. The application also had the benefit of keeping the profile of the Growth Point high.

Debate on the issue also included:

- Concern was expressed on the affect on business opportunities in other parts of East Devon due to lower business rates in the Enterprise Zone;
- The affect a successful bid could have on the Local Plan;
- Concern about possible distortion of economic policy in the district and that the application had not yet been discussed at Council.

Andy Wood, East of Exeter Project Director was thanked for his report.

The Committee received the report of Rob Murray, Economic Development Manager. This set out the background to his work since his appointment to the post in May 2015. His work so far included providing economic input to the council's departments, developing projects to meet the needs of local business and developing joint work programmes with the Economic Development teams of neighbouring authorities (Exeter and Heart of Devon/EHOD).

The programme of work presented was very substantial for a small economic development team and it had only been possible for a small part of the programme to be implemented so far. It was noted that a full report on economic issues would be prepared by Rob Murray, Alison Hayward and Richard Cohen towards the end of the year.

Debate on the issue also included:

- addressing member wish for greater involvement in economic issues in the district should be addresses;
- importance of resourcing economic development in East Devon properly and including this in discussions on the budget, which would start in October;
- realistic goals and time frames need to be given to the economic development service;
- Business Taff was no longer considered to be required or the best way to improve communication with business in East Devon.

It was requested that Rob Murray circulate his presentation to members.

**RECOMMENDED**

1. that the top three agreed aims and outcomes for economic development in East Devon be:
  - a) To establish a robust, representative and transparent process of business engagement.
  - b) To improve the Council's knowledge of local business needs across all sectors and provide a clear process for businesses to feedback into EDDC.
  - c) To consider rural economic issues as a counterbalance to the Growth Point and urban related initiatives.
2. that a report be prepared to assess an effective and transparent engagement strategy with the EDDC business community.

**\*10 Overview forward plan**

The Committee discussed items for the forward plan, and agreed the following topics to be scoped before further consideration on how to proceed:

**RESOLVED**

That the forward plan include:

17 November 2015 – Council Plan and Economic Development.

13 January 2016 – Draft service plans and budget 2016/17 jointly with Scrutiny Committee.

26 January 2016 – Discussion on planning policy and how this should be dealt with within the Council, possibly through a separate planning policy committee. Also Coastal Flooding and the Exmouth Beach Management Plan.

22 March 2016 – Sustainability.

**Attendance list**

**Councillors Present:**

Peter Bowden (Chairman)

Mike Allen

Matthew Booth

Peter Faithfull

Graham Godbeer

Pat Graham

Ian Hall

Rob Longhurst

Christopher Pepper

**Councillors Also Present:**

David Barrett

John Dyson

Jill Elson

Marcus Hartnell

Ben Ingham

Geoff Jung

Marianne Rixson  
Philip Skinner  
Pauline Stott  
Tom Wright

**Officers**

Mark Williams, Chief Executive  
Richard Cohen, Deputy Chief Executive  
Andrew Wood, East of Exeter Project Director  
Rob Murray, Economic Development Manager  
Chris Lane, Democratic Services Officer

**Councillor Apologies:**

Marie Hale  
John Humphreys

Chairman ..... Date .....

**Report to:** **Overview Committee**

**Date of Meeting:** 17 November 2015

**Public Document:** Yes

**Exemption:** None

**Review date for release** None

**Agenda item:** 7

**Subject:** **Draft Council Plan 2016- 2020**

**Purpose of report:** This report and the attached draft Council Plan document are presented to the Overview Committee following work undertaken by the Corporate Business Think Tank. The draft Council Plan 2016-20 incorporates a new council ambition, 4 key priorities and actions as well as refreshed council values.

The Council Plan is a pivotal document which sets out the context, direction of travel and key priorities for the council's staff and its Members for the next term.

It is an important document for informing our residents, visitors, Town and Parish Councils, business and other partners about the council's key priorities and how and where the Council will direct its financial and other resources.

**Recommendation:** **That the Overview Committee reviews the draft Council Plan and makes recommendations for amendment or additions to the document.**

**Reason for recommendation:** The reason for the recommendation as outlined is so that Members of the Overview Committee can debate the contents of the draft Council Plan and review this before presentation to Cabinet and in advance of its publication.

**Officer:** Karen Jenkins Strategic Lead Organisational Development and Transformation

**Financial implications:** The Council Plan sets out the strategy and priorities of the Council, services plans and the annual budget process will bring the necessary actions together to deliver the Plan in terms of financial resources and these will be considered in the annual budget approval process.

**Legal implications:** The Council Plan forms part of the policy framework which governs the operation of the Council. The Plan requires full Council approval before implementation but its development is informed following consideration by both Overview Committee and Cabinet prior to being presented to full Council. As this report relates only to seeking the Committee's comments on the Plan, there are no legal implications arising.

**Equalities impact:** Low Impact

**Risk:** Low Risk

**Links to background information:**

- Draft Council Plan 2016-20
- Summary information from Knowing East Devon and our district



profile.

**Link to Council Plan:** This report replaces the previous Council Plan 2012-16.

### Report in full

- 1 This report has been produced through the Corporate Business Think Tank chaired by Cllr Tom Wright. The Think Tank had cross party membership and included the following councillors:  
  
Cllr Tom Wright  
Cllr Geoff Jung  
Cllr Ian Hall  
Cllr Mike Allen  
Cllr Peter Bowden  
Cllr John Dyson  
Cllr Brian Bailey  
Cllr Peter Burrows  
Cllr Simon Grundy  
Cllr Marcus Hartnell
- 2 The Council Plan is a strategic document setting out the council's priorities, direction of travel, values and ambitions. It helps to provide organisational direction – like a business plan – so officers know where to focus their efforts to deliver Members' priorities.
- 3 The Council Plan is structured so that it sets out four key priorities, the desired outcomes for each of these priorities, specific actions which we will take and details of what our day to day services are.
- 4 The draft Council Plan reflects a growing emphasis on the council working with local communities in a way that will help them help themselves in a sustainable way.
- 5 There is also an emphasis on the growing need for the council to operate in a commercial way where it can but recognising that where our assets are concerned, commercial thinking needs to be weighed carefully with community interests and benefits.
- 6 We know that for performance monitoring and reporting purposes, our plans must be Specific, Measureable, Achievable, Realistic, Timely (SMART). Our Service Plans and individual objectives will form the SMART actions that we will take to achieve the priority outcomes set out in the Council Plan.
- 7 It is important to note that the context for the Council Plan is provided by Knowing East Devon which is an economic, social and environmental summary profile of East Devon. This provides vital data and analysis which tell a story of East Devon as a place. Please find attached summary information from Knowing East Devon and our district profile.



# Draft Council Plan 2016 – 2020

## Executive Summary

The Council Plan sets out our strategic direction for the next four years and beyond – what we plan to do and how we plan to do it so that we can achieve our ambition.

East Devon is independently recognised as an outstanding place and so it follows that its council must also strive to be outstanding. Everything we do is aimed at ensuring that East Devon is a place that people want to live in, work in, visit and enjoy.

Our ambition is to be **an outstanding council which works together with local people to create great value services and an outstanding community, economy and environment for East Devon, now and for future generations.**

The Council Plan is also supported by our Transformation Strategy which highlights some key principles and actions to make sure that the Council delivers its priorities whilst remaining financially sound.

In developing this Plan we have identified the following four key priorities:

- **E**ncouraging communities to be outstanding
- **D**eveloping an outstanding local economy
- **D**elivering and promoting our outstanding environment
- **C**ontinuously improving to be an outstanding council

This Council Plan will be refreshed and updated as appropriate during 2018.

## Introduction

The next four years will continue to be challenging for public services and local communities.

East Devon is no different from other local authorities and we will continue to face financial pressures with funding from central government reducing and the demands for our services increasing.

For us, the challenge is no longer just about 'doing more for less' but instead its about rethinking our purpose, design and how we deliver our services in new and innovative ways.

Our Council Plan reflects the increasing emphasis on the Council's role evolving from that of direct service provider to 'enabler'. This includes helping to support communities to come together so they can do more for themselves.

In the Plan, you will also see that there is an increasing focus on new technologies which can help us be more accessible and joined up with our communities as well as supporting more innovative ways for us to deliver our services.

These themes are also reflected in the Council's Transformation Strategy which works together with the Council Plan to steer and guide our work and activities. The Transformation Strategy highlights how the Council will transform itself through working with communities, private, public and voluntary sector partners.

As we work towards the priorities set out in this Plan, we will continue to transform service delivery with the benefit of new technologies; continue to make sure our services are always improving through our systems thinking approach and continue to develop and explore innovative ways of service delivery based on a more commercial approach which carefully weighs commercial thinking with community value/benefit.

Through delivery of the actions in our Transformation Strategy and ongoing careful management of the budget, the Council aims to manage the reduction in government grants and funding. Due to these reductions, £2.6m savings are required over the next 4 years whilst we continue to deliver against the priorities in this Plan.

And of course we cannot forget that during the lifetime of this Council Plan, the Council will relocate. Our approach will be to ensure that throughout the process of relocation we will seize every opportunity to improve the delivery of services wherever we can and that our customers can continue to access our services how and when they want them.

**Our ambition is to be an outstanding council which works together with local people to create great value services and an outstanding community, economy and environment for East Devon, now and for future generations.**

This Council Plan identifies the following **4 priorities** and sets out what we will do so that East Devon continues to be an outstanding place to live, work, visit and enjoy.

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

## **How our plans fit together**

Infographic of

- Local Plan
- Council Plan
- Transformation Strategy aligned to the Financial Plan.
- Service Plans
- Public Health Plan
- Housing Revenue Account Business Plan
- Performance Excellence Reviews
- Corporate Annual Report and Annual Report to Tenants

## **Performance monitoring and feedback**

[Financial plan](#)

On a monthly, quarterly and annual basis we produce reports which highlight our progress against our priorities and the objectives contained in the Council Plan and our Service Plans.

Our [Monthly Snapshot](#) picks out at a glance key events and key performance information.

## **Our district – infographic**

### **Our partners**

The best councils have strong partnerships arrangements and at East Devon our partners include Devon County Council, Exeter City Council, Teignbridge District Council, Mid Devon District Council, the police and fire authorities, Exeter University, Heart of the South West Local Enterprise Partnership, our local businesses, voluntary and community groups and of course our Town and Parish Councils.

Some of the emerging themes for partners, which will be developed further during the course of this Council Plan are those around ambitions for the Greater Exeter, Greater Devon and the Heart of the South West; the University's Innovation Exeter and the debate around devolution.

### **Engagement activity**

Through our engagement activity we will continue to carry out consultations on major projects or changes to service delivery as well as working with communities to determine how they want to spend funding from development.

We will continue to carry out our [Viewpoint Residents' Survey](#) so that we can receive helpful feedback from our residents on our performance and what they think we can improve.

### **Context**

Our [Knowing East Devon](#) publication outlines key demographic, economic and health information about our district.

The population of East Devon has an older age profile with the average age of its residents being 46.9 years (national average is 39.4 years). The 65+ age range looks set to grow more than any other over the next 10 years growing from 29.9% of the population in 2014 to 33.1% of the population in 2024. An aging population will have an impact on the provision of health care, housing requirements, the labour market and economic growth. The average household size in the district is 2.2 residents. Predominantly East Devon residents are from a white British background, with just 1.59% of the district's population coming from an ethnic background.

It is important to consider what provisions need to be made in order to meet the demand of an ageing population by looking at employment trends. The proportion of the resident working age population who are in employment in East Devon is about average, with the area ranking in the top 40% of districts nationally. In East Devon, 72.6% of the resident

working age population are in employment, compared with 76.1% in Exeter and 70.5% nationally. Currently the main types of employment are in the service industry which accounts for 85.7% of the employment in East Devon with a large section of this being in the retail, hospitality and health sectors all of which are predominantly lower paid sectors.

Continued diverse development in the district is essential in order to attract a labour market which will fulfil the future demands of the district and provide quality job opportunities particularly for the young people of East Devon

In the community of Cranbrook, we can already see the much younger demographic profile. To reflect the higher proportion of the town's population being of working age, the requirement for new jobs which are well paid and less reliant on traditional sectors will be vital to support this thriving community. Elsewhere in the district, we will support opportunities to encourage new and diverse business and jobs growth alongside traditional sectors.

## **Our current financial position**

The overarching impact on the Council's finances, along with all other local authorities, has been the reduction in central Government funding as part of the programme of tackling national debt. From 2010/11 to 2015/16 the Council has had a 55% reduction in general Government funding to support service delivery, from £7.030m down to £3.164m.

The Council has met this financial challenge to date whilst ensuring front line service delivery is not affected, but the challenge continues with the Council finding it difficult to afford its spending plans against stated further Government spending cuts, the added pressure of inflationary increases, continued low investment income, an increasing call on services, members' ambition to enhance and improve services and a wish to keep moderate increases in Council Tax.

The Council's Financial Plan highlights a funding gap of £2.6m by 2020/21; to address this Council has agreed a Transformation Strategy which outlines how we will deliver our purpose despite the budget gap, whilst playing an integral part in meeting this deficit.

## What we have already achieved?

Our achievements against the last Council Plan have been noted in our Annual Reports from [2013/14](#) and [2014/15](#).

We are particularly proud of the following achievements:

- ✓ As a Board member of the Exeter Science Park Company, the Council and its partners have secured over £10m of Growth Deal and Regional Growth Fund monies to invest in the Science Park Centre and infrastructure. This in turn has helped to secure the circa £100m investment from the Met Office in its next super computer which is due for completion in 2016.
- ✓ At Sky Park the third strategic employment site is nearing completion.
- ✓ Leisure, culture and entertainment – Thelma Hulbert received the ‘Winner of Winners’ Award from the Devon Tourism Awards 2014.
- ✓ Sidmouth’s Manor Pavilion Theatre’s Summer Season continues as the last standing repertory season in the UK with huge commercial success following the appointment of West End Director Paul Taylor Mills.
- ✓ Our current recycling rate is 44% and is improving particularly in the areas where we are carrying out extended recycling trials.
- ✓ Our new town of Cranbrook with over 1000 homes already occupied was a finalist in national Royal Town Planning Institute Awards and won two Insider Housing Top 60 awards for best affordable housing project and the top prize and best project overall in the country.
- ✓ We have delivered our highest ever number of new affordable local homes for local people in one year totalling 388. There is also a significant number planned for delivery in 2015/16.
- ✓ Across the district, we are managing record numbers of planning applications totalling 1221 in 2014/15.
- ✓ Our success in collecting Council Tax remains consistently high and last year we collected 98.83% Council Tax.
- ✓ Our rent collection rate is consistently high and we collect 99.7% of rent due. In addition we spend £9m on works to our 4243 council homes each year (that is over £2000 per home) and our tenant satisfaction is consistently high.
- ✓ We have maintained a Local Welfare Support Scheme which provides funding for local food banks and individuals who are vulnerable.

- ✓ Significant reductions in the number of households on the housing register and homeless approaches through expanding housing options and homeless prevention initiatives.
- ✓ Our decision to sell the seafront site and ensure a high quality hotel development is showing results for Exmouth as the new Premier Inn opened its doors and is proving popular and successful creating 44 jobs for local people in Exmouth.
- ✓ Seaton Jurassic construction Phase One was completed in July 2015. Work has now commenced on the internal exhibition materials and an opening of the centre is planned for spring 2016.
- ✓ Big Belly Bins and recycling stations have been rolled out on seafront areas helping to keep the environment clean.
- ✓ We have granted key planning permissions which help support our visitor economy such as the Tramway Infrastructure, improved facilities at the popular Donkey Sanctuary and Sidmouth's Harbour Hotel.
- ✓ We have achieved two Green Flag awards for outstanding parks.
- ✓ In 2014 our Countryside Team helped to deliver a new Country Park in Cranbrook.
- ✓ The Countryside Team attract 2000 school age visitors, arrange 50 public events every year and are working with our most socially deprived wards funded by Natural England through the Naturally Health schools project. The team have also embarked on a new commercial partnership with River Cottage HQ.
- ✓ We have worked with local communities to deliver a significant number of recreational and sports facilities across the district using Section 106 funding.
- ✓ Our Home Safeguard community alarm service achieved accreditation by the Telecare Services Association for a fourth year.
- ✓ Our Council Tax & Business Rates Team and our Housing Benefits Team were both given national awards; "Benefits Team of the Year" and "Revenues Team of the year", winning Silver and Bronze awards respectively. Both teams are maintaining top performance not only compared with other Devon Councils but nationally.
- ✓ Our Licensing Service maintained their Customer Service Excellence accreditation through 2014/15.
- ✓ Established a cost effective in-house pest control service.
- ✓ We gained the South West Charter for Member Development (Charter Plus Standard) in April 2014.
- ✓ We have offered 7 apprenticeships within the council to help provide opportunities to local young people and demonstrate the value of apprentices to other businesses.

## Priority one - Encouraging communities to be outstanding

As well as delivering our day to day services, our focus is on achieving the following successful outcomes:

- Services which are targeted to those who need them most, providing equality of opportunity and access to our services.
- Communities that come together to solve local problems in a sustainable way, by participating, working together and helping themselves.
- More good quality, local homes for local people.
- Improved health and well being of people living in our communities through sport, exercise and making the most of the outdoors and through a variety of cultural and leisure activities.
- Healthy communities, with reduced preventable ill health through public health interventions.

Over the life of this Council Plan we will take the following actions to deliver these outcomes successfully:

- Deliver the Local Plan to meet the district's aspirations and needs in terms of the different housing people need and land for employment.
- Deliver quality green space and wildlife habitats alongside new development.
- When development happens, ensure that the natural environment and historic buildings are protected from inappropriate development.
- Deliver the right infrastructure through the Community Infrastructure Levy to ensure that new developments and communities have all the facilities they need.
- Ensure that Council homes are well maintained and managed effectively with high tenant satisfaction.
- Review our Business Plan for Council homes to maintain a viable level of income and expenditure following changes in government policy to ensure that we continue to achieve a high level of tenant satisfaction.
- Implement the actions and commitments in our Public Health Plan.
- Extend our range of community development activities to work with people of all ages, focusing particularly on the issues of health and wellbeing, worklessness and financial and digital inclusion.
- Ensure that the activities which require it are appropriate licensed.
- Extending the housing options service and reducing numbers on the housing register.
- Return empty homes to beneficial use.
- Protect and improve the health and wellbeing of our communities through transparent and proportionate enforcement of Environmental Health legislation.



Day to day services which support East Devon's communities include:

- Keeping food hygiene standards high through regular inspections of food businesses.
- Preventing homelessness wherever possible.
- Playing an active role in safeguarding children and vulnerable adults.
- Managing council homes that offer quality and value for money.
- Home Safeguard supporting our out-of- hours response and vulnerable clients connected to our community alarm service.
- Contributing to how safe people feel in their community through the Community Safety Partnership
- Improving the sustainability and energy efficiency of homes and commercial premises.
- Ensuring that minimum standards of safety, comfort and amenity are achieved in private rented homes.
- Looking after the parks, gardens and beaches and funding the countryside rangers and activities.
- Protecting the health and well being of individuals and communities by adopting a broad view of public health – this means delivering our public health priorities of supporting Targeted Families; preventing cardiovascular disease; raising levels of physical activity across the life-course; falls prevention; emotional health and wellbeing; action to address poverty/support those experiencing hardship.
- Funding teams which work in our communities to promote a great range of activities for residents and visitors to enjoy. This includes providing local communities with opportunities to improve their health and wellbeing through the Countryside Team's public events programme including orienteering, Nordic walking, green gym and GP referral scheme.
- Ongoing improvements to Seaton Wetlands to enhance the visitor experience.
- A partnership arrangement with LED charitable trust which we fund by around £1m every year to run our sports centres and swimming pools around the district.
- Supporting an Arts and Culture Forum which promotes the work of the Manor Pavilion Theatre, Thelma Hulbert Gallery, local nature reserves, parks and gardens ensuring all our communities have access to high quality green spaces, theatre productions and nationally acclaimed contemporary art exhibitions.
- Licensing premises appropriately to provide enjoyable and safe places but which don't detrimentally impact neighbouring properties and activities.
- Making sure that the public and participants are safe at major events taking place in the district.
- Ensuring that taxis and taxi drivers are properly licensed so people relying on or using the service are safe.
- Providing Housing Benefits and Council Tax Support (Universal Credit) in a timely and efficient way.
- A Customer Service Centre giving excellent customer service and providing the necessary support at first point of contact.
- Collecting council tax, business rates and other debts owed to the Council efficiently and fairly and in accordance with the Council's debt collection policy.

## Priority two - Developing an outstanding local economy

As well as delivering our day to day services, our focus is on achieving the following successful outcomes:

- An economy which attracts inward investment.
- An economy which stimulates start ups and new businesses as well as supports existing businesses to grow to bring better paid jobs and increased wealth into East Devon.
- Generation of new income streams (reducing our dependence on council tax and government funding) adopting an approach which continues to weigh and balance commercial interests with community benefit and value.
- Greater investment and economic growth into East Devon through strategic working with neighbouring authorities and other agencies.
- Promotion of East Devon and the wider region to create value and enjoyment of the area.

Over the life of this Council Plan we will take the following actions to deliver these outcomes successfully:

- Increase income from existing assets either directly or through local partnerships.
- Identify and bring forward a pipeline of regeneration and development projects across the lifetime of the Council Plan to deliver benefits through regeneration and/or capital receipts.
- Actively seek external funding and explore alternative delivery mechanisms for a series of priority regeneration and development projects.
- Create opportunities through partnership and the planning process and by acting as a facilitator to bring about further development on strategic employment sites to attract new jobs into the district.
- Work in partnership with and gain the positive support of Town Councils and local partners to identify and deliver new opportunities for regeneration.
- Implement the serviced workspace study recommendations and initiate site specific detailed reviews and business cases to seek investment and funding.
- Continue to support the growth of the Greater Exeter's economy through promoting employment sites identified in our Local Plan.
- Deliver projects to help create the conditions for local economic growth in partnership with neighbouring authorities where shared objectives exist and improved efficiencies evidenced.
- Work with Exeter and Heart of Devon (EHOD) partner economic development teams to produce a joint economic development strategy which prioritises inward investment.
- Secure new job opportunities in conjunction with development arising from the Local Plan for local residents (both young and disadvantaged in the labour market).
- Deliver our target to pay businesses within 10 working days and through our Procurement Strategy encourage local business to do business with the Council.

- [Work closely with our rural, coastal and market town economies to encourage business resilience and growth.](#)

Day to day services which support East Devon's economy include:

- Promoting and improving our town centres and high streets to encourage community identity, local services, more trade and stronger businesses.
- Managing the successful operation and opportunities provided by the East Devon Business Centre.
- Improved and targeted engagement with our business community.
- Ensuring that economic impacts are considered in responding to and deciding upon the relevant planning decisions.
- Ensuring there is an adequate supply of employment land to facilitate the expansion of businesses and to assist 'start up' companies.
- Working with employers and training providers to give local people a competitive edge to sustain existing employment and encourage new skilled and better paid jobs in new sectors.
- Providing business support, innovation and networking opportunities for small and medium size businesses and lobbying on their behalf.
- Lobbying for better and more comprehensive broadband coverage to support the rural community and businesses.
- Continuing to work with our towns to review and optimise the arrangements of parking and charges for the benefit of East Devon and its communities.
- Progressing partnership arrangements with the Science Park, Local Enterprise Partnership and Exeter University.

## Priority three - Delivering and promoting our outstanding environment

As well as delivering our day to day services, our focus is on achieving the following successful outcomes:

- Protection and enhancement of our natural and built environment.
- Abundant leisure opportunities and quality open spaces.
- Controlling pollution of the air, land and water via education and appropriate enforcement of environmental legislation.
- Further reductions in the waste that East Devon produces.

Over the life of this Council Plan we will take the following actions to deliver these outcomes successfully:

- Enter into a new innovative recycling and waste collection contract extending the options for recycling and reducing waste that is incinerated or land filled.
- Use the consultation feedback from the trials to roll out this recycling and waste service across the district.
- Adopt a Green Space Strategy, the purpose of which is to value and help protect our natural environment.
- Adopt Beach Management Plans for our beaches working closely with Town Councils; manage the risk of coastal erosion and flooding.
- Expand our Countryside offer with a diverse range of events and activities on our green and open spaces.
- Deliver high quality green infrastructure as part of new developments as a minimum in accordance with policy requirements.
- Implement a programme of fuel efficiency measures for Council properties.
- Monitor and where it is possible to do so, improve the quality of private water supplies, bathing water and the air we breathe.
- Explore opportunities for securing a Blue Flag for the beaches in East Devon.

Day to day services which support East Devon's environment include:

- Keeping our streets and countryside clean and attractive by dealing with litter, graffiti, dog fouling and fly tipping and taking action against those who break the rules.
- Collecting your residual waste and recycling and helping you to recycle more.
- Maintain our parks and gardens to a high standard, and ensure that the features and activities encourage users to enjoy the facilities.
- Supporting the Areas of Outstanding Natural Beauty and Jurassic Coast partnerships to realise the environmental assets of our district.
- A Countryside Team that engages volunteers and local communities in managing our local nature reserves to help our wildlife flourish.
- Working to help promote East Devon's outstanding natural environment as a destination for nature based tourism and providing income for the local economy and local jobs.

- Working with our partners for the Areas of Outstanding Natural Beauty and Jurassic Coast to help promote East Devon's outstanding natural environment as a destination for nature based tourism and providing income for the local economy and providing local jobs.
- Valuing, protecting and managing our tree stock through education, advice and enforcement.
- Maintaining our wide range of assets (from play areas to bridges and beaches) in good condition.
- Working with our partners to support the management of flood risk and progress identified schemes that reduce the risk.
- Maintaining a programme of inspection of potentially polluting businesses and investigate complaints, concerns and polluting incidents reported to us.
- Providing property search information to ensure potential purchasers have all the necessary environmental and other official details made available to them.

## **Priority four - Continuously improving to be an outstanding council**

As well as delivering our day to day services, our focus is on achieving the following successful outcomes:

- A culture that promotes continuous improvement, innovation, commercial thinking and new ways of working.
- Improved digital services giving customers the opportunity to self serve where they want to.
- Services which are as good as they can be using systems thinking principles.
- Skilled, motivated and engaged workforce.
- Helpful policies and the right technology to support our new ways of working (WorkSmart).
- A Council that prioritises keeping our residents informed.

Over the life of this Council Plan we will take the following actions to deliver these outcomes successfully:

- Implement the approved Strata Business Plan (a wholly owned ICT company by East Devon, Exeter City and Teignbridge Councils) in order to deliver savings, reduce risks and improve capability for IT enabled change.
- Relocate to Honiton and Exmouth Town Hall and establish surgeries where necessary to meet identified demand for particular services.
- Continue to develop self service capability of our website so that customers can access services online if they wish to.
- Implement the technologies needed to support our new ways of working.
- Improve procurement and continue to identify opportunities to save money across Teignbridge, East Devon and Exeter City Council as well as through established frameworks nationally.
- Retain our Investor in People Award following reassessment.
- Increase membership of our corporate digital magazine.

Day to day activities that keep us improving are:

- Asking our residents, stakeholders and partners for their views through our viewpoint surveys and other consultations.
- Encouraging and supporting tenant scrutiny of our Housing Services.
- Undertaking further tenant's satisfaction surveys and benchmarking of performance with peers.
- Providing outstanding Human Resources, Organisational Development, Legal and Democratic Services support so that front facing services can deliver their objectives.
- Working together as one Council team to deliver and support new ways of working.
- Legal department and Democratic Services will act as 'critical friends' in pursuit of the Council's transparency agenda.
- Delivering on the remaining actions identified in the Council's Procurement Strategy.
- Continued implementation of self service functionality for customers to access and update their records on Council Tax, Business Rates, Housing Benefits and Council Tax Support.
- Ensuring the services customers request from our customer service centre can be accessed online as a more convenient option if they wish.
- Delivering of accurate, timely and relevant financial information, monitored by the Council and available to the public.
- We are a Gold Standard Investor in People and we will continue to work to maintain this standard so that we can recruit and retain the best people to deliver Council.

## How we go about our work

Our **values** influence the way we work and are there to help sum up what we stand for:

- **Great services and great service, first time, every time**
- **Innovative, always improving**
- **Open, clear and transparent**
- **One Council team**

The way we work is also informed by our [Behaviours Framework](#) which sets out the behaviours that we value. Every officer has regular 121 reviews as well as an annual performance review which looks in detail at how well they have delivered against their objectives and how well they have demonstrated the behaviours that we value and which make East Devon District Council a place where people want to work.

These are:

- Simplicity in communication
- Systems thinking and excellence in service delivery
- Trust and respect
- Accountability
- Working together
- Excellence in leadership

Following feedback from our Staff Engagement Surveys, our managers have signed up to our [Managers' Charter](#) and our [Managers' Commitments](#) so that we can help ensure that our managers help continue to live our values and foster a great culture.

Organisational Development has arranged specific training for 'commercial thinking' and 'managing dispersed teams' has been put in place for officers to help deliver this Council Plan.

**Report to:** **Overview Committee**

**Date of Meeting:** 17 November 2015

**Public Document:** Yes

**Exemption:** None

**Review date for release** None



**Agenda item:** 8

**Subject:** **Exmouth Beach Management Plan (BMP)**

**Purpose of report:** This report invites Overview Committee to consider and recommend the adoption of the Beach Management Plan for Exmouth. The technical work making up the Plan has been extensive and underpins the recommendations made in respect of future management and maintenance of the beach, and hard engineering structures that maintain coastal protection.

The BMP recognises the importance of the Exmouth beach in terms of its amenity and coastal defence properties and outlines the ways in which we can manage and protect the beach and coastline.

**Recommendation:** **To recommend the adoption of the draft Exmouth Beach Management Plan, and implement the management, maintenance and monitoring recommendations.**

**Reason for recommendation:** To approve the Exmouth Beach Management Plan.

**Officer:** John Golding Strategic Lead – Housing, Health and Environment.

**Financial implications:** To follow

**Legal implications:** There are no direct legal implications arising as a consequence of the report. However it should be borne in mind that as the Management Plan is a non-statutory document we are not beholden to what it says, however both from an operational and reputation perspective we should be seen to be carrying through its objectives given the importance of managing / maintaining the beach. As the various projects / actions are considered and brought on line more detail consideration will need to be given to legal considerations (such as marine licences for example). Further advice will be given when required.

**Equalities impact:** Low Impact

**Risk:** High Risk

The risk of ignoring the advice is failure of our seas defences and the enhanced threat of coastal flooding and erosion.

**Links to background information:**

- [Exmouth Beach Management Plan](#)

**Link to Council Plan:** Living, working and enjoying this outstanding place.



## Report in full

- 1.1 In October 2014 we held a TaFF on issues relating to Exmouth beach and the links with Dawlish Warren beach recharge scheme. The recommendations were reported to the Overview and Scrutiny Committee.
- 1.2 One of the outcomes from the work of the TaFF was an action to finalise a Beach Management Plan (BMP) for Exmouth from consultants commissioned to undertake this work.
- 1.3 **CH2M** (formally known as Halcrow) have produced a detailed report that forms a Beach Management Plan.
- 1.4 The work has involved a detailed technical assessment of coastal erosion and flood risk management; environmental considerations; wave climate; tidal information; sediment transport; shoreline movement and beach profiles etc to produce a series of recommendations.
- 1.5 The report proposes a management, maintenance and monitoring regime in the form of an action plan that has been reproduced in **annex 1**. The action plan that appears in Section 6 of the BMP provides a summary of the recommendations made throughout the BMP. The action plan identifies actions grouped by type as being either for 'Monitoring', 'Maintenance', 'or For Future Studies'. It is intended that this action plan be used to guide future management of this area of beach.
- 1.6 This Beach Management Plan (BMP) covers the open coast frontage of Exmouth, located on the north side of the mouth of the Exe Estuary. The BMP frontage extends from Orcombe Point in the east to Exmouth Pier in the west. The area covered by this BMP is the responsibility of East Devon District Council (EDDC). In addition, Plymouth Coastal Observatory (PCO) undertakes coastal monitoring of the area as part of the South West Strategic Regional Coastal Monitoring Programme.
- 1.7 The aim of the BMP, which has been developed utilising best practice contained in the *CIRIA Beach Management Manual* (CIRIA, 2010), is to inform, guide and assist the responsible authorities and organisations in managing the beach and associated hard coastal defences, and to ensure that the risk of coastal flooding and erosion to properties and other assets along the Exmouth frontage continues to be managed sustainably, whilst recognising and managing the environmental and amenity implications of doing so.
- 1.8 The key objective of the BMP is to manage the risk of coastal flooding and erosion to property and other assets along the Exmouth frontage in the immediate future by ensuring that an adequate beach is maintained in support of the hard defence/control structures, alongside adequate maintenance of the hard defence structures themselves to ensure they remain in good to fair condition.
- 1.9 The BMP sets out the plan for monitoring and intervention to maintain the beach and associated hard coastal defences to ensure they continue to provide adequate coastal flood and erosion risk management to Exmouth in the immediate future, whilst also identifying measures to develop and implement more sustainable longer-term solutions to the management of these issues.

- 1.10 This monitoring and intervention plan has been developed in the context of providing a technically, economically, environmentally and socially sustainable management approach for the next 5 years (the BMP review period) in line with the long-term strategic coastal risk management approach adopted in 2013 as part of the **Exe Estuary Flood and Coastal Erosion Risk Management Strategy** (EEFCERMS), which in turn aligns to the **Shoreline Management Plan** policies for this frontage that are set for a 100 year planning horizon, and which aim to 'Hold the Line' of existing defence along the Exmouth BMP frontage in the short, medium and long-term.
- 1.11 In developing the BMP, a key finding of the assessments made as part of the **Dawlish Warren and Exmouth Beach Recharge Technical Appraisal Study** (of which this BMP represents the final output) and the EEFCERMS, has been to identify that the preferred strategic option for Exmouth Beach is to involve annual recycling of approximately 6,000m<sup>3</sup> of sediment along the BMP frontage to commence within the next 10 years (by 2025) to increase the volume of the beach and its width along the Maer part of the frontage (BMP Management Unit 2). This would reduce the risk of low beach levels leading to undermining of the seawall and maintain the amenity value of the beach. Such recycling and recharge works would also need to be supported by ongoing maintenance of both the seawall along the BMP frontage, and of the timber groynes within BMP Management Unit 3 (Queen's Drive), with groynes eventually being replaced.
- 1.12 However, these assessments identified that the economic viability of delivering this preferred option is dependent on EDDC attracting a significant amount of Partnership Funding as central Government **Flood Defence Grant in Aid** is likely to only be available for about 15% of the total cost of this option calculated as part of the EEFCERMS. Therefore, a key priority of the BMP is to establish Partnership Funding arrangements to ensure that the required implementation can be funded at the time it is needed in the most sustainable way.
- 1.13 A further uncertainty with the preferred option is the availability of the amount of sediment to be recycled annually. Should this quantity prove to be difficult to achieve, then alternative options will need to be considered to ensure the risk of coastal flooding and erosion along the Exmouth frontage is managed sustainably and in line with long-term strategic policy to hold the line. These alternative options would need to include consideration of construction of rock revetment and import of beach recharge from external source (possibly supported by construction of additional timber groynes). The future viability of such alternative options would in part also be determined by the amount of Partnership Funding EDDC is able to raise in the intervening years, thus further emphasising the importance of establishing funding partnerships in the immediate future.
- 1.14 Accepting these uncertainties, the monitoring and maintenance regime is intended to guide works that are required in the immediate future to maintain existing coastal defence assets in line with the adopted preferred strategy. Monitoring is targeted at both guiding when and where these maintenance works are needed and capturing information that will be invaluable in providing evidence to advance present levels of understanding as part of future studies and BMP reviews.
- 1.15 This monitoring regime will also provide valuable evidence for assessing the impacts of the Dawlish Warren Beach Recharge Scheme when it is constructed by the Environment Agency, which plans to extract sediment from Pole Sands and a point offshore of Orcombe Point and place it on the shoreline of Dawlish Warren on the opposite side of the mouth of the Exe Estuary from the Exmouth BMP frontage. The impacts of this dredging offshore of Exmouth will potentially increase wave exposure along the Exmouth frontage and so also affect the timing and/or frequency of future interventions at Exmouth, though not the nature of the interventions as defined in the maintenance regime of this BMP.

- 1.16 Exmouth beach has significant amenity value and an important function in terms of coastal flood defence. Our redevelopment proposals for the Queens Drive area will need protecting from rising sea levels and this new development will be factored into our plans. There is also an ambition to secure a Blue Flag for Exmouth beach.
- 1.17 A separate piece of coastal defence work is being undertaken at the western end of Exmouth to protect the marina and the point.
- 1.18 In summary, there are some actions that require our attention immediately such as repairs to the sea wall, temporary steps and groyne 7 with exposed piles. Other actions are less urgent such as monitoring the impact of any dredging off of Orcombe Point for the Dawlish beach recharge scheme and establishing a funding partnership.

# Exmouth Beach Management Plan: Action Plan

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## Overview

This document provides a summary of the recommendations made in the Exmouth Beach Management Plan (BMP) published in July 2015 (CH2M HILL, 2015), and duplicates Table 6-1 in the BMP.

The Action Plan is presented below and identifies actions grouped by type as being either for 'Management', 'Monitoring', 'Maintenance' or 'For Future Studies', although there is some inter-relationship between these broad action types.

It is intended that this Action Plan be used to guide future management of this area.

Exmouth BMP Action Plan

| Action No.                | Action Description  | Who by? | Date action First Defined? | When by?   | Related BMP Section              | Current Status |
|---------------------------|---|---------|----------------------------|--|----------------------------------|----------------|
| <b>MANAGEMENT ACTIONS</b> |   |         |                            |  |                                  |                |
| MAN_001                   | Undertake a review of the BMP in 5 years' time.   | EDDC    | May 2015                   | April 2020   | Section 1.2                      | Not started    |
| MAN_002                   | Measures should be taken by EDDC in the immediate future to establish a funding partnership to ensure that future delivery of any flood and coastal erosion risk management works at Exmouth can be both (a) delivered in a way that is preferred by the local communities (i.e. potentially fund beach recharge not just beach recycling) and (b) funded at the time when it is required and not depend solely on the availability (or lack thereof) of FDGiA funding. This is especially important given plans for extensive redevelopment of the Queen's Drive part of the BMP frontage which will require ongoing coastal defence.  | EDDC    | May 2015                   | April 2016   | Section 1.4.1                    | Not started    |
| MAN_003                   | It is strongly recommended that a Scoping Opinion be sought from the MMO in the immediate future to determine if a Marine Licence is required for beach recycling and, if needed and given the time-scale involved in obtaining a Marine Licence (typically 14 weeks), obtain a Marine Licence from the MMO in good time to enable beach management works to be implemented when it becomes required,   | EDDC    | May 2015                   | December 2015  | Section 1.6.1                    | Not started    |
| MAN_004                   | Consideration should be given in the immediate future to moving sediment from the now depleted sand dunes in MU2 to the eastern end of MU3. Such consideration would need to involved engagement with statutory stakeholders including the Environment Agency and Natural England, as well as local communities. A marine licence is also likely to be required from the Marine Management Organisation   | EDDC    | May 2015                   | December 2015  | Section 5.2.2                    | Not started    |
| MAN_005                   | Ensure that as part of the Dawlish Warren Beach Recharge Scheme, that funding of detailed and ongoing monitoring along the Exmouth frontage and of the nearshore area is implemented in line with the monitoring requirements defined in Section 4 of this BMP.   | EDDC    | May 2015                   | As part of ongoing EDDC engagement on Dawlish Warren Beach Recharge Scheme | Sections 1.4.4, 4.2.1 and 4.2.5. | Not started    |
| <b>MONITORING ACTIONS</b> |   |         |                            |  |                                  |                |
| MON_001                   | It is recommended that the January 2014 trial pit inspection is revisited to provide better quality data on the arrangement of the toe, including toe level and founding material. This information should be used to assess action levels for beach draw down and associated undermining risk.   | EDDC    | May 2015                   | December 2015  | Section 3.2.2                    | Not started    |
| MON_002                   | Monitoring of beach profiles every spring and autumn by PCO will continue.  | EDDC    | May 2015                   | Ongoing (as part of SWRCMP)  | Section 4.2.1                    | Ongoing        |
| MON_003                   | It is recommended that the last 3 digits of at least some, if not all, of the Profile IDs listed in Table 4-2 be marked upon the seawall at Exmouth to allow ease of identification during future walkover inspections of the area.   | EDDC    | May 2015                   | December 2015  | Section 4.2.1                    | Not started    |
| MON_004                   | A number of local authority staff who are regularly on-site should be encouraged to report to a key contact in East Devon District Council and/or the Environment Agency as to when a storm event has occurred and resulted in notable change in the beach levels against the seawall and groynes. The key contact in East Devon District Council and/or the Environment Agency can then call-out post-storm surveys via PCO. To support this, some basic training should be provided to the staff who are regularly on-site so they know what to look for. This could be based upon the Environment Agency's <i>Condition Assessment Manual</i> (Environment Agency, 2012) or key beach crest levels marked upon the seawall (refer also to Section 4.2.7). The arrangements for this, once confirmed, should be captured in a formal communication document so that the role can be communicated to others in the future. | EDDC    | May 2015                   | October 2015   | Section 4.2.2                    | Not started    |
| MON_005                   | Pre-storm profiles to occur if (a) sufficient understanding of the conditions of most concern can be developed through continued capture and review of post-storm surveys in the coming years, and (b) opportunity arises and/or funding is available.  | EDDC    | May 2015                   | If opportunity arises and/or funding available                             | Section 4.2.2                    | Not started    |
| MON_006                   | A survey of underlying bed level could be undertaken if the opportunity arises and/or funding is available. This data will provide a definitive 'Master Profile' for use in beach profile analysis.   | EDDC    | May 2015                   | If opportunity arises and/or funding available                             | Section 4.2.3                    | Not started    |

| Action No.                 | Action Description  | Who by? | Date action First Defined? | When by?                                       | Related BMP Section | Current Status |
|----------------------------|---|---------|----------------------------|--|---------------------|----------------|
| MON_007                    | The bathymetric survey information collected by the harbour authority should be reviewed alongside bathymetry and beach profiles survey data collected by PCO to further develop understanding of the sediment transport processes around the mouth of the Exe Estuary as part of future studies.   | EDDC    | May 2015                   | April 2020                                     | Section 4.2.5       | Not started    |
| MON_008                    | Visual walkover inspections should be undertaken by East Devon District Council and to monitor beach crest level against the seawall and groynes at Exmouth. One walkover survey should be undertaken every month during the winter (October to March) and one survey every two months during the summer (April to September). Throughout the year, additional walkover surveys will need to be carried out prior to and immediately after storm events, as required.   | EDDC    | May 2015                   | Ongoing  | Section 4.2.7       | Not started    |
| MON_009                    | These visual walkover inspections (refer to Action No MON_008) should also measure 'dip levels' along the frontage (i.e. distance drop from the seaward edge of the seawall to the beach to capture useful information about the variation in beach level against the seawall   | EDDC    | May 2015                   | Ongoing  | Section 4.2.7       | Not started    |
| MON_010                    | To ensure the hard-defence assets (seawalls, groynes etc) remain in such condition, ongoing maintenance is required and this will be informed by regular re-inspection of the defences in a similar way to that reported in Appendix A at least once every two years, although annually would be preferable if budgets allow.   | EDDC    | May 2015                   | May 2017                                       | Section 4.3.1       | Not started    |
| MON_011                    | Full structural inspections of the Exmouth coastal defences should be carried out every five years.   | EDDC    | May 2015                   | April 2020                                     | Section 4.3.2       | Not started    |
| MON_012                    | Visual inspections should seek to identify any impacts on these features as a result of beach works (or indeed if 'new' features are uncovered by storm events). In the event of impacts or new features being identified, then the Devon Historic Environment Service should be contacted  | EDDC    | May 2015                   | Ongoing  | Section 4.4         | Not started    |
| MON_013                    | Details of the storm conditions (waves, winds and water levels) will need to be recorded in support of the post-storm profile surveys.  | EDDC    | May 2015                   | Ongoing  | Section 4.5.2       | Not started    |
| MON_014                    | To aid future understanding, a local wind gauge located along the promenade at Exmouth should also be installed to record wind speed and direction as both can have a significant impact on the effect of storm events on the beach response.   | EDDC    | May 2015                   | If opportunity arises and/or funding available | Section 4.5.2       | Not started    |
| MON_015                    | Each year a review of all survey data should be carried out with particular focus on trigger levels defined in Section 3.2.3 and associated coastal flood and erosion risks.  | EDDC    | May 2015                   | If opportunity arises and/or funding available | Section 4.7         | Not started    |
| <b>MAINTENANCE ACTIONS</b> |   |         |                            |  |                     |                |
| MAI_001                    | Should beach recycling works occur in the future, then beach recycling logs are to be maintained by those undertaking the works, with the records then being passed to East Devon District Council, PCO and The Crown Estate. This could be supported by completing a pre- and post-beach recycling survey for the first one or two beach recycling campaigns to provide actual data against which the recycling logs can be validated.   | EDDC    | May 2015                   | As required.                                   | Section 4.2.4       | Not started    |
| MAI_002                    | If beach recycling or beach recharge occurs in the future, there will be a need to undertake regular water quality monitoring to assess the impacts (if any) of moving/placing material along the shoreline.  | EDDC    | May 2015                   | As required.                                   | Section 4.4         | Not started    |
| MAI_003                    | When either routine inspection or rapid assessment following a storm event identifies a defect in the defence, be it a crack in the defence or damage to public safety aspects of the defence (e.g. buckled hand railings or trip hazards etc.) then the following steps are to be followed:<br>1. <b>Increased defect monitoring</b> – should any defects be identified then it may be appropriate to implement an increased level monitoring rather than immediately undertaking remedial works. This could also involve the use of additional monitoring devices such as crack gauges. This step would only occur if the identified defect is not considered an immediate safety risk (i.e. this step is optional and may or may not occur prior to Step 2).<br>2. <b>Remedial works</b> – once an identified defect is considered to be in need of remedial work, then the design of remedial works should be undertaken and an appropriate repair specification generated. To ensure consistent information on repairs undertaken is recorded, a defence repair record template is provided in Appendix I. | EDDC    | May 2015                   | As required.                                   | Section 5.2.1       | Not started    |
| MAI_004                    | In respect of coastal defence maintenance requirements to the seawalls and timber groynes along the Exmouth frontage, Table 10 of Appendix A indicates the defects that should be addressed in the immediate future.  | EDDC    | May 2015                   | April 2016                                     | Section 5.2.1       | Not started    |

| Action No.                         | Action Description   | Who by? | Date action First Defined? | When by?     | Related BMP Section             | Current Status |
|------------------------------------|--|---------|----------------------------|--------------|---------------------------------|----------------|
| MAI_005                            | In respect of public safety issues along the BMP frontages, the following issues need to be addressed in the immediate future (refer also to Appendix A): <ul style="list-style-type: none"> <li>Provide permanent replacement for temporary access steps at points along Asset numbers 168679 and 113FAS3351002C02 (refer to Table 10 in Appendix A).</li> <li>Remove exposed piles from 'groyne 7' adjacent Lifeboat slipway to improve safety for beach users, monitor exposed piles as beach levels change.</li> </ul>   | EDDC    | May 2015                   | April 2016   | Section 5.2.1                   | Not started    |
| MAI_006                            | Beach and coastal defence works, when they are required, should avoid the peak holiday season, weekends and public holidays where possible.  | EDDC    | May 2015                   | As required. | Section 5.5.3                   | Not started    |
| MAI_007                            | When beach maintenance works are being undertaken, the following measures should be taken: <ul style="list-style-type: none"> <li>In order to ensure the safety of the public whilst works are being carried out, restrictions on public access to the areas of the beach being worked on should be implemented, with alternative routes provided if possible.</li> <li>It is suggested that a banks-man is present with each machine, and that spare personnel along with signage are employed to direct public access to safe sections of the shoreline during works.</li> <li>Information boards should be displayed whilst the works are being carried out to explain what is being done and why.</li> <li>Explicit notification of any works, and contact details should there be any queries, should be provided to the following organisations/groups as appropriate depending upon the location where works are occurring: <ul style="list-style-type: none"> <li>The local Town and Parish Councils;</li> <li>The Crown Estate;</li> <li>Exe Estuary Harbour Authority (Exeter City Council);</li> <li>Local fishermen and those people who have a day to day interest in what is happening along the frontage where works are to occur, i.e. any businesses that may be affected;</li> <li>Local residents directly affected by any road or access closures along the frontage when works occur;</li> <li>RNLI Exmouth lifeboat station;</li> <li>Natural England (in relation to nature conservation and coastal access interests);</li> <li>Devon Historic Environment Service (in relation to historic environment interests).</li> </ul> </li> </ul> | EDDC    | May 2015                   | As required. | Section 5.5.3 and Section 5.5.4 | Not started    |
| <b>FOR FUTURE STUDIES/RESEARCH</b> |  |         |                            |              |                                 |                |
| FUT_001                            | Should the revised trial pits work find that there would indeed be a need to install emergency rock armour to reduce any immediate risk of undermining (i.e. if the seawall is founded in soft geology that could be eroded down if exposed), then in order to be in a position to implement rock armour in a rapid time-frame should the situation ever arise, analysis should be undertaken to determine (a) the appropriate size of rock to place in a crisis situation, such that it is large enough to withstand the forces it will encounter, and (b) the source of rock that will be used, noting that any possible source must be near to the site and readily available whenever it may be required; this should also consider the viability of creating a local stockpile near to the site as a way of ensuring this ready availability.   | EDDC    | May 2015                   | April 2016   | Section 5.4                     | Not started    |

**Report to:** **Overview Committee**

**Date of Meeting:** 17 November 2015

**Public Document:** Yes

**Exemption:** None

**Agenda item:** 9



**Subject:** **Environmental Health Service**

**Purpose of report:** To remind Members of the important work being done by the Council's Environmental Health service.

**Recommendation:** **To recognise that the health, safety and wellbeing of our residents, workers and visitors are being safeguarded by the work of our Environmental Health teams. In particular to note that we continue to: inspect food businesses and investigate complaints about the safety of food; resolve complaints about workplace health and safety and promote good practice; investigate infectious diseases and prevent their spread within the community; prevent and control environmental pollution including the control of smoke, odours, flies and noise; promote and enforce public health and pest control legislation; provide advice on the likely impact of new development and on a variety of licensing matters; develop our new permanent in-house pest control and dog warden services alongside a range of other duties including reporting bathing water quality and arranging funerals (where no other arrangements are being made to dispose of the body of a deceased person in the district).**

**Reason for recommendation:** The Council's Environmental Health services regulate a range of environmental and behavioural areas that help people in East Devon to live in, work in and enjoy this outstanding place. Our services underpin a reasonable standard of wellbeing for all of us and so, much of our day to day work goes on unseen by the majority who, for most of the time are not in need of our help or support. Our annual report sets out just how much work we do, behind the scenes prevent problems. Where problems do arise, we hope you can see how hard we work to find ways to resolve neighbour disputes and to put a stop to things which would otherwise have the potential to harm our health and wellbeing.

**Officer:** Andrew Ennis, Service Lead - Environmental Health and Car Parks  
tel: 01395 517452 [aennis@eastdevon.gov.uk](mailto:aennis@eastdevon.gov.uk)

**Financial implications:** In 2015/16 there is a net budget of £897,110 for Public Health Services and an additional net income of £11,680 for Licensing activities.

**Legal implications:** There are no legal implications arising as a consequence of the report.

**Equalities impact:** Medium Impact

Formal environmental health interventions comprise inspections, investigations and enforcement actions carried out by our officers without bias or prejudice. The nature of our work means that we routinely have access to homes and workplaces where our actions will lead to a safer, healthier or more enjoyable quality of life for people in East Devon.



**Risk:**

Low Risk

The Environmental Health Service is well established and respected. We employ a competent, well trained and experienced team that fulfils the Council's duties and utilises a range of enforcement powers responsibly.

**Links to background information:**

Environmental Health annual report 2015.docx

**Link to Council Plan:**

Living in, working in and enjoying this outstanding place.

**Report to:** **Overview Committee**

**Date of Meeting:** 17 November 2015

**Public Document:** Yes

**Exemption:** None

**Review date for release** None



**Agenda item:** 10

**Subject:** **Environmental Health Licensing Policy**

**Purpose of report:** To seek Members' endorsement of the restrictions we place on people running a business of home-boarding for other people's dogs and of our proposals for the proper regulation of new businesses providing day-care for other people's dogs.

**Recommendation:**

- 1. That Cabinet considers and recommends to Council for formal adoption the conditions for Home Boarding of dogs set out in Appendix A.**
- 2. That Cabinet considers and recommends to Council for formal adoption the conditions for Dog Day Care facilities set out in Appendix B.**
- 3. That Cabinet consider and recommend to Council the enforcement policy set out in Appendix C be approved.**

**Reason for recommendation:** To have a fair, consistent and transparent approach to the regulation of certain licensed activities across East Devon in order to protect Animal Welfare and to prevent nuisance to neighbours.

**Officer:** Andrew Ennis [aennis@eastdevon.gov.uk](mailto:aennis@eastdevon.gov.uk) tel: 01395 517452 ext: 2382

**Financial implications:** No significant financial implications have been identified.

**Legal implications:** The report has no legal implications on which to comment. The policies set out the framework of enforcement on an appropriate, reasonable and proportionate basis.

**Equalities impact:** Low Impact

The proposed policies will ensure that there will be no adverse consequences for any of the equalities groups. The application and enforcement of conditions relating to animal home boarding and day care will be carried out in accordance with a transparent policy without bias either in favour of, or to the detriment of, any of the equalities groups .

**Risk:** Low Risk

**Links to background information:** • .

**Link to Council Plan:** Living in / Working in / Enjoying / Funding this Outstanding Place.

**Report in full**

**1.0 Introduction**

Much of the regulatory work of the Environmental Health team is carried out under long established delegated authorities to Officers and, unless there are exceptional circumstances, it won't feature on the agenda of any formal Council meetings.

This report has been written following:

- the increasing popularity of operating small dog boarding businesses from home;
- the growth in the business of providing day care for the pets of busy working people in purpose built or converted premises that (unlike traditional kennels) focus on socialisation and play rather than isolation and segregation of boarded pets.

## 2.0 Home Boarding

This is not a new concept and the original business plan of home-boarding was simple. Dog loving households with the time and motivation to do so would offer other dog owners (in exchange for payment) an opportunity to place their dog in a familiar domestic setting with home comforts and one-on-one care and this facility would typically be used when going away on holiday. This proved popular and clearly allowed caring owners to avoid the stress of leaving a much-loved pet in an unfamiliar caged environment where there would be no interaction with other dogs (the latter restriction being imposed in kennels in order to comply with the control of disease element of the legislation).

This Council formally adopted a set of conditions for boarding kennels back in 1998. Following consideration of a report on Home Boarding on 7 April 2004, the control of disease element was formally relaxed for home-boarders on the basis that a household would only offer accommodation to a dog or dogs from just one other household at a time so the increased risk of disease transmission was limited to (worst case) the boarding dog(s) and the household's resident dog(s). In each case a maximum number of dogs that may be accommodated at any time on the licensed premises is specified in the home boarding licence and that number is usually based on the number and size of rooms in the home and the size of the garden.

Our experience has been that Home Boarding is generally suitable for up to a maximum of six dogs at a time (which includes the household's own dog(s)) and that more than six dogs should not be boarded in a home environment. More than that number would require full compliance with the conditions of a boarding kennels licence including separate accommodation for each dog.

More recently it has become apparent that some of our home boarders have been interpreting both the "one household" and "maximum number" rules flexibly. We have told that where a home boarder is well known the locality and their services are much in demand (and often it would appear, exceptionally affordable compared to alternatives) customers have indicated that they are content for their dogs to share the home with not only the household's own dogs but also with those of other boarders. This immediately presents us with two important issues. Firstly, it is difficult to be sure that appropriate steps are being taken to protect the welfare of boarded dogs both in terms of the possible spread of disease and the risk of dog attacks and dog fights. Secondly, in some cases, the scale of coming and going of people and dogs along with the noise of dogs barking and the level of fouling in the garden of the premises have upset neighbours who have in turn asked us to investigate a possible statutory nuisance.

Whilst we accept the principle that in a small community a skilled home boarder might be able to safely accommodate a small number of dogs carefully selected from 2 or 3 different households (who may well know each other anyway), we are concerned that all customers should make an informed decision to consent to this. It is proposed therefore that in future our home boarders will be allowed to operate their business in compliance with less rigid licence conditions, provided that they advise customers that licensed establishments do not normally allow mixing of dogs from more than one household and that customers each sign a

consent form accepting that there is both an increased risk of the spread of disease and of dog-on-dog attacks in this environment.

It still seems reasonable to draw a line at six dogs in total to represent the point at which a boarding business is likely to have become too large for a home environment. It is proposed that our policy will be that we will allow home boarding licences for a maximum of six dogs at any one time (and this figure should include the household's own dogs). We will allow mixing of dogs from more than one household but only with the express (written) informed consent of the owner of each dog so-accommodated. The proposed revised conditions are at Appendix A.

### **3.0 Day Care for Dogs**

We currently have three of these operating in East Devon under licences issued by the Council. The issue to be considered here is the inherent conflict between the letter of the 1963 legislation (requiring separation for physical safety and disease control) and the dog-socialisation ethos of the businesses. In fact it seems to be this critical element, an opportunity to place your dog an environment where he is going to be active and socialise with other people's dogs that is attractive to customers who prefer not to leave their dogs at home whilst they are out at work.

There has been no amendment to the legislation to reflect this trend and whilst some argue that day care for dogs does not technically require a licence, others argue that it does. Other local authorities have been faced with the same dilemma and at present our professional view is that the legislation does apply and that anyone providing accommodation for other people's dogs is committing an offence punishable by up to 3 months imprisonment if they do so without a licence.

Professional veterinary advice has been obtained for each of our licensed facilities and a specific set of conditions designed to provide a safe environment where mixing and socialisation of dogs is still permitted provided that the decisions about mixing, separating and supervising dogs are made by a suitably qualified and experienced person with access to all relevant information about each dog.

The proposed standard conditions for day care facilities in East Devon are produced at Appendix B.

### **4.0 Animal Boarding Enforcement Policy**

The Council's Environmental Health team conducts a programme of announced inspections of premises (carried out by a suitably qualified and experienced Environmental Health Technical Officer) following applications for grant or renewal of a licence.

In addition to these, unannounced inspections will be carried out in response to complaints about the condition of premises or unsatisfactory practices that have allegedly been observed by customers, members of staff or other concerned parties.

If our inspections reveal conditions or practices that do not comply with the legislation and relevant guidance, appropriate and proportionate enforcement action will be taken. We are recommending to Members that any enforcement action must be in accordance with our own Environmental Health Licensing Enforcement policy which has been set out in appendix C.

We have proposed a different and escalating approach to enforcement dependent upon the seriousness of the issue. The approval or refusal of an application for grant or renewal of a licence is a matter for the Council and the Council will refuse to issue a new licence on the grounds of unresolved major and minor non-compliance issues in accordance with criteria set out in this policy.

In the Council's Constitution these decisions are already delegated to the Service Lead for Environmental Health and Car Parks and to the Strategic Lead for Housing, Health and the Environment. The revocation of a current licence or any appeal concerning refusal to grant a licence would always be a matter for the Courts.

## **EAST DEVON DISTRICT COUNCIL**

### **HOME BOARDING CONDITIONS**

#### **1.0 Number of Dogs Permitted**

- 1.1 The maximum number of dogs to be boarded at any one time is **X** (Max 6) including the licence holder's own dogs.
- 1.2 Dogs from mixed families are not permitted without informed written consent from each owner and a copy of that consent is retained by the license holder.

#### **2.0 General Conditions**

- 2.1 Any dog-boarding activities should be in accordance with appropriate planning consents for the property.
- 2.2 Each dog shall wear a visible tag bearing the name and telephone number of the licence holder for the duration of the stay.
- 2.3 Any vehicles used by the establishment for the transportation of dogs must be regularly serviced and kept clean. Dogs should be transported in cages of adequate size or adequately secured.
- 2.4 Measures must be taken to keep the home free of rodents, insects and other pests.

#### **3.0 Accommodation**

- 3.1 Dogs will at all times be kept in accommodation that is adequate in size. Where dogs are kept in cages within the home these must be of sufficient size for the dog to lie down, stand up and turn around comfortably, and allow the dog to defecate away from the sleeping area. Cages are adequate for short periods only.
- 3.2 Accommodation provided for dogs must be to the satisfaction of the Licensing Authority with particular regard to construction, size, fixtures and fittings, temperature, ventilation and cleanliness.
- 3.3 All excreta and soiled material shall be removed as often as necessary and at least daily from all living and exercise areas. This waste must be bagged and deposited in a landfill bin.
- 3.4 The home and outside spaces shall be maintained so as to prevent odour or nuisance to occupiers and users of adjacent premises.
- 3.5 Suitable bedding must be provided which allows the dogs to be comfortable and which is capable of being easily and adequately cleaned and sanitised. The bed must be sited out of draughts.

- 3.6 All areas in which the dogs run freely must have a suitable and adequate fence to secure the site from possible escape and to prevent unauthorised access. Doors, gates and fencing must not have any sharp edges likely to cause injury to dogs.

#### **4.0 Food and Water Supplies**

- 4.1 All dogs shall have an adequate supply of fresh drinking water available at all times.
- 4.2 All animals shall be adequately supplied with suitable food as supplied by or agreed with the owner of the dog.
- 4.3 Eating and drinking bowls must be cleaned or disposed of after each feed and re-usable bowls must be capable of being easily cleaned and disinfected.

#### **5.0 Exercise**

- 5.1 All dogs must be given adequate exercise and walked at least daily or as agreed with the dog owner.
- 5.2 Where exercise is provided away from the home all dogs must remain on leads unless informed written consent has been obtained from each owner. A copy of that consent must be kept with the records held.
- 5.3 Any muzzles required must be provided by the dog owner and used whenever the dog is away from the home.

#### **6.0 Disease Control and Vaccination**

- 6.1 Records kept on site showing that the dogs boarded have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L.canicola* and *L.Icterohaemorrhagiae*) and Canine Parvovirus. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer's instructions. A copy of the vaccination certificate(s) shall be retained by the licence holder.
- 6.2 Confirmation of recent broad spectrum de-worming, flea and tick control, must be provided by the owners of any dogs.
- 6.3 Advice from a vet must be sought where there are signs of disease, injury or illness. Where a dog is sick or injured, the owner must be informed and any instructions for its treatment which have been given by a vet must be strictly followed. All medication must be stored in accordance with instructions.
- 6.4 Dogs showing signs of disease or illness shall be isolated from any other dogs until veterinary advice is obtained.

## **7.0 Register**

- 7.1 A register must be kept of all dogs boarded at the premises and the information kept must include the following:
- Date of arrival and departure.
  - Name of dog, and any other identification mark such as microchip number, tattoo or tag.
  - Description, breed, age and gender of dog.
  - Name, address and telephone number(s) of owner or keeper.
  - Name, address and telephone number of dog's vet.
  - Anticipated and actual date of departure.
  - Health, welfare and nutrition requirements.
  - Vaccination and health records.
  - Date of last season if a bitch.
- 7.2 The register and associated records must be kept available for a minimum of 2 years and be kept in such a manner as to enable an authorised officer to easily access such information.

## **8.0 Supervision**

- 8.1 A responsible person aged 18 or over shall at all times be present or within reasonable distance from the home to look after the dogs. Dogs shall not be left alone for any longer than 3 hours. When left alone, all dogs from different families must be separated.
- 8.2 Anyone supervising the care of the animals must have knowledge in animal welfare, cleanliness and hygiene, feeding and food preparation, disease control, health and safety, emergency procedures and the recognition and treatment of sick animals.

## **9.0 Fire Precautions**

- 9.1 Dogs and equipment shall not be placed or kept in such a position to cause obstruction in case of fire or other emergency.
- 9.2 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs. Dogs must not have direct access to open flame heating devices.
- 9.3 The licence holder shall ensure that an adequate and accessible supply of water, a fire blanket and/or an efficient fire extinguisher is available on the premises.



- 9.4 Precautions must be taken to prevent any accumulation in the home or garden which may present a risk of fire.
- 9.5 An operational battery or mains operated smoke alarm must be located in any area where dogs are kept.

## **10.0 Liability Insurance**

- 10.1 Adequate and suitable public liability insurance must be held by the licence holder. A copy of the current certificate must be available.

## **11.0 Licence Display**

- 11.1 A copy of the licence and its conditions must be shown to all dog owners and available to any authorised officer.

## **12.0 Powers of Entry**

- 12.1 Authorised officers of the Licensing Authority can, at any reasonable time, have a right of entry onto the premises for the purpose of carrying into effect any of the relevant statutory provisions. To enable these provisions to be carried out, the authorised officer may take any other person authorised by the Council that may be considered necessary.

## EAST DEVON DISTRICT COUNCIL

### DOG DAY BOARDING LICENCE STANDARD CONDITIONS

#### 1.0 Number of Dogs Permitted

- 1.1 A maximum of **XX dogs** shall be permitted to be boarded in the day care facility on any one day.
- 1.2 No dogs shall be kept on the premises over night.
- 1.3 The owner of each dog to must give written consent for their dog to be boarded together with dogs from other households. Copies of the consent forms must be kept for a period of at least 2 years and readily available for inspection by an Authorised Officer of EDDC.

#### 2.0 General conditions

- 2.1 Any dog boarding activities should be in accordance with appropriate planning consents for the property.
- 2.2 Each dog shall wear a visible tag bearing the name and telephone number of the licence holder for the duration of the stay.
- 2.3 A copy of the written procedures for dog assessments must be kept on the premises and available for inspection by an Authorised Officer of EDDC.
- 2.4 Any vehicles used by the establishment for the transportation of dogs must be regularly serviced and kept clean. Dogs should be transported in cages of adequate size or adequately secured.
- 2.5 The Licence holder must ensure that the entire premises is kept vermin-free and have a contract with a pest control company which carries out regular treatment.

#### 3.0 Accommodation

- 3.1 Accommodation provided for dogs must be to the satisfaction of the Licensing Authority with particular regard to construction, size, fixtures and fittings, temperature, ventilation and cleanliness.
- 3.2 There must be an outdoor area provided within the grounds of the day care facility that has been securely fenced to prevent escape that can be used for the purposes of exercising the dogs. This area shall be impervious and able to be kept clean; faeces shall be removed at least twice daily. This area must be provided with sufficient drainage facilities.
- 3.3 The dogs must be provided with a bedding area or bench large enough to allow the animal to lie comfortably. Where bedding is used it shall be maintained in a clean and dry state. Benches shall be thoroughly cleaned at least twice weekly.
- 3.4 All excreta and soiled material shall be removed as often as necessary and at least daily from all living and exercise areas. This waste must be bagged and deposited in a landfill bin.
- 3.5 The accommodation and ancillary areas, kitchen, corridors, runs, etc, must be maintained in a state of cleanliness conducive to maintenance of disease control and animal comfort. All excreta and soiled material should be removed at least twice daily and more often if

necessary from all living compartments and exercise areas. The floors of the indoor play and rest areas must be kept clean and dry.

#### **4.0 Food and Water Supplies**

- 4.1 Dogs must be supplied with suitable food if required and must have an adequate supply of fresh drinking water available at all times.
- 4.2 Feeding bowls must be cleaned or disposed of after each feed. A kitchen must be provided for preparing dog food and must be kept clean and vermin free at all times. Refrigeration facilities must be provided to store fresh meat and open tins. All bulk supplies of food must be kept in rat and mouse proof containers. All floors and walls within the kitchen area must be smooth and impervious to ensure they can be washed down and disinfected on a regular basis.
- 4.3 A separate kitchen and rest area must be provided for staff.

#### **5.0 Exercise**

- 5.1 All dogs must be given adequate exercise as agreed with the dog owner.
- 5.2 Where exercise is provided away from the premises all dogs must remain on leads unless informed written consent has been obtained from each owner. A copy of that consent must be kept with the records held.
- 5.3 Any muzzles required must be provided by the dog owner and used whenever the dog is away from the premises.

#### **6.0 Disease Control and Vaccination**

- 6.1 Records kept on site showing that the dogs boarded have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (L.canicola and L.Icterohaemorrhagiae) and Canine Parvovirus. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer's instructions. A copy of the vaccination certificate(s) shall be retained by the licence holder.
- 6.2 Confirmation of recent broad spectrum de-worming, flea and tick control, must be provided by the owners of any dogs.
- 6.3 Advice from a vet must be sought where there are signs of disease, injury or illness. Where a dog is sick or injured, the owner must be informed and any instructions for its treatment which have been given by a vet must be strictly followed. All medication must be stored in accordance with instructions.
- 6.4 All reasonable precautions must be taken to prevent and control the spread among animals of infectious or contagious diseases, including the provision of adequate isolation facilities, this must comprise a minimum of 1 isolation unit, located at least 10 metres away from the dog play area and properly isolated from other accommodation.

#### **7.0 Register**

- 7.1 A register must be kept of all dogs boarded at the premises and the information kept must include the following:
  - Date of arrival.
  - Name of dog, and any other identification mark such as microchip number, tattoo or tag.

- Description, breed, age and gender of dog.
- Name, address and telephone number(s) of owner or keeper.
- Name, address and telephone number of dog's vet.
- Anticipated and actual date of departure.
- Health, welfare and nutrition requirements.
- Vaccination and health records.
- Date of last season if a bitch.

7.2 The register and associated records must be kept available for a minimum of 2 years and be kept in such a manner as to enable an authorised officer to easily access such information. The register must be available also to members of staff of the establishment at all times.

7.3 The Licence holder must be registered with a veterinary practice that has provided confirmation in writing that isolation facilities will be made available at their premises in the event of an outbreak of infectious disease in a dog or dogs kept at the premises.

7.4 A separate first aid kit must be available at all times for both dogs and people.

## **8.0 Supervision**

8.1 There must be at least 1 member of staff for every 8 dogs on the premises. Each member of staff must be a fit and proper person able to exercise supervision and deal with emergencies whenever animals are kept at the premises.

8.2 Anyone supervising the care of the animals must have knowledge in animal welfare, cleanliness and hygiene, feeding and food preparation, disease control, health and safety, emergency procedures and the recognition and treatment of sick animals.

## **9.0 Fire Precautions and Safety**

9.1 Dogs and equipment shall not be placed or kept in such a position to cause obstruction in case of fire or other emergency.

9.2 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs. Dogs must not have direct access to open flame heating devices.

9.3 The licence holder shall ensure that an adequate and accessible supply of water, a fire blanket and/or an efficient fire extinguisher is available on the premises.

9.4 Precautions must be taken to prevent any accumulation in the home or garden which may present a risk of fire.

9.5 An operational battery or mains operated smoke alarm must be located in any area where dogs are kept.

9.6 An evacuation procedure for all animals must be in place and the establishment shall undertake a Fire Risk Assessment. Copies of procedures must be available at all times for inspection by an authorised Officer of EDDC.

9.7 A copy of the building Electrical Certificate must be displayed in the public area at all times.

9.8 All reasonable precautions should be taken to prevent illegal access to the premises or dogs escaping.

#### **10.0 Liability Insurance**

10.1 Adequate and suitable public liability insurance must be held by the licence holder. A copy of the current certificate must be available.

#### **11.0 Licence Display**

11.1 A copy of the Licence must be suitably displayed to the public in a prominent position in the boarding establishment together with the current certificate of Public and Employers Liability Insurance.

#### **12.0 Powers of Entry**

12.1 Authorised officers of the Licensing Authority can, at any reasonable time, have a right of entry onto the premises for the purpose of carrying into effect any of the relevant statutory provisions. To enable these provisions to be carried out, the authorised officer may take any other person authorised by the Council that may be considered necessary.

# Environmental Health

## East Devon District Council

### Enforcement Policy – Animal Boarding Establishments Act 1963 and Breeding of Dogs Act 1973

| Issue details               |  |
|-----------------------------|--|
| <b>Title:</b>               | <b>Animal Boarding and Breeding Enforcement Policy</b> |
| <b>Version number</b>       | <b>Version 1.0</b>                                     |
| <b>Officer responsible:</b> | <b>Janet Wallace</b>                                   |
| <b>Authorisation by:</b>    | <b>Andrew Ennis</b>                                    |
| <b>Authorisation date:</b>  | <b>September 2015</b>                                  |

#### **1 Previous Policies/Strategies**

This is a new policy which does not supercede a specific former policy.

#### **2 Why has the council introduced this policy?**

The council has introduced this policy in order to provide clarity and consistency in the enforcement of conditions included on licences issued to dog and cat boarding, and dog breeding establishments.

#### **3 What is the council's policy?**

It is our usual practice that an announced inspection of premises will be undertaken by a suitably qualified and experienced Environmental Health Officer or Technical Officer following an application for grant or renewal of an animal boarding or breeding licence.

Any inspection relating to an application for renewal of a licence shall be carried out at least 1 month prior to the expiry of the extant licence.

An unannounced inspection will usually be undertaken in response to a complaint about the condition of the premises or unsatisfactory practices that have allegedly been observed by members of staff or other concerned parties.

If the inspection reveals conditions or practices that do not comply with the legislation and relevant guidance, appropriate and proportionate enforcement action will be taken as follows.

##### **3.1 Minor non-compliance**

e.g. where minor structural repairs or improvements are needed or improved record keeping would be appropriate.

##### **a) New Licence Application:**

The license will be issued on condition that the outstanding matters are rectified prior to use of the premises for boarding or breeding.

b) Licence Renewal:

The license will be issued with a warning letter stating that the outstanding matters must be rectified within 3 months. If a similar warning regarding any of the same matters had been issued during the 12 month period immediately prior to the inspection, and the matters are not rectified within 3 months, then the matter will be referred to the specialist Environmental Health Officer with a recommendation that the renewal application should be refused. A letter will be issued advising that the application has been refused and that trading without a licence is punishable on conviction by a fine of £500 and up to 3-months imprisonment.

c) Complaint Inspection:

A written warning will be issued detailing the matters to be rectified and stating that the outstanding matters must be completed within 3 months unless a similar warning regarding any of the same matters has been issued during the 12 months period immediately prior to the inspection. If such a prior warning exists then the matter should be referred to the specialist Environmental Health Officer who will issue a second warning letter advising that the Council will refuse an application to renew the licence on the date it is due for renewal unless the outstanding matters have been rectified within a reasonable time period.

### **3.2 Non compliance with potentially major consequences**

e.g. maximum numbers of dogs permitted to be boarded is exceeded, no satisfactory emergency fire safety plans in place, no evidence of vaccinations and animal health screening, overcrowding of accommodation in relation to an animal boarding licence, disease outbreak, filthy and verminous premises.

a) New licence or renewal of licence.

If such non-compliance is discovered during an inspection for a new licence or renewal of an existing licence the Environmental Health Technical Officer will refer the matter to the specialist EHO. No licence will be issued and the Council will write to the applicant advising that the application has been so-refused and that trading (or continuing to trade) without a licence is punishable (in the case of an animal boarding establishment) on conviction by a fine of £500 and up to 3-months imprisonment.

b) Complaint inspection.

If similar matters come to light during a complaint inspection, the Environmental Health Technical Officer will refer the matter to the specialist EHO who will immediately issue a warning letter advising that the Council is minded to commence proceedings for non-compliance with the conditions of the Licence and will refuse an application to renew the licence on the date it is due for renewal unless the outstanding matters have been rectified within a reasonable time period.

In all cases the EHO will revisit after the specified reasonable time period and, subject to the provisions of the Council's Environmental Health Enforcement Policy, refer the matter to the Principal EHO with a recommendation that proceedings be commenced in the Magistrates Court. Any referral for legal proceedings must be approved by the Service Lead who must be satisfied that the evidence of non-compliance is robust, that there is a reasonable

prospect of securing a conviction and that a criminal prosecution is likely to be in the public interest. A case file will be passed to the Strategic Lead for Legal, Licensing and Democratic Services for prosecution or, where appropriate, a formal caution.

The revocation of a current animal boarding licence is a matter for the Courts following conviction. The consideration of an application for grant or renewal of a licence, together with the conditions included within it, is a matter for the Council and the Council may refuse to issue a new licence in accordance with the policy set out above in respect of unresolved major or minor non-compliance. The decision to issue a licence or not is delegated to the Service Lead for Environmental Health and Car Parks and the Strategic Lead for Housing, Health and the Environment in the Constitution.

#### **4 Equality impact considerations**

Low Impact. The proposed policies will ensure that there will be no adverse consequences for any of the equalities groups arising from the fair and transparent application and enforcement of conditions relating to animal boarding and breeding.

#### **5 Appendices and other relevant information**

None – there are standard conditions and licence formats which are contained within the procedure for licensed premises.

#### **6 Who authorised the policy/strategy and date of authorisation.**

The Service Lead for Environmental Health and Car Parks.

#### **7 Related Policies/Strategies, Procedures and Legislation**

There is an environmental health procedure regarding the licensing of dog and cat boarding and dog breeding establishments, together with a set of standard licence conditions for home boarding, dog day care facilities, dog and cat boarding establishments and dog breeding facilities. These procedures conform with the requirements of current legislation and are regularly reviewed to ensure currency.

#### **8 Policy date for review and responsible officer**

September 2016, Janet Wallace, PEHO



**Report to:** **Overview Committee**

**Date of Meeting:** 17 November 2015

**Public Document:** Yes

**Exemption:** None

**Review date for release** None

**Agenda item:** 11

**Subject:**

**Local Government Boundary Committee for England (LGBCE)  
Electoral Review Programme 2015 – 2019**

**Purpose of report:**

To report back to the Committee the results of the member survey that the Committee agreed should be carried out at its meeting on 24/09/2015

**Recommendation:**

- 1. To note the results of the member survey**
- 2. To recommend to Cabinet that the Council prepare a draft submission for the LGBCE on the basis of no or minimal change to the existing number of EDDC councillors (currently 59)**

**Reason for recommendation:**

Based on the returns from those councillors who completed the survey it is considered that the current number of councillors is appropriate, albeit in the interests of electoral equality and comparable best practice elsewhere a minimal change in the number of councillors would be acceptable.

**Officer:**

Mark Williams  
Chief Executive

**Financial implications:**

None at this stage

**Legal implications:**

As referred to in the report

**Equalities impact:**

Low

**Risk:**

Low

**Links to background information:**

- [Overview agenda 22 September 2015](#)

**Link to Council Plan:**

Living in this Outstanding Place.

## Report in full

1. Members will recall that at their meeting on 24/09/2015 they resolved as follows:
  - a)** that the contents of the report and the comments made at the meeting be noted and incorporated into the survey;
  - b)** that a survey be undertaken of members' views and the results be reported together with an initial discussion proposal relating to Council size.



2. The survey was issued last month and a total period of 3 weeks was provided for Council members to respond. A total of 28 councillors (47%) responded to the survey so it is considered to be reasonably representative.
3. A summary of the results is attached as Appendix 1. The main conclusions from the survey are as follows:
  - a) The majority of councillors who responded consider that the appropriate size for EDDC is 56 to 60 councillors
  - b) Broadly speaking, councillors spend 3 to 5 hours per week in formal council meetings; and 1 to 3 hours per week in each of the following activities: preparing for meetings; travelling on related councillor business; dealing with case work; non-formal meetings; and also community obligations.
  - c) Since becoming a councillor the majority consider that the workload has increased. This is ascribed to attending more meetings; being contacted by more constituents; more complex issues being raised; and social media expectations in terms of quicker responses.
  - d) Councillors are satisfied with the level of support they get but would like better ICT.
  - e) Contact with constituents is equally via telephone, e-mail, face to face, community events and public meetings.
  - f) In terms of the future the broad expectation is that EDDC will adopt an increased 'enabling' role with fewer directly employed staff, more contracted out services and more shared services.
4. One of the key aspects of an electoral review is the 'challenge' that the LGBCE bring to an organisation whereby they can compare and contrast local practice with what they observe and experience elsewhere. A key message however is that 'one size does not fit all' and there is a sense that comes through from the survey that the role of the district councillor is both recognised and valued by the citizens of east Devon. If it is the case that, broadly speaking, the typical councillor spends approximately 2 days a week on Council business then the current number of councillors would appear to be a reasonable initial basis on which to prepare a submission for the LGBCE.

# Boundary Review Survey

October 2015

- As part of the proposed Boundary Review, the Overview Committee has approved this survey to ensure all Members have the opportunity to give their views on what size the Council should be in the future. The results will be analysed and considered by the Overview Committee.
- This questionnaire should only take 5 - 10 minutes to complete and your input is very much appreciated.
- Please complete this survey by Friday 16 October 2015.

**1. Instinctively, how many Councillors do you think East Devon District Council needs?**

|          |    |
|----------|----|
| 31 to 35 | 1  |
| 36 to 40 | 3  |
| 41 to 45 | 0  |
| 46 to 50 | 1  |
| 51 to 55 | 3  |
| 56 to 60 | 17 |
| 61 to 65 | 3  |

**2. On average, how many hours a week do you spend on the following East Devon District Councillor business?**

Please only include East Devon District business.

|  | Less than an hour | 1 to 3 hours | 3 to 5 hours | 5 to 7 hours | 7 to 10 hours | More than 10 hours |
|--|-------------------|--------------|--------------|--------------|---------------|--------------------|
| Attendance at any formal Council meeting (Cabinet, Full Council, Scrutiny etc)   | 0                 | 7            | 10           | 4            | 5             | 2                  |
| Attendance at any non-formal Council meetings (meetings with officers, Chairmen's Briefings, Working Groups, CAGs etc)   | 3                 | 14           | 7            | 1            | 1             | 2                  |
| Time spent on party / political group business   | 16                | 9            | 1            | 1            | 1             | 0                  |
| Attendance at external meetings where you have been appointed as a representative of the Council rather than in your capacity as a Ward Councillor (Council appointed outside bodies etc.) | 12                | 9            | 4            | 0            | 0             | 1                  |
| Community obligations in your capacity as a Ward Councillor (Parish Council meetings, Neighbourhood Panels, Community Forums)  | 1                 | 12           | 8            | 4            | 0             | 2                  |
| Dealing with case work (telephone calls, emails, constituent enquiries, surgeries)   | 0                 | 15           | 5            | 4            | 3             | 1                  |
| Preparation for meetings   | 0                 | 18           | 6            | 2            | 1             | 1                  |
| Attending seminars, conferences and training   | 12                | 9            | 5            | 0            | 0             | 1                  |
| Travel related to Councillor business  | 5                 | 16           | 6            | 0            | 0             | 1                  |
| Other (please tick the total number of hours spent per week on other activities and use the box below to specify the activities and time spent on each)                                    | 2                 | 1            | 1            | 0            | 2             | 0                  |

|  |
|--|
| Neighbourhood Plans<br>Researching for Champion role |
|--|

**3. How long have you been an East Devon District Councillor?**

|              |
|--------------|
| Various from |
|--------------|

5 months to  
32 years...

4. **Since you became an East Devon District Councillor, do you think that role has changed?**

|                |    |
|----------------|----|
| Yes            | 14 |
| No             | 13 |
| Did not answer | 1  |

**If yes, please tell us how it has changed:**

Increased resident expectations  
More case work  
More electronic correspondence  
More policy and development  
E-mail has multiplied the questions asked and raised expectations  
More meetings in the community/community leadership role  
The public get good value from EDDC compared to the BBC licence fee!

5. Since becoming an East Devon District Councillor do you think your workload has:

|                 |    |
|-----------------|----|
| Increased       | 17 |
| Decreased       | 2  |
| Stayed the same | 7  |
| Did not answer  | 2  |

**If it has increased, is it because:**

Please tick all that apply

|  |    |
|--|----|
| I am contacted by more constituents than before  | 12 |
| The issues raised by constituents are more complicated to deal with and take more time | 11 |
| I have become a Portfolio Holder or Committee Chairman                                 | 9  |
| I have to attend more Council and Committee meetings than I used to                    | 12 |
| Social media means that I am expected to respond very quickly to any issues raised     | 10 |
| My Parish Council(s) expect more from me   | 8  |
| Other  | 9  |

Other, please write below:

|  |
|--|
| The public prefer to lobby councillors than talk to officers<br>There is a lot of work on and EDDC is high profile |
|--|

**If it has decreased is this because:**

Please tick all that apply

|   |   |
|---|---|
| I am contacted by fewer constituents than before  | 0 |
| The issues raised by constituents are easier to deal with and take less time            | 1 |
| I am no longer a Portfolio Holder or Committee Chairman                                 | 1 |
| I attend fewer Council and Committee meetings than I used to                            | 2 |
| Social media and smart technology means that I can respond quickly to any issues raised | 1 |
| My Parish Council(s) expect less from me  | 0 |
| Other   | 0 |

Other, please write below:

|                                    |
|------------------------------------|
| (Empty box for additional reasons) |
|------------------------------------|

**6. How satisfied or dissatisfied are you with the level of support provided to help you to undertake your role as an East Devon District Councillor?**

|                                    |    |
|------------------------------------|----|
| Very satisfied                     | 14 |
| Fairly satisfied                   | 8  |
| Neither satisfied nor dissatisfied | 3  |
| Fairly dissatisfied                | 3  |
| Very dissatisfied                  | 0  |

**If you are satisfied or dissatisfied please tell us why, and how it could be improved if necessary:**

|   |
|---|
| High regard for staff<br>ICT needs improving<br>More nominated staff would be helpful |
|---|

**7. Is there any further support that you would like provided to help you undertake your role as an East Devon District Councillor?**

|     |    |
|-----|----|
| Yes | 13 |
| No  | 15 |

**If yes, please tell us what extra support you would like?**

|  |
|--|
| Attend more training<br>Better web site<br>Improve IT skills<br>More timely information/more focused information |
|--|

**8. How do you engage with your constituents?**

|  |    |
|--|----|
| By telephone   | 26 |
| By distributing newsletters / leaflets or flyers                   | 14 |
| By holding public meetings   | 6  |
| By attending public meetings                                       | 26 |
| By holding surgeries   | 4  |
| By email   | 28 |
| Using social media - for example, Facebook, Twitter and blogs      | 11 |
| Attending community events – for example fetes and coffee mornings | 28 |
| By going door to door  | 12 |
| By talking face to face – for example in the street                | 25 |
| Other (please write in below)                                      |    |

|                              |
|------------------------------|
| Local press/community groups |
|------------------------------|

**9. Which one of the following do you think the community is best represented by?**

|                    |   |
|--------------------|---|
| One Member Wards   | 9 |
| Two Member Wards   | 9 |
| Three Member Wards | 8 |



**10. Which one of the following statements do you think best describes the role (duties, functions and responsibilities) that you think East Devon District Council will have in the future:**

Please tick one only

|  |    |
|--|----|
| An increased "enabling" role with fewer directly employed staff, more contracted-out services and more shared services                   | 14 |
| The role will continue as it is, the balance between directly employed staff, contracted out services and shared services is about right | 5  |
| An expanded role, due to more statutory requirements from the Government (with additional related funding)                               | 7  |
| A lesser role following a more regional focus on spending and service provision  | 2  |

**11. Considering your answers to the preceding questions, how many Councillors do you now think East Devon District Council needs?**

|          |    |
|----------|----|
| 31 to 35 | 1  |
| 36 to 40 | 3  |
| 41 to 45 | 1  |
| 46 to 50 | 2  |
| 51 to 55 | 3  |
| 56 to 60 | 15 |
| 61 to 65 | 2  |

**12. Are there any other comments you would like to make?**

Please provide any further information you think may be relevant or helpful to the review

In multi member wards, effective team working helps the public  
East Devon is growing so a cut back on representation would be counterproductive  
District Councils play an important role and are a bridge between small parishes and strategic authorities  
We need to get better at engaging with the community  
Enhanced digital communication should facilitate more electors per councillor  
There will always be a variety in terms of how much time individual councillors spend in doing their role  
Localism has increased expectation and the need for councillors  
There is a lot of change happening

## **About you**

We are asking the following questions so we can contact you for further information if necessary and to see if there are any particular views from different Wards. All information will be treated in accordance with the Data Protection Act.

**13. Please tell us your name (optional):**

**14. Please tell us the Ward you represent:**

**Thank you for taking the time to complete this consultation. Please press on the 'submit' button below.**

**Agenda item 12**

**Overview Committee**



**Overview Committee Forward Plan 2015/16**

| <b>Date of Committee</b> | <b>Report</b>  | <b>Lead</b>   |
|--------------------------|--|---------------|
| 2 Dec 2015               | Single draft bid from Heart of the South West Devolution Programme Management Office for comment – jointly with Scrutiny Committee | Mark Williams |
| 10 Dec 2015              | Refuse and recycling trial feedback – jointly with Scrutiny Committee  |               |
| 13 Jan 2016              | Draft service plans and budget 2016/17 jointly with Scrutiny Committee   | Simon Davey   |
| 26 Jan 2016              | Option for creating a new Place committee  |               |
| 22 Mar 2016              | Sustainability   |               |

**Work for scoping and allocation to the Forward Plan:**

| <b>Proposed date</b> | <b>Topic</b>  |
|----------------------|---|
| 26 Jan 2016 tbc      | Update on Flood Risk Management and Shoreline Management Plan from Devon County Council as lead authority |

For information

Scrutiny Committee



## Scrutiny Committee Forward Plan 2015/16

| Date of Committee | Report   | Lead                  |
|-------------------|--|-----------------------|
| 10 Dec 2015       | Refuse and recycling trial feedback – joint meeting with Overview Committee<br>Mill Street Press Release<br>STRATA Joint Scrutiny minutes of 3 December 2015 if available, for information |                       |
| 13 Jan 2016       | Draft service plans and budget 2016/17 jointly with Overview Committee   | Simon Davey           |
| 18 Feb 2016       | Sustainable Homes and Communities Portfolio Holder Update<br>STRATA Joint Scrutiny minutes of 4 February 2016 for information  | Councillor Jill Elson |
| 17 Mar 2016       | Performance monitoring report Quarter 3 2015/16<br>Beach Hut update  |                       |
| 14 Apr 2016       | STRATA Joint Scrutiny minutes of 7 April 2016 if available, for information  |                       |

### Work for scoping and allocation to the Forward Plan:

| Proposed date | Topic   |
|---------------|---|
|               | Portfolio Holder updates as required  |
| tbc           | Dunkeswell & Chardstock inclusion in list of settlements to receive a Built-up Area Boundary decision process |
| tbc           | Review of the production process of the Local Plan  |