



Agenda for Cabinet
Wednesday, 29th March, 2023, 6.00 pm

Members of Cabinet

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

Venue: Council Chamber, Blackdown House, Honiton

Contact: Amanda Coombes, Democratic Services Officer;
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Tuesday, 21 March 2023

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- 1 Public speaking
Information on [public speaking is available online](#)
- 2 Minutes of the previous meeting (Pages 3 - 13)
- 3 Apologies
- 4 Declarations of interest
Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)
- 5 Matters of urgency
Information on [matters of urgency](#) is available online
- 6 Confidential/exempt item(s)
To agree any items to be dealt with after the public (including the Press) have been excluded. There are 2 items which officers recommend should be dealt with in this way.
- 7 Minutes of Arts and Culture Forum held on 1 March 2023 (Pages 14 - 20)
- 8 Minutes of Scrutiny Committee held on 2 March 2023 (Pages 21 - 26)
- 9 Minutes of Scrutiny Committee held on 9 March 2023 (Pages 27 - 30)
- 10 Minutes of Housing Review Board held on 16 March 2023 (Pages 31 - 41)
- 11 Minutes of Community Grant Panel held on 17 March 2023 (Pages 42 - 46)

Matters for Decision

- 12 **Broadclyst Neighbourhood Plan Examiner's Report** (Pages 47 - 99)
- 13 **Exemption from Contract Standing Orders - UK Shared Prosperity Fund - OSM** (Pages 100 - 101)
- 14 **Homes for Ukraine project approval to extend the financial 'Homemaker' check service and delegated authority** (Pages 102 - 104)
- 15 **Household Support Fund 4** (Pages 105 - 111)
- 16 **Local Government (Access to Information) Act 1985 - Exclusion of Press and Public**

The Vice Chair to move the following:

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

Part B Matters for Decision

- 17 Towards Zero Carbon Development in the West End: Project Management Capacity (Pages 112 - 115)
- 18 Exeter Science Park Company: Debt to Equity (Pages 116 - 119)

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If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.

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

[Decision making and equalities](#)

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EAST DEVON DISTRICT COUNCIL**Minutes of the meeting of Cabinet held at Council Chamber, Blackdown House, Honiton on 1 March 2023****Attendance list at end of document**

The meeting started at 6.00 pm and ended at 9.20 pm

153 Public speaking

Ian Barlow in his capacity as a Sidmouth resident, not on behalf of Sidmouth Town Council, spoke in regard to agenda item 12 on the Esplanade toilets in Sidmouth. Whilst he supported Rockfish, he questioned why the number of toilets in the proposal was not higher; what were the implications if Rockfish ceased trading; why the Council could not rent the building instead. He felt that the site was undervalued based on his experience. He stated that no councillors or officer take bribes, but this value looked difficult to the public and brings the Council into disrepute. He stated that the current planning permission was out of date anyway, so a new application was required. He asked for the Cabinet to see if a better deal was available.

Councillor Jess Bailey told Cabinet that she had enquired on the number of applications made to the Council for voter authority certificates to enable them to vote at the forthcoming elections in May. She felt that there were potentially many more still unaware of the need to apply if they had no identification, and asked for all present to do everything possible to raise awareness of this new legal requirement. She also criticised the change in legislation, commenting on the cost impact to the tax payer.

In response to the public speakers, the Chair advised the first public speaker to be careful in making any reference to bribery and stated that this had not occurred. In response to Councillor Bailey, he echoed the need to publicise and advised Members of the information on the polling cards issued prior to the election.

A statement was read out on behalf of Councillor Jake Bonetta as follows:

“Statement on the conduct of Cllr Mike Allen – Littletown Green, 1st March 2023

Cabinet, please accept my apologies that I can't be at this evening's meeting in-person. Nevertheless, following the events at Littletown Green this morning, I felt it important to deliver a short statement on what I witnessed, what our Officers were put through, and the consequences of Cllr Allen's actions.

For context, an event was scheduled at Littletown Green, Honiton, for early this morning to conduct tree planting in the area. Following a successful consultation on the plans, which received high levels of public support, the plans were given the go-ahead. This was planned to be a great event, involving Littletown Primary Academy school pupils with the planting of the trees. This would have had the effect of improving the site for all its users, including those very schoolchildren before and after their days of lessons.

I arrived at the site at 9:28am, eager to get involved in the community event. When I turned up, I was astounded and shocked to see one of our own Councillors, Mike Allen, and a member of the public, ripping prepared bamboo sticks out of the ground and throwing them to the side. Not only was Cllr Allen uprooting these bamboo shoots, but he

was protesting against the planned works and arguing directly with Council staff and myself about the plans.

A Council officer had to turn the school pupils away near the entrance to the field, deeming it an unsafe environment for children to be let into. Public protestations, criminal damage against Council property and outrageous behaviour by one of our elected Council members, doesn't create an environment conducive and safe for schoolchildren. As well as this, Cllr Allen was taking photos of the situation and threatening to take further photos of the trees being planted by these children. As my 4 active DBS checks, safeguarding training and experience as a Designated Safeguarding Lead for a not-for-profit has taught me, threatening to take unpermitted photos of kids, whether in an open and public setting or not, is a serious breach of safeguarding responsibilities – on which we have just received mandatory training by the Council.

On top of this, in my view, Cllr Allen was acting in a threatening and bullying way against officers of the Council, who were only following the detailed legal advice of this Council and the advice of their managers and colleagues. One officer, who shall remain unnamed in this forum, spoke to me about feeling very shaken and directly bullied by Cllr Allen through the event. In my view, it is totally unacceptable for any Councillor to place our brilliant and dedicated staff in any difficult situations through their own volition, and I want to openly commend and support our officers that had to witness and deal with these outbursts this morning.

The Nolan Principles of public life teach us that we must act with integrity, accountability, and leadership. On top of this, our own Code of Conduct places a responsibility on all elected Councillors to act with integrity and honesty, to treat all persons with respect, and to lead by example. Considering the abhorrent behaviour of Cllr Allen this morning, I am of the view that these high standards expected of him have been broken, and I will be investigating taking further action on the matter.”

Councillor Hayward commented on Cllr Allen's resolution the previous week at Council in regard to civility and respect; therefore he was shocked to hear this account by Councillor Bonetta. He personally apologises to officers present at the meeting, on behalf of all Councillors, and asked that his apology be passed to the officers impacted. He stated a message to Councillor Skinner as the group leader to take swift action in light of the events.

Councillor Wright offered to send a copy of Councillor Bonetta's statement to the group leader as a matter of urgency.

154 **Minutes of the previous meeting**

The minutes of the previous meeting of Cabinet held on 1 February 2023 were agreed.

155 **Declarations of interest**

Minute 160

Councillor Tom Wright, Affects Non-registerable Interest, Member of Lower Otter Restoration Group

Councillor Joe Whibley, Affects Non-registerable Interest, Exmouth Town Councillor and some 'vanlifers' are known to him but his judgement remains open

Councillor Bruce de Saram, Affects Non-registerable Interest, Exmouth Town Councillor

Minute 161

Councillor Kim Bloxham, Affects Non-registerable Interest, Cranbrook Town Councillor
Councillor Kevin Blakey, Affects Non-registerable Interest, Cranbrook Town Councillor
Councillor Dan Ledger, Affects Non-registerable Interest, Seaton Town Councillor
Councillor Vicky Johns, Affects Non-registerable Interest, Ottery St Mary Town Councillor
Councillor Sarah Jackson, Affects Non-registerable Interest, Member has a sensitive interest which does not have to be disclosed under S32 of the Localism Act 2011.
Councillor Marianne Rixson, Affects Non-registerable Interest, Sidmouth Town Councillor
Councillor John Loudoun, Affects Non-registerable Interest, Sidmouth Town Councillor
Councillor Paul Hayward, Affects Non-registerable Interest, Employee of Axminster Town Councillor and two Parish Councils
Councillor Peter Faithfull, Affects Non-registerable Interest Ottery St Mary Town Councillor

Minute 163

Councillor Sarah Jackson, Affects Non-registerable Interest, Member has a sensitive interest which does not have to be disclosed under S32 of the Localism Act 2011.
Councillor Paul Hayward, Affects Non-registerable Interest, Employee of Axminster Town Councillor and two Parish Councils, and Chair of Renewal Boards referenced in the report

Minutes 164

Councillor Marianne Rixson, Affects Non-registerable Interest, Sidmouth Town Councillor
Councillor John Loudoun, Affects Non-registerable Interest, Sidmouth Town Councillor
Councillor Paul Hayward, Affects Non-registerable Interest, Met with Rockfish with Officers present regarding the Drill Hall, not the toilets, in role as Portfolio Holder for Economy & Assets

Minute 166

Councillor Peter Faithfull, Affects Non-registerable Interest, Member of Refugee response group in Ottery St Mary

156 **Matters of urgency**

There was one late report recorded at minute 167 – Enterprise Zone – Acquisition of land.

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

There were two confidential items recorded at minute 166 and 167.

158 **Minutes of the Recycling and Waste Partnership Board held on 1 February 2023**

Members agreed to note the Minutes and recommendations of the Recycling and Waste Partnership Board held on 1 February 2023.

159 **Minutes of the Scrutiny Committee held on 2 February 2023.**

Members agreed to note the Minutes of the Scrutiny Committee held on 2 February 2023.

160 **'Vanlifers' - Estuary lorry park, Exmouth**

Lee Collins spoke about the welcomed response from Councillors at their previous meeting on the issue, which felt rational and realistic. On reading the report provided for this meeting, his impression was that the Council did not want to help. He asked Members to consider other solutions, wider than the immediate issue to include building affordable homes. He said that the old rules cannot be applied to these new problems. He explained that the vans had to park together for reasons of safety, and advised of the impact on those residents if a solution cannot be found.

Sarah Begleri spoke on the report presented to Cabinet, as showing little knowledge of their situation. There were also terms used that were not acceptable. She outlined how for many, the lifestyle was not a choice, but a necessity. Housing was unaffordable, and the worry of debt was a serious mental health issue. Light pollution was not related to the vans, only the street lighting which remained on all night.

A statement was read out on behalf of Polly Anderson, requesting that Councillors look again at an Exmouth Residents Campervan Pass along the same lines as the current EDDC car parking pass. This residents pass would allow people with a strong connection to Exmouth to park motorhomes at a reduced price in overnight carparks.

Councillor Whibley gave this thanks to the Portfolio Holder for Coast, Country and Environment; and the Portfolio for Finance, for their efforts and compassion in dealing with the issue. In particular he commended the Portfolio Holder for Finance in his good grace to speak with Exmouth Town Council on the matter. He explained to Members that to reclaim the lorry park, and evict the residents, was a no win situation. The £11 overnight charge on the Maer was not an affordable option, but that the current residents were willing to pay something. He made clear that the 'vanlifers' had cooperated from the start, and the situation would only increase as the cost of living crisis continued. Whilst the Council had no legal obligation to find a location for the motorhomes, they had a moral one. He requested a further period of grace, and agreed with the suggestion of permits. He appealed to any landowner to accommodate them, and warned of exasperating the homelessness situation if eviction went ahead.

The Parking Services Manager presented his report that gave an update on the occupation of the Estuary Lorry Park in Exmouth. Cabinet had previously considered the situation at their meeting on 7 September 2022, where agreement was made to seek out alternative sites for van lifers in Exmouth. In response to the public speakers, he apologised for any offence caused by his reference to terms in the report in inverted commas. He recognised that this was a difficult and contentious issue, but reiterated the work undertaken as set out in the report.

The Portfolio Holder for Finance outlined for Members the previous decision made in September, and the work undertaken since that date to try to provide a solution to the issue. Private landlords had been approached, but none had come forward to offer an alternative site. He had spoken to a number of the residents on the site and there was recognition that, in occupying the site, it was a temporary arrangement whilst works took place on the estuary. He took great regret in his proposal, but he emphasised the need to take action and to carry out the next step from Cabinet's decision in September 2022.

Discussion covered:

- Appreciation of the predicament of the ‘vanlifers’, whilst aware of the breach of planning, was a difficult decision to take;
- Awareness of the national issue that must be taken up with government;
- The lifestyle was a direct consequence of the housing crisis;
- Eviction from the site could result in some of those residents presenting as homeless, which in turn impacts on the Council already dealing with high demand for homes;
- Maer Road motorhome spaces were intended to be provision for visiting motorhomes in the tourism season, charged at £11 per night;
- Public perception was not a true reflection of why some of the ‘vanlifers’ had taken up residence in a motorhome – many faced financial pressures that meant this was the only means of residency they could afford;
- Examine the period of notice; the suggestion of the parking place order being enforced from 31 March was not sufficient notice for the current occupants, particularly including the call-in period for any decision made by Cabinet
- The option of moving to another car park would present the same planning breach issue

RESOLVED

1. that the planning, parking and equality implications of the current ‘vanlife’ occupation of the Estuary Lorry Park are acknowledged, and the reintroduction as a parking place for lorries and coaches be agreed as at 1 July 2023, with notice to leave the site given one month before that date;
2. to write to the local MPs, with copy to Devon County Councillors, on the issues facing the authority in regard to ‘Vanlifers’ need for locations to park.

REASON

Due consideration has been given to the availability of alternative sites and the planning considerations relating to the current occupation of the site. Local commercial land owners have been contacted but not responded to provide a site; and no suitable land owned by the Council has been identified to accommodate this community.

161 **Adoption of EDDC Play Strategy, Town and Parish Council criteria to access EDDC capital funding**

The Assistant Director for Streetscene presented the Play Strategy to Cabinet for consideration and approval.

Members were appraised of the aims of the Play Strategy, including:

- Contributing towards the delivery of the Council Plan, and the health and wellbeing of local communities;
- Reducing the carbon footprint of installing and maintaining play provision;
- Demonstrate the level of management at District Council level for owning and maintaining the provision;
- Set clear responsibilities of provision, along with the type that meets the vision of the Strategy;
- Fairer play provision – allowing Town and Parish Councils and communities that meet certain criteria to bid into the Council’s capital budget for up to 25% of the project total
- Strong links with GSP and OSS strategies;
- Explanations on access and resources;
- Demonstrate the economic value of play space; and
- Setting out an action plan for delivery.

He highlighted the forward plan of capital investment in the sites owned by the Council. These sites would be funded and maintained for at least the life of the strategy. He also stressed the key theme of setting the quality standard to which sites under EDDC control

would have, which would serve as a benchmark for others to use for future play areas created under development schemes.

Councillors Kim Bloxham and Kevin Blakey raised a number of concerns relating to the provision at Cranbrook, including:

- Challenging the perception of the Council Tax level for Cranbrook being high due to the management of the Cranbrook Town Council maintained play areas – this was not correct, as the play area element was small, with the largest element of the precept relating to the 34 hectares of country park and open space. Based on the known cost at Cranbrook, it was suggested that therefore many other towns would be able to afford maintaining their own play areas and therefore devolvement of the assets to them would be a better strategy;
- Care with management company arrangements on new developments, based on the experience of Cranbrook, as such arrangements do not work with a large development and unfairly hit the tax payer, and the lack of accountability and transparency requirements that local authorities have to provide;
- Suggestion to work with Cranbrook Town Council to develop the strategy further to get first hand experience of the issues experienced, to learn lessons for future developments;
- Welcoming the intention to investigate measures to improve fairer play provision across the District, but the suggested 25% funding help to deliver a community project was not the way forward. It would be more beneficial to transfer play assets to towns and parish councils to maintain and remove the two tier system that exists;
- The strategy as it stands does not sufficiently support Cranbrook and emerging new communities.

In response, the Assistant Director acknowledged the views provided and outlined how the strategy had tried to reflect those concerns. It was not financially viable for the Council to take on all the facilities in the district – this would amount to an additional 4 to 7 million on top of the existing capital fund. The primary goal was to protect the Council owned sites, before moving on to exploring other sites.

The Strategy was primarily about the standards provided, and protecting provision at Council owned sites in the face of previous affordability/budget challenge. It discusses the Cranbrook issue, but this is not the main focus of the strategy. It also sets out how the Council valued the importance of play, as well as the economies of scale in maintaining and inspecting to keep those areas safe for use.

Whilst some local councils may wish to take on play assets, the position set out in the Strategy was to keep those current EDDC maintained sites as best placed. Options such as community trusts may be considered for new developments, but the Council was not in a financial position to take on additional sites without consequences of cuts elsewhere in budget. There was no easy solution to the two tier system of ownership of the Council, and management charge systems for play sites delivered through housing developments, but investigating ways of mitigating this was part of the strategy, such as reviewing current planning practice on public open space through work on the developing Local Plan.

The Portfolio Holder for Coast, Country and Environment gave his support for the strategy, which reflected a compromise and a way forward to seek a balance.

RECOMMENDED to COUNCIL

1. that the EDDC Play Strategy 2022 – 2032 be adopted;
2. that the section on fairer play provision for Town and Parish Councils is noted, which will allow community groups to bid into the Council's capital budget for up to 25% of the

project total, subject to budget availability and meeting the criteria in section 4 of the Play Strategy.

REASON:

Adopting the Play Strategy will help guide both the Council and the public on the direction of play provision for the next time period. It also permits a mechanism for Town and Parish Councils to bid for additional funding towards projects in their community, providing access to fairer play provision, with acknowledgement of play sites brought forward though housing development and run by a management company will lead to a two tier system between adopted EDDC sites and new sites. The strategy will explore ways to improve this position.

162 **Public Health Implementation Plan 2023/34**

The Public Health Project Officer gave a report on the Public Health Implementation Plan for 2023/24, which covered three key aims:

- To help people to be healthy and stay healthy
- To enhance self-care and support community resilience
- To integrate and improve support for people in their homes

Some examples of the work involved across services were shared with Members, including outreach work by the Thelma Hulbert Gallery, and Streetscene events in the Council's parks and gardens. The activities also overlapped with the Council's strategies on poverty and sustainability. Each service had a part to play in delivering the plan, and the work forms a golden thread running through the services.

Cabinet welcomed the report and commented on the need to publicise the good news stories that the report held.

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

REASON to help ensure that staff and members are aware of the commitment to the activities in the Plan, assisting them to make the best possible use of our resources to support health and wellbeing across the District.

163 **Devon Place Board Update - Seaton and Axminster Renewal Strategies**

Cabinet considered an update report on the Urban Renewal Programme, prepared by Devon County Council, covering the towns of Axminster and Seaton. The resulting Renewal Strategies for each town were provided with the report.

Each strategy identifies a list of projects, including a "quick win" which will receive seed funding from Devon County Council to enable the project to develop. Meetings of the Renewal Boards will be taking place to discuss how to take the work forward now that the Urban Renewal Programme is drawing to a close.

Councillor Hayward, as Chair of both Renewal Boards, gave his thanks to all the participants of those Boards and those who had contributed to bring about the two strategies. Whilst it was disappointing that the two towns had not been successful in the second round of bidding for Levelling Up funding, the strategies set out case studies that could be progressed once further funding had been found. Funding was still an issue for

the longer term projects, but the strategies offered unique opportunities for the towns to develop.

RESOLVED that the conclusion of Devon County Council's Urban Renewal Programme in Axminster and Seaton be noted.

REASON to acknowledge the conclusion of the Urban Renewal Programme and be prepared for involvement with other stakeholders in the projects set out in the town Strategies.

164 **Esplanade toilets Sidmouth**

Cabinet received a report that set out an offer to the Council for the acquisition of the toilet block adjacent to the Drill Hall on Sidmouth seafront. An offer of £70,000 for a 125 year lease has been made by Rockfish, which exceeded the market value of the site, and includes two toilet cubicles within the replacement scheme on the site, provided and maintained by Rockfish.

The offer provided a significant opportunity to enable the delivery of an attractive placemaking solution to the Esplanade area in Sidmouth.

In reference to the public speaker under minute 153 in relation to commenting on the price, the officer confirmed to Members that there had been no bribes offered or accepted. An earlier offer for the public toilets had been made by Rockfish for a lesser amount and rejected, and the offer negotiated to the level now presented to Cabinet for decision.

Discussion covered:

- Clarification on the access and number of toilets being provided. In response, to question, confirmation was given that the toilets would be able to be accessed by the public from outside the establishment, with no requirement to be a customer of the establishment in order to use those facilities. On the basis of the toilet review, two was felt sufficient due to the number of other accessible toilets in the town;
- Legal services were aware of the covenant relating to the site and would review it before entering into detailed discussion with Rockfish;
- Agreement that the changes to the Esplanade area, including the delivery of the Beach Management Plan, would make it a desirable destination for both residents and visitors to the area.

RESOLVED that Officers review the legal situation with regard to the toilets prior to entering into detailed discussions with Rockfish in order to agree heads of terms for the disposal by way of a lease of the Esplanade Toilet Block on Sidmouth seafront, and that delegated authority is granted to the Assistant Director of Place Assets and Commercialisation in discussion with the Portfolio Holder for Economy and Assets, the Director of Finance and the Director of Governance and Licensing to agree the heads of terms and to agree and complete all the necessary documentation to enable the granting of the lease.

REASON to enable the disposal of the Toilet Block on the Esplanade, Sidmouth which will result in a capital receipt to the Council, and to facilitate an enhanced offer for the Rockfish restaurant at the Drill Hall site.

165 **Plant Based Treaty**

The report from the Director of Housing, Health and Environment outlined the invitation to sign up to the Plant Based Treaty as a way of contributing towards the reduction in carbon production, and combatting climate change.

A statement was read out on behalf of Councillor Denise Bickley, setting out some factors of the treaty and asking Members to consider signing up to help towards the Council's work on climate change. She encouraged research into the topic and included her own examples of changes made, asking for Members to consider how it will make the most difference to individual and collective carbon footprints.

Cabinet discussion covered:

- Agreement to some aspects of the treaty, but that the premise was to demand, not propose change;
- Scale of change was such that the options needed careful and detailed discussion, which may be better suited to the Overview Committee to undertake;
- Impacts on local food producers was significant, at a time when they most needed the support of the Council;
- Education was key, particularly to younger generations, in their approach to food;
- Other options were available, such as regenerative farming, and should be explored alongside those suggested in the Treaty

RECOMMENDED to COUNCIL that the Council notes the principles in the Plant Based Treaty, and considers signing up to the Treaty, and in doing so, refers the issue to the Overview Committee to assess the implications on food producers, planning policy, and other considerations.

166 **Changes to the provision of the Homes for Ukraine scheme re-matching and wraparound service**

The report provided an update to the Cabinet on the Homes for Ukraine support service currently provided by Citizen's Advice East Devon (CAED).

RESOLVED

1. To agree to terminate the current Service Level Agreement in place with CAED to provide a re-matching service and wraparound service;
2. The re-matching and wraparound service to instead be provided by EDDC using finances provided by the UK Government;
3. To agree for officers to engage specialist legal HR support and to begin TUPE negotiations with the affected staff;
4. The transfer of affected staff to be carried out by the Head of Paid Service, and Corporate HR Manager; such transfer to be in discussion with the Portfolio Holders for Council and Corporate Co-ordination and Sustainable Homes and Communities.

REASON

The change will improve the Homes for Ukraine scheme re-matching and wraparound service provided by the Council and will enable resources provided by the UK Government to be re-directed to benefit guests and hosts.

167 **Enterprise Zone - Acquisition of land**

Cabinet considered the report on the acquisition of employment land.

RESOLVED to authorise officers to proceed with the acquisition of Airport Land for the sum set out in the report, plus costs/fees/SLT plus further due diligence with the

estimated cost set out in the report. Authority to proceed being delegated to Assistant Director Growth Development & Prosperity, Director of Finance and Director of Governance and Licensing (Monitoring Officer).

RECOMMENDED to COUNCIL that budget is allocated to the sum of set out in the report for the purchase of the land, plus costs/fees/SLT plus further due diligence, estimated cost set out in the report.

REASON The site is a potentially compromised junction and is the main access into the Airport. This access serves the Airport and the recently LDO approved Power Park, which could consist of an additional 26,000 sqm of employment space.

Attendance List

Councillors present:

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

Councillors also present (for some or all the meeting)

J Bailey
K Blakey
K Bloxham
F Caygill
M Chapman
B De Saram
P Faithfull
V Johns
J Whibley
T Wright

Officers in attendance:

Tim Child, Assistant Director Place, Assets & Commercialisation
Richard Easthope, Parking Services Manager
John Golding, Director of Housing, Health and Environment
Andrew Hancock, Assistant Director StreetScene
Alison Hayward, Project Manager Place & Prosperity
Andrew Hopkins, Communications Consultant
Helen Wharam, Public Health Project Officer
Simon Davey, Director of Finance
Debbie Meakin, Democratic Services Officer
Anita Williams, Interim Director of Governance and Licensing and Monitoring Officer
Emily Robins, Homes for Ukraine project coordinator

Chair

Date:

EAST DEVON DISTRICT COUNCIL**Minutes of the meeting of Arts and Culture Forum held at online via Zoom on 1 March 2023****Attendance list at end of document**

The meeting started at 10.00 am and ended at 12.10 pm

18 Public speaking

There were no members of the public registered to speak.

19 Minutes of the previous meeting

The minutes of the previous meeting held on 12 October 2022 were agreed.

20 Declarations of interest

6. South West Museums - Vic Harding and Joanna Cairns.
Councillor Andrew Moulding, Affects Non-registerable Interest, Trustee of Axminster Heritage Centre Museum.

21 Introductions and update from ACED network - Sarah Elghady, Cultural Producer

The Arts Development Manager, Ruth Gooding introduced the newly appointed Cultural Producer, Sarah Elghady to the meeting. She also welcomed the ACED member champions present and invited them to introduce themselves. The first ACE meeting in Exmouth was hosted earlier in the week, where the Cultural Producer shared her plans for the network and cultural development across the district. Members of the network meeting were asked what they most enjoyed about being part of the ACE network and how the network could be improved. General feedback was that it was an incredibly helpful way to connect, collaborate and share best practice. They were also asked what the current biggest challenges were to their cultural industry and what specific areas of training would be useful. There would be three ACE network meetings a year, to be held at different venues across the district.

The Cultural Producer would be delivering the Council's ambitious 10 year culture strategy. She was an experienced fund raiser. Funding had been received from the Government's shared Prosperity Fund which would enable the delivery a three year cultural programme strengthening and supporting people.

One of the Cultural Producer's priorities was to launch an ACE website in June which would include a search directory for individual or organisational creative practice and enable better connection and collaboration. Another priority was delivering a three year training programme to include fundraising, marketing and volunteer recruitment training.

The Cultural Producer reported that the communications manager from East Devon Excellence had been commissioned by EDDC to establish and run the East Devon tourism network, which would include maintaining an online what's on listing of visitor

and cultural events across East Devon. ACE network members could promote their events.

The Chair thanked the Cultural Producer for her update. The Assistant Director – Countryside and Leisure wished to formally recognise the work of the Cultural Curator and Marketing and Fundraising Officer for all their work with the Shared Prosperity Fund and ambitious three year programme.

22 **South West Museums - Vic Harding and Joanna Cairns**

The Arts Development Manager introduced Victoria Harding, Programme Manager and Jo Cairns, Devon Museum Development Officer, South West Museum Development to the Forum. The Programme Manager began the presentation by giving the Forum some context and key regional museum statistics:

- The South West had the highest proportion of independent museums at 67% of museums in the region.
- 66% of museums were independent charities.
- 43% of museums were 'micro' with fewer than 10,000 visitors annually.
- 44% of museums were wholly volunteer run.
- Visitor numbers were still down 43% in the region on 2019/20 level.
- 36% of museums reported an annual turnover of less than £25,000 in 2020/21.

The Programme Manager explained that South West Museum Development was a team of museum and heritage specialists working with the museum and heritage sector in the South West to create positive, lasting change and deliver public value. It was an Arts Council England funded Sector Support Organisation and had been an Arts Council's National Portfolio Organisation since 2018. It was one of nine Museum Development (ONS) providers across England.

Last financial year 227 museums had benefitted from South West Museum Development Programme support. It had provided targeted grant application support as well as in person training and online workshops with specialist officers. A 40% increase in investment from the Arts Council grant had been generated, increasing value for the sector to £758,300 in 2021/22.

The Devon Museum Development Officer explained that she helped museums achieve and maintain accreditation status. Between November 2022 and February 2023 museum accreditation support had been provided to Ottery St Mary Heritage Museum and Sidmouth Museum. She had also organised Devon Digital Engagement workshops and was the Arts and Culture East Devon (ACED) Museum and Heritage Champion.

The Programme Manager outlined investment in East Devon's museums, which was comprised of:

- Local authority investment.
- Museum Development Officer provision.
- South West Museum Development (SWMD) specialist services.
- Value of SWMD grants.
- Training and skills.
- Special projects.

She also explained that investment in East Devon's museums had been broken down over four years and the museums had benefitted from a range of support services and good levels of engagement. Five museums had received over £48,400 of development services:

- Whimble Heritage Centre.
- Sidmouth Museum.
- Fairlynch Museum and Art Centre.
- Allhallows Museum.
- Axminster Heritage Centre.

At the end of the presentation the Programme Manager explained 'The Great Escape' which was an exciting programme being led by the Art Fund with funding by Arts Council England. Thelma Hulbert Gallery and Honiton Museum had been awarded £6000 for the programme which was aimed at bringing museums, schools and families together to engage young people with the UK's natural environment, drawing inspiration from the art and objects in museums and the creative and learning opportunities they could offer.

On behalf of the Forum the Chair thanked the Programme Manager and the Devon Museum Development Officer for their presentation.

23 **University of Exeter, Creative Peninsular - Dr Tom Treavor**

The Arts Development Manager introduced Dr Tom Treavor, Director of the new MA at the University of Exeter, on curation, contemporary art and cultural management. He was also the director of the Arts and Humanities Research Council (AHRC) funded Creative Peninsular 'knowledge exchange' project, which explored collaborative approaches to place-making and culture led regeneration in Devon and Cornwall. The project focussed on increasing access and exchange between urban and rural communities, celebrating the region's distinctive landscape and Atlantic coastline whilst exploring its complex histories, through socially engaged arts programming.

Creative Peninsula aimed to establish a network of partners across Devon and Cornwall and to create a platform with local communities for re-telling the 'stories of place', working to overcome barriers to social inclusion, wellbeing and environmental sustainability. The AHRC were particularly keen that the university worked with local authorities, museums and arts organisations to establish a network of partners around the area to help influence policy, as well as creating platforms with communities for retelling stories of place.

The south west peninsula was defined by the relationship to the sea; geographically, culturally and economically. It was noted that the south west had really pronounced levels of deprivation. The Creative Peninsular project built on some work being done with Exeter City Council. The Creative Arc was a knowledge exchange partnership acting as a catalyst for culture-led regeneration and economic development in the City of Exeter. The three themes were:

- Health and wellbeing.
- Heritage and place.
- Environment

Thematic strands of the Creative Peninsular were:

- Atlantica/Black Atlantic – Reimagining the South West's relationship with the Atlantic and its histories, including Plymouth's maritime history.
- Ruralities – dispersed communities and intergenerational support networks.
- Queer Peninsula – map revealing Britain's gay capitals, with rural Devon and Cambridgeshire almost as popular as London, Brighton and Manchester. The South West was an area rich in LGBTQ+ history and culture.
- A Parliament of Waters - local communities giving a voice to their waters, for example Salmon Run; a community relay run of 50 miles along the river from the coast at the

mouth of the River Exe to Exmoor, following the migration of Atlantic Salmon, through the city of Exeter..

- Outdoor Cultures – examining the cultural identity of the South West and its relationship to the outdoors, for example sea swimmers and Exmouth beach rescue club.
- Digital Coast.

The Forum agreed that it was a very interesting presentation, with great potential and endorsed further developing relationships with the University of Exeter.

24 **Villages in Action - Mair George and Wendy Van Der Plank**

The Arts Development Manager introduced Mair George, Programme Manager and Wendy Van Der Plank, Community Animator from Villages in Action (VIA) to the Forum.

The Programme Manager explained that VIA was a charity enabling and promoting engagement in the arts, working largely with volunteer promoters, but since January they had also been working on a national lottery funded project called Village Exchange, between Membury, Honiton and Ottery St Mary.

VIA aimed to empower communities to develop, organise and sustain their own cultural activity, enhancing quality of life, social inclusion, self-confidence and enterprise. The VIA ongoing work enabled community participation in the arts through activating or presenting creative work at grassroots level, building a network of people engaged and identified as artists, art enablers and supporters. VIA acted largely as a broker, facilitating links. She demonstrated some East Devon events and participation highlights from October 2022 to February 2023 to the Forum, and shared some positive feedback.

From April 2022 to present date over £3500 had been taken in box office income from 12 local events, with additional money made on bar takings and refreshments. Over 620 audience members had experienced a VIA show in East Devon, with another few hundred taking part in creative workshops or other engagement activity. VIA were piloting how they were working in East Devon, which was advancing quickly, mainly due to support from the district council.

25 **Wild Honiton - James Chubb**

EDDC Countryside Team Leader, James Chubb, gave the Forum a presentation on Wild Honiton. He began by explaining that Wild Honiton was a partnership project led by EDDC's Wild East Devon team that was aimed at improving the green space and residents' connection to green spaces. It had been developed from experience with the previous Wild Exmouth project. The two themes were nature recovery and nature connection, along with two flagship species; hedgehogs and beavers.

The project had 10 public events programmed through the year aimed specifically at a Honiton audience. The first event was a family fun day at Honiton Bottom Community Nature Reserve on 1 May. Four practical volunteering sessions were also planned for a younger family audience. The hope was to continue to recruit new volunteers from within the local community as well as tapping into existing groups.

A discovery trail had been commissioned for six sites around the town, leading people from one to another. The Countryside team were likely to be taking on responsibility for the Woodland Education Centre at Offwell, with Forestry England acting as a volunteer

group. Local schools would be approached, with environmental education sessions linked to the Wild Honiton project starting in September.

The Countryside Team Leader explained that part of the ethos of the wild towns project was to breakdown silo thinking, engaging more with district council and town council colleagues and bringing in volunteers to help with bigger tasks. He had also been discussing with the Arts Development Manager and the Thelma Hulbert Gallery ideas for a creative arts trail around Honiton and nature through the arts and culture.

The Countryside Team Leader stressed the importance of marketing and publicity, to ensure the correct target audience. There was a newsletter that went out to 3000 people, social media platforms and good connections with local media outlets.

The Forum noted that the intention was that the project would roll out to other towns and the work already undertaken would be embedded in the participating towns, rather than being a stand-alone one year event. The Forum thanked the Countryside Team Leader for his presentation.

26 **Update on ACE NLPG - Wild Escape/Create Our Space - Ruth Gooding and Anna Aroussi**

The Forum received an update from the Arts Development Manager and the Engagement Officer on two projects that had been launched this year; Wild Escape and Create Our Space. Wild Escape was a national project with the premise of connecting schools to heritage and nature using museums and artists. It was funded by Art Fund. The Thelma Hulbert Gallery (THG) had partnered with Allhallows Museum in Honiton and the Blackdown Hills Area of Outstanding Natural Beauty (AONB) and 28 children across years 4 and 5 in Honiton Town primary school would be taken out into the Blackdown Hills, to the museum and to the gallery. The children would be working with an artist to create a kinetic sculpture. The project would culminate with a procession from the primary school to the THG garden on Earth Day on 22 April 2023, with additional activities planned.

The Arts Development Manager explained the Create Our Space project, which was designed to create inclusive opportunities to engage with arts, culture and climate, responding to the needs of East Devon's young people, aged 7 to 25. It was the first time specific focus had been on that age range and there were some high profile partners. The project was being co-delivered and funded with the University of Exeter, Honiton Community College and Allhallows Museum. There were four pillars in the project. The first was the appointment of an intern. Working with the University of Exeter and their business partnership scheme an intern was being hosted for 15 hours a week for 10 months. Training opportunities were being developed by young people for young people of all different ages at the THG.

The first exhibition a part of Create Our Space was a called Paradise Found and would open on 18 March 2023. It was an ambitious project and included a workshop programme for the gallery.

The Arts Development Manager informed the Forum that funding was available to keep the creative cabin going and it would be present at various festivals across the district and the cabin now had a dedicated culture vehicle. In addition to working with South West Museums and the Arts Council, work could now be done with Cranbrook. It would

also help deliver the Wild Honiton commitment, going to the housing estates in East Devon and also working with the refugee communities.

Following this, Brian Knox, ACE music champion gave the Forum an update on core music activities. The idea behind 'live music at the king of clubs' in Ottery St Mary was to increase access to experience and participate in the arts. The venue was self-funded, with door money paying the artists and hire fees. Last year there had been 20 shows, with opportunities for 60 local musicians, including PR exposure. The Kabins band was an example of success. The focus this year was shifting to emerging artists, with 'Battle of the Bands' and there was involvement in the Ottery Project with Villages in Action. Brian Knox was thanked for his update.

Attendance List

EDDC Councillors present:

J Whibley (Chair)
O Davey
B De Saram
A Moulding
N Hookway (Vice-Chair)

Community representatives:

Town Representatives

C Buchan, Cranbrook Town Council
J Walden, Axminster Town Council

Officers in attendance:

Ruth Gooding, Arts Development Manager/Curator THG
Charles Plowden, Assistant Director Countryside and Leisure
Anna Aaroussi, Project Co-ordinator
James Chubb, Countryside Team Leader
John Golding, Director of Housing, Health and Environment
Sarah James, Democratic Services Officer
Alethea Thompson, Democratic Services Officer
Sarah Elghady, Cultural Producer

Also Present

P Arnott, EDDC
A Huskisson, Axminster Town
J Astley, ACED Champion
J Cairns, Devon Museum Development Officer, South West Museums Development
V Harding, Programme Manager, South West Museums Development
M George, Programme Manager, Villages in Action
D Knox, ACED Music Champion
J Magill, Arts Development Manager, Exmouth Town Council
T Treavor, Creative Peninsular, University of Exeter
W Van der Plank, Community Animator, Villages in Action

Apologies:

E Rylance

Chair

Date:

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

Scrutiny Committee held on 2 March 2023

Minute 106 Portfolio Holder Annual Report - Coast, Country and Environment

1. That the Council encourages South West Water to bring the new sewage treatment plants and other infrastructure improvements into operation as soon as possible for the benefit of residents and that the Council takes proactive action wherever possible to protect its residents from the effects of pollution.
2. That the Council works with other authorities in the south west and involves the relevant MPs in support of its dialogue with South West Water to achieve improvements.
3. That the Council, through its partners, ensures that food waste is reduced and recycled and that, if necessary, a campaign is introduced after the next election to educate and encourage residents.

Minute 107 Expenditure on consultants and agency staff 2021 – 2022

That where the Council has to employ consultants it always aims to achieve best value for money.

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Scrutiny Committee held at Council Chamber, Blackdown House, Honiton on 2 March 2023

Attendance list at end of document

The meeting started at 6.00 pm and ended at 8.04 pm

100 Public speaking

There were no members of the public registered to speak.

101 Minutes of the previous meeting

The minutes of the previous meeting held on 2 February 2023 were agreed and signed as a true record.

102 Declarations of interest

There were no declarations of interest.

103 Matters of urgency

There were no matters of urgency.

104 Confidential/exempt item(s)

There were no confidential / exempt items.

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

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

106 Portfolio Holder Annual Report - Coast, Country and Environment

Cllr Geoff Jung, Portfolio Holder for Coast, Country and Environment presented his report and thanked the Countryside Team for their Annual Review, which had been circulated to all Councillors. Questions and comments on the Portfolio Holder report included the following points:

- Issues with staffing were starting to improve following the recent pay review.
- A recent waste survey had shown that elderly households are most likely to recycle, with busy families the least likely. Food waste continues to be a big issue, although a Devon wide survey showed that EDDC has a higher rate of food waste collection than other authorities.
- It was noted that each service within the portfolio now has a workforce plan which includes succession planning.
- Recycling of waste in public areas is mixed due to improper use by members of the public, resulting in most waste going to the Exeter incinerator.
- There was discussion regarding types of flaps on recycling vehicles and it was noted that this is also a health and safety issue for operatives as well as a practical matter.

- The lower Otter Estuary project is now being seen in a positive light, despite initial opposition, and is viewed as a good example of collaborative working across various organisations.
- There was discussion regarding on-going concerns about beach pollution in Exmouth and continuing incidences of sewage discharges as a result of storm overflow. It was noted that South West Water sewage treatment plants are at capacity. SWW are trying to resolve issues at the Maer nature reserve which is managed by the Countryside team.
- It was noted that the fitting of meters to storm overflow pipes is likely to give rise to more pollution alerts as information will be in real time and will result in more beach closures.
- It was further noted that the new draft Local Plan included a new sewage treatment plant connected to the proposed new town, which could be viewed as preferable to additional housing in locations across the district with no new sewage treatment capacity.
- Regarding the energy from waste incinerator, it was noted that constant air sampling is undertaken and that the operation is both efficient and clean.
- Pest control in Council properties should be carried out immediately in order to avoid increasing problems.

The Director of Housing, Health and Environment advised the Committee that the Environmental Health team is aware of pollution incidents across the district and continues to hold South West Water to account. The service plan includes a more proactive approach to enforcement.

The Committee thanked Cllr Jung for his report and for attending the meeting.

RECOMMENDATIONS TO CABINET

1. That the Council encourages South West Water to bring the new sewage treatment plants and other infrastructure improvements into operation as soon as possible for the benefit of residents and that the Council takes proactive action wherever possible to protect its residents from the effects of pollution.
2. That the Council works with other authorities in the south west and involves the relevant MPs in support of its dialogue with South West Water to achieve improvements.
3. That the Council, through its partners, ensures that food waste is reduced and recycled and that, if necessary, a campaign is introduced after the next election to educate and encourage residents.

The Committee agreed to request a report from MPs setting out their actions on requiring improvements from South West Water and that this be put on the Forward Plan for the new Committee following the election.

107 Expenditure on consultants and agency staff 2021 - 2022

The Finance Manager and Deputy S.151 Officer presented the report on expenditure on consultants and agency staff 2021-22 and advised that the detail in the report had been generated from the Council's financial systems, with commentary provided by budget managers.

Cllr Kim Bloxham had submitted questions on the report prior to the meeting and a response had been circulated to all Councillors. Cllr Bloxham had further questions on the report and the Finance Manager agreed to provide a response following the meeting. Additional information regarding consultancy projects which had not been completed would be added to future reports.

It was suggested that a review of the value of engaging consultants as against direct employment or short term contracts in certain areas of work could be added to the Scrutiny Forward Plan.

Discussion and questions on the report included the following points:

- Consultants are recruited where specialist expertise for certain projects is required in the short term, rather than being a full time post.
- The Legal team requires high level advice from time to time and is also currently experiencing difficulty with recruitment.
- The external audit report includes the issue of value for money in this regard.

The Finance Manager agreed to provide a summary of previous reports to show year on year comparisons of costs.

RECOMMENDATION TO CABINET

That where the Council has to employ consultants it always aims to achieve best value for money.

108 **Quarterly performance report - quarter 3**

The quarterly performance report was taken as read.

Concern was expressed with regard to the turnaround of void properties. The Director of Housing, Health and Environment advised that issues with void properties had arisen due to contractor capacity, more voids than usual, a backlog of repairs following the pandemic and the number of properties being returned to the Council in an appalling state. It was noted that the Housing Review Board is monitoring the situation closely and that the Housing service plan is focussed on this issue.

Questions and discussion on the quarterly performance report included the following:

- With regard to housing benefit claims, it was noted that the team has a significant workload due to the delivery of various Government schemes and emergency help which is on-going, often with complex cases.
- There is a need for a good stock of emergency accommodation.

The Director of Housing, Health and Environment advised that the need for temporary accommodation has increased dramatically in recent years and that the Council's own stock is sometimes used for temporary housing as well as private lets using rent deposits, and property acquisitions to increase the housing stock. The Housing Task Force is working to bring forward schemes to boost the supply of affordable housing.

The Housing Review Board can bring in additional contractors to help when required. More frequent inspections of properties and pre-termination visits can be effective with regard to improving the state of void properties.

The Committee noted that Councillors should be encouraged to participate with officers in estate inspections in their wards as these prove to be very useful.

It was also noted that the Portfolio Holder Sustainable Homes and Communities is proactively involved with the various strategies to engage Council tenants on their

estates. There is a planned programme of estate walk-about covering all areas of the district.

RECOMMENDATIONS TO HOUSING REVIEW BOARD

1. That the Council continues to encourage tenants to return properties in a good state of repair and condition.
2. That improved monitoring of void properties is undertaken when they are due to be returned to the Council for re-letting.
3. That Councillors be encouraged to accompany officers on property and estate inspections in their wards.

109 **Forward Plan**

Discussion on the Forward Plan included the following points:

- The new County wide Tree Policy will include many of the points raised in the recommendations made previously by the Scrutiny Tree TaFF. The Tree Policy, developed with various partner agencies, is due to be presented to the Strategic Planning Committee in June and will include a mix of protective measures and increasing the County's tree stock.
- The report of the Scrutiny Tree TaFF from 2015 would be circulated following the meeting.

Following discussion, it was agreed to remove the review of recommendations of the Tree TaFF from the Forward Plan.

The following changes to the Forward Plan were also agreed:

- To leave the proposal from Mid Devon District Council for a joint review into planning controls and regulatory requirements associated with the bio-energy industry within Devon to the next Council year following the elections.
- To add the review of the value of consultants against direct employment or short term contracts in certain areas of work to the Forward Plan.
- To delete the consideration of the use and provision of all forms of renewable energy across the whole district from the Forward Plan.

With the above amendments, the Forward Plan was agreed.

Attendance List

Councillors present:

A Bruce
M Chapman
O Davey (Vice-Chair)
B De Saram (Chair)
D Key
H Parr
B Taylor

Councillors also present (for some or all the meeting)

P Arnott
K Bloxham
G Jung

M Rixson
J Rowland
T Wright

Officers in attendance:

John Golding, Director of Housing, Health and Environment
Sarah Jenkins, Democratic Services Officer
John Symes, Finance Manager
Anita Williams, Interim Director of Governance and Licensing and Monitoring Officer

Councillor apologies:

J Bailey
S Hawkins
E Rylance
J Whibley
T Woodward

Chair

Date:

EAST DEVON DISTRICT COUNCIL**Minutes of the meeting of Scrutiny Committee held at Council Chamber, Blackdown House, Honiton on 9 March 2023****Attendance list at end of document**

The meeting started at 6.00 pm and ended at 8.15 pm

110 Public speaking

There were no members of the public registered to speak.

111 Declarations of interest

There were no declarations of interest.

112 Matters of urgency

There were no matters of urgency.

113 Confidential/exempt item(s)

There were no confidential / exempt items.

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

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

115 Portfolio Holder Annual Report - Council and Corporate Co-ordination

Cllr John Loudoun, Portfolio Holder for Council and Corporate Co-ordination presented his report and thanked the Corporate HR Manager and her team for their contributions and professionalism in maintaining good employee relations. Cllr Loudoun also thanked Cllr Ian Thomas for his work as Chair of the Personnel Committee.

Questions and comments on the Portfolio Holder report included the following points:

- Members of the Personnel Committee do not necessarily need HR experience as they have the professional advice of the supporting officers.
- Future potential pay claims were flagged as an area of concern, however, it was noted that this is a national issue facing public sector employers.
- Regarding the Worksmart approach which was revised in May 2022, it was emphasised that service delivery is the first priority when staff are working flexibly.
- Good information sharing is regarded as crucial to an organisation's culture and it was considered that the culture within EDDC is good.
- Setting up the Personnel Committee was a very positive step and had taken staffing matters out of the political arena. This had been assisted by having the independent Chair of Council as Chair of the Personnel Committee.
- With regard to staff turnover, and in particular staff at a higher level, it was noted that there needs to be a balance of experience and innovation when recruiting for these posts.

- On-going difficulties with recruitment were discussed and it was acknowledged that, although the recent pay review had helped considerably, there are also national shortages in some skill sectors such as surveyors which contribute to recruitment issues.
- In order for the Council to maintain its position following the pay review, this will be considered again after 9 months to monitor its success.
- Apprenticeships are not restricted to traditional roles, but are spread across the council. The Portfolio Holder would report back to clarify the number and type of apprenticeships currently in place.
- Regarding sickness absence, it was noted that, as well as winter colds, flu and covid, staff mental health was also being negatively impacted by the current cost of living crisis.
- It was noted that a staff survey is due at some point, but that this needed to be undertaken separately from the Investors in People re-accreditation process which is currently underway.

At the conclusion of its discussion, the Committee noted that the outcome of the staff survey will be monitored closely by the Personnel Committee as a good indicator of staff well-being.

It was further noted that the Chief Executive delivers the Council Plan through the staff, while always ensuring that support for staff well-being is paramount.

The Chair thanked Cllr Loudoun for attending and for his report.

116 **Portfolio Holder Annual Report - Tourism, Leisure, Sport and Culture**

Cllr Nick Hookway, Portfolio Holder for Tourism, Leisure, Sport and Culture presented his report. Cllr Hookway advised that this was a relatively new Portfolio and the report covered the past two years. The Portfolio, which covered several services, was an effective cross-cutting method of working and would not function without the cross-service support of officers. Cllr Hookway also thanked Cllr Hawkins for his work as Chair of the LED Monitoring Forum.

Questions and comments on the report included the following points:

- The Exmouth Pavilion is seeing audiences returning slowly following the pandemic, in line with the experiences of venues across the country.
- A key issue for the Pavilion and other similar building is the lack of investment in maintenance over previous years.
- The Exmouth placemaking consultation is currently underway, although it was noted that any investment in the Pavilion may be constrained by lack of funds.
- A report is awaited as to what urgent repairs to the Pavilion might be needed.
- The Queen's Drive fitness space was installed during the pandemic so that it could be used while social distancing was in place. It was noted that its usage has not been as hoped and the space had been adversely affected by last year's heatwave and the impact on growing conditions for the grass surface. It was planned to run fitness sessions for teenagers over the summer season.
- It was noted that the key rationale in the Portfolio is to drive the economy in tourism and culture. Working across departments was critical to providing support for businesses as they emerge from the pandemic.
- Thanks was also due to the Arts and Culture Forum chaired by Cllr Whibley and the LED Monitoring Forum for their roles in delivering the strategies within the Portfolio.
- Regarding the playing field strategy, it was noted that no further update is available currently and the Portfolio Holder is waiting for work to recommence.

- Cllr Whibley as Member Champion for Arts and Culture, highlighted the excellent work undertaken by the Assistant Director, Countryside and Leisure and the Arts Development Manager at the Thelma Hulbert Gallery in pulling the different strategies together.
- The role of consultants in developing the Culture, Leisure and Tourism Strategies was noted.
- The appointment of the EDDC Cultural Producer would assist with overcoming some of the obstacles to delivering the Culture Strategy, however, the lack of a budget remained an obstacle to delivery. The Portfolio Holder was considering future Government levelling up funding as a possible option.
- Regarding the demographic of visitors to East Devon, it was difficult to be specific as it depends on time and location. The Portfolio Holder would report back with demographic information at a future point.
- It was noted that existing dual use arrangements are to be renegotiated and that this was well received. It was further noted that this would be a slow process as all sites have to be re-negotiated and that previously unknown issues had come to light during production of the Leisure Strategy.
- With regard to holding cultural events, there needs to be a balance between the benefit and the impact on local residents.
- The impact of holding weddings and the Christmas event in Connaught Gardens in Sidmouth was discussed and concern was expressed about closing off parts of the Gardens to visitors during events. Concern was also expressed that the identity of the Gardens should not be lost due to the holding of events, and that events should at least cover their costs.
- It was further noted that events such as weddings bring considerable economic benefit to the area.
- It was noted that Cranbrook should be included in the delivery of cultural and leisure facilities and that discussions between the Portfolio Holder and the Assistant Director, Growth, Development and Prosperity are on-going with regard to delivery of the Leisure Strategy in Cranbrook.
- With regard to ensuring that there is sufficient and wide promotion of cultural events, it was noted that one of the purposes of the Arts and Culture East Devon (ACED) network is to promote awareness of events.

The Scrutiny Committee noted the contents of the report with regard to the stock condition survey and agreed the following recommendations to the Overview Committee.

RECOMMENDATIONS TO OVERVIEW COMMITTEE

1. That the Council aims to complete the Leisure Strategy stock condition survey by the end of the next Council term to enable both the Council and the public to be aware of the condition of their local assets and so that the required maintenance can therefore be budgeted for.
2. In the event that a cultural or leisure site is to close as a result of the stock condition survey, a public consultation be held where possible.

The Portfolio Holder was thanked for his report.

117 Forward Plan

With regard to the annual report from the Portfolio Holder for Democracy, Transparency and Communications, the Interim Monitoring Officer advised that it would be preferable for the report to be considered in the new Council term rather than at the meeting scheduled for 6th April 2023 as this falls within the pre-election period. It was noted that there was, therefore, no business for the meeting on 6th April 2023.

It was agreed that the Committee write to the MPs requesting a date for them to report on their actions on requiring improvements from South West Water.

The Forward Plan was agreed.

Attendance List

Councillors present:

O Davey
B De Saram (Chair)
C Gardner
S Hawkins
D Key
H Parr
E Rylance (Vice-Chair)
B Taylor
J Whibley

Councillors also present (for some or all the meeting)

P Arnott
N Hookway
J Loudoun
J Rowland
P Skinner
T Wright

Officers in attendance:

Sarah Jenkins, Democratic Services Officer
Anita Williams, Interim Director of Governance and Licensing and Monitoring Officer

Councillor apologies:

J Bailey
A Bruce
M Chapman
J Kemp
T Woodward

Chair

Date:

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

Housing Review Board on 16 March 2023

Minute 53 Changes to the housing leadership team

that Cabinet recommend to Council the creation of a new post of Head of Housing Operations to be funded through the Housing Revenue Account.

Minute 54 Finance report

that Cabinet note and approve the Housing Revenue Account and Housing Capital finance 2022/23 forecast outturn report.

Minute 55 Remit Zero Cylo – Innovate UK application

1. that Cabinet support the Innovate UK funding bid and EDDC's role as a collaboration partner.
2. that Cabinet approve the funding of the Council's contribution to the bid of £125,000.
3. that should the funding bid not be successful, that Cabinet authorise the Director of Housing, Health and Environment in liaison with the Portfolio Holder for Homes and Communities to identify an alternative project that could be implemented to install Cylo as an initial pilot of ten council homes.

Minute 56 Integrated asset management contract – minor works

that Cabinet approve, in accordance with the conditions of the integrated asset management contract the change by the core group and approve that it is implemented/recorded under a formal contract amendment.

Minute 57 Void performance

1. that Cabinet note the contents of the report including contributing factors towards performance levels and details of the plan for improving performance.
2. that Cabinet recommend the additional staff resource required to implement the suggested improvements, namely an additional Housing Allocations Officer.
3. that Cabinet approve the changes to the voids lettable standard.

Minute 58 Learning from complaints

1. that Cabinet note the learning points from the report and the areas of improvement identified.
2. that Cabinet recommends to Council the appointment of an additional Complaints Officer (Housing) for a fixed 12 month period who will work within the Corporate Complaints team.
3. that Cabinet recommends to Council that additional funding in the sum of £25,409 plus on costs is approved to fund an additional Complaints Officer (Housing) for a fixed 12 month period.

Minute 59 Tenancy visits

1. that Cabinet note and agree the tenant visits policy and procedure.
2. that Cabinet agree that all properties be visited annually.
3. that Cabinet recommend to Council two additional housing officer posts and the additional budget requirement.

Minute 61 HouseMark 2023/24 membership renewal

1. that Cabinet approve that the HouseMark membership is renewed for 2023/24 at an annual cost of £8225 plus VAT.
2. that Cabinet approve that the subscription is carried forward on an annual basis unless the Housing Review Board are otherwise informed.

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Housing Review Board held at Council Chamber, Blackdown House, Honiton on 16 March 2023

Attendance list at end of document

The meeting started at 10.00 am and ended at 12.38 pm

47 Public speaking

There were no members of the public registered to speak.

48 Minutes of the previous meeting

The minutes of the previous meeting held on 18 January 2023 were agreed.

49 Declarations of interest

There were none.

50 Matters of urgency

There were none.

51 Confidential/exempt item(s)

There were none.

52 Housing Review Board forward plan

The Assistant Director of Housing presented the forward plan and advised members that the forward plan acted as a reminder of agenda items to come forward to future meetings. Members were reminded that they could add further reports and topics for discussion to the next forward plan by informing either herself or the Democratic Services Officer.

The Assistant Director of Housing added to the forward plan a review of the Housing Revenue Account Business Plan, which would be needed as a result of the stock condition survey, which was still on track to complete in September 2023. The results of the tenant satisfaction survey were being collated and would be reported to the June meeting of the Housing Review Board. In response to tenants' concerns the Assistant Director reassured the Board that the survey, which had been approved by the Board in 2022, did not break any GDPR regulations and that the Council's data protection officer had been involved in the whole process. It was also agreed that the Assistant Director of Housing would provide further reassurance to the Board via a short bulletin via email.

A HouseMark performance report was also added to the forward plan.

53 Changes to the housing leadership team

The Housing Review Board considered the proposal for increasing capacity and resilience in the housing leadership team and providing more resource for the housing

service. The proposal was in response to increasing demands on the service, rising expectations from external bodies and its own customers, and to ensure that there were sufficient resources, capacity and capability to meet the purpose and priority of a decent home for all, whilst operating a high performing housing service. Housing service managers were operating in an environment where they needed to be agile and flexible, with many factors leading to additional burdens on staff.

The creation of a new post of Head of Housing Operations would ensure that there was a structure that was 'fit for purpose' to meet the demands placed on a social housing provider with housing responsibilities, including homelessness, housing register, community development, community alarm service, housing repairs and housing development. It would also ensure that the housing service could meet the requirements of the Social Housing Bill.

The Head of Housing Operations would line manage the senior Housing Options and Allocations, Property and Asset, Housing Services and Housing Systems team managers. The new post holder would oversee and manage day to day housing management ensuring that the specialist areas of the service were co-ordinated and worked effectively towards the housing vision and aims. The post holder would also deputise for the Assistant Director, providing greater resilience and accountability in the service, strengthening the leadership team and increasing capacity.

The Board commented on the size and diverse, frontline nature of the housing service within the Council and recognised the need for the additional senior post.

RECOMMENDED: that Cabinet recommend to Council the creation of a new post of Head of Housing Operations to be funded through the Housing Revenue Account.

54 **Finance report**

The accountant's report provided the Housing Review Board with current draft financial outturn figures for the housing revenue account and housing capital program for the 2022/23 financial year. The report also considered the implications of any forthcoming regulatory changes.

Producing a Housing Revenue Account had been a statutory requirement for Councils who managed and owned their housing stock for some time, and therefore a key document for the Board to influence.

It was noted that the Housing Revenue Account (HRA) was in a healthy position. The surplus forecast for the year was on budget and it was predicted that the HRA balance would remain at the £3.1m adopted level for 2022/23. There was a variation in the outturn for forecasted rents due to the impact of rent losses on void properties.

There had been 29 Right to Buy sales to date which had resulted in a gross capital receipt of £3.7m. Although this meant a lack of housing stock it also created a large amount to fund capital expenditure.

RECOMMENDED: that Cabinet note and approve the Housing Revenue Account and Housing Capital finance 2022/23 forecast outturn report.

55 **Remit Zero Cylo - Innovate UK application**

The Director – Housing, Health and Environment explained that officers had been working with local business Remit Zero on a proposal to install their Cylo product in ten council homes as a way of decarbonising council homes and providing tenants with affordable warmth. Cylo was an alternative technology to provide heating and hot water. Remit Zero described their technology as using the principals of natural science to develop a portfolio of zero emission high performance products. The Cylo product could change the way many families and businesses heat their homes and premises. It was a simple, innovative, affordable and rapidly deployable heating solution which would help reduce CO2 emissions rapidly, while maintaining the user's comfort and convenience. Relying solely on water and electricity, the Cylo vessel could replace a fossil fuel boiler, without compromise, providing the same familiar functional performance, convenience and low cost operation, but with absolutely zero emissions. The proposed project would have a duration of 24 months and could commence during the summer 2023.

The total project costs were circa. £687,392. If the funding bid was successful Innovate UK would cover up to 70% of the costs and would therefore fund £481,174. The remaining 30%, £206,218 was the match funding required. Remit Zero could contribute to some of the match funding with reduced labour costs. This would require approximately £125,000 match contribution from EDDC to cover the costs of solar installation on the roofs and the associated works. It was proposed that the programme be funded from the existing HRA budgets for heating upgrades.

The deadline to submit the expression of interest was Wednesday 18 January and a further bid application needed to be submitted by 26 April 2023. If successful the Council would be asked to sign a funding agreement (after the initial application was successful and then subsequently passing Innovate UK's due diligence procedure). This provided time to clarify the minutiae such as the selection process of the properties that would take part in the trial. EDDC had been requested to be a collaboration partner as part of the application process.

The Director – Housing, Health, Environment explained that if the funding application was unsuccessful he would like to continue discussions with Remit Zero to find a way of installing their product in a sample of the Council's properties because it appeared to offer a serious alternative to gas boilers and ground/air source heat pumps, and did not necessitate extensive building fabric upgrades.

The Director's report explained in detail how the Cylo vessel worked and it was noted that officers had seen Cylo installed in a facility at the Exeter Science Park. Remit Zero had installations in MOD properties where testing had been completed. The aim of the project was to demonstrate Cylo's benefits, including its ability to reduce costs for those within fuel poverty, in a way that enabled low-income households to play a meaningful role in tackling climate change.

The intention was that the trials would couple the installation of Cylo with solar on the roofs of selected properties. The project would aggregate and compare data on the charging and discharging of the Cylo vessel, this coupled with user interaction surveys would provide feedback on user behaviour and acceptance criteria. The following would be monitored with data sent and stored securely:

- Electricity used to charge Cylo, both quantity and timing.
- Thermal output to the house from Cylo.
- All room temperatures for 24 hours per day.
- Outside air temperature for 24 hours per day.
- Application of a Remit Zero designed external heat flux sensor, this would identify effective heat loss from the building as it was affected by both temperature and wind speed variation. This would be monitored for 24 hours per day. This

measurement would also inform regarding the condition and performance of any cavity or wall insulation.

It was suggested that a Remit Zero representative be invited to a future meeting to explain to the Board how the Cylo worked and update them on the trial.

RECOMMENDED:

1. that Cabinet support the Innovate UK funding bid and EDDC's role as a collaboration partner.
2. that Cabinet approve the funding of the Council's contribution to the bid of £125,000.
3. that should the funding bid not be successful, that Cabinet authorise the Director of Housing, Health and Environment in liaison with the Portfolio Holder for Homes and Communities to identify an alternative project that could be implemented to install Cylo as an initial pilot of ten council homes.

56 **Integrated asset management contract - minor works**

The Property and Asset Manager's report provided the Housing Review Board with an update on a minor change to improve the service delivery of repairs carried out under the integrated asset management contract (IAMC) as part of a response to ongoing concerns raised regarding the delivery of some key functions of the contract. The introduction of a minor works programme was not intended to replace the planned works contracts, but work alongside it to provide an avenue for larger works which were not planned works and were causing blockages within the day to day delivery of repairs.

RECOMMENDED: that Cabinet approve, in accordance with the conditions of the integrated asset management contract the change by the core group and approve that it is implemented/recorded under a formal contract amendment.

57 **Void performance**

The Housing Solutions Manager's report provided the Board with an update on the performance of the key to key voids process and details of the plans for improved performance, recognising that current performance remained a concern. The 'key to key' time covered the period from when a property became void until a new tenant moved in. The report to the Board had been produced alongside an independent review into the voids process conducted by the consultants Echelon, which addressed findings through recommendations for improvements in the overall process. The report also recommended changes to the void lettable standard to ensure it was modernised, fit for purpose and aligned to EDDC's poverty agenda.

A number of contributing factors towards performance levels had been identified in the delivery of the overall void process:

- Lack of resources, in particular staff shortages.
- Effect of the Covid-19 pandemic – an increase in void turnover.
- Brexit – impact around sourcing and delivery times for certain materials and components, compounded by the impact of the current economic climate which had led to significant increase in material and labour costs in the construction industry.
- Issues in clearing debt meters.
- Poor condition of voids on return.
- More significant upgrades of properties being required due to the poor condition of some of the housing stock.
- Additional factors creating additional time at the end of the process, such as notice periods and affordability issues.

The Echelon review identified areas where additional staff resources were required for two specific parts of the process:

1. Pre-termination visits to be re-introduced and to be more rigid.
2. Joint handovers of properties between the contractors, Property and Assets team and the Housing Allocations team.

It was noted that there was limited scope within the Housing Allocations team and it was recommended that an additional Housing Allocations Officer post was required. The Echelon report also recommended that EDDC consider where overall responsibility of the keys to keys process sits and how we ensure the complete void process is managed. Further work is required to analyse the potential need for an additional post or whether this could be incorporated within the current resources available.

The current lettable standard was also reviewed and changes were made to ensure that it was modernised and remained fit for purpose. Key changes were around issues of damp and mould and ensuring that work was undertaken alongside the poverty agenda. Officers proposed that through a dedicated hardship fund, vouchers be provided towards decorations and carpets for those incoming residents in real hardship to enable them to bring their property up to a decent habitable standard.

During discussions the Board raised concerns over the current voids performance and agreed the need for an additional post, which would increase resources and the capacity of the team. The Assistant Director outlined the current performance in this area as unacceptable and that this area remains an urgent priority for the service in order to see improved performance.

RECOMMENDED:

1. that Cabinet note the contents of the report including contributing factors towards performance levels and details of the plan for improving performance.
2. that Cabinet recommend the additional staff resource required to implement the suggested improvements, namely an additional Housing Allocations Officer.
3. that Cabinet approve the changes to the voids lettable standard.

58 Learning from complaints

The Assistant Director – Housing gave the Board a follow up report on complaints, following her previous one in January 2023. The report set out a more in-depth analysis of the complaints with an overview of the failures that led to the Ombudsman determining maladministration in all four cases. Areas for improvement were also identified as a direct result of the four cases, which were outlined in the report.

As part of reviewing the cases, poor recording keeping and poor communication were identified as two major areas for improvement. This was centred around:

- Poor communication with a failure to ensure that tenants were kept up to date with progress on matters that related to them.
- Failure to reassure tenants around matters that were impacting on them.
- Lack of thorough case notes that evidenced progress and actions taken.
- Lack of thorough case notes that detailed how tenants had been communicated with.
- Progressing matters too slowly or not responding to complaints quickly enough.

The Assistant Director – Housing's report outlined a number of actions being implemented to address the areas of improvement, which included:

- A review of all procedures that related to the Anti-Social Behaviour policy.
- A review of all procedures that related to how property and asset/responsive repairs cases were handled.

- Refresher training for all officers in record keeping.
- A review of how contract information was held.
- Recruitment of the Housing Repairs Customer Service Manager role.
- Spot checks on managers.
- Spot checks on repairs calls.
- Customer service training for all housing officers.
- Learning from case studies approach.

The Assistant Director – Housing suggested that she attend a future Tenant Involvement meeting to explain the issues raised in the report and improvements being taken. A briefing would also be undertaken for the Tenant Complaints Panel.

The Board endorsed the appointment of an additional Complaints Officer in the Corporate Complaints team for a 12 month period in order to help the Housing Service improve its response times and resolve complaints.

RECOMMENDED:

1. that Cabinet note the learning points from the report and the areas of improvement identified.
2. that Cabinet recommends to Council the appointment of an additional Complaints Officer (Housing) for a fixed 12 month period who will work within the Corporate Complaints team.
3. that Cabinet recommends to Council that additional funding in the sum of £25,409 plus on costs is approved to fund an additional Complaints Officer (Housing) for a fixed 12 month period.

59 **Tenancy visits**

The Interim Housing Services Manager's report provided the HRB with a proposal on the planned implementation of a rolling programme of tenancy visits across all Council tenancies in East Devon. The report sought approval to implement a tenancy visit programme and policy based on proposed staffing levels within the estate management team.

The Council needed to ensure that its tenants were supported in a variety of ways, that its systems were up to date with correct household information, and that its properties were being looked after and used for intended purposes. Tenancy visits would also identify residents at risk of tenancy failure at an early stage and enable the Council to respond positively.

It was expected that this proactive approach of visiting tenants in their homes would identify previously unreported repairs and issues within households. As well as identifying and resolving any maintenance issues, early intervention could also be instigated when a tenancy was showing signs of failing and a tenant needing support.

The Interim Housing Service Manager's report outlined options for frequency of tenancy visits based on permanent staffing arrangements:

1. Annual tenancy visits – this would require an additional two Housing Officers.
2. Tenancy visits every two years – this was more realistic based on current staffing levels, but would still place additional burden on workloads and stretch resources.
3. Tenancy visits every three years – this was more achievable based on current workloads and resources, but would take longer to accomplish tenancy visits across the housing stock.
4. All tenancy visits to be completed in year one, then reverting to a two year cycle – this would require an additional two housing officers in year one.

The report recommended option 1 – annual tenancy visits – in order to provide the maximum support to residents in maintaining their tenancy and ensure the Council's properties were looked after. Annual tenancy visits would ensure that tenants were supported, their personal needs and preferences identified, properties were maintained, reducing void costs, the ability to evidence disrepair claims and improve the empty property turnaround times. It was acknowledged that an additional budget of £62,040 per annum was required for two additional housing officers. The Board noted that sheltered accommodation visits would be managed by the Mobile Support Officers, who already had contact with those residents.

The Board discussed the issue of non-entry and it was suggested that this be included as a key performance indicator. It was noted that there was a process for non-entry in the policy. Tenants stressed the need to clearly communicate the compulsory tenancy visits with residents.

RECOMMENDED:

1. that Cabinet note and agree the tenant visits policy and procedure.
2. that Cabinet agree that all properties be visited annually.
3. that Cabinet recommend to Council two additional housing officer posts and the additional budget requirement.

60 **Performance dashboard**

The Interim Housing Services Manager's report and presentation outlined the key performance indicators (KPIs) for quarter three and the actions being taken to ensure targets were achieved. The Interim Housing Services Manager presented on behalf of the Senior Management team. The presentation focused on 12 high level key performance indicators that had been taken from the tabular summary included in the report. It provided detail on areas of concern and actions that were being put into place to address the issues. The presentation also detailed work underway ready for the start of the new financial year and how the performance indicators would be reported moving forward.

The purpose of the housing services performance indicator framework was to recognise achievements and good performance, as well as identify areas requiring improvement. There was a collective responsibility, which included the Board, to ensure good performance. Plans for 2023/24 KPIs included:

- Continuing to cleanse and improve the data.
- Introducing new indicators (tenancy visits, tenant satisfaction measures, community development).
- Improving reporting on complaints, to include complaints upheld, partially and not upheld, and the learning from the complaints.
- Setting targets for 2023/24 – consulting with staff and residents to ensure that appropriate targets were set, and ensuring continual enhancement of services for residents.
- Developing and monitoring team targets which measured and tracked performance of teams.
- Finalise the compliance dashboard and commence reporting to the HRB.

RESOLVED: that the Housing Review Board note the quarter three performance and actions.

61 **HouseMark 2023/24 membership renewal**

The Housing Review Board were asked to agree to the membership renewal of HouseMark. HouseMark was a data analysis service which gathered performance and cost information from 350 social housing providers across the UK providing them with the data and insights needed to make evidence based decisions to drive efficient and performance business improvement. EDDC had been members of HouseMark for a number of years and the Board were asked to consider whether to continue to use HouseMark as a tool to monitor and evaluate the housing service.

RECOMMENDED:

1. that Cabinet approve that the HouseMark membership is renewed for 2023/24 at an annual cost of £8225 plus VAT.
2. that Cabinet approve that the subscription is carried forward on an annual basis unless the Housing Review Board are otherwise informed.

62 **Self-assessment of Consumer Standards**

As part of preparations for the introduction of the Social Housing Act, the Social Housing Regulator had encouraged stock holding local authority landlords to self-assess themselves in detail against the current consumer standards as a way of highlighting areas that were not currently compliant. The results of the self-assessment were included with the report for the Board's information. The Assistant Director's report provided an overview of:

- The role of the Regulator of Social Housing and how the sector was currently regulated.
- Changes to regulations being proposed as part of the Social Housing Act.
- An overview of the consumer standards.
- A summary of the Housing Service's self-assessment.
- Areas identified that needed to be focussed on to strengthen compliance.

The Vice- Chair requested that this item be deferred until the next Board meeting as some tenants felt they had not had sufficient time to input into this. The Interim Housing Services Manager advised that he had reported the consumer standards to the Resident Involvement Management Group, which had agreed to feed comments back prior to the Housing Review Board meeting. He explained that failure to deliver services to tenants in line with consumer standards (which were set by the regulator), best practice and regulation could bring scrutiny from the regulator and action taken against EDDC, as well as expose tenants to the risk of failures in service delivery.

RESOLVED: that the Housing Review Board note and agree the self-assessment against the Regulator of Social Housing consumer standards and the actions identified, with tenants being given the opportunity to provide further feedback to officers within the next 6 weeks, and these comments being built into the self-assessment.

63 **Annual Housing Review Board report**

The Assistant Director – Housing presented the annual report of the Housing Review Board which summarised and highlighted the diverse range of issues covered by the Board over the year. The report gave an overview of the achievements of the Board and celebrated the progress that had been made. The Democratic Services Officer was thanked for producing the report which the Board endorsed and noted.

Attendance List

Board members present:

Sue Dawson, Tenants
Sara Clarke, Independent Community Representative
Sue Saunders, Tenants (Vice-Chair)
Councillor Helen Parr
Councillor Brenda Taylor
Councillor Sarah Chamberlain (Chair)

Councillors also present (for some or all the meeting)

T McCollum
D Ledger

Officers in attendance:

Alethea Thompson, Democratic Services Officer
Graham Baker, Property and Asset Manager
Amy Gilbert-Jeans, Assistant Director Housing
John Golding, Director of Housing, Health and Environment
Yusef Masih, Interim Housing Services Manager
Andrew Mitchell, Housing Solutions Manager
Rob Ward, Accountant
Giles Salter, Solicitor

Councillor apologies:

Stephen Beer, Tenants
Councillor Ian Hall
Cindy Collier, Tenant

Chair

Date:

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

Community Grant Panel 17 March 2023

Minute 113 Community Buildings Fund

RECOMMENDED to Cabinet

That the remaining balance of the Community Buildings Fund be carried forward to 2023/24 for future applications in that year and that the Fund is better promoted in future years, with an emphasis on green projects.

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Community Grant Panel held at Council Chamber, Blackdown House, Honiton on 17 March 2023

Attendance list at end of document

The meeting started at 10.00 am and ended at 10.53 am

108 Public Speaking

The Chair advised that members of the public present would be invited to speak at the time that the relevant application was considered.

109 Minutes of the previous meeting

The minutes of the previous meeting held on the 28 November 2022 were agreed.

110 Declarations of Interest

There were no declarations under the Council's Code of Conduct.

Regarding the applications from Project Food and Ottery Larder, it was noted that Cllr Jess Bailey is Devon County Councillor for Otter Valley.

111 Matters of Urgency

None.

112 Confidential or exempt items

None.

113 Community Buildings Fund

The Panel considered three applications under the Fund and a recommendation on the remaining balance of the fund.

Kilminster Village Hall

The application was for £5,000 to help fund solar panels on the hall; if successful in their application, there was still a shortfall of £1,565 for which plans were in place to raise.

Judith Chapman spoke in support of the application and advised that the Village Hall is well used at all times of the day. The addition of solar panels and a battery would greatly help with evening use and would reduce the electricity bill by just over £2,000 per annum.

The Panel commended the project which had the support of the whole parish and which also benefitted from local professional assistance.

The Panel thanked Judith Chapman for attending.

RESOLVED that the application by Kilminster Village Hall for £5,000 is approved.

Umborne Village Hall

The application was for £1,458.98 to help towards replacement decking costs. The updated figure included a revised quotation which had increased due to inflationary costs. All remaining funding for the works was in place.

Henry Smith, Chair of Umborne Village Hall spoke in support of the application. The replacement of the decking which is now 10 years old is a health and safety issue. The project had the support of the County Councillor and a working party was in place ready to start the work.

The Panel thanked Henry Smith for attending.

RESOLVED that the application by Umborne Village Hall for £1,458.98 is approved.

Payhembury Provisions Community Shop

The application was for £3,000 to fund solar panels on the shop; all remaining funding was in place.

It was noted that the Community Shop has significant electricity costs due to running freezers. The Panel commended the shop which is open 7 days a week.

RESOLVED that the application by Payhembury Provisions Community Shop for £3,000 is approved.

Balance of the Community Buildings Fund

The Panel discussed the remaining balance of the fund and noted that it had not been possible to promote the fund as well as in previous years due to staffing resources. The Panel suggested that the application process could be increased to 4 times per annum with an emphasis on green projects.

Officers advised that work was underway to make the process more flexible and that potential additional funding for community de-carbonisation projects may be available via the UK Shared Prosperity Fund.

RECOMMENDED to Cabinet

That the remaining balance of the Community Buildings Fund be carried forward to 2023/24 for future applications in that year and that the Fund is better promoted in future years, with an emphasis on green projects.

114 Action on Poverty Fund

The Panel were asked to consider two applications for funding from the Action on Poverty Fund.

Project Food

The Panel considered the application for £4,968 to run family cooking courses in Ottery St Mary. The remaining funding was in place.

Kerry Morgan from Project Food, Axminster, spoke in support of the application which seeks to duplicate the success of Project Food in Ottery St Mary. As well as family cooking courses, the Project would run 1:1 cooking sessions with clients with mental health challenges referred from partner agencies.

The Panel commended the project and thanked Kerry Morgan for attending.

RESOLVED that the application by Project Food for £4,968 is approved.

Ottery Community Volunteers

The Panel considered the application for £1,400 for items to improve the Ottery Larder offer, including a heater and clothes rails to provide a “shop” in the main hall. All remaining funding was in place.

It was noted that the project is very active and expanding and concern was expressed that applicants apply for sufficient funding for projects given the current cost of living crisis.

RESOLVED that the application by Ottery Community Volunteers for £1,400 is approved.

The Panel requested Officers to feedback to community groups to ensure that they are requesting sufficient funds in the current financial situation.

The Panel thanked the Chair, Cllr Jack Rowland, for his work during the year, and thanked the Officers for their support.

Attendance List

Councillors present:

- J Bailey
- D Key
- J Loudoun (Chair for this meeting)
- H Parr
- T Woodward

Councillors also present (for some or all the meeting)

Officers in attendance:

- Jo Avery, Management Information Officer
- Andrew Hopkins, Communications Consultant
- Sarah Jenkins, Democratic Services Officer

Councillor apologies:

- J Rowland

Chair

Date:

Report to: Cabinet

Date of Meeting 29 March 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Broadclyst Neighbourhood Plan Examiner's Report

Report summary:

The purpose of the report is to provide feedback and set out proposed changes following the examination of the Broadclyst Neighbourhood Plan. The independent examination of the Plan has now concluded and the final Examiner's report received. In accordance with the relevant legislation, the District Council must now consider its response to the Examiner's recommendations and also satisfy itself that the Plan meets the necessary 'basic conditions'. If the recommendation to accept the Examiner's recommendations in full is accepted, a decision notice will be published accordingly. This will confirm that the Plan can go forward for public vote in a local referendum as the penultimate stage in the plan-making process. An updated (Referendum Version) of the Neighbourhood Plan will also be published. The publishing of the decision notice itself will give the Plan significant weight in the determination of planning applications in the Broadclyst parish area.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

1. That Members endorse the Examiner's recommendations on the Broadclyst Neighbourhood Plan (the Plan).
2. That Members agree that a 'referendum version' of the Plan (incorporating the Examiner's modifications as set out in this report) be produced and give delegated authority to the Assistant Director Planning Strategy and Development Management in consultation with the Portfolio Holder – Strategic Planning to agree a final version once the issues highlighted in paragraphs 41 and 42 of Appendix A have been addressed and to then proceed to referendum and publish a decision notice to this effect.
3. That Members congratulate the Broadclyst Parish Council and Neighbourhood Plan Steering Group on their sustained hard work.

Reason for recommendation:

The legislation requires a decision notice to be produced at this stage in the process. The Plan is the product of significant local consultation and has been recommended to proceed to referendum by the Examiner subject to modifications which are accepted by the Parish Council.

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

Portfolio(s) (check which apply):

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

Equalities impact Low Impact

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

Climate change Low Impact

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

Links to background information [The Localism Act](#); [Plain English Guide to the Localism Act](#); [National Planning Policy Framework \(2021\)](#); [Neighbourhood Planning Regulations](#); [Neighbourhood Planning Roadmap Guide](#); [East Devon Neighbourhood Planning webpages](#); [Broadclyst Neighbourhood Development Plan \(Submission Version\)](#); [East Devon District Council Regulation 16 comments](#); [Examiner's Final Report](#).

Link to [Council Plan](#)

Priorities (check which apply)

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

Report in full

The Examination

- 1.1 The Broadclyst Neighbourhood Plan has now been examined and, subject to modifications, it has been recommended that it proceed to referendum. The Examiner, Andrew Ashcroft, was appointed by East Devon District Council, following consultation with Broadclyst Parish Council.
- 1.2 The examination was undertaken on the basis of considering the written material which forms the Plan, its appendices and accompanying statements as well as representations received in response to the formal consultations. The Examiner also made an unaccompanied visit to the neighbourhood area. The Examiner did not consider it necessary to hold a public meeting. The [Plan \(as submitted for examination\)](#) and the [Examiner's report](#) are available to view on our website.
- 1.3 The legislation, reflected in the Council's [Neighbourhood Planning Protocol](#), requires the Policy Team to notify Members of the findings and recommendations of the Examiner and

how the Council proposes to respond to the recommendations. The agreed response will then be published as a decision notice.

- 1.4 The Examiner has recommended the deletion of one policy and textual modifications to all of the remaining 37 policies within the Plan, together with various other amendments to plan text, for reasons of clarity/accuracy and to meet the 'Basic Conditions'. These amendments are summarised and explained in Annex 1, and Annex 2 shows the final suite of policies with all of the Examiner's modifications applied.
- 1.5 In the process of considering his recommendations, the Examiner consulted with both the Parish and District Council and gave the opportunity for responses to be made to specific questions. The questions and the responses can be viewed on the [Broadclyst neighbourhood plan webpage](#). The Examiner's reasons for all of the proposed modifications are explained in more detail in the Examiner's report.
- 1.6 Overall, the Examiner concluded in his report that he was satisfied that the Broadclyst Neighbourhood Development Plan meets all the necessary legal requirements, subject to the incorporation of the recommended modifications, and should proceed to referendum. The Examiner also commented that the Plan 'sets out a positive vision for the future of the neighbourhood area within the context of planned strategic development in the Local Plan', 'is distinctive and proportionate to the neighbourhood area' and that the, 'wider community and Broadclyst Parish Council have spent time and energy in identifying the issues and objectives that they wish to be included in their Plan' which 'sits at the heart of the localism agenda'.

Response to the Examiner's Recommendations

- 1.7 Under paragraph 12 of the Town and Country Planning Act it is for the Local Planning Authority (EDDC) to consider the recommendations made in the Examiner's report and the reasons for them and decide what action to take in response to each recommendation.
- 1.8 The District Council must also be satisfied that the Neighbourhood Plan:
 - i. meets the necessary 'Basic Conditions' by;
 - having regard to national policies and advice contained in guidance issued by the Secretary of State;
 - contributing to the achievement of sustainable development;
 - being in general conformity with the strategic policies of the Development Plan for the area;
 - not breaching, and being otherwise compatible with, retained European Union obligations.
 - ii. is compatible with the European Convention of Human Rights (within the meaning of the Human Rights Act 1998), and;
 - iii. complies with the provisions under section 38A and 38B of the Planning And Compulsory Purchase Act,

(or that the draft Neighbourhood Plan would do so if modifications were made to it, whether or not recommended by the Examiner, before a referendum is held.)

- 1.9 The Neighbourhood Plan regulations go on to state that if
 - a) the Local Planning Authority propose to make a decision which differs from that recommended by the Examiner, and

- b) the reason for the difference is (wholly or partly) as a result of new evidence or a new fact or a different view taken by the authority as to a particular fact, then, the authority must notify prescribed persons of their proposed decision (and reason for it) and invite representations.

- 1.10 The legislation, which is reflected in our protocol, requires the Council to consider and respond to the Examiner's report. Officer assessment is that with the incorporation of the amendments suggested by the Examiner, the Council can be satisfied that the Plan meets the legal requirements. Whilst not all comments made by [EDDC at Regulation 16 stage](#) have been addressed, there are not considered to be any grounds to reject the findings of the report with reference to the 'Basic Conditions'.
- 1.11 Members are therefore asked to agree to accept the recommendations of the Examiner's report and agree that a notice to this effect be published.

Next Steps

- 1.12 A revised version of the Plan (known as the 'Referendum Version'), incorporating the recommended changes, will be made available to view on the [Broadclyst page](#) of the East Devon District Council website, together with the Decision Notice. As well as implementing the Examiner's recommended changes, consequential amendments and typographical corrections, East Devon District Council Officers will work with Broadclyst Neighbourhood Plan Steering Group to help ensure the accessibility of the plan document. The latter may require some changes in formatting and layout, together with addition of descriptive text ('alt text') for images, but will not otherwise amend any part of the plan.
- 1.13 The District Council will be responsible for arranging a referendum where all electors within the parish of Broadclyst will be invited to vote on whether the Neighbourhood Plan should be used to make planning decisions in the Parish. If more than 50% of those who vote say 'yes', the Neighbourhood Plan will be made and will form part of the Development Plan for East Devon, where it will carry full weight in the planning decision making process.

Financial implications:

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

Legal implications:

As the report identifies, it is a formal requirement for the Cabinet to consider the Examiner's recommendations and satisfy itself that the proposed neighbourhood plan, as modified, meets the prescribed 'Basic Conditions'. The purpose of the report is to satisfy this formal requirement. Assuming Members endorse the Examiners recommendation in accordance with Recommendation 1, then the Local Planning Authority is obliged to publish a notice to this effect, pursuant to the applicable Regulations, and to proceed to a referendum in accordance with Recommendation 2. At this stage there are no other legal observations arising.

Annex 1: Examiner's Proposed Modifications and Officer Responses

1. Policy CF1: Community Sports Hub

The Examiner identifies this as an important policy in the plan as it identifies a site, on the outskirts of Broadclyst Village, for a new community sports hub. Modifications are proposed to all 3 parts of the policy for clarity and to ensure it covers planning policy matters only:

- In part 1, to clarify that the full package of measures listed will need to be included in any proposals, by replacing 'include the following' with 'include **all of** the following';
- In part 2, to rephrase and renumber the criteria (as show in full in Annex 2). No criteria are proposed for deletion, but rather the wording is simplified, and related criteria on car park specification grouped together.
- Part 3 of the policy, which attempted to make provision for the scheme to come forward on a suitable reserve site if proposals on the allocated site do not materialise within a specified time, is proposed to be deleted. Instead, it is suggested this is noted within the Policy Justification as follows, "*The development of the overall package is not without a series of challenges. They will be carefully managed by the Parish Council. If proposals for the site identified in Policy CF1 do not materialise within three years of the granting of planning permission for the proposal the Parish Council will work with the relevant organisations to identify and promote a suitable reserve site. The Parish Council will make a judgement about the need or otherwise for the neighbourhood plan to be reviewed at that time to take account of these circumstances.*"

EDDC Officer Comment: Agree. This assists with clarity in implementation of the policy.

2. Policy CF2: New and Enhanced Sport, Recreation and Community Facilities

To bring the clarity required by the NPPF, the proposed modifications are to rephrase and tighten the wording throughout, and link the two parts of the policy together to make the second half of the policy a series of criteria directly linked to the first part of the policy, as follows:

"Proposals for new, or enhanced or extended existing, indoor, or outdoor sport, recreation and/ or community facilities, will be supported **where they meet the following criteria**:

- the proposal and any associated ancillary facilities such as changing rooms should be of an appropriate scale and design for community use;
- the proposal is designed to minimise its environmental impacts, including, where necessary and appropriate, controlled hours of working;
- the provision of sufficient and safe parking provision on the development site to accord with Policy T3 of this Plan; and
- the access arrangements enable and encourage active travel for pedestrians and cyclists and safe vehicular access."

EDDC Officer Comment: Accept, for clarity. Noted that in applying the modification the requirement for any proposal to 'meet a demonstrated community need' and to 'provide an overall gain of community space / use or provision is removed. However the policy intent and appropriate checks and balances identified is considered to be retained through the revised wording.

3. Policy D1: High Quality Design

The Examiner notes that this is generally an 'excellent distinctive policy' and a 'good local response to the [...] NPPF'. To ensure however it can be applied in a proportionate way, it is proposed to replace the opening elements of the policy from:

'New development including conversions and extensions are to be designed to achieve high quality design should have regard to the Broadclyst Parish Design Code 2021 (Appendix 14) as well as the guidelines and principles provided by EDDC Conservation Area Appraisal and East Devon Heritage Strategy.

To achieve high quality design new development proposals in the Parish should be designed to:'

To:

'Development proposals should be designed to achieve high quality design which responds positively to the Broadclyst Parish Design Code 2021 (as set out at Appendix 14) and the guidelines and principles set out in the Conservation Area Appraisal and the East Devon Heritage Strategy.

As appropriate to their scale, nature and location development proposals should be designed to:'

Two minor modifications are then also made to criteria 4 regarding appropriate identified boundary treatments to make these 'supported' rather than 'encouraged', and to remove the supporting explanatory text attached to criteria 7 regarding use of climate resilient planting.

EDDC Officer Comment: Agree, for clarity in implementation. Whilst the specific observations on criteria wording made by EDDC at Regulation 16 stage are not picked up directly in the modifications, it is considered that the policy can broadly be applied as amended. It should also be noted that as a consequence of the Examiner's proposed modification to Policy T4, the second part of criteria 10 in Policy D1 will be removed as it no longer has a point of reference. This read, 'To ensure this priority is also provided in low traffic neighbourhoods (see Policy T4)'.

4. Policy DH1: Historic Character

The Examiner finds that this policy to ensure proposals do not adversely impact on the heritage assets and the historic environment of this parish is positive. A small modification is proposed to terminology to directly link back to that in national legislation and policy guidance on this topic for clarity, by replacing, 'will be expected to preserve or enhance the positive attributes of significant heritage assets' with '**should conserve** or enhance the **significance of the heritage asset concerned**'.

EDDC Officer Comment: Agree, for clarity in implementation. Noted that these amendments respond to comments made by EDDC at Regulation 16 stage.

5. Policy DH2: Development of Existing Buildings in and adjacent to the Conservation Area

Similar to Policy DH1, the Examiner finds this policy continues the approach that takes, in a positive manner, having regard to national policy. The proposed modifications are to reconfigure the structure of the first part of the policy so that its intention is clearer, from:

‘Proposals for the conversion and or extension of existing buildings within or adjacent to the Broadclyst Village Conservation Area (Figure 7) are required to ensure that design of the following:

- Boundary treatments (appropriate materials, height and scale)
- Signage
- Overhead lines
- Infill development at appropriate scale and density
- Green spaces
- Parking
- Palette of materials

will enhance the fabric and setting of heritage assets drawn from the Broadclyst Conservation Area appraisal and will support heritage led regeneration to safeguard this Area for the future.

to:

‘As appropriate to their scale and nature, proposals for the conversion and or extension of existing buildings within or adjacent to the Broadclyst Village Conservation Area (Figure 7) **should ensure that the design of the following features will enhance the fabric and setting of heritage assets as documented in the Broadclyst Conservation Area appraisal and will support heritage-led regeneration:**

- Boundary treatments (appropriate materials, height and scale)
- Signage
- Overhead lines
- Infill development at appropriate scale and density
- Green spaces
- Parking
- Palette of materials’

And to modify the second part of the policy to ensure the appropriate balance is struck between ensuring energy efficiency and safeguarding the overall integrity of the heritage asset, from:

‘Inclusion of appropriately scaled and sensitively selected energy efficiency measures in historic buildings will be supported.’

to:

‘The incorporation of appropriately-scaled and sensitively-selected energy efficiency measures in historic buildings will be supported **where any harm to the asset concerned does not unacceptably detract from the overall integrity of the asset concerned.**’

EDDC Officer Comment: Agree for clarity and conformity with the NPPF and to ensure the appropriate planning balance is applied.

6. Policy DH3: Historic Restoration

Whilst it is noted by the Examiner that this policy takes an appropriate approach to the restoration of heritage assets, the second part of the policy which identifies and explains the selection of four specific properties the community would support for restoration is considered better suited to being located outside of policy with the supporting plan text, supported by the fact there are no known no specific, costed proposals. The second part

of the policy containing this detail is therefore proposed for deletion and the following is proposed for inclusion in the policy justification:

'This policy encourages and supports restoration of historical features within the Parish, especially those that the community have identified as having local significance. They are Carrow mill on the River Clyst near Clyst Honiton, the medieval remains of the undercroft of the manor house in the Broadclyst Village churchyard wall, the Stocks in the Broadclyst Village churchyard, and Westwood Bus Stop.'

EDDC Officer Comment: Agree. This retains the overall policy intent as well as retaining these specific desired projects within the plan text.

7. Policy DC1: Energy Efficient New Buildings

The Examiner finds that overall this policy seeks to respond positively to the agenda for energy efficient buildings. The proposed modifications are to move supporting text from within the policy wording to the policy justification by deleting part of the second part of the policy and adding it to the policy justification, as follows:

'The second part of Policy DC1 provides support for Passivhaus construction. Where this takes place:

- *submission of the full PassivHaus or a similar standard in terms of space heating requirements, ventilation and air changes is required to demonstrate that the specific standard can be achieved.*
- *Prior to commencement a 'pre-construction compliance check' completed by a PassivHaus or equivalent certifier will be required and secured by condition.*
- *Upon completion a Quality Approved PassivHaus or equivalent certification for each dwelling will be required.'*

Also:

- In the second part of the policy to replace 'strongly' with 'particularly', and
- In the first part of the policy to replace 'strongly supported' with 'supported' and remove the cross-reference to Policy DC2 as this relates to text deleted by the proposed modification to that policy (see below).

EDDC Officer Comment: Agree, for clarity, brevity and accuracy.

8. Policy DC2: Increasing Energy Efficiency of Existing Buildings

Noted by the Examiner that together with DC1, the policy seeks to assist the process to adapt to and mitigate climate change. The Examiner, having carefully considered further clarification from the Parish Council on their rationale, proposed the deletion of the text relating to the energy hierarchy from within the policy wording itself and repositions this within the supporting text:

The following to be inserted at end paragraph 9 of the Policy Justification:

'Development proposals should respond positively to the energy hierarchy as set out below:

1. Minimising energy requirements

Implementation of the following highly energy-efficient designs to increase the building's resilience to climate change is supported unless causing unacceptable loss of aesthetic or conservation value.

- *The use of high quality, thermally efficient building materials.*
- *Designing buildings for efficient use of water, water management and cooling.*
- *The use of high quality ventilation, such as high levels of airtightness, triple glazing,*
- *internal and external shading, mechanical ventilation heat recovery (MVHR) and passive cooling measures to allow the building to adapt to climate change, notably hotter summers, without increased energy demand for cooling, and to adapt to greater fluctuations in the weather.*
- *Improved insulation of the property as a whole such that energy use for space heating per unit of volume is reduced.*

2. Incorporating renewable energy generation.

One or more of the following innovative approaches which demonstrate sustainable use of resources and produce renewable energy will be encouraged until such time as it can be required by legislation:

- *Incorporation of on-site energy generation from renewable sources such as photo-voltaic and/or solar heating panels, solar shingles and PV slates.*
- *Installation of ground-source and/or air-source heating.*
- *Linking to local renewable energy district heating schemes as specified in Policy DC5.*
- *On site batteries.*
- *Other low or zero carbon systems.'*

And, at the end of paragraph 10 of the Policy Justification, to insert;

'Where necessary proposals should be designed to reduce any potential impacts on the character of buildings. These measures could include analysing the proportions of the building and roof surface in order to identify the best location and sizing of panels: concealing wiring and other necessary installations; the use of other tile or slate colours for compatibility with the solar panel materials; the use of proportionate contrast and boldness (for example, the use of black solar panels with black mounting systems and frames instead of blue panels) and positioning solar panels at ground level or on outbuildings including garages.'

In order to reflect this change and to clarify that the application of the policy to all proposals requiring planning permission, to recast the remaining text of the policy from:

'To adapt to and mitigate climate change, the refurbishment and extension of existing residential properties and commercial buildings is to be designed to maximise its contribution to the energy efficiency of buildings and use of renewable energy sources.

Proposals are supported which contribute to energy efficiency and integrate renewable and low carbon heat and electricity production in accordance with the following energy hierarchy:'

to:

'Insofar as planning permission is required, proposals for the refurbishment and extension of existing residential properties and commercial buildings should be designed to maximise their contribution to the energy efficiency of buildings and use of renewable energy sources.

Proposals which would contribute to energy efficiency and integrate renewable and low carbon heat and electricity production will be **particularly supported.**'

EDDC Officer Comment: Agree, for clarity in implementation, whilst retaining the policy intent and full detail within the supporting Plan text.

9. Policy DC3: Sustainable Drainage

It is considered by the Examiner that the policy takes an appropriately positive, responsible and local approach to this matter. Modifications are however proposed to all four parts of the policy to ensure it can be applied proportionately and taking account of when planning permission is or isn't required and the practicality and viability of any sustainable drainage measures:

- In the first part of the policy, to replace 'All' with, 'As appropriate to their scale nature and location', and 'are required to' with 'should'.
- Delete the second part of the policy regarding possible SuDS measures and relocate this in full, as follows, to the Policy Justification, "*Use of DCC natural flood management and artificial drainage systems (SuDS) and water recycling features including those listed below are supported and encouraged.*"
 - *Permeable paving, driveways and parking areas.*
 - *Water harvesting and water storage features.*
 - *Green roofs.*
 - *Swales (natural or man-made ditches usually grass covered with sloping sides.)*
 - *Soakaways.*
 - *Retention ponds.*
 - *Filter strips; and/or detention basins.*
 - *Minimise amount of green space lost to hard surfacing"*
- In the third part of the policy, "SuDS measures should not only deliver effective water attenuation, but should also be designed to enhance the local environment and seek to provide additional benefits including:" replace 'seek to' with 'as appropriate to their scale and nature' and delete 'should' to 'but'.
- Replace the fourth part of the policy, "*Proposals to retrofit, convert or extend existing properties will be required to comply with the above where appropriate.*" with, "**Insofar as planning permission is required, proposals to retrofit, convert or extend existing properties should comply with the approach in this policy where it is both practicable and commercially-viable to do so**'.

EDDC Officer Comment: Agree, for clarity in implementation, whilst retaining the policy intent and the full detail within the supporting Plan text. Noted the amendment to the first part of the policy addresses an issue raised by EDDC at Regulation 16 stage.

10. Policy DC4: Residential Storage

Having considered further clarification sought from Broadclyst Parish Council in the examination process, it is proposed to modify/simplify the policy by some of the detail from within the policy wording to the Policy Justification (at end of paragraph 4), as follows:

'Storage facilities may be combined. Garages acceptable for parking and storage should have a minimum internal dimension of 3m x 6m per vehicle. Cycle storage should be provided for a minimum of two cycles per dwelling.'

And deleting of the detail contained in the final part of the policy altogether. For reference, this read, "*Storage design to include features such as:*

- 1. Storage spaces which are readily accessible at ground level.*
- 2. Spaces which are fit for purpose and enable easy retrieval and manoeuvring.*
- 3. The use of a materials/palette complementary to the setting.*
- 4. Storage construction as part of the property boundary.*
- 5. The incorporation of green features such as a green roof, a planting structure and water storage/ harvesting.*
- 6. Provision of charging point as specified in Policy T3."*

Several further minor amends proposed to remaining policy wording for general flow/readability and to replace that the residential developments 'be required to' provide what the policy seeks with 'should'.

EDDC Officer comment: Accept, for clarity and brevity, notwithstanding that the modifications go further than comments by EDDC at Regulation 16 Submission stage, the policy intent is retained and the use of 'should' rather than 'must' or a 'requirement' is in line with general practice on planning policy wording to aid appropriate application.

11. Policy DC5: District Heating Systems

The Examiner notes that this policy sets out a 'positive context for the promotion of District heating schemes' (DHS). Whilst noting the laudable intentions, the Examiner proposes removal in full of the second part of the policy wording relating to transfer of energy from commercial buildings to DHS, but proposes this to be moved to the supporting text as it is beyond the scope of land use planning. For reference, this states, "*Proposals from industry and businesses utilising large buildings to connect their excess energy generated by their facilities to district heating networks will also be strongly supported. Such energy recovery is supported by the DCC Waste Plan.*"

The Examiner also proposes detailed modifications to the remaining policy wording for greater clarity:

- To replace the first part of the policy, "*Across the neighbourhood plan area, including but not limited to the LDO District Heating Area (Figure 27) proposals for new development being served by heating schemes that meets the specification of a heating provision that produces less than 150kg of CO2 per kWh of heat will be supported. This specification could be provided by a Local District Heating Scheme and /or by alternative low- carbon schemes.*" with, "*Across the neighbourhood plan area, including but not limited to the LDO District Heating Area (Figure 27),*

proposals for new development **that demonstrate that they will** produce less than 150kg of CO2 per kWh from heating systems will be supported.”

- To replace the third part of the policy, “*New district heating scheme proposals would have to ensure that they do not have an unacceptable impact on: the local character and setting; amenities of local residents and natural environment and its biodiversity.*” with, “**Development proposals for such schemes should be designed** to ensure that they do not have an unacceptable impact on the **character and setting of the immediate locality**; the amenities of **residents and the character of the natural environment** and its biodiversity.”

EDDC Officer comment: Agree. This improves clarity of the policy and the amendments to the first part of the policy align with EDDC comments at Regulation 16 stage.

12. Policy DC6: Community Led Renewable Energy Production

The Examiner proposes modifications to the policy to remove detail from the policy (and where relevant from the supporting text) to remove references to particular types of development, in part because of a reported lack of evidence. This significantly shortens the policy and focuses its support on ‘Development proposals for renewable energy schemes which are promoted in partnership between a community organisation and a developer (commercial or non-profit)’ where they meet a reduced list of 4 criteria. It is also proposed to amend the 4th and final criteria for clarity from, ‘To be specifically designed, where appropriate, to enhance water quality and aquatic life including invertebrates.’, to, ‘**The proposed development safeguards and where practicable enhances water quality and aquatic life.**’

EDDC Officer comment: Agree – this significantly simplifies the policy and focuses on community-led renewable energy schemes more specifically, in line with the policy title.

13. Policy EC1: Regeneration of Beare Farm

This is an allocation policy for commercial uses, involving conversion/re-use of listed farm house and outbuildings which the Examiner comments will assist in sustainable development aims regarding economic benefit and to diversify the local economy of this neighbourhood area. Modifications are proposed to the 3rd parts of the policy for reasons for clarity and to reposition part of the wording into supporting text, as follows:

- Replacing ‘permitted’ with ‘supported’ in the opening sentence regarding the policy position on development and conversion proposals;
- Replace the wording of the first criterion, “Conversion of listed house and outbuildings to be developed in line with policy DH3, and new development to be in line with policy DH1.” with “**The conversion of the listed house and outbuildings should be developed in accordance with the provision of Policy DH3, and any new development should be in accordance with the provisions of policy DH1;**
- Rephrase, separate out and renumber the wording of the second criterion to read:
 - “An appropriate level of parking for the uses proposed is provided on the site;
 - Sustainable modes of transport are provided for to and from the site where practicable;
 - A safe vehicular access is provided onto the B3181 which safeguards the pedestrian access to the Beare bus stop.”
- Delete the third criterion, which falls outside the scope of land use planning policy, and reposition it into the Policy Justification, as follows: ‘To ensure development does not compromise the ability of the wider agricultural landholding surrounding the site the wider land holding should ideally be farmed in line with Killerton Estate objectives or their future equivalents.’

EDDC Officer comment: Agree this increases the clarity. In addition, note with reference to other matters commented on later in his report (see paragraph 7.157 of the Examiner report), that EDDC will ensure the Use Classes cited in the policy align to the latest Use Class Order so that the reference to use class B1 (a) becomes Use Class E(g)(i). Also, noted that a comma is needed in the text to be moved from the policy into the supporting text after 'the site' which can be actioned as minor amend for accuracy.

14. Policy EC2: Regeneration of Crannaford Site

This policy allocated a brownfield site, currently partly used for MOT servicing and with an unimplemented consent for a gym near to the Crannaford rail crossing for commercial uses. Having visited the site and considered the concerns of Network Rail, echoed by EDDC, about the relationship with the rail crossing and the inevitable increase in traffic across it as a result, the Examiner has recommended deletion of the policy from the plan at this time due to the lack of evidence to be able to conclude otherwise in terms of rail safety considerations, and the approach taken in the policy to leave this matter to the prospective developer to address via a transport assessment. This was not considered to be sufficiently robust or to bring the clarity required for effective implementation.

In making his comments, the Examiner acknowledged this would be a disappointing outcome for the Parish Council, but suggested that proposals could be considered on a case by case basis and the matter could be revisited in any future review of the Plan.

EDDC Officer comment: Agree with the Examiner's assessment of the situation and recommendation to delete this policy in the circumstances, which responds to comments made at and prior to Regulation 16 stage by EDDC.

15. Policy EC3: Regeneration of Winter Gardens Site

This is a further policy for regeneration and development of a site for commercial uses which the Examiner felt able to support. The proposed modifications are to reorder the policy clauses and to rephrase the various criteria, but without removing any, in sum to bring greater clarity to the wording. The reworded criteria to read as follows:

- *the redevelopment does not have an unacceptable impact on the character of the immediate area;*
- *the proposal would not unacceptably harm the amenity of neighbouring businesses and residents;*
- *the volume of traffic generated by proposals can be satisfactorily accommodated on the local highway network;*
- *sufficient parking is provided within the site;*
- *safe vehicular access can be provided; and*
- *appropriate landscaping is provided along the boundaries of the site.*

EDDC Officer comment: Agree, for clarity. In addition, the same applies as noted at Policy EC1 above with updating the reference in the use classes in the policy so that reference to use class B1 (a) becomes Use Class E(g)(i).

16. Policy EW1: Development of Work Hubs

For reasons of clarity the Examiner proposes modifications to the 4th and final part of the policy as follows, from:

“Development proposals within the wider rural area will need to demonstrate that such development does not significantly impact on the landscape and heritage character and that design features ensure that the sites do not adversely impact the immediate neighbours and the wider setting.

Development would not be allowed in the CVRP, unless it conforms with Local Plan policy relating to development in the designated area.”

to:

“Development proposals within the wider rural area **should not unacceptably** impact on the landscape and heritage character **of the neighbourhood area. In addition, their detailed design should ensure that they do not unacceptably impact on neighbouring residential properties.**’

‘Development proposals **for tourism** in the **CVRP will not be supported other than where they positively contribute towards achieving the objectives of the Park.**’

EDDC Officer comment: Agree this improves clarity and the amendment to the Clyst Valley Regional Park (CVRP) clause as amended here and elsewhere is acceptable and aligns to the adopted and emerging Local Plan policy.

17. Policy ET1: Development of Tourism

The Examiner found that although the policy as submitted took a positive approach, it was also restrictive and potentially exclusive in listing specific tourism activities that could be supported. Instead, the examiner proposes moving this into the Policy Justification, as set out below, and clarifying in the policy wording that support is given for ‘sustainable tourism’ proposals:

‘The Parish Council considers that tourism sits well with the Plan’s wider approach to sustainability, and that the tourism provision in the parish could usefully be extended to include a climate change focus. This would enable the development of tourism to be in keeping with the Parish landscape and heritage settings. The Parish Council would particularly support tourism proposals relating to woodland, flora and fauna habitats, rural crafts (including traditional rural crafts.), climate change and heritage (natural and built landscapes). For clarity sustainable tourism proposals are those which contribute to the conservation and enhancement of the natural environment whilst providing for the needs of users and bringing benefits to the local economy and avoid unacceptable impacts on the local environment.’

The Examiner has also proposed modifications to the policy criteria, reducing these in number and length (to read as shown in Annex 2), and proposed the same amendment to the CVRP policy clause as shown in the policy listed above.

EDDC Officer comment: Overall agree the changes, which bring greater clarity and flexibility to the policy, which respond in part to comments made by EDDC at Regulation 16 stage. In applying the Examiner’s changes and creating the referendum version, suggest the definition of sustainable tourism added to the supporting text by the Examiner is also

included in the Plan glossary. These can be agreed as minor amends between EDDC and BPC. Finally, to be aware that the Examiner has amended the original broader policy criteria on access and traffic ('Design ensures that traffic, access and highway matters are satisfactorily addressed') to a more specific criteria focused on roads and parking ('the proposal can be safely accommodated in the local highway network and provide appropriate levels of car parking'), which is slightly at odds perhaps with the clarity of focus on 'sustainable' tourism, but it is noted that other policies in this plan will support more sustainable transport aims so it is considered the modification can be accepted on that basis.

18. Policy ET2: Holiday Accommodation

The Examiner has proposed modifications to ensure the policy is simpler and less prescriptive, and better reflects the evidence. The changes include:

- Amending 'in proximity' of existing buildings and settlements, to 'in **close** proximity' in the 1st criteria;
- Adding consideration of 'height' to the second criteria, alongside 'scale', and as a consequence removing the 3rd criteria restricting the number of storeys allowed;
- In the 4th bullet shortened this to 'for holiday purpose only' and removing, 'and not be used for residential purposes or second home ownership';
- Replacing should not 'significantly' impact landscape in the 5th criteria with should not 'unacceptably' do so;
- Making the equivalent amend as stated above (and elsewhere) to the clause relating to development in the CVRP.

EDDC Officer comment: Agree, for greater clarity.

19. Policy ET3: Camping Sites

Several modifications are proposed to the policy for greater clarity and control, as far as the Examiner felt able. These include:

- Replacing the opening line of the policy to read, 'Development proposals **should respond positively to** the following criteria:' instead of 'Development will be subject to the following';
- Replacing the 1st and 5th criteria regarding landscaping and heritage impact with a new 1st criteria to in part address concerns raised by EDDC about restricting scale as follows: 'Sites should demonstrate the way in which their scale and layout can be satisfactorily accommodated in the local landscape and how any landscaping and screening measures would mitigate any identified impact on the character of the landscape.';
- Replacing 'must' with 'should' in the 3rd and 4th criteria;
- Reworking the 6th criteria regarding impact on neighbours and wider setting, to read, 'The detailed design of proposals should ensure that they do not unacceptably impact on neighbouring residential properties.';
- Making the equivalent amend as stated above (and elsewhere) to the clause relating to development in the CVRP.

EDDC Officer comment: Agree/accept. Note the specific reference to heritage character is removed as a result of the modifications, but that this aspects is covered through other policies in the plan, as well as through national legislation and planning policy so it is considered acceptable for it not to remain specified in this policy. Also to note the Examiner

advises that in response to EDDC request for scale to be defined this would be difficult to achieve in absolute terms and the application of the revised criteria is the preferred approach. Officers consider this is acceptable in this instance. Finally, the replacement within policy clauses of 'must' (or 'required to') with 'should', both here and elsewhere by the Examiner, differs from EDDC officers opinion where the preference would generally be for stronger wording to enable particular aspects to be insisted upon. However, as this is largely a matter of preference, it is reluctantly proposed to be accepted.

20. Housing Policies: General

To reflect the adoption of the Cranbrook Plan DPD since the Broadclyst Neighbourhood Development Plan was submitted for examination, the Examiner recommends adding to a new paragraph to under the Policy Context for Housing section to add to the existing commentary about the Cranbrook plan to say:

'The Cranbrook Plan Development Plan Document was adopted in October 2022. Policy CB8 of that Plan includes a built-up area boundary for Broadclyst Station. That built up area boundary is shown in Figure [insert number - tbc].'

And, to insert the figure referred to above within the Plan to show the Broadclyst Station built up area boundary, in addition to that which is already included for the pre-existing Broadclyst Village built up area boundary.

EDDC Officer comment: Agree, this reflects the latest development plan for east Devon as it now stands and will bring further clarity and relevance to implementation of this Plan.

21. Policy H1: Blackhorse Gardens Site

Overall, the Examiner has made general comments to explain that he is satisfied with the evidence and approach taken to the selection of sites for housing allocations in the plan.

On Policy H1, which is for up to 4 units (2 live-work units and 2 houses), the Examiner states that he considers this allocation for a very specific development to address identified local needs to be 'an excellent example of a neighbourhood plan policy'.

Recommendations are made for modifications to being greater clarity / simplicity and/or to avoid being overly prescriptive at the allocation stage, as follows:

- Removal of reference to the definition of live work units from the policy and in full into the Policy Justification to read, *'A live work unit is defined as the provision of a room with an external door (on either floor) that is designated as an office /workspace for those residing therein and is to be in addition to the specified number of bedrooms and bathrooms, any other living rooms including a utility room and, in addition to a garage if included.'*
- Replacement of criteria 1 from *'Mitigation features for residential dwellings falling within the Airport Noise Contour 57-60 dB are to be met in full'* to more simply state, *'Development proposals should incorporate mitigation features for aircraft related noise'*.
- Replacement of criteria 3 which prescribed specific elements for a Transport Statement to take into account, including regarding the Clyst Valley Trail, to more simply say. *'The provision of safe vehicular, pedestrian and cycle access.'*

EDDC Officer comment: Accept. The policy intent is largely retained. With reference to EDDC comments submitted to the Examination, Officers find it regrettable that the policy wording is now more vague in the requirement regarding the key issue of requiring

development proposals in this location to incorporate mitigation measures to ensure that residents amenities are not significantly adversely affected by aircraft related noise, and also to specifically address *the relationship with the adjacent Clyst Valley trail*. However, *with the references retained to these aspects in broad terms at least within the criteria, and with the application of relevant strategic policies in the Local Plan (particularly Strategy 10 and 17), this gives the basis to ensure that they will be considered fully within the development planning and management process for any proposals that come forward*

22. Policy H2: Broadclyst Station: Site between Shercroft Close and Cotterell Road

This allocation is for 24 dwellings, to include 12 affordable, 5 self-build plots and 7 open market houses, a children's play area (LEAP), land for the Cranbrook to Exeter cycle route and landscaping.

Taking into account a joint representation by Hallam Land Management and Taylor Wimpey, the Examiner has deleted reference in the policy to a connection between this site and the Cranbrook Bluehayes expansion area and added a criteria to ensure appropriate access is required to read, 'The provision of an appropriate access into the site.'

The reference to viability in the policy ('*Provision of a LEAP and land for the Cranbrook to Exeter cycle route are to be taken into consideration in site viability.*') is proposed to also be deleted. Instead part of the Policy Justification is proposed to be replaced with, '*The development of the site has been tested for viability purposes. The requirements in the policy for the site to make provision for a LEAP and land for the Cranbrook to Exeter cycle route have been taken into consideration in the balance. In these circumstances the traditional expectation for a contribution towards the delivery of community facilities will not apply to the development of the site.*'

In addition, a redrafting of criteria 2 is proposed from, 'A comprehensive scheme for some of the residential development to follow the existing linear development pattern to be included.', to, '**The development of a comprehensive master plan including the provision of an element of residential development to follow the existing linear development pattern along Station Road.**'

A minor revision by replacing 'Detailed assessment of' with 'taking account of an assessment' is also made at criteria 3 relating to floodrisk, ecological constraints and proximity to the Clyst Valley Regional park to make it clear proposals will need to respond to these matters.

EDDC Officer comment: Agree/accept, for accuracy and clarity, and to aid implementation, in part addressing comments made by EDDC at Regulation 16 stage. Notwithstanding this, with regard to the retained requirement for a Local Equipped Area of Play (LEAP) to be provided on this site on the basis of the viability evidence provided, EDDC officers would comment that in contrast, provision of a LEAP is not a requirement we would ordinarily insist upon on a scheme of this size, but would rather usually require a financial contribution towards open space and play provision under a section 106 agreement. This was raised earlier in the plan making process and may impact meeting the community's aspirations in implementation.

23. Policy H3: Broadclyst Village: Heathfield site

This policy allocates land on the edge of Broadclyst village for up to 16 homes, which the Examiner notes is in a very sustainable location. The Examiner proposes modifications to 2 criteria for clarity:

- Criteria 4 – from: ‘As hedgerow removal will be required to facilitate pedestrian access, loss of existing boundary vegetation is to be replaced as part of a landscaping / planting scheme’, to: ‘Any unavoidable loss of existing boundary vegetation should be replaced on the site as part of a landscaping / planting scheme.’
- Criteria 7 – from: ‘For site design and layout to ensure that development will not harm the asset and setting of the Grade II Listed Heath Gardens located 90m to the northeast of the site.’, to: ‘The design and layout of the site should ensure that development will not cause unacceptable harm to Heath Gardens and its setting.’

The Examiner also proposes an additional criteria to ensure residential amenity of adjacent properties are more fully safeguarded, to read, ‘The design, layout, and levels of the scheme should not cause unacceptable harm to the amenity of the existing homes on the northern side of Sanders Close.’

EDDC Officer comment: Agree for clarity and completeness. To note that this site is also proposed for allocation for 15 homes in the emerging Local Plan, which will be reconsidered as this neighbourhood plan progresses through the plan making process.

24. Policy H4: Social and Affordable Housing

The Examiner proposes deletion from within the policy of the wording setting out the details of the cascade system for allocation of affordable homes to those with a local connection. However, it is recommended to move this text in full, as follows, into the supporting text:

‘In this policy, local connection in relation to the social and affordable housing is set out in priority order below:

1. Local connection in relation to the Parish (set out in priority order):
 - a) persons who have been permanently resident therein for a continuous period of three years out of the five years immediately prior to the affordable dwelling being offered to them;*
 - b) being formerly permanently resident therein for a continuous period of five years at some time in the past;*
 - c) having his or her place of permanent work (normally regarded as 16 hours or more a week and not including seasonal employment) therein for a continuous period of at least twelve (12) months immediately prior to being offered the affordable dwelling.*

2. Local connection then extends to those who live within the Broadclyst Parish grouping:

Persons who can demonstrate a close family connection to the Broadclyst parish grouping (EDLP 16.29) Clyst Honiton, Clyst Hydon, Clyst St Lawrence, Rockbeare and Poltimore) in that the person’s mother, father, son, daughter or sibling has been permanently resident therein for a continuous period of five years immediately prior to the affordable dwelling being offered to them.

3. Finally, local connection extends to those connected to the District:

Persons who can demonstrate a close family connection to the District in that the person’s mother, father, son, daughter or sibling has been permanently

resident therein for a continuous period of five years immediately prior to the affordable dwelling being offered to them.'

It is also proposed to revise the opening sentence of the policy from, 'Proposals for new dwellings on allocated sites in the Neighbourhood Plan will be required to' to, 'Proposals for the development of allocated sites H1 (Blackhorse), H2 (Broadclyst Station) and H3 (Broadclyst) in this Plan should'.

EDDC Officer comment: Accept. Noted that it is regrettable however that the Examiner has not amended the affordable housing tenure split required in this policy (i.e. 50% rent: 50% home ownership) further to our comments at Regulation 16 stage that the evidence suggested this should be at least the 70:30 split we require in the Local Plan. However, the Examiner's report suggests this was matter was considered and EDDC officers suggest this is reluctantly accepted in this instance given that the overall level of affordable housing required (50%) is deemed acceptable at these allocations. Also, to note that the district wide cascade for affordable housing allocation is specified in full in adopted Local Plan policy (S35) and the local connection cascade that was in this policy (and is now proposed to be included in supporting text) broadly repeats this and adds a step re. parish grouping to the cascade. The intention would be that this be implemented via s106 agreements and the Devon Home Choice system when allocating new affordable homes in the parish.

25. Policy H5: New Housing in Broadclyst Parish

The Examiner recognised that this policy was an attempt to provide a local iteration of Local Plan policy s35 on exception sites. However he found the policy requirements rather blunt and inflexible and suggested it would create a disproportionate responsibility for smaller proposals. The proposed modification is to replace the policy wording from:

'New housing development within the Parish which are in line with relevant EDLP policies must meet the following:

An up-to-date Housing Needs Assessment is to be submitted with each development proposal for up to or around 15. The housing provision (including housing details on: number, size, tenure, affordability and open market housing) needs to provide the demonstrated need identified in the submitted up-to-date Housing Needs Assessment.

Development proposals will not be allowed in the CVRP, unless it conforms with Local Plan Policy relating to development in the designated area.'

To:

'Exception site mixed affordable and open market housing schemes outside the built-up area boundaries in Broadclyst Parish will be assessed against the provisions of Policy Strategy 35 of the East Devon Local Plan.

Development proposals should include a proportionate and up-to-date housing needs assessment and demonstrate the way in which the proposed housing meets local needs in terms of number of dwellings, and their size and tenure.

Development proposals for housing in the CVRP will not be supported other than where they positively contribute towards achieving the objectives of the Park.'

EDDC Officer comment: Agree/accept. Noted this modification makes reference to development outside the built up area boundaries which reflects the newly created BUAB at Broadclyst Station under the Cranbrook DPD and may in the future encompass a built up area boundary (settlement boundary) at Westclyst which is currently proposed in the emerging Local Plan. Noted the amendment to the CVRP clause is consistent with that used in numerous policy modifications and aligns well to the strategic policy in the adopted and emerging local plans, and EDDC's comments at Regulation 16 stage are addressed.

26. Policy H6: Self – build

This policy supports limited self/custom-build dwellings at both larger and smaller communities in the parish. The policy wording is proposed to be significantly reduced/revised, in large part in line with modifications made elsewhere.

Similar to modifications to Policy H5, the examiner proposes replacing reference to the built up area of Broadclyst Village with built up area boundaries in Broadclyst Parish', and supporting single self-build/custom dwellings within or immediately adjacent to those.

The introductory sentence referring to the legislation defining self-build is proposed to be deleted as is the definition and reference to infill plots as the required locations for this type of development, and the limit of supporting 3 infill plots, in the smaller communities (Blackhorse, Tithebarn and Westclyst). Instead the policy is reworded to support proposals for self-build/custom-build dwellings that are **within or immediately adjacent to** these 'established communities'. The Examiner also proposes moving the references to infill plots and numbers of dwellings to the Policy Justification, to read as follows:

'The first and second parts of the policy refers to identified settlements. They offer support for infill plots which are defined as plots in urban, village or settlement settings that take up a gap in the street scene rather than expanding beyond the village and settlement itself, in which the new dwelling is in scale with surrounding properties and/or the settlement concerned. Based on the size of the settlements concerned the Plan anticipates that up to three such houses could be developed in each place.'

The clause related to development in the CVRP is proposed to be amended as elsewhere across the policies.

EDDC Officer comment: Agree/accept. In terms of the potential scale of development and the location of it at smaller communities without settlement boundaries, the apparent inconsistency with limiting the development to single dwellings in/at the larger settlements but not doing so at the smaller communities was raised with the Examiner at the 'fact checking' stage, together with the removal of the term infill from this policy whilst including a reference to it in retained wording in Policy H7. It is regrettable that no further alterations were made by the Examiner as a result who instead commented that he is satisfied that the approach taken consolidates the approach taken to the matter by the Parish Council that self-build houses should have the ability to be treated as exception sites. The wording in the policy (as recommended) reflects this approach. It is suggested that this is reluctantly accepted, not least because of the significant constraints to development at the identified locations, but that the policy is closely monitored in implementation.

27. Policy H7: Development of live-work units

The policy supports live-work units in certain types of location in the parish. The Examiner finds that it takes a positive approach and that the policy will support economic diversification and general quality of life, but that an additional clause is required to ensure the environment is appropriately safeguarded as follows:

‘Development proposals within the wider rural area should not unacceptably impact on the landscape and heritage character of the parish. In addition, their detailed design should ensure that they do not unacceptably impact on the amenities of neighbouring residential properties.’

The Examiner also proposes moving the definition of live-work units in full into the definition (see also at Policy H1 above), and amending the clauses related to development in the CVRP as reported elsewhere.

EDDC Officer comment: Accept. The modification gives a degree of improved clarity and control. However, it is notable that the comments raised by EDDC at Regulation 16 stage regarding the loose locational control in terms of sustainability and the risk of allowing residential development ‘by the back door’ have not been fully addressed. Officers note that policies do exist elsewhere in the Plan that seek to ensure development is secured in locations that offer sustainable travel and transport options, as do Local Plan policies, and therefore in combination with the use of appropriate conditions and checks and balances in the development management process, and the limited delivery generally of ‘live-work’ units, it is reluctantly suggested that this modification be accepted, and the implementation of the policy be closely monitored.

28. Policy T1: New pedestrian and cycle route

The Examiner noted in his report about the importance to the local community and experienced the issues first hand in respect of the connections between Broadclyst and Broadclyst Station. In taking this into account, the Examiner has proposed modifications so the policy lends support for addressing this local issue but no longer makes a link with supporting other schemes to achieve the policy goal on the basis this could have had unintended consequences. The modification reduces the policy to read:

“Development proposals to provide safe and direct access for pedestrians and cyclists between Broadclyst Village and Broadclyst Station will be supported.”

As part of the modification, the Examiner proposes removing the specific details of routes/approaches that would be supported from within the policy into the Policy Justification, in the absence of any certainty regarding their deliverability. The text recommended to be added to the Policy Justification states: ‘*Ideally any such proposals should assist both residents of Broadclyst Station travelling northwards to/from locations such as Clyst Vale Community College, Broadclyst Primary school, Killerton House, Ashclyst Forest and also residents of Broadclyst Village travelling southwards to/from locations such as Cranbrook Town Centre, Cranbrook Train station, primary schools in Cranbrook and Cranbrook Education Campus.*’

The remainder of the policy clauses are proposed for deletion. For reference, these read:

“*There is also support for parts of the existing vehicular road to be adapted for safer pedestrian and cycle use.*”

The provision of a new bridge in Policy T2 needs to be considered alongside proposals associated with this policy to determine the best location and routing of this shared path.”

EDDC Officer comment: Agree. Whilst the policy is significantly shortened as a result of these proposed modifications but it is considered that the policy intent is retained and the detail is largely in supporting text.

29. Policy T2: Pedestrian and Cycle Bridge over the Waterloo Railway line

Similar to above, the Examiner notes this an aspirational policy reflecting the community's view about an important local issue regarding accessibility in the parish. The examiner has taken the same approach as set out here and recommends recasting the policy to specifically support and set requirements for proposals for the desired bridge crossing and remove the link to supporting proposals that may contribute to this, particularly in view of the absence of any costed proposals for a bridge scheme.

To this end the first part of the policy is proposed to alter from, 'Development proposals which include or contribute towards the provision of a bridge over the Waterloo - Exeter Railway line (Figure 54) for cyclists and pedestrians to enable people to safely access Broadclyst Station, Cranbrook, Cranbrook railway station from the north and centre of the Parish.', to, 'Development proposals for the provision of a bridge over the Waterloo - Exeter Railway line for cyclists and pedestrians will be supported.'

A series of amendments to the wording of the list of criteria a proposal for the bridge should consider are proposed, none of which affect what they cover or their intent, and in addition, the Examiner proposes a new item to convey the importance of providing good accessibility to the north of the railway line, to read, 'the overall proposal should deliver safe pedestrian and cycle access routes to the bridge from Broadclyst village;'. These criteria are also proposed to be recast from matters that are to be considered to matters which any proposal 'should respond positively to'.

EDDC Officer comment: Agree. This retains the policy whilst recasting it in a more appropriate way, less likely to have unintended consequences in implementation, and responds to comments made by EDDC at Regulation 16 stage.

30. Policy T3: Parking Provision

The Examiner proposes a series of modifications to all parts of the policy that are intended to maintain and further its intent, but bringing greater clarity and simplicity to the wording. This includes referring to proposals being 'in accordance with the parking standards in the Development Plan' rather than with 'EDLP parking standards'. The Examiner proposes removing part 2 of the submitted policy on residential parking which required, 'All new residential developments in which parking is provided must provide appropriately located charging points for electric or low emission vehicles.', and instead relying on an amended part 1 which lists criteria for on-site parking provision, including for supporting sustainable modes of transport, for all development proposals. In terms of provision of electric charging point provision in non-residential development, the Examiner has strengthened the wording of clauses in respect of viability, by adding the phrase, 'in which case the highest percentage of provision which is viable should be applied'.

Overall, with all modifications applied, the policy intent and what it covers is closely aligned to the policy as submitted. Annex 2 shows the clauses as amended.

EDDC Officer comment: Agree, noting the amendments address the comments made at Regulation 16 stage by EDDC, and will generally aid policy implementation. Noted that the broader reference to development plan parking standards will allow flexibility for the adopted and in due course emerging Local Plan parking policies to apply, as well as the newly adopted Cranbrook DPD parking standards (as applicable).

31. Policy T4: Active travel infrastructure (for commuting and leisure)

The Examiner proposes modifications that significantly shortened the policy by seeking to simplify the wording and removing aspirations from it that are not strictly related to land use policy matters. The effect of this modification is to retain only a slightly modified version of the 1st two sentences of the policy as submitted. The remainder of the policy, including on support for low traffic neighbourhoods, whilst laudable in itself, is proposed for deletion along with associated text in the Policy Justification.

The Examiner however proposes that the deleted text from the policy regarding multi-use trails be retained and added to the Policy Justification. This reads as follows:

'Multi use trails

Support will be given to proposals for the following multi-[use] trail routes across the Parish which provide safe access:

- *Onto the Clyst Valley Trail throughout the Parish.*
- *From Westclyst to Broadclyst Village.*
- *From Blackhorse via Mosshayne to Westclyst and beyond.*
- *Trails providing off road access to the Killerton Estate sites of Elbury Farm and Silverton Mill.*
- *A Trail network which links the Killerton Estate sites of Elbury, Silverton Mill, Ashclyst and Killerton House.*
- *A trail to provide a quiet route from Crannaford to Ashclyst.'*

EDDC Officer comment: Agree. This focuses the policy more strictly as a land use policy and similar to the Examiner's observation, the other matters to further active travel in the parish can still be pursued through other means.

32. Policy T5: Low Carbon Travel Provision

The Examiner is supportive of this policy and notes support of the County Council. However, the Examiner proposes the second part of the policy is moved from the policy wording into the Policy Justification. This reads as follows:

'Policy T5 sets out a broader context for low carbon travel. These include the provision low carbon methods of travel rental and or pool vehicle enterprises and associated operational infrastructure and the delivery of secure locations for combined parking and charging of low carbon travel options.'

Minor wording amends are proposed to the first part of the policy for clarity.

EDDC Officer comment: Agree / accept for clarity.

33. Policy NE1: Protecting Woodland

The only modification proposed here by the Examiner is to re-order the 3 parts of the policy so that the clauses follow on from each other in a more logical way, as now appears in Annex 2.

EDDC Officer comment: Agree, for greater clarity in implementation.

34. Policy NE2: Green Corridors

The Examiner finds that the neighbourhood plan presents a 'compelling case' for the designation of the 2 identified 'green corridors'. Related to this, the Examiner deletes unnecessary explanatory text on this matter from within the policy wording which stated that the proposed green corridors, 'have been demonstrated to be of significant value to the local community within an urban area are allocated'.

Most significantly, the Examiner proposes replacing the first part of the policy which reads as follows:

'Development proposals that would result in the damage, or deterioration of the green corridors across the Parish which provide:

- Breaks in built up areas,
- Areas for recreation,
- Areas of enhanced landscape,
- Routes for wildlife dispersal and migration

are to provide appropriate ecological and landscaping mitigation in the form of new or enhanced corridors, but are also to ensure a net gain is sought in line with the Government's 25 Year Environmental Plan.'

with:

'Development proposals **should respond positively to the green corridors across the neighbourhood area. Where** appropriate ecological and landscaping migration **measures should be incorporated to safeguard the green corridor concerned**'.

Similar to elsewhere, the Examiner also recommends amendments to language used in the policy replacing 'permitted' with 'supported', 'significant' with 'unacceptable', and also 'allocated' with 'designated'.

EDDC Officer comment: Agree this increases the clarity of the policy and, in conjunction with the amendments to the policies below on tree replacement and hedgerows, helps to address concerns raised by EDDC at Regulation 16 stage that the starting point should be protection and retention of these areas.

35. Policy NE3: Tree Replacement

In appraising this policy, the Examiner sought following further clarification sought from the Parish Council, and EDDC's offered informal comment on best practice from our Landscape Officer and Arboriculturalist. Extensive modifications are proposed to the policy to ensure that the starting point is one of tree retention, but also that the policy can be

applied in a proportionate way. The effect of this is to replace the submitted policy in full with the following wording:

‘Development proposals should be designed in a way which would safeguard trees which have ecological or amenity value or which contribute positively to local landscape character and incorporate them sensitively within their layouts.

Where the loss of trees which have ecological or amenity value is unavoidable development proposals should incorporate a tree replacement scheme.’

The details of the requirements of any tree replacement scheme which were within the policy wording at Submission stage are retained in full but moved to the supporting text.

This is to read as follows:

‘The second part of the policy comments about circumstances where the loss of trees is unavoidable. In these circumstances the required tree replacement scheme should be based on the three following principles:

- 1. An obligation to replace trees according to the Devon 3/2/1/ formula: at least 3 new trees for loss of a large tree, 2 for a medium tree and 1 for a small tree utilising the TDAG tree size specification.*
- 2. Planting: in those instances where the replacement trees will not be planted on the same site as the trees removed, the trees are to be planted for both biodiversity value and community benefits, such as:*
 - For the regeneration and extension of orchards, in particular cider orchards lost post 1945.*
 - For the creation and enhancement of green corridors.*
 - For the creation of noise buffers.*
 - For the creation and enhancement of shelter belts.*
 - For the creation and enhancement of wildlife corridors.*
 - In or for the creation and enhancement of community woodlands and orchards,*
 - Along streets and in carparks to create and enhance streetscape, and*
 - Beside rivers to create and or enhance natural flood management.*
- 3. To include details on:*
 - The locally characteristic species of replacement tree to be planted with suitable species, generally of similar expected mature size to those to be removed, and*
 - an ongoing care and maintenance regime which includes details of responsibility.’*

The remaining wording regarding veteran and ancient trees is removed as a consequence of the modification.

EDDC Officer comment: Agree, and welcome the amends which address comments made by EDDC at Regulation 16 stage regarding avoiding loss of trees being the starting point, and the removal of text that duplicates/could conflict with national policy that will apply in any case.

36. Policy NE4: The protection and enhancement of hedgerows

The Examiner proposes removal of the first part of the policy on the basis it is a general statement and not a policy as such, but proposes this is stated in a revised form in the Policy Justification to read, 'Existing hedgerows should be protected in the first instance, enhanced wherever possible and managed in a sensitive fashion.'

The Examiner also proposes modifications to the third part of the policy so the wording is updated from:

'Where hedgerows are unavoidably adversely affected by development proposals, the impact is to be mitigated by the provision of additional appropriate planting on site.'

to read:

'Where the removal of all or part of a hedgerow is unavoidable, the development proposal concerned should provide a proportionate level of replacement planting with native trees and hedgerow appropriate to the site.'

EDDC Officer comment: Whilst no comments were made by EDDC at Regulation 16 stage on this basis, it is considered the amendments are acceptable and bring clarity to the policy and retain its intent.

37. Policy NE5: Landscape and Biodiversity

The Examiner notes that the approach taken to the policy matter within the Plan is 'commendably comprehensive'. However, as submitted it expressly did not apply to residential extensions/alterations. The Examiner proposes instead inserting the phrase 'as appropriate to their scale nature and location' in the opening part of the policy to allow it be applied in a proportionate way and wherever applicable. Related to this the Examiner has removed the third paragraph of the policy as submitted that sought to define how it would apply in the more urban parts of the parish. For reference the deleted clause, read:

'Development proposals in the Parish at Westclyst and Tithebarn are to enhance the urban landscape character areas by the creation and enhancement of biodiversity, green infrastructure, or habitat creation within these sites.'

The Examiner supports the inclusion of criteria on achieving bio-diversity net gain but removes the associated refer to aloe for future changes to national policy as these will apply in any case, if applicable.

EDDC Officer comment: Agree/accept. This is considered to will support the application of the policy and noted that this partially addresses the main comment made by EDDC at Regulation 16 stage. Regarding bio-diversity net gain, the 10% set in this policy aligns to that coming in nationally under the Environment Act and to note the 20% net gain currently proposed in our emerging local plan would apply in the future if this forms part of adopted local plan policy.

38. Policy NE6: Local Green Spaces

The policy designates 5 local green spaces which the Examiner considers are appropriated justified. Similar to other recent neighbourhood plan examinations, the proposed modification is to closely to the wording in national policy, by stating that development

proposals affecting these Local Green Spaces will only be supported 'in very special circumstances'. However, it is proposed to retain the commentary that the Parish Council had sought to include within the policy regarding what might be acceptable within the Policy Justification as follows:

'Policy NE6 follows the matter-of-fact approach in the NPPF. If development proposals come forward on the local green spaces within the Plan period, they can be assessed on a case-by-case basis by the District Council. It will be able to make an informed judgement on the extent to which the proposal concerned demonstrates the 'very special circumstances' required by the policy. Appropriate proposals might include schemes which would enhance the accessibility, biodiversity, and community and/or educational value of these spaces.'

The Examiner has also removed the reference in the policy to potential locations in the future where further Local Green Spaces would be supported, clarifying that this would need to be determined instead as part of the any future review of the Plan.

EDDC Officer comment: Agree / accept as this better aligns the policy to the prescription set by national policy.

39. Policy NE7: Flood Management

The Examiner considers that the policy provides a 'comprehensive approach to flood management in the parish'. However, for simplicity, it is proposed to modify the opening sentence of the second part of the policy from:

'If a demonstrable need is identified in the future for engineered flood defence scheme along the three rivers (the Culm, Cranny and Clyst) that will significantly improve natural flood and water management, such schemes will be supported if proposals:'

to:

'Proposals for engineered flood defence scheme along the **Rivers Culm, Cranny and Clyst** that will significantly improve natural flood and water management will be supported **where:**

As elsewhere, the language in the policy is amended in various places to tighten up the policy, with the replacement of 'are to be accommodated' with 'will be incorporated'; 'are encouraged and supported with 'will be supported' and references to 'D1' with 'Policy D1'.

EDDC Officer comment: Agree/accept – this brings greater clarity. Noted in making this modification and creating the Referendum Version of the Plan, 'scheme' should read 'schemes' for correct grammar.

40. Appendix 1: Review of the Plan

The Examiner comments that this section which sets out the Plan will be monitored and reviewed 'does so to good effect'. The Examiner however proposes an updated text is used at page 5 of this appendix, making explicit reference to the emerging adopted Local Plan as follows:

The Parish Council will monitor changes in circumstances affecting the Plan in a very careful fashion. A key matter will be progress on the emerging Local Plan for East Devon. This plan will cover the period up to 2040. The Parish Council will consider the need or otherwise for any review or update of the neighbourhood plan once the emerging Local Plan has been adopted.

It is also proposed to comment that the need for review or update to the Plan could be 'could be affected by the findings of the annual monitoring reports' rather than phrasing it than the Plan could be 'overruled within the BPC policies and annual monitoring reports'.

As part of the modification to the text, the Examiner also proposes 'Local Planning Authority' is replaced with 'District Council', and in two places the acronym 'BNP' is replaced with 'the Plan'.

Overall, it is also recommended that this appendix be included instead as a chapter in the Plan itself.

EDDC Officer comment: Agree. Although not commenting on all instances, this modification picks up on comments made by EDDC at Regulation 16 stage that the Plan should be clearer about the status of the emerging Local Plan and the relationship with it. Also noted that 'review and monitoring' of neighbourhood plans is typically the subject of a plan chapter.

41. Plan terminology

To avoid confusion with the meaning in policy of settlement boundaries, to use 'communities' rather than 'settlements' throughout the Plan for places in the neighbourhood area which do not have a defined built-up area boundary in the Local Plan.

EDDC Officer comment: Agree, and this aligns to EDDC comments made on the Plan at Regulation 16 stage.

42. Changes consequential to the above modifications

The Examiner has acknowledged that as a consequence of the modifications to and deletion of policies and to other parts of the plan text, there will be a need to make some general changes to reflect those and ensure consistency, together with work that the Examiner is aware that BPC is undertaking to correct setting and typographical (spelling and grammar) errors throughout the plan document. The examiner recommends these are undertaken by EDDC and BPC as needed in creating the Referendum Version.

EDDC Officer comment: This work is on-going and all amends, which will be minor in nature/for accuracy, will be agreed in writing between EDDC officers and BPC, as is permitted under the Neighbourhood Planning Regulations (as amended) and kept on record as a log.

43. Other matters

Finally, the Examiner also refers to various general comments that EDDC made at Regulation 16 stage that are beyond the scope of the examination to recommend, but which the Examiner notes would improve the plan, as follows:

- a. Consistent referencing throughout the Plan to the NPPF and adopted Local Plan;

- b. Correct version of the Local Plan West end to be used throughout the Plan;
- c. Consistent referencing throughout the Plan to the latest planning Use Classes;
- d. Corrections to errors throughout, including less/clear use of acronyms and abbreviations (ensuring all are in the list of abbreviations), removal of text that relates to earlier versions of the plan, and amends to ensure clarity of wording.

EDDC Officer comment: Agree, and this aligns to EDDC comments made on the Plan at Regulation 16 stage. Considered this can be made on the same basis as the consequential changes and would not include any material changes or changes to Policy wording. The final Plan will come back to EDDC again, post referendum.

Annex 2 Broadclyst Neighbourhood Plan Post Examination Policy Wording

Plan Vision:

“...for the parish to continue to develop and thrive, meeting the changing and diverse needs of our rapidly growing community and its responsibility to tackle national and global issues including climate change, whilst preserving and enhancing our distinctive character and landscape.”

Plan Aims, Objectives and Policies:

Policy	Topic	Policy Wording incorporating Examiner’s Proposed Modifications
	COMMUNITY FACILITIES & SERVICES	<p><u>Aims:</u></p> <ul style="list-style-type: none"> • To provide a new Community Sports Hub. • To maintain and improve existing community facilities. • To provide additional community spaces for Sports, Leisure and Recreation. <p><u>Objectives:</u></p> <p><i>To protect and enhance existing community spaces, core current facilities and assets.</i></p> <p><i>To provide a new Community Sports Hub.</i></p> <p><i>To provide a new all-weather floodlit pitch.</i></p> <p><i>To assist disabled people to access sports locally.</i></p> <p><i>To increase the range of outdoor and indoor sports for the community.</i></p>
Policy CF1	Community Sports Hub	<p>Land identified in Figures 16 and 17 is allocated for a Community Sports Hub development to include all of the following:</p> <ul style="list-style-type: none"> • An All-Weather Floodlit Pitch Field of Play (minimum size 110m x 65m*) • A Community Building (minimum size 200 sq metres*) • A Secure Storage Building (minimum size 18m x 3m*) • A Treed Car Park (minimum size 55m x 22m*)

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
		<p>Proposals should meet the following site-specific requirements:</p> <ol style="list-style-type: none"> 1. Provision of an Artificial Grass Pitch Hockey Plus surface or an equivalent surface that provides at least the same range of sporting activities; 2. Any external lighting required should minimise light pollution and with floodlighting times not extending beyond 22:00 and beyond the duration of training and pitch use only; 3. The provision of a car park to allow for movement, turning and designated parking for coaches, minibuses, bicycles, cars and the availability of electric charging points. The car park provided should include trees²⁰ (one tree per every 7 parking spaces) to provide shade and enhance the appearance of buildings, sports pitch²¹ and onsite net biodiversity gain. The planting and materials used should integrate with sustainable urban drainage components; 4. The community building should include changing rooms, toilets, kitchen, social/ café space, storage space and rooms for meetings, fitness /training area and offices (to include Parish Council office); 5. The provision of pedestrian and cycle access to the site which should include safe crossing with lights on the B3181 and an extension of the existing pavement from the bus stop and Dog village. 6. Land for the provision of a public path to the Broadclyst Community Farm (labelled Heathfield Farm in Fig 16) should be safeguarded for future access; 7. The delivery of the landscaping provisions (as shown in Figures 17 and 18) should include the southern hedge boundary and part of the copse to be enhanced and protected, and a 2m new planted area along the school boundary except where access is required; and 8. Where it is practicable to do so, the scheme should utilise roofs of the new buildings for the generation of on-site renewable energy. <p>*Prefeasibility studies will inform the minimum size requirements listed.</p>
CF2	New and Enhanced Sport,	Proposals for new, or enhanced or extended existing, indoor, or outdoor sport, recreation and/ or community facilities, will be supported where they meet the following criteria:

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
	Recreation and Community Facilities	<ul style="list-style-type: none"> • the proposal and any associated ancillary facilities such as changing rooms should be of an appropriate scale and design for community use; • the proposal is designed to minimise its environmental impacts, including, where necessary and appropriate, controlled hours of working; • the provision of sufficient and safe parking provision on the development site to accord with Policy T3 of this Plan; and • the access arrangements enable and encourage active travel for pedestrians and cyclists and safe vehicular access.
	DESIGN & CLIMATE CHANGE	<p><u>Aims</u></p> <ul style="list-style-type: none"> • To secure high quality development which addresses the challenges of climate change. • To successfully integrate the built and natural environment. • To protect historic structures, landscapes and buildings which determine the heritage character of settlements and landscapes within the Parish. <p><u>Objectives</u></p> <p><i>To protect our heritage assets and historic landscapes in the Parish.</i></p> <p><i>To protect the historic character of Broadclyst Village and the Conservation Area.</i></p> <p><i>To encourage regeneration of historical / heritage sites so that key features are saved.</i></p> <p><i>To provide design guidance for Broadclyst Village and the small rural settlements to protect autonomy and identity.</i></p> <p><i>To ensure that design of development addresses the challenges of climate emergency.</i></p> <p><i>To support development of Passivhaus Houses and energy efficient new builds.</i></p> <p><i>To provide design frameworks to Influence planning and design of new developments.</i></p> <p><i>To protect and enhance the rural character landscape of the Parish.</i></p> <p><i>To provide guidelines on the development of energy efficient buildings.</i></p> <p><i>To support refurbishment and extension of existing buildings to be more energy efficient.</i></p> <p><i>To provide design guidance on sustainable drainage.</i></p> <p><i>To support development of surface water management for existing buildings.</i></p>

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
		<p><i>To provide guidance and support for development of effective outdoor residential storage to support sustainable travel options.</i></p> <p><i>To ensure development does not have an adverse impact on the natural environment or mitigation is provided if impact is unavoidable.</i></p> <p><i>To support provision of renewable energy generation on new and existing buildings.</i></p> <p><i>To support community led renewable energy production.</i></p> <p><i>To support district heating schemes which meet set technical conditions.</i></p>
D1	High Quality Design	<p>Development proposals should be designed to achieve high quality design which responds positively to the Broadclyst Parish Design Code 2021 (as set out at Appendix 14) and the guidelines and principles set out in the Conservation Area Appraisal²³ and the East Devon Heritage Strategy²⁴.</p> <p>As appropriate to their scale, nature and location development proposals in the Parish should be designed to:</p> <ol style="list-style-type: none"> 1. Respect and or complement local character setting in relation to the height, scale, layout, orientation and spacing of buildings as in the Broadclyst Design Code and draw inspiration from the best and most locally distinctive buildings. 2. Minimise the significant impact on the visual amenity of the local and wider setting of the surrounding built and natural landscapes and in the varied streetscapes within the Parish. 3. Ensure proposals that seek to introduce innovative or non-traditional designs that can add to the local context and character will only be supported where a robust design rationale is presented and is in line with NPPF para 134. 4. Recognise and reinforce local character by utilising locally sourced materials as appropriate, in relation to buildings and boundary treatments. The appropriate use of local stone walls or hedgerows is supported. 5. Create well defined, attractive and secure streets and spaces benefiting from good levels of natural surveillance and designed for mitigating climate change.

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
		<p>6. Ensure where external lighting is proposed, adverse amenity and environmental impacts are to be avoided and the power is to be sourced from renewable energy. In the rural areas of the Parish ensure light pollution does not harm the prevalence of dark skies at night.</p> <p>7. Create attractive climate resilient planted frontages and gardens and where possible, integrate green and natural features such as trees, hedgerows and grass verges into the proposal.</p> <p>8. Ensure road safety is not compromised, in particular taking into account access points, crossing points and blind corners.</p> <p>9. Link into and enhance the existing pedestrian and cycle network and facilitate future connectivity and sustainable transport options where practical.</p> <p>10. Ensure appropriate and safe site access in the following priority order: pedestrians, cyclists and vehicles.</p> <p>11. New signage requiring consent and providing route identification should maximise clarity, legibility and amenity.</p>
DH1	Historic Character	<p>All new development:</p> <ul style="list-style-type: none"> • Affecting the Broadclyst Conservation Area and / or • Affecting a heritage asset or its heritage landscape setting (Appendix 14) <p>should conserve or enhance the significance of the heritage asset concerned.</p> <p>To be supported new development should provide a detailed design and layout proposals for the site to reduce impacts on the historic environment to include features such as the:</p> <ol style="list-style-type: none"> 1. Conservation and enhancement of designated and non-designated heritage assets and their settings; 2. Maintaining the historic pattern of development by building in context to the historical area and /or asset; 3. Complementing the human scale, height and massing of the existing historic development in the immediate streetscape and in the wider setting;

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
		<p>4. Reinforcing local identity either by use of the traditional materials found in the Conservation Area and in other historical structures, or by using contemporary building materials that improve the energy efficiency or renewable energy generation capacity of the building which are sympathetic to the existing architectural style.</p>
DH2	Development of Existing Buildings in and adjacent to the Conservation Area	<p>As appropriate to their scale and nature, proposals for the conversion and or extension of existing buildings within or adjacent to the Broadclyst Village Conservation Area²⁶ (Figure 7) should ensure that the design of the following features will enhance the fabric and setting of heritage assets as documented in the Broadclyst Conservation Area appraisal and will support heritage-led regeneration:</p> <ul style="list-style-type: none"> • Boundary treatments (appropriate materials, height and scale) • Signage • Overhead lines • Infill development at appropriate scale and density • Green spaces • Parking • Palette of materials <p>The incorporation of appropriately-scaled and sensitively-selected energy efficiency measures in historic buildings will be supported where any harm to the asset concerned does not unacceptably detract from the overall integrity of the asset concerned.</p>
DH3	Historic Restoration	<p>Proposals for part and/ or full restoration and /or enhancements to the fabric and setting of heritage assets (archaeological or historic assets below or above ground) will be supported, where the proposal:</p> <ul style="list-style-type: none"> • Provides an assessment of the character of the asset, its context and significance; • Shows how the development fits in with these specific heritage characteristics; and • Offers a specific and measurable improvement to the historical integrity of the structure and or its' setting.

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
DC1	Energy efficient new buildings	<p>All new development that ensures a "fabric first"* approach to reducing carbon emissions will be supported.</p> <p>Residential dwellings with recognised high energy efficient standards such as certified PassivHaus and / or a comparable standard will be particularly supported.</p> <p><i>*fabric first' means 'maximising the performance of the components and materials that make up the building fabric before considering the use of mechanical or electrical building services systems. Consideration should also be given to modern methods of construction'.</i></p>
DC2	Increasing energy efficiency of existing buildings	<p>Insofar as planning permission is required, proposals for the refurbishment and extension of existing residential properties and commercial buildings should be designed to maximise their contribution to the energy efficiency of buildings and use of renewable energy sources.</p> <p>Proposals which would contribute to energy efficiency and integrate renewable and low carbon heat and electricity production will be particularly supported.</p>
DC3	Sustainable Drainage	<p>As appropriate to their scale, nature and location new residential and commercial developments should demonstrate a net reduction in surface water runoff to minimise the impact of development upon the drainage regime of the Parish's rivers, reduce incidents of localised flooding, and to maximise water storage and controlled release.</p> <p>SuDS measures should also be designed to enhance the local environment and as appropriate to their scale and nature provide additional benefits including:</p> <ol style="list-style-type: none"> 1. Water treatment and the removal of pollutants. 2. Infiltration and groundwater replenishment. 3. Recreation and amenity space provision, and 4. Biodiversity and habitat creation.

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
		<p>Insofar as planning permission is required, proposals to retrofit, convert or extend existing properties should comply with the approach in this policy where it is both practicable and commercially-viable to do so.</p>
DC4	Residential Storage	<p>New residential development should be designed to facilitate occupants to recycle and make greater use of low carbon and active travel.</p> <p>The use of the following dedicated storage facility structures will be supported:</p> <ul style="list-style-type: none"> • facilities for waste and recycling, and • secure and dry external storage to accommodate bicycles and/ or mobility aids. <p>The storage structures should be considered as part of the initial design process and be incorporated in a manner that would minimise their visual impact on the public realm and any potential obstruction of pedestrian and vehicular access routes.</p>
DC5	District Heating Schemes	<p>Across the neighbourhood plan area, including but not limited to the LDO District Heating Area (Figure 27), proposals for new development that demonstrate that they will produce less than 150kg of CO2 per kWh from heating systems will be supported.</p> <p>Development proposals for such schemes should be designed to ensure that they do not have an unacceptable impact on the character and setting of the immediate locality; the amenities of local residents and; the character of the natural environment and its biodiversity.</p>
DC6	Community led renewable energy production	<p>Development proposals for renewable energy schemes which are promoted in partnership between a community organisation and a developer (commercial or non-profit) will be supported where they meet the following criteria:</p>

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
		<ol style="list-style-type: none"> 1. The siting and scale of the proposed development is appropriate to its setting and position in the wider landscape. 2. The proposed development does not create an unacceptable impact on the amenities of local residents (including noise, light, vibration, views and vistas, shadow flicker, water pollution, emissions) and the road network. 3. Appropriate planting and landscaping in keeping with local landscape character is provided to mitigate landscape and visual impact, screening of the development and important wildlife habitats. 4. The proposed development safeguards and where practicable enhances water quality and aquatic life.
	ECONOMY & EMPLOYMENT	<p><u>Aims</u></p> <ul style="list-style-type: none"> • To expand and diversify economic development and activity within the Parish. • To regenerate brownfield sites within the Parish. <p><u>Objectives</u></p> <p><i>To provide new businesses in suitable locations to provide local employment opportunities.</i></p> <p><i>To support development of new buildings to provide diversification of existing farm businesses.</i></p> <p><i>To develop new micro-sized businesses throughout the Parish.</i></p> <p><i>To develop shared working space in the Parish.</i></p> <p><i>To develop start-up business which supports local opportunities or meets local needs.</i></p> <p><i>To expand development of tourism-based businesses.</i></p> <p><i>To support food and drink production businesses which link to the Parish farming heritage.</i></p>
EC1	Regeneration of Beare Farm	<p>Site EC1 in Figure 34 shows the area of Beare Farmhouse and outbuildings to be regenerated to provide flexible commercial space for either one or a combination of the followings uses:</p> <ul style="list-style-type: none"> • Offices (Use Class E(g)(i)) • Food and/ or drink production (Use Class E(g)(ii), • Small light industrial workshops (Use Class E(g)(iii).

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
		<p>Proposals for Class B2 and B8 uses will not be supported.</p> <p>Development and conversion of Beare Farm buildings will be supported subject to the following site specific requirements:</p> <ol style="list-style-type: none"> 1. The conversion of the listed house and outbuildings should be developed in accordance with the provision of Policy DH3, and new development should be in accordance with the provisions of Policy DH1. 2. An appropriate level of parking for the uses proposed is provided on the site; 3. Sustainable modes of transport are provided for to and from the site where practicable; 4. A safe vehicular access is provided onto the B3181 which safeguards the pedestrian access to the Beare bus stop.
EC2	Regeneration of Crannaforde Site	Policy deleted
EC3	Regeneration of Winter Gardens Site	<p>Figures 36A and B show the area of Winter Gardens to be regenerated to provide flexible commercial space for the following uses:</p> <ul style="list-style-type: none"> • Offices (Use Class E(g)(i)) • Light industrial uses (Use Class E(g)(iii)) <p>Development proposals should satisfy the following criteria:</p> <ol style="list-style-type: none"> 1. the redevelopment does not have an unacceptable impact on the character of the immediate area; 2. the proposal would not unacceptably harm the amenity of neighbouring businesses and residents;

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
		<ol style="list-style-type: none"> 3. the volume of traffic generated by proposals can be satisfactorily accommodated on the local highway network; 4. sufficient parking is provided within the site; 5. safe vehicular access can be provided; and 6. appropriate landscaping is provided along the boundaries of the site. <p>Proposals for Class B2, B8, F1 and F2 uses are not supported.</p>
EW1	Development of Work Hubs	<p>Development proposals for work hubs across the Parish which enable the start-up and growth of micro-sized enterprises through the provision of small, 'hot desk', incubator offices and work hubs will be supported.</p> <p>Development proposals for work hubs will be supported from:</p> <ol style="list-style-type: none"> 1. Conversions of existing buildings. 2. New builds. 3. Farm diversification proposals that would deliver an additional income stream for the established ongoing agricultural business and would not be a significant shift away from farming as the mainstay of the operation. <p>Proposals will be supported where the developments are:</p> <ul style="list-style-type: none"> • in proximity to centres of population, • in proximity to sustainable travel options and • of a scale proportionate to the size and scope of the location. <p>Development proposals within the wider rural area should not unacceptably impact on the landscape and heritage character of the neighbourhood area. In addition, their detailed design should ensure that they do not unacceptably impact on neighbouring residential properties.</p>

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
		Development proposals for work hubs in the CVRP will not be supported other than where they positively contribute towards achieving the objectives of the Park.
ET1	Development of Tourism	<p>Development proposals for sustainable tourism will be supported subject to the following criteria:</p> <ul style="list-style-type: none"> • the scale of the development reflects the rural nature of the Parish; • the proposed development should respect the landscape and heritage character of the immediate locality and where necessary incorporate appropriate landscaping and visual screening; • the proposed development does not have an unacceptable impact on the amenities of residential properties in the immediate locality; and • the proposal can be safely accommodated in the local highway network and provide appropriate levels of car parking. <p>Development proposals for tourism in the CVRP will not be supported other than where they positively contribute towards achieving the objectives of the Park.</p>
ET2	Holiday Accommodation	<p>Development proposals for holiday accommodation will be supported which are:</p> <ul style="list-style-type: none"> • in close proximity of existing buildings and or settlements; • of a scale and height that is proportionate to existing buildings in the immediate locality; • for holiday purpose only; • are able to demonstrate that such development proposals should not unacceptably impact on the landscape and heritage character; • are designed to ensure that the sites do not adversely impact the immediate neighbours and the wider setting; and • designed to ensure that traffic, access and highway matters are satisfactorily addressed. <p>Development proposals for holiday accommodation in the CVRP will not be supported other than where they positively contribute towards achieving the objectives of the Park.</p>

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
ET3	Camping Sites	<p>Development proposals for:</p> <ul style="list-style-type: none"> • Camping sites offering a range of styles, types and qualities of camping to include Tents, Yurts, Shepherd Huts, Pods & Lodges and Tree houses. <p>will be supported especially those with good access to local services and facilities.</p> <p>Development proposals should respond positively to the following criteria:</p> <ul style="list-style-type: none"> • Sites should demonstrate the way in which their scale and layout can be satisfactorily accommodated in the local landscape and how any landscaping and screening measures would mitigate any identified impact on the character of the landscape. • Sites should have appropriate and safe access onto pedestrian and cycle routes and the road network. • Ancillary site facilities (retail and recreational) should be of a scale appropriate to the size of the site. • Appropriate levels of parking should be provided prioritising sustainable transport modes e.g. installation of bicycle parking and /or bike hire provision. • The detailed design of proposals should ensure that they do not unacceptably impact on neighbouring residential properties. <p>Development proposals for camping sites in the CVRP will not be supported other than where they positively contribute towards achieving the objectives of the Park.</p>
	HOUSING	<p><u>Aims</u></p> <ul style="list-style-type: none"> • To provide housing to meet local needs. • To increase accessibility and affordability of housing for local people. • To increase provision of self-build and live-work units. • To support housing that provides an identified community infrastructure need. • To ensure new houses are in line with the NP design policies.

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
		<p><u>Objectives</u></p> <p><i>To ensure there is a supply of affordable houses in perpetuity for local people.</i></p> <p><i>To support schemes and developments which provide a specific housing mix.</i></p> <p><i>To provide guidelines for houses to be built on sites not allocated in the BNP.</i></p> <p><i>To provide new residential and mixed development sites in the Parish.</i></p> <p><i>To provide a local connection housing criterion.</i></p> <p><i>To provide houses to meet local housing needs.</i></p> <p><i>To develop the provision of self-build properties in the Parish.</i></p> <p><i>To develop the provision of live-work units in the Parish.</i></p> <p><i>To provide identified community infrastructure need.</i></p> <p>To ensure houses are designed to address the design policies in the Broadclyst NP.</p>
H1	Blackhorse Gardens Site	<p>Land at Blackhorse Gardens identified in Figure 46 is allocated for a small scale development to include the following:</p> <ul style="list-style-type: none"> • 2 live-work units (maximum of one and a half storeys) • 2 houses (maximum 2 storeys) <p>Proposals should meet the following site-specific requirements:</p> <ol style="list-style-type: none"> 1. Development proposals should incorporate mitigation features for aircraft related noise. 2. Dwellings to reflect the distinctive style of buildings in the Blackhorse settlement as specified in the Broadclyst Parish Design Code (Appendix 14). 3. The provision of safe vehicular, pedestrian and cycle access.
H2	Broadclyst Station: Site between	<p>Land at Broadclyst Station identified in Figure 47 is allocated for 24 residential dwellings to include the following:</p>

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
	Shercroft Close and Cotterell Road.	<ul style="list-style-type: none"> • 12 affordable houses (providing the affordable housing breakdown in Policy H4.). • 5 self-build plots. • 7 open market houses. • Children's play provision (local equipped area of play (LEAP)). • Provision of land for a 5m pedestrian and cycle lane for the Cranbrook to Exeter Cycle route. • Landscaping to include a new hedgerow with trees along the Station Road boundary of the site. <p>Proposals should meet the following site-specific requirements:</p> <ol style="list-style-type: none"> 1) Provision of active travel access to houses, play area and onto the Exeter Cranbrook – Exeter cycle path. 2) The development of a comprehensive masterplan including the provision of an element of residential development to follow the existing linear development pattern along Station Road. 3) Taking account of an assessment of flood risk and ecological constraints and opportunities, having appropriate regard to the proximity of the site to the Clyst Valley Regional Park (CVRP). 4) Appropriate access is provided to the new habitat, boardwalk trail and picnic area to be provided adjacent to the site as part of the proposals for CVRP. 5) The provision of an appropriate access into the site.
H3	Broadclyst Village: Heathfield site	<p>Land on the edge of Broadclyst Village identified in Figure 48 is allocated for a small scale development of no more than 16 Houses.</p> <p>Proposals should meet the following site-specific requirements:</p> <ol style="list-style-type: none"> 1. To provide the affordable housing breakdown in Policy H4. 2. Provision of a safe vehicular access from Whimple road. 3. Provision of a separate access for pedestrians to be located away from the site's vehicular access and the existing junction of Whimple Road and Woodland Road. 4. Any unavoidable loss of existing boundary vegetation should be replaced on the site as part of a landscaping / planting scheme.

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
		<ol style="list-style-type: none"> 5. The site design and layout should also take account of the TPOs (Appendix 24)⁸⁵ across the site. 6. Land for the provision of a public footpath to the allotments is to be safeguarded for future access. 7. The design and layout of the site should ensure that development will not cause unacceptable harm to Heath Gardens and its setting. 8. The design, layout, and levels of the scheme should not cause unacceptable harm to the amenity of the existing homes on the northern side of Sanders Close.
H4	Social and Affordable Housing	<p>Proposals for the development of allocated sites H1 (Blackhorse), H2 (Broadclyst Station) and H3 (Broadclyst) in this Plan should be required to provide 50% affordable housing for those with a local connection with the following breakdown:</p> <ul style="list-style-type: none"> • 25% as affordable tenures to include: <ul style="list-style-type: none"> 12.5% First Homes 12.5% affordable schemes including the required NPPF shared ownership • 25% to be as social rental houses in perpetuity.
H5	New Housing in Broadclyst Parish	<p>Exception site mixed affordable and open market housing schemes outside the built-up area boundaries in Broadclyst Parish will be assessed against the provisions of Policy Strategy 35 of the East Devon Local Plan.</p> <p>Development proposals should include a proportionate and up-to-date housing needs assessment and demonstrate the way in which the proposed housing meets local needs in terms of number of dwellings, and their size and tenure.</p> <p>Development proposals for housing in the CVRP will not be supported other than where they positively contribute towards achieving the objectives of the Park.</p>
H6	Self-build	<p>Development proposals for single self-build/custom dwellings within or immediately adjacent to the built-up area boundaries in Broadclyst Parish will be supported.</p>

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
		<p>Proposals for self-build/custom dwellings will be supported that are within or immediately adjacent to the established communities of Blackhorse, Tithebarn, and Westclyst.</p> <p>Proposals for self-build/custom dwellings promoted through a community-led mechanism or through a Community Land Trust Scheme will be supported.</p> <p>Development proposals for housing in the CVRP will not be supported other than where they positively contribute towards achieving the objectives of the Park.</p>
H7	Development of live-work units.	<p>Proposals for the development of live-work units will be supported:</p> <ul style="list-style-type: none"> • On brownfield sites, • In infill plots (as defined in Policy H6), • For re-use of suitable rural and agricultural buildings, and • The site allocated in Policy H1. <p>Development proposals within the wider rural area should not unacceptably impact on the landscape and heritage character of the parish. In addition, their detailed design should ensure that they do not unacceptably impact on the amenities of neighbouring residential properties.</p> <p>Development proposals for housing in the CVRP will not be supported other than where they positively contribute towards achieving the objectives of the Park.</p>
	INFRASTRUCTURE & ACCESS	<p><u>Aims</u></p> <ul style="list-style-type: none"> • To enhance the movement of people and traffic in and across the Parish. • To increase infrastructure and provision of and for sustainable modes of travel. <p><u>Objectives</u></p> <p><i>To support the development of a bridge over the Waterloo Line for cyclists and pedestrians.</i></p> <p><i>To support the provision of a pedestrian and cyclist route from Broadclyst Station to Dog village.</i></p>

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
		<p><i>To support developments which combine car park provision with sustainable energy generation.</i></p> <p><i>To ensure parking facilities provide charging facilities for e-bikes, scooters and electric vehicles.</i></p> <p><i>To develop a Parish wide infrastructure for e-bike hire and car sharing schemes.</i></p> <p><i>To ensure provision of electric charging facilities for all new builds.</i></p> <p><i>To enhance and extend existing networks and create new footpaths, cycle paths, multi paths and low traffic neighbourhoods.</i></p> <p><i>To provide cycle/footpaths to the Killerton Estate centres and a cycle network to link the centres together.</i></p> <p><i>To support and expand a sustainable electric transport network across the Parish, to include associated businesses, parking and recharging facilities.</i></p> <p><i>To provide signage to facilitate access to active travel.</i></p>
T1	New Pedestrian and Cycle routes	Development proposals to provide safe and direct access for pedestrians and cyclists between Broadclyst Village and Broadclyst Station will be supported.
T2	Pedestrian and cycle bridge over the Waterloo Railway Line	<p>Development proposals for the provision of a bridge over the Waterloo - Exeter Railway line for cyclists and pedestrians will be supported.</p> <p>Development proposals should respond positively to the following matters:</p> <ul style="list-style-type: none"> • the route to and from the bridge should connect where practicable into the Cranbrook Bluehayes Expansion Area cycle and pedestrian infrastructure; • the bridge should be within easy walking distance to Cranbrook Railway Station; • the overall proposal should deliver safe pedestrian and cycle access routes to the bridge from Broadclyst Village; • the bridge and associated infrastructure must provide safe access; • the bridge and associated infrastructure should be designed to mitigate impact on adjacent residential properties; and • the location and design of the bridge should not unacceptably increase the risk of flooding.

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
T3	Parking Provision	<p>Development proposals should provide on-site car parking in accordance with parking standards in the development Plan and which:</p> <ul style="list-style-type: none"> • minimise the visual impact of parking upon the setting; • provide parking areas that have maximum surface permeability; • ensure parking spaces are prioritised for sustainable modes of transport; • provide charging points; and • provide covered facilities for cycles and E-bikes. <p>Non-residential developments, including public car parks, Park and Change and Park and Ride facilities should deliver car parking arrangements which address the following matters:</p> <ul style="list-style-type: none"> • the accessibility of the location. • a mix of rapid, fast and trickle electric charge appropriate to the type of development. • the provision of electric charging points at a minimum of 20% of the public parking spaces except where demonstrably unviable to do so in which case the highest percentage of provision which is viable should be applied. • the provision of a minimum of 50% of the staff designated parking spaces with charging points except where demonstrably unviable to do so in which case the highest percentage of provision which is viable should be applied. <p>Development proposals which included parking provision which utilises roofs / covered areas or ground mounted solar systems to generate renewable energy will be supported where they do not have an unacceptable impact on the visual amenity of the immediate locality.</p> <p>Parking provision which generates energy within the parking area for the charging of vehicles, lighting, or heating of adjacent buildings within the parking area will be supported.</p>
T4	Active travel infrastructure (for	Proposals which would extend and / or improve routes for active travel across the parish as shown on Figure 55 will be supported.

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
	commuting and leisure)	Development proposals which would have an unacceptable impact on the routes shown in Figure 55 will not be supported unless acceptable routes are provided.
T5	Low Carbon Travel Provision	Development proposals which support and expand a low carbon transport network around and through the Parish that are appropriately located and have regard to the contents of Policy D1 of this Plan will be supported.
	NATURAL ENVIRONMENT	<p>Aims</p> <ul style="list-style-type: none"> • To protect and enhance the natural environment and diverse habitats of the Parish. • To protect and enhance the landscape setting of the Parish. • To ensure development provides a net biodiversity gain <p>Objectives</p> <p><i>To protect existing habitat areas and protect and enhance biodiversity.</i></p> <p><i>To provide a tree replacement scheme to enhance tree cover in the Parish.</i></p> <p><i>To protect woodlands and significant trees.</i></p> <p><i>To improve natural flood management of rivers to reduce impact of flooding throughout the Parish.</i></p> <p><i>To provide support for the development of flood defence schemes.</i></p> <p><i>To protect and enhance hedgerows.</i></p> <p><i>To allocate an orchard as a local green community space.</i></p> <p><i>To protect, enhance and allocate local green spaces that have community access.</i></p> <p><i>To allocate and protect wildlife corridors and green corridors.</i></p>
NE1	Protecting Woodland	<p>A. Woodlands 1- 6 in Figure 60 are highly valued by the community. Proposals for development of woodlands 1, 2, 3 & 6 to create or enhance public access and use will be supported.</p> <ol style="list-style-type: none"> 1. Ashclyst Forest. 2. Whitedown and Poundpit 3. Paradise Copse. 4. Rattlecot Wood.

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
		<p>5. Burrowton Copse. 6. Danes Wood.</p> <p>B. Proposals that result in loss or damage to ancient woodland in the Parish including veteran trees will not be permitted except in exceptional circumstances in accordance with NPPF para 180b.</p> <p>C. In woodlands where veteran trees are not impacted, development proposals that would result in the loss, damage, or deterioration of such woodland will not be permitted unless an appropriate replacement planting (NE3), together with a method statement for the ongoing care and maintenance of that planting is agreed.</p>
NE2	Green Corridors	<p>Development proposals should respond positively to the green corridors across the neighbourhood area. Where appropriate ecological and landscaping mitigation measures should be incorporated to safeguard the green corridor concerned.</p> <p>The following woodland areas in Figures 59-62 are designated as green corridors.</p> <ol style="list-style-type: none"> 1. Moonhill Copse (Westclyst). 2. Ash Copse (Westclyst). <p>Development proposals that would result in the loss, damage, or deterioration of these green corridors will not be supported.</p> <p>Development proposals which enhance these green corridors will be supported where they create or enhance public access without unacceptable damage to the green corridor.</p>
NE3	Tree Replacement	<p>Development proposals should be designed in a way which would safeguard trees which have ecological or amenity value or which contribute positively to local landscape character and incorporate them sensitively within their layouts.</p>

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
		Where the loss of trees which have ecological or amenity value is unavoidable development proposals should include a tree replacement scheme.
NE4	The Protection and Enhancement of hedgerows	<p>Proposals to create new hedgerows and hedgerows that link with valuable wildlife sites will be supported.</p> <p>Where the removal of all or part of a hedgerow is unavoidable, the development proposal concerned should provide a proportionate level of replacement planting with native trees and hedgerow appropriate to the site.</p>
NE5	Landscape and Biodiversity	<p>As appropriate to their scale, nature and location development proposals should contribute to a high quality and biodiversity-rich natural environment by demonstrating how the following matters are to be addressed:</p> <ul style="list-style-type: none"> a) <u>Retaining and enhancing the existing 8 landscape characteristics (p153)</u> which contribute to the visual richness of the landscape and provide important habitats for wildlife. Where significant impacts on one or more of the characteristics is unavoidable, the creation of new planting/habitat creation of equal landscape and visual amenity value should be provided. b) <u>Using locally distinct landscaping and boundary treatments.</u> Preference should be given to native plants species, unless non-native species provide greater biodiversity and habitat net gain. c) <u>Responding positively to the surrounding landscape setting,</u> by being designed and having appropriate regard to the East Devon and Blackdown Hills Landscape Character Assessment (2019) and relevant Devon Landscape Character Area Assessments. d) <u>Requiring biodiversity gains of at least 10% on all development (exemptions: extensions and alterations)</u> and a requirement that developers use the Defra biodiversity net gain metric to calculate the impact of their proposals. Provision of wildlife travel corridors (e.g. bats, hedgehogs, badgers) enabling movement across roads and gardens are supported as a means of achieving a biodiversity gain. Biodiversity gain to extend to a gain rather than a loss of woodland canopy cover. e) Early on-site ecological surveys and evaluation at identified Unconfirmed Wildlife Sites to ensure an appropriate mitigation strategy where appropriate.

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
NE6	Local Green Spaces	<p>The following accessible community green spaces in Figure 63 have been demonstrated to be of significance to the local community. These sites which are all in Broadclyst Village have been designated as Local Green Spaces (in accordance with paragraphs 100 and 101 of the NPPF (2021) in Appendix 26):</p> <ol style="list-style-type: none"> 1. Oak Tree Close. 2. Recreation Ground. 3. Village Green. 4. Holly Close Triangle. 5. Chapel Orchard, Dog Village in Broadclyst Village. <p>Development proposals affecting the designated local green spaces will only be supported in very special circumstances.</p>
NE7	Flood Management	<p>New development proposals where appropriate will be expected to demonstrate how Natural Flood Management (NFM) measures will be incorporated to ensure the efficient management of flood risk. These will include:</p> <ul style="list-style-type: none"> • Tree and hedgerow planting to slow the rate of water flow across a catchment. • River and floodplain naturalisation (reconnecting rivers to their floodplains). • Provision of woody debris dams. • Schemes which enhance and improve soil/land management. • Creation of water storage capacity within the floodplain. • Biodiversity enhancements that will help to deliver NFM measures. <p>Proposals for engineered flood defence scheme along the Rivers Culm, Cranny and Clyst that will significantly improve natural flood and water management will be supported where they:</p> <ul style="list-style-type: none"> • Provide natural biodiversity enhancement, river bank and aquatic habitat creation and water quality improvement. • Minimise impacts listed in Policy D1.

Policy	Topic	Policy Wording incorporating Examiner's Proposed Modifications
		Flood defence schemes that also provide renewable energy through micro-hydro schemes will be supported where located appropriately to minimise 'bad neighbour' impacts as specified in Policy D1.

Report to: Cabinet



Date of Meeting: 29 March 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Exemption from Contract Standing Orders – UK Shared Prosperity Fund (UKSPF) – Towns Feasibility Studies Project – Feasibility Study for Ottery St Mary Station Youth Hub

Report summary:

This relates to the Feasibility Study for the Ottery St Mary (OSM) Station Youth Hub that is being delivered using UKSPF funding.

The UKSPF Investment Plan was approved by Government on 7 December 2022. The total allocation for Ottery St Mary is £25,000, split over 2 funding years.

The programme spend requires that Year 1 funding (£17,500) is spent by 31 March 2023, with the remaining £7,500 being spent in Year 2. Whilst there may be some flexibility with this, the project needed to commence within February 2023 to demonstrate our ability to achieve at least some of the expenditure of the £17,500 allocation for the 2022/23 financial year. There was insufficient time to conduct a procurement exercise given the external funding timeframe.

Given the short timescales for delivery and expenditure, approval for Exemption from Contract Standing Orders was obtained. The project team have undertaken a direct appointment of consultants to secure the various skills required which involve a range of specialisms across more than one firm. The total amount is £24,370.45 which includes some contingency for additional engagement work with the client organisation (Ottery St Mary Town Council) and additional materials illustrating the proposals, if required.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

That Cabinet note their support for the action taken in accordance with para 2.3.2 of the Council's Contract Standing Orders.

Reason for recommendation:

To enable commencement of spend of the UKSPF allocation for OSM by 31 March 2023.

To avoid having to return the funding allocation due to not delivering any expenditure by the end of this financial year.

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

Portfolio(s) (check which apply):

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

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk; The Feasibility Study is fully funded by The UK Shared Prosperity Fund.

Links to background information: [Exemption from Contract Standing Orders](#)

Link to [Council Plan](#)

Priorities (check which apply)

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

Financial implications:

Financial details are included in the report. Although direct appointments are not ideal in relation to procurement practice the scheme deadlines and late announcements by government have placed us in this position.

Legal implications:

The contract value falls below the threshold set out in the Public Contracts Regulations 2015 and therefore the EU procurement procedure (which is still currently relevant) does not apply and an exemption can be validly relied upon pursuant to the Council's Contract Standing Orders Rule 3.2. The reason for using the exemption in this case appears justified

Report to: Cabinet



Date of Meeting 29 March 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Approval to extend the financial ‘Homemaker’ check service and to add a delegated authority for the Homes for Ukraine project

Report summary:

This report seeks to extend the financial check service provided by Homemaker Southwest to assist more Ukrainian guests to move in to private rented accommodation and to introduce a delegated authority to the Homes for Ukraine project.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

Cabinet:

1. Agree to extend the financial check service provided by Homemaker Southwest for an extra 2 days a week for use by Ukrainian guests looking to move in to private rented accommodation for an initial 6 month period from 1 April 2023, at a cost of £8,000;
2. Agree that that this new service be delivered within the finances provided by the UK Government;
3. Future approval for spending on this project within existing budgets and to enter into such agreements as are required to ensure that the project meets its aims to be delegated to one of the following: Director – Finance; Director – Housing, Health and Environment; or Director – Governance and Licensing; such spend to be in discussion with the Portfolio Holders for Finance and Sustainable Homes and Communities.

Reason for recommendation:

The extended financial check service provided by Homemaker Southwest will enable more Ukrainian guests to move in to private rented accommodation and will ease the pressure the service is experiencing at this time due to the number of referrals it is receiving.

The introduction of a delegation to the project will enable the Homes for Ukraine scheme to become more agile and flexible and to enable new initiatives to be agreed in a timely manner.

Officer: Andrew Hopkins, Communications Consultant. 01395 571699

andrew.hopkins@eastdevon.gov.uk

Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination

- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

Equalities impact Low Impact

Climate change Low Impact

Risk: Medium Risk; The project is funded by the UK Government grant to support Ukrainian guests and hosts. A flexible approach is required to allow us to address any changes required as a result of changes to UK Government policy or guidance.

Links to background information [Homes For Ukraine scheme.pdf \(eastdevon.gov.uk\)](#) – Report to Cabinet – 8 June 2022

[Homes for Ukraine.pdf \(eastdevon.gov.uk\)](#) – Report to Cabinet – 7 September 2022

[Homes for Ukraine transition policy.pdf \(eastdevon.gov.uk\)](#) – Report to Cabinet – 2 November 2022

Link to [Council Plan](#)

Priorities (check which apply)

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

Report in full

1. Extension of the Homemaker Southwest financial check service

1.1 Homemaker Southwest was set up to prevent homelessness and promote independence. The service provide money advice, budgeting, housing guidance and will carry out a financial check looking at a person’s income and outgoings to advise on what a person referred to the service can afford in the private rented accommodation sector. The Housing Options team use the service as part of the procedure for processing applications through the Council’s Rent Deposit and Bond Scheme which assists households from homeless situations into private sector accommodation. The independent financial assessments are essential in assessing the affordability and viability of the proposed moves, aiming at ensuring a sustainable positive outcome. There is also a separate contract between Homemaker and the Housing Rental team, specifically for EDDC housing tenants.

1.2 The Homemaker service currently offered to the council for 3-days a week is experiencing a pressure due to the number of people seeking a financial check to be carried out this has been compounded by the large number of Ukrainian guests currently looking to move in to private rented accommodation. By procuring an extra 2-days a week from Homemaker Southwest will enable the Housing Options team at the council to offer a proactive service for Ukrainian guests to seek a financial check before guests start to look for private rented accommodation.

1.3 The council agreed to a Private Renter Sector (PRS) policy for the Homes for Ukraine project on 2 November 2022, this policy is funded from the grants provided by the UK Government for the scheme. The PRS policy provides financial assistance to Ukrainian guests to move in to private rented accommodation, the addition of an extended Homemaker service will help speed up that transition. Currently a number of moves by Ukrainian guests to the private

rented sector have either been delayed or have failed due to the time it has taken for the financial check carried out by Homemaker to be completed which is one of the requirements for the PRS funds to be released by the council.

2 Introduction of a delegated authority to the Homes for Ukraine project

2.1 At present all requests for spend within the Homes for Ukraine project need to seek approval from Cabinet which can cause delays to initiatives starting. With the forthcoming elections and a potential gap of 2 months for a cabinet meeting to take place a delegation to one of the Directors listed would enable the project to be remain agile and flexible. Any spend would be carried in consultation with the Portfolio Holders named.

2.2 Regular briefings and updates will continue to be provided by the Homes for Ukraine project team on the project to Cabinet and councillors as members and cabinet request. Weekly newsletters for hosts and guests are shared with councillors and an invite to Cabinet and councillors to any relevant events laid on for guests and hosts will be extended. It is suggested an update on the project be provided to Cabinet every 6-months.

Financial implications:

It is assumed all costs with the proposals outlined in the report will be met from Government funding, monitoring of costs and funding will be ongoing to ensure this is the case.

Legal implications:

There are no legal implications arising.



Report to: Cabinet

Date of Meeting 29 March 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Household Support Fund 4 (HSF4)

Report summary:

This report provides details on the proposed policy of the Household Support Fund and funding available to support households for the period 01 April 2023 to 31 March 2024.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

1. That cabinet agree to the proposed policy for the Household Support Fund for the period 01 April 2023 to 31 March 2024.
2. That Cabinet agree for delegated authority to be given to the Assistant Director for Revenues, Benefits, Customer Services and Fraud and Compliance in consultation with the Portfolio Holder for Finance and the Portfolio Holder for Sustainable Homes and Communities, to determine the targeted groups who are most in need of financial support which takes into account data from our poverty dashboard and other relevant factors.

Reason for recommendation:

The recommendation allows for the administration of the Household Support Fund to be targeted at those who require financial support through the cost of living crisis. In addition the proposed policy is in line with the Department for Work and Pensions guidance and is in agreement with other Team Devon authorities who continue to work together to ensure a Devon wide framework in administering these funds.

At this stage it is not possible to provide details or numbers of all cohorts who will be targeted for receiving direct support, therefore allowing delegated authority to the Assistant Director for Revenues, Benefits, Customer Services and Fraud and Compliance in consultation with the Portfolio Holder for Finance and Sustainable Homes and Communities will ensure that identification of households can be fully modelled and amended where required based on the data available. It will also allow a seamless transition between the end of the Household Support Fund for the period 1 October 2022 to 31 March 2023 and this new funding.

This policy also continues to support the Council's poverty strategy.

Officer: Sharon Church. Benefits and Financial Resilience Manager

Portfolio(s) (check which apply):

Climate Action and Emergency Response

Coast, Country and Environment

- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

Equalities impact High Impact

We continue to recognise that having the Household Support Fund to support residents who are financially struggling with the cost of living will have a high relevance on some of the groups with protected characteristics, these being age, disability, children and vulnerable adults. We do not consider that the policy will not adversely impact these protected groups and that past equality impact assessments for this and our own cost of living hardship fund are still relevant. If we do look at providing further targeted support then a further impact assessment will need to be carried out. [equality impact assessments](#)

Climate change Low Impact

Risk: Low Risk;

Links to background information [Devon Framework Agreement](#)

Link to [Council Plan](#)

Priorities (check which apply)

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

1. Background

- 1.1 In the 17 November 2022 Autumn statement the government announced that the Household Support Fund (HSF) would be extended from 1 April 2023 to 31 March 2024. The extension of the fund was part of a number of measures to provide help with global inflationary challenges and the significantly rising cost of living.
- 1.2 This will be the fourth extension of the HSF that has been in place since 1 October 2021, and as with all previous HSF schemes this funding must be used in line with the Department for Work and Pensions (DWP) guidance. The full guidance for the scheme can be accessed [here](#).
- 1.3 Previous HSF schemes have been delivered under a Devon wide framework agreed on by Devon County Council (DCC) and the other Devon district and city councils. This ensures that we are all approaching administering the scheme in the same way whilst allowing for local needs based on the demographics of each area. [The Team Devon Household Support Fund](#).
- 1.4 The previous HSF schemes have had slightly different approaches such as direct applications for the first set of HSF and a combination of direct targeted awards for certain cohorts for HSF2 and HSF3.

- 1.5 The DWP guidance has confirmed that the fund for April 2023 to March 2024 should continue to be used to support households in the most need, particularly those who are in need and require crisis support and who may not be eligible for the other government cost of living support payments.
- 1.6 The cost of living crisis is unlikely to see a marked improvement over the next 12 months and residents are going to continue to struggle to afford the basics such as energy and food.
- 1.7 Under previous discretionary schemes we have targeted support at cohorts who we have identified as needing extra support. This has included those with disabilities and carers under the Discretionary (council tax) Energy Rebate scheme.
- 1.8 The DWP have allocated funds for the whole of the financial year 2023/24 with an expectation that funding will be provided to residents in need for the whole of the funding period.
- 1.9 DCC has been allocated circa £10.1 million to distribute and to ensure that this funding will be available for the whole of the 12 months 45% of the funding will be allocated for use in the first six months with the remainder of the funds being available for the winter months.
- 1.10 As with previous schemes funding will be provided to other organisations such as Citizens Advice Devon for pre-payment meter energy relief scheme, free school meals holiday lunch vouchers and Early Help.

2. Devon County Council's approach on allocation of the HSF

- 2.1 DCC has been awarded funding of £10,129,752.00 for HSF to cover the period 1 April 2023 to 31 March 2024.
- 2.2 The proposed allocation to District Councils is in total £4,000,002.00 plus administrative funding.
- 2.3 The HSF must be spent or committed by 31 March 2024 and cannot be held over for future use. Funds should also be available for the whole of the financial year.
- 2.4 As the fund is finite once the money has been spent the fund will close. This may mean the fund will close earlier than the 31 March 2024.
- 2.5 Alongside the funding that district councils will receive Devon County Council are also utilising the remaining funds in the following ways.
 - As with previous HSF an amount of £15 per child per week of the school holidays will be allocated to those who qualify for free school meals by Devon County Council. Vouchers will be provided for 13 weeks of holiday throughout 2023/24.
 - Citizens Advice Devon Energy Relief scheme for pre-payment and credit meters will continue to run until 31 March 2024 or until funds are exhausted. This will allow those using pre-payment meters to apply for funds to top up meters.
 - Early Help will continue to provide financial support for food and other essential costs for eligible low income households. This will stay an open application process, verified by a professional working with the family.
 - The sustainable warmth minor rapid energy improvement pilot and Devon Community Foundations grant scheme are currently under review with the possibility of receiving further funding to support households.

3. East Devon's Funding Allocation

3.1 DCC and the district councils have agreed the fund will be split into two allocations. The first allocation will cover 1 April 23 to 30 September 2023 and will be lower (45%) than the amount for 1 October 2023 to 31 March 2024 (55%). This is because residents have higher expenditure over the winter period due to using more energy than in the spring and summer months.

3.2 Our proposed allocation is as follows:

- April – September 2023 (45%) £290,729.70
- October 2023 – March 2024 (55%) £355,336.30

Total £646,066.00

3.3 There will be an additional 15% of the amount provided for administrative costs. This will help support the on-going costs of the Financial Resilience Officers.

4. Proposed approach/policy

4.1 The framework agreed upon for the HSF 1 October 2022 to 31 March 2023 will continue. This is because it allowed individual authorities to meet the needs of residents who may have different demographics depending on where in Devon they live, whilst also ensuring that there is common ground amongst neighbouring authorities.

4.2 Our proposed policy for HSF for April 2023 to March 2024 will be in two parts. Part one will be targeted support for the majority of the funding. Although we are unable to give definite cohorts and figures at this time we will be looking to support those who we know are finding it the hardest to afford everyday essentials. Part two of the policy will be our open applications process. This is essential to ensure that those we have been unable to identify as needing support can still access the funds.

4.3 For targeted support the cohorts we will be looking to support will be similar to previous discretionary schemes, for example those residents who will not receive a government cost of living payment as they are not receiving one of the qualifying benefits or those who are disabled or carers and will only receive a reduced payment.

4.4 As per the HSF scheme for October 2022 to March 2023 those residents we identify as being eligible to receive a payment will need to complete a shortened form in order to receive their funds. This will ensure that we can pay funds to the resident in the way that they choose works best for them. Payment will be offered via bank account or post office voucher. Direct applications will continue to be paid via vouchers and payments direct to suppliers.

4.5 The proposed policy allows for re-consideration of the cohorts and amounts that will be allocated based on existing data and the economic situation nearer to the second allocation. This will ensure that we will be able to suitably respond to the needs of residents by reviewing the need in the district for Autumn/Winter 2023/24 and amending any cohorts as required. The decision on final cohorts and amounts allocated will be made by the Assistant Director for Revenues, Benefits, Customer Services and Fraud and Compliance in consultation with the Portfolio Holder for Finance and Sustainable Homes and Communities.

5. Other considerations/priorities

- 5.1 The government has announced that they will be making further Cost of Living payments throughout 2023/24. Full details regarding eligibility and dates of payments can be found in the DWP's Cost of Living Payments guidance available [here](#) however for ease the main amounts to be awarded are as follows;
- £900 paid in three lump sums of £301, £300 and £299 if receiving Universal Credit, income-based Job Seekers Allowance, income related Employment and Support Allowance, Income Support, Pension Credit, or Working or Child Tax Credit.
 - £150 Disability Cost of Living Payment if receiving Attendance Allowance, Disability Living Allowance, Adult or Child Disability Payment, Armed Forces Independence Payment or War Pension Mobility supplement.
 - An extra £150 or £300 Winter Fuel Payment for winter 2023/24
- 5.2 Our internal data shows that the highest group requesting a payment from the HSF and asking for extra financial support from the Financial Resilience team is still those living in a household where there is a disabled or carer resident.
- 5.3 This data is supported by The Joseph Rowntree UK Poverty 2023 report (available [here](#)) that confirms poverty rates being among the highest for households that include a disabled person or carer.
- 5.4 The top reasons why residents approach us for help is because they are unable to afford food or energy. Although this is the reason for the initial approach, the extra financial support work carried out by the financial Resilience team, shows the top three reasons for needing support continue to be budgeting, mental health and physical health.
- 5.5 As we were aware of the groups who were struggling to afford essentials we took this into account when we reviewed our Working Age Council Tax Reduction (CTR) scheme for 2023/24, and moved to allowing CTR of up to 100% for residents falling in income band 1 from 01 April 2023. This means that we now have 2,301 households who no longer need to pay any Council Tax for the coming financial year. We have also amended the income bands to allow for couples. The number of residents falling within income bands 1 and 2 have increased following these changes with the biggest winners being those households with children.
- 5.6 Alongside the changes to the CTR scheme the Council Tax Support Fund (guidance issued on 23 December 2022, available [here](#)) has also meant that we have been able to award a further reduction of up to £55 per household off council tax bills. This has been awarded to those residents in receipt of CTR who still have an amount left to pay for the financial year 2023/24.
- 5.7 We will need to take account of all the above when modelling for the targeted support which is a key element of our policy.
- 5.8 We are aware that there are still a number of residents who would benefit from the support available but do not engage with us or know that help is available. Therefore it is important that we retain a proportion of the funding for the open application process. We will continue to work with partners as well as exploring other means of identifying and reaching these residents throughout the period that we are administering the HSF.

6. Resources

- 6.1 The Financial Resilience team is already set up and will continue to administer this latest round of HSF, however it is worth noting that there is still a lot of work coming in to the Benefits and Financial Resilience team as more people struggle with the cost of living, the ability to pay their bills and afford everyday essentials such as food.
- 6.2 By targeting some of the funding we can use the same processes already set up to administer the funds for the current HSF. This will ensure that we can administer the majority of the funding in a timely manner whilst also allowing us to financially support those residents we are unable to identify through our available data sets.
- 6.3 The Financial Resilience team will continue to provide further financial support and work with partners to help lift residents out of poverty. They continue to build links with partners across external organisations and the voluntary sector. This most recently has included an officer being present at Exmouth Foodbank once every two weeks. Although this has only just started the team have already been able to engage with residents we would not normally see. We are hopeful that this partnership working will continue to enable us to identify those residents who we know would benefit from receiving financial support from the HSF.

7. Summary

- 7.1 In order to ensure that we can deliver this scheme we are recommending that delegated authority is given to the Assistant Director for Revenues, Benefits, Customer Services and Fraud and Compliance in consultation with the Portfolio Holder for Finance and the Portfolio Holder for Sustainable Homes and Communities. This will ensure that we can seamlessly continue with open applications from 1 April 2023 whilst we carry out modelling for targeted support.
- 7.2 Ideally we would have liked to have been in a position to provide a full breakdown of the cohorts we will be targeted funds to within this report. Due to prioritising annual billing as well as implementing the new CTR changes and the Council Tax Support fund we have not yet been able to carry out detailed modelling in order to determine the households and the amount for targeted support, however it is worth noting that we will continue to use our poverty dashboard to help inform this work as we have done previously.
- 7.3 The aims of our proposed scheme will therefore continue to strike the right balance between providing targeted support to those we identify as most in need whilst also retaining a proportion of the funding for open applications to those who fall outside of the targeted award criteria but nevertheless are struggling.
- 7.4 [The draft policy for HSF4.](#)

Financial implications:

The financial details are contained in the report, the costs associated with the scheme being proposed is to be met direct from Government funding.

Legal implications:

What is proposed is within the authority of Cabinet to agree and the policy appears reasonable. Members must have regard to the equalities impact position in terms of discharging the public sector equality duty. Otherwise there are no legal implications requiring comment

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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