

# Meeting not open to the public



District Council

East Devon District Council  
Knowle  
Sidmouth  
Devon  
EX10 8HL

DX 48705 Sidmouth

Tel: 01395 516551

Fax: 01395 517507

[www.eastdevon.gov.uk](http://www.eastdevon.gov.uk)

## Agenda for Asset Management Forum Thursday, 25 September 2014; 9.30am

To: Members of Asset Management Forum; Heads of Service

**Venue:** Committee Room, Knowle, Sidmouth

**Contact:** [Chris Lane](#), 01395 571544 (or group number 01395 517546): Issued 23 September 2014

<u>Meeting of the Asset Management Forum</u>	
1. To confirm the report of the meeting of the Asset Management Forum held on 30 June 2014.	Attached
2. To receive any apologies for absence.	
3. Matters Arising.	
<u>Asset Management Plan Delivery</u>	
4. Asset Management Plan – Prioritised Tasks 2014-15, Planning for 2015-16	Action Plan for Delivery attached
5. Green Space Strategy proposal	Cabinet report & draft action plan ideas attached
6. Tenanted non residential review: Sports & Activity Clubs	Project Plan attached
7. Asset Management incorporation into Service Planning	Service Plan Template attached
<u>Other property issues</u>	
8. Unauthorised occupation of Council owned land	Draft procedure to follow
9. Date of next meeting – Thursday 9 October 2014 at 9.30am in the Committee Room.	

### [Decision making and equalities](#)

Can we take out the 'Donna Bests' in the 3<sup>rd</sup> columns and put for item 4 – Draft review report for discussion and for item 5 put the 'cabinet report for approval' in that column instead?

## EAST DEVON DISTRICT COUNCIL

Confidential report of a meeting of the Asset Management Forum held at Knowle, Sidmouth on Thursday, 14 August 2014

Present: Councillors:  
David Cox  
  
Paul Diviani  
Bob Buxton  
Ian Thomas  
  
Officers:  
Simon Allchurch  
Donna Best  
Pauline Druce  
Nigel Harrison  
Jamie Murrell  
Hannah Whitfield

Apologies: Councillors:  
Graham Godbeer  
Andrew Moulding  
  
Richard Cohen

The meeting started at 9.30 am and finished at 11.10 am.

### 8 Minutes

Members noted the report of the meeting held on 30 June 2014.

Nigel Harrison, Economic Development Manger, advised of a correction to minute 2 (Matters Arising) - Nigel had spoken to Ian Harrison (formerly of Devon County Council) on the issue of the Dunkeswell link road, not Matt Dickins.

### 9 Matters Arising

#### East Devon Serviced Workspace

Cllr Cox advised that the meeting to discuss the report on East Devon Serviced Workspace was arranged for 11 September; this report would then be presented to the 1 October Cabinet meeting. Nigel Harrison hoped to circulate the draft report by the end of the month. It was suggested that a pre-meeting to discuss the content of the report before the 11 September meeting would be helpful – a pre-meeting was set for 4 September (to follow the AMF briefing).

#### Seaton Workshops Project

Following planning approval being granted on 1 July, Simon Allchurch, Senior Building Surveyor, was preparing documents for the contract tender on a design and build basis. Once tenders were back, a viability appraisal would be undertaken. It was anticipated that a report would then be prepared to enable the Forum to consider their recommendation to Cabinet as to whether or not to proceed further with the project .

In response to a question raised about the potential of a package sale, the Principal Estates Surveyor advised that the work being undertaken by the Senior Building Surveyor would give an indication of the delivery programme should members wish to proceed with that option.

In response to a Member comment about managing the expectations of existing tenants, the Principal Estates Surveyor advised that a communication strategy would be in place.

Manstone depot - additional workshop space

The Principal Estates Surveyor reported that the possibility of providing additional workspace on land occupied by the Depot had been investigated. However, this was currently on hold as the whole Depot site was to be included in the marketing brochure for the Knowle. The agents carrying out the marketing exercise also wished to include the ATC hut in the brochure as an option – confirmation as to whether this hut was to be included would be sought from the Deputy Chief Executive.

Cllr Cox reported that there was room for a couple of work units to the east of Manstone – this land was owned by the Council and was currently wasted.

10 Tenanted non residential property review (TNRP) – Beach huts and chalets

The draft report had been circulated to the Forum for discussion and comment. The Council, assisted by CIPFA Property, was undertaking a review of its tenanted non-residential property portfolio and had adopted an approach of organising the portfolio into ‘manageable chunks’ or ‘asset clusters’. Beach huts and chalets represented one such cluster. The report set out the review process, details of the assets, management arrangements in place, rental levels and income, demand, condition and maintenance in respect of each of the sites. The summary of conclusions and recommendations, which would be used to draft a report to Cabinet, were set out in B2 of the report; the Principal Estates Surveyor took Members through these and invited comments.

During discussion the following points were made:

- Recommendation 4 –
  - Site only leases were already in operation in some locations and the consistency of the types of huts erected had not caused problems to date.
  - Tenants would be required to make their own insurance arrangements – as those that already had site only leases did.
  - Current tenant agreements were offered on a rolling lease – these agreements would be amended to the issue of 5 year leases. However the annual hire charge review would be continued. Cllr Cox asked that reference be made in the report to Cabinet that new tenant agreements would be drawn up.
- Recommendation 5 – an explanation was needed in the recommendation of the how the 80 huts referred to were made up.
- Recommendation 6 –
  - In recent years, pricing had been increased by RPI. Forum Members felt the pricing structure should reflect the market price and this should be reviewed through discussion with the

Environment Portfolio Holder. The Forum felt that the Fees and Charges Task and Finish Forum 2013 had missed an opportunity for a more thorough review of the pricing structure. The Forum was reminded that Cabinet needed to agree the pricing structure from April 2015 in the autumn.

- Water and electric charges were included in the rents for the Exmouth chalets – it was considered that this should also be reviewed. The Principal Estates Surveyor reported that this area was being looked at as part of a wider redevelopment project. However, work was unlikely to be undertaken for a couple of years.
  - A commercial approach needed to be taken to leases when they came up for renewal. For example the Council should consider the possibility of offering vacant beach huts on the open market rather than at a set hire charge.
  - Waiting lists had been closed as due to low turnover some people had been on the list for a number of years. Members felt that they should be re-opened.
  - Further research should be taken into how other Council's manage their beach hut letting. West Dorset District Council was given as an example as they operated a tender scheme. Consideration could be given to tendering 25% of beach and chalet stock.
- Recommendation 7 – if Members were to agree to recommendation 4 (leasing sites only) this would release a workshop currently used for storage. Recommendation to include looking at alternative use options and reporting back to the Forum for consideration.
- Recommendation 9 – It was intended that a planning application would be submitted for replacement huts at Jacobs Ladder in the autumn - these huts would be of a higher quality than those that were currently in situ. There was some viability work to be carried out as the huts had received significant repair works because of storm damage and as a result their life had been extended.
- Cllr Cox suggested that the Principal Estates Surveyor and Senior Building Surveyor meet with the Planning Team's Development Manager to discuss the proposals.



## 11 Whole life costing

At its last meeting the Forum had noted the Council's commitment to embedding whole life costing analysis into its property decision making process. The draft Cabinet report circulated with the agenda now included specific examples - one based on a swimming pool the size of Sidmouth Swimming Pool, one based on a community centre the size of the Younghayes Centre, Cranbrook and one based on workshop space the size of units at Millwey Rise, Axminster. These helped to illustrate to members how whole life costing could work in practice. The report had been delayed so that the examples could be included and would now be referred to October Cabinet. The Forum noted the benefits of introducing the system and welcomed the recommendations in the report.

## 12 Date of next meeting

The next meeting of the Asset Management Forum would be held on **Thursday 25 September 2014** at 9.30am in the Committee Room.



## CAMP 2014-2017 DELIVERY PLAN

Priority*	Task Title	Outline project plan	Task Manager	Start Date
1	Cranbrook - additional land and buildings management	Task will include liaison with developers and planning authority in relation to 106 implications. Provision of advice to Council as to projected costs and establishment of relevant budgets. Provision of advice and subsequent negotiation on assets to be offered to the Council but which it is not obliged to take.	Darren Somerfield, Cranbrook project manager	2014/15
1	TNRP** - Leisure assets 	Review of Leisure East Devon run assets. Project plan and project team to be established.	Donna Best	2014/15
1	TNRP** - Beach Huts & Chalets	Review of Beach Huts and Chalets - Review to be finalised and recommendations from AMF to be agreed	Donna Best	2014/15
1	TNRP** - Private Clubs and Sports Clubs	Review to be finalised and rental policy established	Donna Best	2014/15
1	Estates Team Systems Thinking Review	Identification of process efficiencies and incorporation of property management software	Nick Wright	2014/15
1	Asset Management incorporation into Service Planning 	Project will agree recommended format following consultation with AMF and SMT	Donna Best	2014/15
1	Whole life costing appraisal	Policy and methodology to be agreed	To be assigned	2016/17
1	Beaches	Beach Development Plans to be developed along with the creation of a Beach Forum	Andrew Hancock	2015/16
2	TNRP** - Community Halls	Review	Donna Best	2015/16
2	Depot Review	Project plan for district wide review to be agreed	Donna Best	2015/16
2	East Devon Business Centre	Establish a nil cost business plan (NB tied in with office relocation programme)	Nigel Harrison	2015/16

\* As agreed by AMF and SMT, resolved by Cabinet

\*\* TNRP - Tenanted non residential property review

## CAMP 2014-2017 DELIVERY PLAN

Priority*	Task Title	Outline project plan	Task Manager	Start Date
2	Play Areas, multi-use games areas, outdoor gyms and skate parks	Project plan to be agreed but likely to include:-Review of existing costs, projected future costs, exploration of alternative delivery options (incl. Local community), establishment of policy around future asset take up.	Donna Best	2015/16
2	Open Space, Parks & Gardens 	Project plan to be agreed but likely to include:-Review of existing costs, projected future costs, exploration of alternative delivery options (incl. Local community)	Donna Best	2014/15
2	Third Sector Asset Transfer	Policy to be agreed	Donna Best	2015/16
2	Arts Development	Review of service, exploration of alternative options for delivery including Elmfield House premises	Denise Lyons	2015/16
3	Theatres	Review of theatres - The Pavilion Exmouth (under LED TNRP) and Manor Pavilion, Sidmouth	Donna Best	2016/17
3	Nature Reserves 	Project plan to be agreed and likely to include: assessment of costs, delivery options, contribution to Council priorities with framework development for conservation and management of the NRs and review of management plans	To be assigned	2016/17
3	Port Royal, Sidmouth - Regeneration	Establish Project Plan to create development brief and delivery strategy in partnership with Sidmouth Town Council	To be assigned	2016/17
3	Public Conveniences Review	Review of Public Convenience provision and establishment of policy	Andrew Hancock	2014/15
3	Performance Management	Development of performance measures that evaluate asset use in relation to corporate objectives	SWAP	2016/17

\* As agreed by AMF and SMT, resolved by Cabinet

\*\* TNRP - Tenanted non residential property review

**Report to:** Cabinet  
**Date of Meeting:** 1 October 2014  
**Public Document:** Yes  
**Exemption:** None



**Agenda item:** To be completed by Democratic Services.

**Subject:** **EDDC Green Spaces Strategy proposal**

**Purpose of report:** The report sets out the rationale and aims for developing a district wide Green Space Strategy for Cabinet to consider. The report identifies the benefits that can be derived from adopting a holistic approach to the Council's management of its green spaces especially the opportunities for closer working between key service areas such as Streetscene, Housing and Countryside. The future management of these green spaces is of critical importance as their contribution to the district's quality of life indices including health and wellbeing for local residents is significant.

Green spaces also play a key role in helping to boost our local economy with their role in attracting visitors and visitor spend in many of our towns as well as their importance to our outstanding natural environment. The Council currently provides 10% of its annual budget to managing our green spaces which is excellent value when our annual household survey shows 80% of all local residents regard our green spaces as of vital importance to the work of the Council. The current set of Council plans and strategies does not provide a strategic framework for the management of green spaces and this document will therefore help shape the future management of these important areas for public recreation and enjoyment.

**Recommendation:** **That Cabinet approves the development of a Green Space Strategy which will provide the strategic management for those areas owned by East Devon District Council and defined as green spaces.**

**Reason for recommendation:** To enable the work to begin in developing the Strategy and bringing together those key services involved in green space management across the Council in helping to shape and inform the document.

**Officer:** Charlie Plowden, Countryside & Leisure Manager: x2068  
[cplowden@eastdevon.gov.uk](mailto:cplowden@eastdevon.gov.uk)

**Financial implications:** Financial implications are in the form of staff time, which is already included in the 2014/15 budget, and some printing costs which, although not budgeted for, are unlikely to be significant.

**Legal implications:** No legal observations are required.

**Equalities impact:** Low Impact

**Risk:** Medium Risk

The increasing pressures on the management of the Council's green spaces means that without an overarching Strategy for their future there could be a decline in both quality and accessibility of sites.

**Links to background information:** • Appendix 1 – Draft Action Plan ideas

**Link to Council Plan:** [Enjoying this Outstanding Place](#)

## Report in full

### 1. Introduction

- 1.1 Green spaces are integral to the life of all East Devon’s urban settlements – they provide breathing space and are crucial to the successful functioning of urban communities. Green spaces are places to relax and enjoy the natural environment away from the stresses of everyday life, to take children to play, and for sport and recreation. Green spaces are typically the most widely used facility provided by a local authority. Green spaces are also important for people’s health and well-being and for reducing the negative effects of climate change.
- 1.2 East Devon has outstanding areas of green space and they help define the character of our district which we should be proud of and we would endeavour to encourage more people to enjoy them. The ongoing squeeze in budgets has meant that there is more pressure in continuing the funding and investment in our green spaces which could lead to their decline. This is a national problem, not just a tension within East Devon.
- 1.3 This proposal for a Green Space strategy will identify what East Devon DC will need to do to stop any future decline and ensure that the district is provided with the quantity and quality of accessible green space that meets the needs of our local residents. To help East Devon DC fund and deliver the improvements that our communities may want, we will need the following:
  - a Green Space Strategy and Action Plan linked to EDDCs Local Plan and other corporate strategies

### 2. How does it fit with other EDDC Plans?

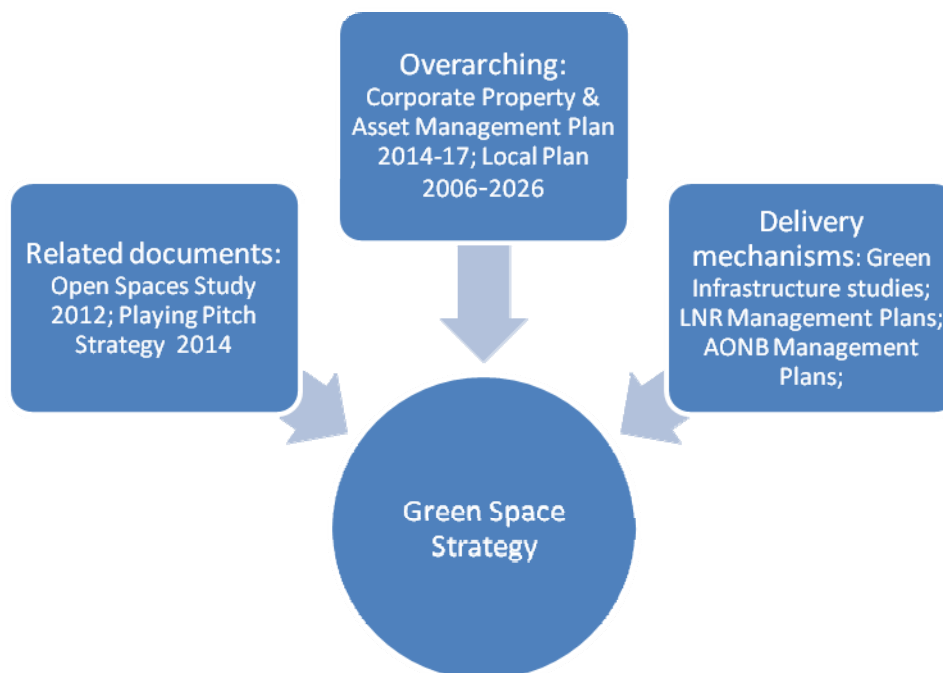
- 2.1 To clarify for the purposes of this report the definition of open space which under the Town and Country Planning Act 1990 is “open space is defined in the Town and Country Planning Act 1990 as land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground. However, in applying the policies in this Guidance, open space should be taken to mean all open space of public value, including not just land, but also areas of water such as rivers, canals, lakes and reservoirs which offer important opportunities for sport and recreation and can also act as a visual amenity”.
- 2.2 The scope of open space is therefore both varied and multiple but for the purposes of this report the focus on the Strategy is on green space within the district that is freely available to the public for informal recreation activities such as walking, playing and relaxing. It is concerned with all green spaces that are available for informal recreation, allotment sites and play spaces that are managed by East Devon DC. It includes green spaces that are managed specifically for recreation, such as our parks and gardens, and other green spaces which are more informally managed or managed for wildlife such as Local Nature Reserves.
- 2.3 The Green Space Strategy will cover those sites managed by East Devon DC:
  - Parks and gardens
  - LNRS
  - Housing land
  - Allotments



- Outdoor Playing Space
- Areas for play
- Areas for sport
- Areas for informal recreation e.g. footpaths, bridleways, cycle paths etc

2.4 The Council has already produced an Open Space Study in 2012 which has recently been reviewed and this provides an evidence base in deciding planning applications, negotiating Section 106 Agreements and to an extent influences investment in open spaces. This document also provides the understanding of open space supply across the district and the setting of local quality standards for the majority of typologies proposed within the Green Space Strategy. The Open Space Study provides an overview of open space provision and need across all towns and parishes and is therefore an important document for the proposed Green Space Strategy to reference especially on quality, quantity and access standards.

2.5 The Council's Corporate Property Asset (CPA) Management Plan 2014-17 is the overarching strategic document that amongst other assets covers the Council's green spaces (parks, gardens, LNRs, allotments etc). The CPA Management Plan has identified a review of existing costs, projected future costs and exploration of alternative delivery options for these green spaces and so the development of a Green Space Strategy is both timely and relevant to help inform that process. The implications of the review in 2015/16 are likely to have an impact upon how the Council will look to manage these assets going forward. Therefore it is important that the Council's Asset Management Forum contributes towards the development of the Green Space Strategy.



2.5 Finally the emerging EDDC Playing Pitch Strategy will also provide an important evidence base for the Green Space Strategy as there are many areas for play and sport managed by East Devon DC that also provide an important function for local communities as an area for informal recreation. These facilities therefore double up both as a resource for local sports clubs but also as green space for multiple uses when not in active use. Therefore their ongoing management and future use will need to be considered within the scope of the Green Space Strategy.

### 3. Green Space Strategy purposes

- 3.1 This strategy is a key step towards protecting and improving East Devon's accessible green space. It will provide a vision, aims, a robust evidence base and a set of objectives that, together, will provide a strategic framework for the planning and management of East Devon DC's green spaces. The strategy will aim to coordinate and improve decision-making in relation to the planning and management of the Council's green space.
- 3.2 It will seek to guide and strengthen the Local Plan policy on green space and provide a strategic framework to guide and inform investment and management of green space by East Devon DC. The strategy will identify ways in which our green spaces can be improved.
- 3.3 The strategy will set out to balance accessible green space provision with community needs and aspirations that is informed by the Open Spaces Study and the CPA Management Plan. Applying this strategy will allow EDDC to coordinate efforts and resources to improve the quantity, quality, use and appreciation of green spaces. The strategy will reinforce and promote the key role green space plays in supporting our health and well being, providing access to nature, responding to climate change, and providing an educational resource.
- 3.4 The Green Space Strategy will provide a critical link to the emerging district-wide Green Infrastructure Strategy. The strategy will also be a key document to be used in association with the District's Open Space Study to help determine standards for the provision and quality of new green spaces as well as a potential source of income for their management.
- 3.5 The strategy will include a Green Space Action Plan (ref: Appendix 1) that will set out how the objectives will be implemented and how progress will be measured. The Green Space Action Plan will be updated every three years, and will provide an opportunity to monitor and review progress.

### 4. Strategic Objectives

- 4.1 The process of pulling together this document requires a commitment from key Service areas within the Council and some potential resources to help gather the evidence base, though it is anticipated that the majority of information required is held internally already in a number of the key documents already identified.
- 4.2 The Strategy is therefore likely to cover the following key objectives:
  - Carry out an assessment of the current level of green space management within district and digitise onto a green space layer on GIS.
  - Develop management plans for all major parks & gardens and LNRs in district
  - Create effective links between green space planning and other areas of policy and strategy development e.g. housing land
  - Work with Planning and the S106 Monitoring Officer to secure income to develop future green space sites of strategic importance (e.g. Cranbrook Country Park) also in association with relevant partners to provide mechanism for accessing resources (e.g. Lottery based applications) to assist with future management of all sites.
  - Develop appropriate access and understanding in relation to green space issues
  - Promote partnership approach to increased understanding of benefits of green space with local community – Health & Wellbeing, community gardens/orchards etc.

## 5. Vision and Aims

- 5.1 A vision for East Devon DC's Green Spaces could be to actively improve the lives of our community where the multiple functions and benefits of green space are recognised, protected and supported by this and future generations.
- 5.2 In order to achieve this vision, the following aims are proposed:
- To establish minimum standards of green space provision to ensure that EDDC has the right amount and type of green spaces and play spaces to meet the existing and future needs of its residents, workers and visitors.
  - To ensure that everyone living, working and visiting in East Devon has easy access to high quality green spaces and play spaces.
  - To achieve high quality green spaces across East Devon, including spaces that are nationally recognised for their quality and facilities.
  - To promote the central role that green spaces play in contributing to the district's health and well-being and biodiversity.
  - Making the most of the ways in which green space can help reduce the impacts of climate change
  - To support community involvement in the management of green spaces.
  - To deliver a high quality network of recreational and accessible green spaces linking East Devon's coastal and market towns to its surrounding countryside

## 6. Benefits of a Green Space Strategy

- 6.1 Green space is a vital part of our day-to-day lives, whether we spend time in it, pass through it or simply view it from a distance. The extent to which it impacts our lives can be seen in the findings of a national survey which revealed that 91% of people believe that public parks and open spaces improve their quality of life (CABE, 2004 *'Public Attitudes to Architecture and Public Space'*).
- 6.2 Green space forms a vital part of EDDC's service provision, offering a broad and varied range of facilities and opportunities to all its residents and visitors. This level of attachment and importance within people's lives is unsurprising given the range of benefits green spaces can offer. A significant body of research identifies that the benefits of providing well managed green spaces that promote diverse usage and high ecological value are widespread.

## 7. So why do we need a Strategy?

- 7.1 The critical issue to determine is the actual purpose and need for such a document in view of the Council having other documents that are related to this area of work. Where is the added value of such a Strategy to East Devon DC? The narrative within this report clearly outlines the obvious benefits of having well managed and used green spaces for local residents to access and enjoy, plus the health and wellbeing benefits they bring as well as helping to provide a boost for local economies. However the Council does not have one single overarching strategy/document that identifies all these benefits together and an action plan for their future management. Strategically we have a gap in how we look at all our green spaces in terms of their social value and how we will prioritise/sustain their future resourcing and site management in line with our future budget challenges.
- 7.2 The purpose of this Green Space Strategy will be to make it clearer to all our users of green space what the benefits are of East Devon DC managing them and where opportunities lie in being more engaged in their management such as volunteering or being community run. The Strategy will seek to deliver the following key objectives for East Devon DC:

- Develop a strategic approach to green space improvement;
- Carefully manage the provision and acquisition of new green spaces by having early involvement in development management processes;
- Provide creatively designed green spaces which are accessible and support positive community cohesion as well as being designed to ensure cost effective maintenance;
- Maximise opportunities for publicity on all green spaces that enhances the Council's reputation management;
- Provide opportunities for a wide variety of sports to take place across our green spaces and encourage education and community involvement in their use and management;
- Identify opportunities for increasing income through public events, hiring out green spaces and attracting external funding to help deliver new uses (linking to health and wellbeing, enhanced visitor infrastructure etc);
- Develop greater opportunities to support and grow volunteering across all our green spaces which may involve reviewing the way we manage our sites to better align this aspiration to the feasibility of delivering it;
- Manage all our green spaces so that we increase biodiversity again by reviewing management practices and site management plans to ensure we can embed this in day to day worksheets;
- Consider the review and redesign of our green space management to achieve planned budget challenges without compromising the quality of the green spaces being managed for recreational use and biodiversity gains;

7.3 It is likely that the preparation of a Green Space Strategy will take around six months as it is proposed to develop it in house and will need to bring together a working group of officers involved directly with their planning and management. Therefore the resource being sought from Cabinet is for staff time and some printing costs.

## Appendix 1 – Green Space Strategy proposal report

### Draft Action Plan ideas

**To ensure that everyone living, working and visiting in East Devon has easy access to high quality green spaces and play spaces**

Action	Key Partners	Timescale	Funding
Target resources towards improving & achieving green space quality (achieving Green Flag status)	EDDC Streetscene, EDDC Countryside Town/Parish Councils		
Improve network of green space links from home to schools, workplace, shops and services both on foot and by bike e.g. : Stop Line Way cycle path Seaton, Cranbrook sustainable access networks	EDDC Countryside EDDC Streetscene Cranbrook Delivery Team DCC Highways Local Community		
Improve opportunities for natural play e.g. : Honiton Bottom Community Nature Reserve play trail; The Maer environmental play trail to encourage natural play, adventurous play and play for different age groups	EDDC Countryside & Arts Development EDDC Streetscene		
Provide new community gardens, woodlands & orchards with areas of green space currently underutilised	EDDC Streetscene EDDC Countryside Town/Parish Councils Transition Towns		
Secure higher quality green spaces within all major development applications (deliver GI policy aspirations)	EDDC Countryside EDDC Planning EDDC Streetscene		
Develop a district-wide GI Strategy that horizontally integrates with the Green Spaces Strategy so that new green spaces are delivered as part of the development process.	EDDC Countryside EDDC Planning Policy EDDC Streetscene		

**To support community involvement in the management of green spaces.**

Action	Key Partners	Timescale	Funding
Continue support for existing initiatives to increase use of green space across the community e.g. : Countryside Events programme; Active East Devon events; LNR Volunteer groups; Junior Ranger scheme; Parish Tree Warden scheme etc	EDDC Countryside EDDC Streetscene Amenity Groups LED		
Improve participation in outdoor play especially among groups and areas with lower usage e.g. : work of EDDCs Community Development Officers (CDOs)	EDDC Housing Active East Devon EDDC Countryside		
Develop initiatives to increase the use of green space by teenagers and young adults e.g.: joint working between EDDC CDOs & Rangers on LNRs and play areas	EDDC Housing EDDC Countryside		
Promote initiatives which include community involvement, training and personal development based on green spaces eg : LNR Volunteer groups; CDO's project work; Community Orchard schemes; Axe Wetlands project; Water Vole Recovery project; Tree Warden scheme etc	EDDC Countryside EDDC Streetscene EDDC Housing		

## To promote the central role that green spaces play in contributing to the district's health & wellbeing and biodiversity

Action	Key Partners	Timescale	Funding
Promote health initiatives which increase use of green space eg: healthy walks schemes, Green Gyms and GP referral schemes – linked to EDDC's Public Health Plan	EDDC Countryside LED DCC Public Health		
Review & update guidance for developers about creating and managing habitats, to ensure new development contributes to improving wildlife quality, and extent of wildlife sites & corridors in East Devon	EDDC Countryside EDDC Planning EDDC Planning Policy		
Ensure practical projects are delivered from the Exeter & East Devon Green Infrastructure Strategy Action Plan	NGP Team EDDC Countryside EDDC Planning		
Advise Primary & Secondary Schools in creating nature space within school grounds that provide their own outdoor classrooms	EDDC Countryside		
Give greater prominence to wildlife within Streetscene managed green space and site management regimes	EDDC Streetscene EDDC Countryside		
Make the most of opportunities to create new wildlife sites and corridors and to increase the wildlife value of existing green spaces and corridors eg : coastal sites; community woodlands; along footpaths and cycle paths; enhancements to existing green spaces	EDDC Planning EDDC Streetscene EDDC Housing EDDC Countryside Highways Agency Parish/Town Councils		

## Making the most of the ways in which green space can help reduce the impacts of climate change

Action	Key Partners	Timescale	Funding
Provide advice showing how public & private green space can be managed to help to reduce the impact of climate change eg: encourage retention of green & soft surfaces rather than paving/hard surfaces; encourage tree planting to reduce air temps or provide shade or shelter	EDDC Planning EDDC Streetscene EDDC Housing EDDC Countryside DCC Highways		
Ensure new development in East Devon contributes to reducing the impact of climate change through planting and green space within sites eg: tree & other planting; green space to manage flood risk; green roofs.	EDDC Planning EDDC Countryside EDDC Streetscene		
Ensure all planting schemes in East Devon take account of climate change eg: design; choice of species; proposed management regime.	EDDC Streetscene EDDC Countryside Developers		
Support green space schemes which promote local produce – reducing carbon emissions and need for travel eg: local food production; community gardens, orchards & allotments; use of local timber for products	EDDC Streetscene EDDC Countryside Transition Towns Parish & Town Councils		

**To achieve high quality green spaces across East Devon, including spaces that are nationally recognised for their quality and facilities**










Action	Key Partners	Timescale	Funding
Identify scope for joint initiatives with Town & Parish Councils and Amenity Groups for the management of green spaces	All EDDC green space managers Parish/Town Cncils		
Link funding from different sources to achieve individual projects eg : parks and LNRs and achieving Green Flag status; environmental play trails; Community green spaces, composting, orchards etc	EDDC Other partners		
Maximise available resources e.g. sponsorship and volunteering: Ranger Apprentice scheme; review income generation for use of green spaces; sponsorship of events; involvement of volunteers (The Knapp, Honiton Bottom etc).	EDDC		
Establish an internal Green Space Coordination Group to coordinate implementation of the Green space Strategy and Action Plan	EDDC Officers & Cllrs Other potential partners?		







ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Jun '14						07 Jul '14						14 Jul '14			
							T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
54	Tenants submit appeal letters	14 days	Tue 31/03/15	Fri 17/04/15		D Best																
55	Tenant engagement on queries	5 days	Mon 20/04/15	Fri 24/04/15	54	D Best																
56	Appeal panel sits	5 days	Mon 11/05/15	Fri 15/05/15	55	D Best																
57	Appeal decision letters	1 day?	Mon 18/05/15	Mon 18/05/15	56	D Best																
58	<b>New rent subsidy regime</b>	<b>1 day?</b>	<b>Mon 25/05/15</b>	<b>Mon 25/05/15</b>	<b>57</b>	<b>D Best</b>																
59	First new leases sent to tenants	1 day?	Mon 25/05/15	Mon 25/05/15		D Best																
60	Inform finance of new rent arrangements	1 day?	Mon 25/05/15	Mon 25/05/15		D Best																

Project: Sports Club Policy EDDC proj Date: Mon 01/09/14	Task		Milestone		External Tasks	
	Split		Summary		External Milestone	
	Progress		Project Summary		Deadline	

# Service Plan Template 2012-2015: Contents Page

Section 1	Brief description of service and purpose(s)
Section 2	Key achievements in 2011/12
Section 3	Looking forward: what we will do in 2012/13
Section 3a	Looking forward: any Service challenges or pressures for next 3 years
Section 3b	Looking forward: options for doing things differently
Section 3c	Looking forward: what we will measure, how often and for whom
Section 4	Resources and workforce planning
Section 5	Training and development
Section 6	Service risks: current and new/emerging
Section 7	Partnerships
Section 8	Contracts

## Notes for Service Heads and Corporate Managers:

\*Certain parts of this form will be pre-populated. This will include your current risks, turnover, full time equivalent/headcount, absence rates and current net budget for your service.

Shaded areas are for guidance.

## When you have completed your Service Plan:

- ✓ Save to O:\Service Plans. Final versions will be placed on the intranet/internet
- ✓ Communicate it to your staff
- ✓ Keep it under review – make it a live document which adds value!
- ✓ Use it to formulate individual objectives



## **Service Planning 2012/15**

**Insert name of Service**

**Insert version/date**

**April 2012 – March 2013**

**Head of Service/Corporate Manager:**

**Portfolio holders:**

<b>Section 1 – Brief description of service and purpose(s)</b>	
<b>What we do and who we deliver to</b>	<i>Briefly describe the <u>purpose(s)</u> of the service, the services provided and the key customers.</i>
<p>At beginning of the financial year 2011/12 the Planning Service both Development Management and Planning Policy joined up with the Economic Development, Estates and Property teams as well the New Growth Point team together the teams are managed by a newly created post – Head of Economy. The combined service purposes are:</p> <ul style="list-style-type: none"> <li>▪ Say yes to good development</li> <li>▪ Achieve a good mix of skills and jobs in East Devon</li> <li>▪ Enable housing provision within the District</li> <li>▪ To maximise the income from service provision and asset management and utilisation.</li> </ul> <p>To that end an Economic Strategy has been developed for the service which has the following five objectives:</p> <ul style="list-style-type: none"> <li>▪ Objective 1: to increase the number and variety of job opportunities within and throughout East Devon by building on the benefits emerging from the development taking place in the West End of the District</li> <li>▪ Objective 2: to provide business support, innovation ideas, networking opportunities and training for small and medium size businesses. To look to provide or facilitate suitable premises for all stages of their development.</li> <li>▪ Objective 3: to prioritise locations and sectors of greatest opportunity or need, for specific projects.</li> <li>▪ Objective 4: to use the natural assets of the District to strengthen and widen the District's visitor economy throughout the year by aiding new and existing tourism businesses to provide high quality facilities and accommodation, without damaging the outstanding beauty of the East Devon environment.</li> <li>▪ Objective 5: to help secure the necessary infrastructure to create and support sustainable agricultural, business and visitor economies in East Devon.</li> </ul> <p>The Service is also charged with the Statutory responsibility for preparing the Council's Local Plan which contains the strategic policies as well as the more detailed development management policies for the future which will shape the development of the District over the next 15 years. Following the introduction of the necessary regulations of the Localism Act it will also help and facilitate local communities to deliver Neighbourhood Plans.</p>	
<b>How we deliver and ensure equal access</b>	<i>Is the service provided in-house, through a partnership, through voluntary sector or contractual arrangement?</i>
<b>How we compare</b>	<i>How does the service compare in terms of relative cost and performance. Give details of any benchmarking or comparisons. Comparisons can be made to other service providers, other councils or our own historic performance.</i>
<b>Statutory elements of the service</b>	<i>Outline statutory elements of the service.</i>

<b>Current net budget (excludes Internal support charges and capital budget)</b>	
--	--

<b>Section 2 – Key achievements in 2011/12</b>		
	<i>Briefly describe key achievements and what outcomes were created. This will inform Corporate Plan summary at year end.</i>	<i>Strategic link to Corporate Plan priorities</i>
1		
2		
3		

<b>Section 3 – Looking forward : what we will do in 2012/13</b>				
<b>Key Service Objectives (please include consultation or procurement activity required)</b>	<b>Financial/ corporate resource</b>	<b>Lead Officer</b>	<b>Start date</b>	<b>End date</b>
<b>Living in an outstanding place</b>				
<b>Working in an outstanding place</b>				
<b>Enjoying an outstanding place</b>				
<b>Outstanding Council</b>				

<b>Section 3 a – Looking forward: any Service challenges or pressures for the next three years? (Revenue/Capital)</b>
1.
2.

<b>Section 3 b– Looking forward: options for doing things differently</b>
1.
2.

**Section 3 c – Looking forward: what we will measure, how often and for whom**

Measure/indicator	How often – monthly, quarterly, bi-annually, annually	For whom? Cabinet, Overview and Scrutiny	Link to Corporate Priorities	Responsible Officer
1.				
2.				

**Section 4 – Resources and workforce planning**

Full time equivalents/Headcount*	
Turnover*	
Absence*	
Which posts have you found it difficult to recruit for/retain in last 12 months?	
Number of staff rated below Meets in Performance Excellence Review?	<i>Action being taken to improve performance</i>
Number of 'high potential staff'	<i>Action being taken to retain these individuals</i>

**Section 5 – Training and development**

Skills/development required	Who for	Expected outcome	When

**Section 6– Review Service risks (current and emerging 2012-15)**

<b>Current risk description*</b>	<b>Impact</b> [minor, significant serious, major]	<b>Likelihood</b> [remote unlikely, likely, very likely]	<b>How managed/controlled</b> <i>What action are you taking to reduce/minimise risk</i>
1.			
2.			
<b>New/emerging risk description</b>	<b>Impact</b> [minor, significant serious, major]	<b>Likelihood</b> [remote, unlikely, likely, very likely]	<b>How managed/controlled</b> <i>What action will you take to reduce/minimise risk</i>
1.			
2.			

**Section 7 – Partnerships**

<b>What is in place?</b>	<b>Review date</b>

**Section 8 – Contracts**

<b>What is in place?</b>	<b>Review date</b>