

**COLYFORD VILLAGE RESIDENTS' ASSOCIATION - COMMUNITY GOVERNANCE
REVIEW (CGR) EDDC STAGE 1 CONSULTATION SUBMISSION**

INTRODUCTION

1. The Colyton Parish Council (CPC) was formed in 1894 and includes the Ancient Borough of Colyford. The parish council today has 13 elected councillors mostly from Colyton. Not surprisingly over the last 10 years, requests from the Colyford community to the CPC have not achieved positive, democratic support and consequently, there has been infrastructure neglect, minimal delivery of services and development of Colyford. Furthermore, poor governance has had a negative effect on community cohesion and the ability to motivate, and bring people together. Moreover, many previous Colyford elected councillors have resigned from the CPC in disillusionment, frustration, intimidation and anger.
2. Colyford wishes to operate as an independent new village council with its own governance, without any influence from other external politically and financially motivated organisations, to support the needs of the community. Consequently, in July 2021, the Colyford Village Residents Association (CVRA) submitted a petition to East Devon District Council (EDDC) requesting formation of an independent new council for the parish of Colyford. A Steering Group (SG) was formed, in November 2021, to help steer the village through the CGR process. The purpose of this document is to: firstly provide the vision of a separate, independent council and its benefits to the community; secondly, to identify the current issues and risks that have been discussed by the CVRA and SG; and thirdly, to identify the key enablers required to realise a proposed new village council.
3. The Desired Outcome of the Governance Review is to form a Colyford Village Council (CVC) that will:
 - a. Restore democracy to Colyford
 - b. Empower local people
 - c. Care for and respect our community
 - d. Return pride to our village
 - e. Have our fair share of financial resources

AIM

4. The aim of this document is to provide the CVRA submission to EDDC for Stage 1 Consultation of the Community Governance Review.

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BLUEPRINT VISION

5. The Blueprint provides the vision for the future CVC governance, the services, and resources required to support the Colyford community. Additionally, the Blueprint provides a method of communicating our vision to our community and neighbouring councils, provides improved local democracy, and greater community engagement. **Enclosure 1 is the Blueprint document.**

BENEFITS OF A VILLAGE COUNCIL FOR THE COMMUNITY

6. It is envisaged that the proposed CVC will provide more efficient and effective governance. Consequently, a number of benefits will be made available to the community as follows:

- a. The Village Council will recognise the unique & historic identity of the Ancient Borough of Colyford from 1237 - one of the largest communities in East Devon without its own council. We will protect the community, whilst striving to make improvements and resolve concerns.
- b. By holding regular councillor surgeries, residents will have access to our councillors and be able to raise issues knowing that the Council will work hard on our behalf - "by Colyford, for Colyford".
- c. Colyford residents will be able to make decisions locally that will benefit our village, bringing in fresh ideas and energy, allowing our community to thrive and have a voice.
- d. Money raised through council tax by Colyford residents will fund improvements in Colyford and not elsewhere. We will have our own budget, to prioritise and control how the money is spent.
- e. We will have greater influence on local planning matters, address our unique issues on traffic control and safety, invest in infrastructure neglect and village development, and also build rapport with the local Grammar School.
- f. We will work closely with other councils, jointly discuss and resolve concerns, and be good friends and neighbours with other groups.

LEGACY ISSUES

7. Road Safety. Colyford Village comprises 3 traffic through roads and all have separate speed and safety challenges that require resolution with County Highways and EDDC. Firstly, the A3052 East-West axis route is a major safety feature with through traffic of some 12K cars a day that erodes community cohesion. A Devon County Councillor has been engaged with the CVRA on Colyford traffic issues, and a recent application for a 20mph speed limit on the A3052 was submitted in February 2022. Secondly, the Stop Line Way (SLW) leisure route currently exits on the unclassified Seaton Road opposite Popes Lane in Colyford. This junction, combined with speeding traffic is a significant safety concern. The CVRA has been lobbying for support to introduce traffic

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calming and a village gateway to reduce speed and increase safety¹. Thirdly, the Colyton B3161 road is narrow with obscured bends without any footpaths. The CVRA strongly supports a further speed restriction to comply with the A3052 above. Finally, we strongly recommend that a Road Traffic Management Plan (RTMP) is undertaken with the proposed CVC in the first year of governance to determine essential actions to improve road safety for the Colyford community.

8. Infrastructure Neglect. There has been minimal investment in the infrastructure of Colyford over the last 10 years or more. There is a strong case for road widening of the A3052, a pedestrian footbridge adjacent to the A3052 over the River Coly, new road safety features and signage along with investment in new footpaths, verges and lighting, and pedestrian crossings on the A3052. The first step for a new council would be to conduct a EDDC supported review of this infrastructure to make a sound case with robust funding to make good deficiencies.

9. Colyton Grammar School. The CVRA are building a fresh rapport with the Headmaster and Governors of Colyton Grammar School (CGS). Firstly, it is recognised that there would be mutual benefits in developing a community relationship between the CGS and the village community. The CVRA recognise that the CGS offers a special place in the heart of Colyford, and the school Governors recognise that a new council would be a positive step forward in building this community relationship. Moreover, we have had early discussions with CGS on the possible options to resolve the legacy issue for the coach/ bus service for pupils. Up to 1100 pupils travel daily to and from CGS by 15 coaches and numerous cars causing A3052 congestion. This transport issue is of concern to the local residents. A new council would be fundamental in engaging with EDDC, the local community, and the school to help deliver a safe and more effective solution.

10. Future Village Development. Essential to developing the village is the requirement for a new community “open space²” at the heart of the village for residents to meet and socialise. Also, the CVRA envisage other challenges ahead as follows:

a. Memorial Hall. The Village Memorial Hall is self-governing and extensively used by local clubs and societies. However, there is a need to resurface patches of the car park and modernise the facility with installation of EV chargers.

b. Extension of The Stop Line Way (SLW). The current SLW will be extended from the Seaton Wetlands to Seaton by late 2022. Consideration should also be given to the extension of the SLW, north from the Wetlands, to connect with the A3052 at Colyford Bridge. This extension would help to promote tourism and rural leisure through the Wetlands from Seaton towards Axminster. It is envisaged that funding should be sought from a variety of sources for this objective.

c. New Playground Location. The current playground was funded from S106 investment on land leased to CPC until 2027. The playground is poorly sited and should be a valued village asset more in the centre of the community. When the current lease expires with CPC, responsibility for the future maintenance of the

¹ This project was originally submitted as a Highway Maintenance Community Enhancement Fund in 2017. Funding was withdrawn to support the Somerset flooding emergency.

² This open space could be a Queen Elizabeth Woodland or a Platinum Jubilee Garden.

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playground will fall to the new council, and there is an opportunity for the playground equipment to be relocated.

RISKS

11. Launching an Effective Council. The interregnum between the EDDC CGR decision in December 2022 and establishing a new Colyford Village Council from May 2023 carries risk. Mitigation will be essential to effectively launch a new village council, as follows:
 - a. The role and support from EDDC to release advance funding and, if appropriate, provide a locum clerk resource.
 - b. Councillor training and advice on council formation from the Devon Association of Local Councils (DALC). These costs are included in our draft Financial Plan.
 - c. Advice has been sought from West Hill and Broadclyst Parish Councils about governance, along with essential documents³, and how to successfully plan the processes.
12. Neighbourhood Plan. Our future CVC will need to work with CPC on the existing Neighbourhood Plan (NHP). However, in the longer-term (10 years), in-line with EDDC policy and new local plans, the CVC may need to consider the advantages and benefits of a refreshed and separate NHP for Colyford, and consider a solution.
13. Cemetery. Colyton Cemetery was consecrated in 1860 and has provided burial ground to CPC including Colyford from 1894. Currently, Colyford residents who wish to be buried in the Colyton Cemetery share the same cost of a burial site. A fair and equitable solution that is acceptable to all parties needs to be proposed by EDDC should this position change in the CGR. For example, the case of West Hoe Cemetery in Bishop's Waltham Parish Council⁴ provides a good reference site where 2 parishes share a joint burial ground and are charged significantly lower burial site fees.
14. Boundary. The Colyford boundary outlined in the Colyford Petition of July 2021 was agreed and drawn-up by the Colyford Community Governance Review Committee⁵ on an Ordnance Survey map on 30 July 2015⁶. The CVRA accept this agreement was a 'de facto' boundary especially with regard to the northern section from the edge of Morganhayes Covert (West) to Lower Cownhayne (East). Consequently, we may expect alternative proposals to be considered for the current Northern boundary within the EDDC CGR Stage 2 draft proposals.

³ Standing Orders, Financial Plans and Regulations, Councillor Responsibilities, Member's Code of Conduct, Transparency and Personal Interest etc.

⁴ Bishop's Waltham is a medieval market town situated at the source of the River Hamble in Hampshire.

⁵ The Committee included 2 CPC Councillors in addition to Colyford Residents.

⁶ This boundary was largely based on the historic boundary of the Royal Manor of Colyford circa 1850.

REALISING THE BLUEPRINT

15. Critical to success of realising the Blueprint vision for launching an effective and efficient council has been the Steering Group (SG), the proposed Colyford Council Stakeholder Group (CCSG), and the key enablers.

16. The Steering Group. Further to the Blueprint Vision and our Financial Plan, the SG has created a comprehensive Action Plan and a Stake Holder Plan to support the way forward during the Governance timeline and process, and the latter is expected to be initiated in Stage 3 of the CGR. The SG is responsible for:

- a. Interfacing with the District Council during the Colyford Governance Review.
- b. Clarifying the vision of the proposed new Colyford Village Council.
- c. Planning our approach and directing actions.
- d. Drafting key documents to support the Colyford Governance Review.

17. The Colyford Council Stakeholder Group. We will launch a CCSG at Stage 3 of the Colyford Governance Review in preparation for formation of the proposed new council. The purpose and role of the CCSG will be to:

- a. Network with key individuals, either businesses or organisations, whose decisions or actions can affect the outcome of the future CVC. In turn, either the actions or decisions of the CVC may also affect the stakeholders group.
- b. The “ad hoc” membership will be drawn from the community, from neighbouring councils, and also from local groups and associations to discuss specific topics in an independent forum.
- c. Discuss topics such as: Hospitality, Tourism, Business, Recreation, Street Scene, Traffic Management, Interface with Colyton Grammar School, Flood Management, and Resilience planning etc.

18. Key Enablers. The Blueprint Vision identified 3 key enablers to successfully realise a proposed new CVC as follows:

- a. Excellent Communications. Firstly, to provide excellent communications with accurate and timely information throughout the CGR. To date, we have provided an update to every Colyford property advising them of the CGR timescale and benefits of establishing a new CVC. Additionally, we have re-established the Colyford Village Newsletter providing a quarterly update. Moreover, we are holding meetings to update local residents in the Colyford Memorial Hall.
- b. A Robust Financial Plan. Secondly, we have drafted a 4 year Financial Plan for the proposed new CVC starting in FY23/24. We envisage this as a dynamic process through to launch of a council. This plan provides an operating budget (Precept) with a launch budget, contingency reserves, and funds for infrastructure neglect and future village development. **Enclosure 2 is the Financial Plan (FP) document.**

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c. Clerk and Council Launch Resources. Thirdly, included in the Financial Plan is funding for a council clerk, suitable funds to launch the new council, and funding for the preparation of the council prior to the inaugural meeting in May 2023. We see this resourcing and funding as essential to mitigating the risk of failure in establishing the new council.

SUMMARY

19. This submission for Stage 1 of the Colyford Governance Review provides the Blueprint vision for a proposed new Village Council that will provide efficient and effective governance. The desired outcome of the CGR decision is to restore democracy, empower local people and use our fair share of funding to restore pride, cohesion and respect in our community. This document also identifies the benefits to the community, the legacy issues that will need to be tackled, and the risks that can be resolved with firm governance. Finally, the submission outlines how to realise the Blueprint vision through the current Steering Group, the proposed Stakeholder Group later in the CGR process, and the key enablers of excellent communications, a robust Financial Plan, and effective launch resources for the new council.

Colyford
May 2022

Enclosures:

1. Blueprint Vision for the proposed Colyford Village Council.
2. Financial Plan for the proposed Colyford Village Council.

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BLUEPRINT FOR A NEW COLYFORD VILLAGE COUNCIL

INTRODUCTION (*Government Vision of Cohesive Community*)

1. The Government's vision of an integrated and cohesive community¹ is based on people trusting one another and trusting local institutions to act fairly. This trust is delivered through a foundation of 3 key ways of living together:
 - a. A shared future vision and sense of belonging.
 - b. A focus on what new and existing communities have in common, alongside a recognition of the value of diversity.
 - c. Strong and positive relationships between people from different backgrounds.
2. The Blueprint outlines the future shape of the Colyford Village Council (CVC) governance, the services and support it needs to provide to the Colyford community, and the structure it needs to adopt to deliver those services. Additionally, the Blueprint provides a method of communicating our vision to our community and neighbouring councils, guidance to potential councillors seeking election to the proposed CVC, and is a key deliverable by the Colyford Village Residents Association (CVRA) with their Steering Group (SG).

AIM

3. The aim of this document is to provide the future vision for the CVC in support of our Community.

COLYFORD VILLAGE (*Introduction to Colyford*)

4. Colyford has a long and rich history, initiated as a "Borough"² established by the Lord of the Manor c1230. Sir Thomas Bassett is recognised as the first Lord of the Manor of Colyford. This extensive history is documented by Roy F Chapple³. Originally, Burgesses paid rent to the Lord of the Manor⁴. In return, the Burgesses had the free disposal of their land in accordance with the custom of the Borough and also held certain privileges. Today, the Burgesses maintain that strong tradition and ceremonial role. Additionally, the CVRA is a more recent initiative to support amenities for local residents. Both are independent of the Parish Council.
5. Today, Colyford is a linear village on the A3052 adjacent to the Seaton Wetlands with a population of c800. **Annex A** shows the geographical extent of Colyford, which is

¹ Integrated Communities Strategy Green Paper, March 2018, UK Government

² A Borough is defined as "an area taken out of a manor, and made subject to a Court of its own, where tenants pay a fixed sum for one acre plots in lieu of service, and owners can buy or sell their property at will"

³ Original Manuscript: Colyford - Ancient Borough and Royal Manor, Roy F Chapple, 2002

⁴ Called a land-gable that made them "quit" of all other services

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sourced from the original Royal Manor of Colyford. The Colyford community comprises: St Michael's Chapel-of-Ease, Memorial Hall, Post Office and General Store, butchers, cycle sales and repairs with cafe, car sales, two pubs, a wholesale patisserie, a care home, numerous sole trader companies, holiday accommodation, a caravan site, farming, and the Colyton Grammar School.

NEW COLYFORD VILLAGE COUNCIL (*Define the CVC future role*)

6. The CVRA agreed⁵ that the aim of the SG was to:

“Action all necessary steps to introduce an effective and efficient Colyford Village Council to Initial Operating Capability (IOC)”

To achieve the aim, we need standards and values that will enable elected councillors to deliver services to our community with trust based on the Government vision and foundations of trust (para 1 above). There are 4 key themes for the new CVC, namely to:

- a. Represent the community, and, wherever possible, to implement the aspirations of the majority of the electorate efficiently and effectively.
- b. Manage our resources.
- c. Deliver support to the Community.
- d. Comply with East Devon District Council (EDDC) policy and processes.

OUR GOVERNANCE (*Our Future Organisation*)

7. The CVC is an opportunity for a fresh start that will respect and engage with key stakeholders, to work alongside our neighbouring Councils sharing experience and resources where appropriate, and in alignment with our District Council. We must be sure to represent our community accurately and seek the wider involvement of our people.

8. Our Councillors will act to represent the electorate with the seven principles of Public Life⁶ being: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership. We will represent our community with a dynamic and progressive outlook, embrace change, and be receptive to new ideas.

9. The new CVC will require key documents⁷ conformant with NALC standards⁸ in advance of the inaugural CVC Committee to guide how the council will operate and assure the representation of our community with the above principles. Additionally, new

⁵ CVRA Committee Meeting 7 October 2021

⁶ Local Government Ethical Standards, Committee on Standards in Public Life, January 2019

⁷ Standing Orders, Financial Regulations, Code of Conduct, Publications, Privacy Notice, Contracts of Employment, Risk Management, Website Accessibility, and Asset Register

⁸ National Association of Local Councils (NALC)

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Councillors will require foundation, core, advanced, and leadership training⁹ for the challenges ahead. The CVC will also undertake joint planning within the Colyton Parish Neighbourhood Plan, which has been approved to cover both Colyton and Colyford Parishes.

OUR SERVICES *(What We Will Deliver)*

10. The CVC will be a focal and communication point that represents the community. Typically, County, District, and Parish/Village councils provide services and maintenance to the community. **Annex B** provides a summary of these services that would be administered from County, through District to local Parish Councils. Local Parish and Village councils provide services and maintenance for a range of activities, and will also be involved in consultation on both District plans and on Neighbourhood planning. It is envisaged that the proposed new CVC would administer those Parish/Village services identified at Annex B in support of the Colyford community.

COMMUNITY SUPPORT *(How We Will Support Our Community)*

11. Our CVC will be pro-active, engaged, and work enthusiastically with our community. The CVC should be ready to listen and work for one another. Use of Councillor surgeries will help understanding, improve communication, and help explain future plans and decisions for our people. A new CVC will have the opportunity to introduce:

- a. Fresh plans and policies for the community.
- b. Sound and transparent finance policies and management that represent the "funding share" of our community, for our community.
- c. Performance measures that provide accurate feedback to the community and District Council.

KEY ENABLERS *(Essential to Success)*

12. There are 3 key enablers to realising the Blueprint as follows:

- a. Firstly, effective communication and delivery of our services and support to the community will be accurate and timely information. The Steering Group should define and co-ordinate our information, edit, and add dynamic content to our SG Portal. This will provide a baseline of information for the new CVC. Additionally, we should add selective information to the Colyford website and distribute where needed with local flyers and Newsletters. Moreover, the SG should take every opportunity to meet and communicate with our local community.
- b. Secondly, we must prepare a robust case for the first 4 year Financial Plan from 23/24 to 26/27. This plan should include the annual operating budget (precept), contingency reserves, neglected infrastructure, and village development.

⁹ Suite of DALC training courses for new councils

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c. Finally, essential to launching the proposed new CVC, will be an experienced Village Clerk to undertake the transitional tasks in advance of the inaugural CVC Committee meeting post the May 23 councillor elections. We envisage that advice and support from EDDC and DALC will also be integral to this task.

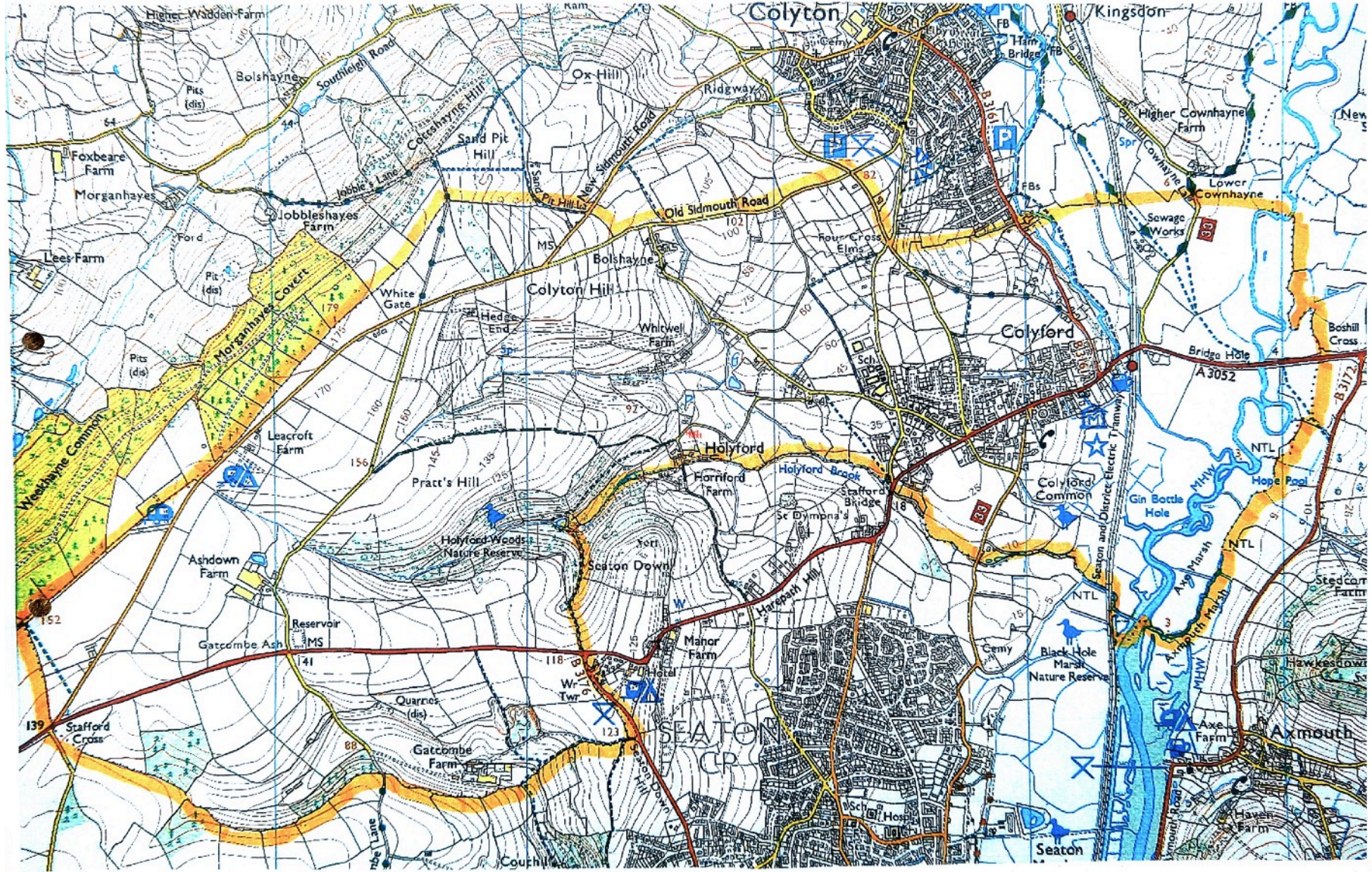
REALISING THE BLUEPRINT *(How We Will Make It Happen)*

13. We must show our community that their needs are paramount and encourage the support and involvement of the community at all times to ensure that what is delivered is what they required. The Blueprint provides the vision and future for our CVC and how we support our Community. We must be swift and agile in our transformation and establishing a new CVC. Moreover, we must maintain and socialise a Steering Group Action Plan for our challenging tasks, and maintain a Stakeholder Management Plan to ensure inclusion of all key parties. We must work diplomatically and effectively with our EDDC and our neighbouring Councils, interactive with District policy and advice, and compliant with responsibilities and regulations. Most importantly, at all times, we must believe and display to all people the principles of public service.

Annexes:

- A. Colyford Village Boundary.
- B. Colyford Council Services for the Community.

COLYFORD BOUNDARY MAP (Border in Orange)



COUNCIL SERVICES

Services	County Council	District Council	Parish/Village Council
Highways & Transport	Traffic Management	Car Parking	Footpaths
	Road Parking	Street Cleaning	War&Peace Memorials
	Parking Enforcement	Litter, Graffiti, Fouling Clearance	Road Safety
	Highways & Drains		
	Flooding, drainage, potholes		
	Public Transport		
Rural	Wildlife Guidelines	Countryside, Trees	Gardens and Community Woodland
	Fallen Trees	Parks	Playing Fields and Pavilions
	Rights of Way	Recreation	Tennis Courts
			Youth Centres, Play Parks
			Memorial playing Fields
Planning		Local Planning	Neighbourhood Plans
		Planning Applications and Building Control	
Services	Social Services	Benefits & Council Tax	Allotments
	Recycling Centres	Waste Collection and Recycling	Cemetery and Church Yards (Grass Cutting)
	Education	Pest Control	Benches
	Libraries & Archives	Housing and Homeless	Playgrounds
	Births, Marriages, Deaths	Licensing	
		Public Toilets	
Other	Trading Standards	Food Hygiene & Safety	Local Grants
		Elections and Registration	Festivals and Celebrations
		Community Safety	

NEW COLYFORD VILLAGE COUNCIL - FINANCIAL PLAN

EXECUTIVE SUMMARY

This document provides the logic and arguments for a robust, 4 year Financial Plan (FP) to support a new Colyford Village Council (CVC) under the EDDC Colyford Governance Review in 2022. The document provides an introduction to how the baseline operating budget (Precept) was derived, and the arguments for supporting contingency funding, funds for a significant major project, and funds to make good infrastructure neglect and develop the village. Four key recommendations are made to EDDC.

BACKGROUND

1. The Colyford Governance Review (CGR) is consulting into the future independence of Colyford assessing the requirement for a proposed new Colyford Village Council (CVC). A balanced and robust Financial Plan (FP) is a key enabler to the success of the proposed new CVC¹ and also mitigates the risk of failing to operate a new CVC with efficiency and effectiveness due to inadequate finances.

2. Additionally, the FP would provide clarity to the envisaged post CGR/Election interregnum until the inaugural meeting of the CVC, when finances are ring-fenced and held by EDDC. Moreover, a FP provides clarity over funding for the new CVC to help initiate future community projects.

3. The purpose of the document is to submit a proposed 4 year budget 23/24 to 26/27 to EDDC for consideration in the CGR Stage 2, that supports a positive CGR final assessment stage. This document does not address the current congestion issue with Colyton Grammar School, where rapport is being developed in a separate consultation. Also, detailed sources of funding for the proposed CVC, including grant options, are not addressed in this document. It is envisaged funding would be discussed from Stage 2 onwards of the CGR.

AIM

4. The aim of this document is to establish the operating budget (Precept), reserve, and other supporting funds for the new CVC for 4 years from FY23/24 to FY26/27.

¹ The Blueprint for the new Colyford Village Council provides the future vision

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INTRODUCTION

5. The Colyton Parish Council (CPC) budget has been reviewed to help determine an accurate baseline for a new CVC Precept. **Table 1** below shows the calculation for the Colyford share of the current CPC Precept based upon the number of properties in the parish and their Council Tax bands in FY2014/15. Of a total Council Tax income of £54K, the Colyford share was £15K, which equates to approximately 28% of the total Precept.

Table 1 - Colyford Percentage of Properties by Tax Band FY 2014/15 ²

Band	Property Number			Precept			
	Colyton	Colyford	Total	£Cost in FY2014/15	£Colyton	£Colyford	£Total
A	47	16	63	21.25	998.75	340.00	1,338.75
B	245	22	267	24.79	6,073.55	545.38	6,618.93
C	213	23	236	28.33	6,034.29	651.59	6,685.88
D	257	28	285	31.87	8,190.59	892.36	9,082.95
E	299	135	434	38.95	11,646.05	5,258.25	16,904.30
F	89	116	205	46.03	4,096.67	5,339.48	9,436.15
G	35	36	71	53.12	1,859.20	1,912.32	3,771.52
H	3	1	4	63.74	191.22	63.74	254.96
Total	1188	377	1565		39,090.32	15,003.12	54,093.44
%	75.91	24.09			72.26	27.74	

6. Table 2 below shows the CPC budget for 5 years from FY17/18 to FY22/23. Given the current CPC planned budget for FY21/22 of £60,396, and the calculation at Table 1 of the Colyford share above of 28%, the current Colyford budget share for FY21/22 would therefore equate to £16,911 at FY2021/22 prices.

Table 2 - Colyton Parish Council Precept and Colyford Share

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	Total
Income:							
CPC Funding Request on EDDC	50,300	52,050	57,520	57,520	60,396	58,584	336,370
Colyford Share 28%	14,084	14,574	16,106	16,106	16,911	16,404	94,184

² Source EDDC Data for FY2014/15

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THE FINANCIAL PLAN (FP)

7. Annex A details the required FP annual budget for 4 years from FY23/24 until FY26/27. In addition to the proposed Precept and Contingency funds, the FP includes funding for Major Project(s), Infrastructure Neglect, and Future Village Development. It is envisaged that EDDC would endorse the operating budget for FY23/24 and agree in principle to the funding for the budget for FY24/25 to FY26/27 subject to annual review by the new CVC. The following paragraphs provide the funding arguments.

OPERATING BUDGET (PRECEPT)

8. An overall operating budget (Precept) of £18,100 is based on the £16,911 Colyford share of the CPC Precept at FY21/22 (Para 6) with an uplift of funding for 7% inflation³. Detailed elements for the Precept were compared with budget information from Axmouth and West Hill Parish Councils along with extensive discussion with the DALC and the Colyford CVRA.

9. Essential funding includes a council clerk, and a committee meeting space in the Memorial Hall. Also, start-up of the new CVC will require launch funding with extra clerk resources, digital hardware, and admin support a month before an inaugural Committee Meeting. Additionally, a maintenance resource is required to provide 50 man days of effort to preserve and improve the infrastructure of the village, which has slowly deteriorated over time. Further annual operating costs for administration, training, membership, insurance and amenities are also detailed at Annex A.

CONTINGENCY

10. A Contingency Fund (CF) to support the village for unknown events beyond the financial scope of the operating budget is detailed. The CF comprises: a cash reserve that has been set at the annual Precept in the first year and 50% thereafter; an emergency fund of £3K to cover realisation of risks such as Wetlands and River Coly flooding⁴; and, an annual resilience fund of £500 to support planning for the community as defined in the Devon Community Resilience Forum (DCRF).

MAJOR PROJECT

11. A proposed major project, linked to the Stop Line Way (SLW), that would provide safety to the community, would comprise: a village gateway and traffic calming measure on the Seaton Road at the junction with Popes Lane and the Seaton Wetlands entrance⁵. Currently, the CVRA has requested “ring-fencing” £10k within the CPC funds for Colyford road safety. Also, on-going discussion between the CVRA and EDDC⁶ has proposed use of the funds, linked with locality budget and District infrastructure funding, to deliver the above project. Should this project not reach fruition in 2022/23, it is recommended that

³ UK Government Inflation Index April 2022

⁴ Colyford is on the District Risk Register for flooding

⁵ This project was originally proposed for Highway Maintenance Community Enhancement funding in 2017. Funds were withdrawn to support the Somerset levels flooding.

⁶ County Councillor Marcus Hartnell Seaton

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EDDC transfer the “ring-fenced” £10K, from the current CPC to the proposed CVC, to undertake the major project.

INFRASTRUCTURE NEGLECT

12. Road Safety Infrastructure. Colyford road safety infrastructure, footpaths and general village care have been neglected with minimal investment and maintenance over time. Also, there are 2 width restrictions on the A3052 through the village, and the River Coly bridge is narrow, and poses a safety issue for a well-used footpath. Clearly, a Road Traffic Management Plan (RTMP) would help to document this infrastructure neglect and lead to delivery of costed projects, ring-fenced funding, and supporting grants to improve road safety.

13. Amenities. Minimal maintenance has been undertaken in Colyford over the last 10 years. For example, in FY21/22, the CPC spent £29K (48%) of the Precept on Parish maintenance with less than £1k invested in Colyford. Additionally, £5.4K (9%) of the Precept was invested in amenities that are 90% owned and located within Colyton. Colyford village requires investment to improve key current amenities such as repair of the Memorial Hall car park with new EV chargers, repair of the Village gateways, playground equipment maintenance, grass verge cutting, and general maintenance tasks. The proposed Financial Plan identifies £7K (40%) of the proposed Operating budget in FY 23/24 for this purpose.

FUTURE VILLAGE DEVELOPMENT

14. With a robust 4 year Financial Plan, there is an opportunity for a proposed new CVC to address infrastructure neglect and also start to develop the village for the community. Most important, there is a requirement for an “open space” for people to meet, share each other’s company, and enjoy the sense of belonging. The Queen’s Platinum Jubilee year offers a unique opportunity for Colyford Community to mark this event with a either QE II Woodland or a Platinum Jubilee Garden both to serve as a lasting celebration of the remembrance, and to become a central prominent area for the community. Funds of £5k have been earmarked, in FY24 to FY26, for this purpose and it is understood that a grant may be available to restore open space.

15. Another opportunity to develop the local infrastructure would be to extend the SLW in the Seaton Wetlands up to the Coly bridge from the existing footpaths ending by the Seaton Tram line in Colyford Common. A provision of £2K has been earmarked in FY24/25 to complete a design study, which could also be supported by a grant and fund raising.

16. Finally, the current lease on the playground finishes in 2027 and it is prudent to consider funding for relocation of the existing equipment in FY26/27 to another open space, preferably more central to the village.

FINANCIAL GOVERNANCE

17. The Steering Group recognises that the FP will have full transparency with the elected councillors and will be subject to financial rigour with investment of public funds, grants, and locally raised funding. Specific, high value projects will require gateway reviews and all project accounts will be subject to annual audit. Where appropriate,

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financial training will be undertaken for councillors undertaking tasks with dedicated funding.

SUMMARY

18. A new CVC would provide the community with a golden opportunity to manage and to invest and energy into the development of Colyford. This document provides the arguments for a robust Precept based on the contribution to the current CPC. The proposed funding is set in a Financial Plan over the first 4 years of the new CVC from FY23/24. Additionally, the document identifies the required contingency funds for a new council along with an important major project that will contribute to local road safety with development of the SLW. Also included are funds for infrastructure to help restore neglect, and future village development.

RECOMMENDATION

19. It is recommended that EDDC endorses the following funds for the proposed CVC:
- a. The CVC operating budget (Precept) for FY23/24.
 - b. Contingency funds to provide a cash reserve equivalent to year 1 of the Precept, an emergency fund of £3k, and an annual resilience planning fund.
 - c. Investment for one major project, infrastructure neglect, and village development.
 - d. Agreement in principle to the follow-on 3 years budget FY24/25 to FY26/27, subject to annual review of the Financial Plan each year by EDDC and the CVC.

Colyford
Apr 2022

Annex A - Financial Plan for Proposed Colyford Village Council.

COLYFORD VILLAGE COUNCIL FINANCIAL PLAN 23/24 to 26/27

	FY 23/24	FY 24/25	FY 25/26	FY 26/27	Total	X-Ref Para	Comment
Operating Cost:							
First Year Launch Costs:						9	
Laptop/printer, mobile, Internet	2,000				2,000		Hardware costs
Launch Council, Admin & Committee	5,000				5,000		Clerk extra £100 per day for 10 days in advance of first CVC meeting, admin support, and launch funding
Total First Year Launch Cost	7,000				7,000		
Clerk Resource	6,000	6,000	6,000	6,000	24,000	9	£100 per day for 60 days
Clerk Pension	210	210	210	210	840	9	Pension at 3.5%
Council Training with DALC	1,500	1,000	250	250	3,000	9	DALC courses to cost. Possible funding from EDDC
Devon Association Local Councils (DALC) Membership	100	100	100	100	400		Annual fee
AONB Membership	100	100	100	100	400		Annual fee. Heritage Signs Grants
Website	200	200	200	200	800		
Data Protection	100	100	100	100	400		
General Admin: post, print etc	500	500	500	500	2,000		
Legal Fees	500	500	500	500	2,000		
Audit	400	400	400	400	1,600		
Elections				500	500		
Maintenance Resource	5,000	5,000	5,000	5,000	20,000	9, 13	Maintenance £100 per day for 50 days
Maintenance Pension	175	175	175	175	700	9, 13	
Grass Cutting (Contract)	1,000	1,000	1,000	1,000	4,000	13	Contract for verge and vegetation cutting 4 times a year
Memorial Hall CVC Meetings	600	600	600	600	2,400	13	
St Michaels Chapel of Ease	250	250	250	250	1,000	13	
Insurance	1,000	1,000	1,000	1,000	4,000		
Playground Inspection	500	500	500	500	2,000	13	
Total Precept (Operating Cost)	18,135	17,635	16,885	17,385	70,040	8	
Contingency:							
Cash Reserve	18,135	8,818	8,443	8,693	44,088	10	100% of Precept first year, 50% thereafter
Emergency Fund	3,000				3,000	10	One-off flood risk fund for Colyford
Resilience Planning	500	500	500	500	2,000	10	Planning in support of Devon Community Resilience
Total Contingency	21,635	9,318	8,943	9,193	49,088		

	FY 23/24	FY 24/25	FY 25/26	FY 26/27	Total	X-Ref Para	Comment
Major Project:							
Stop Line Way (SLW), Community safety & Village Gateway on Seaton Road		10,000			10,000	11	Road safety Wetlands entrance to Seaton Road. Link with SLW Infrastructure and Locality Funding. Also, provides Village Gateway to proposed 20 mph new speed limit
Infrastructure Neglect:							
Consultancy Studies for: - Footpaths and Signs - Road widening A3052 - River Coly Footbridge - Road Safety features		2,500	2,500		5,000	12	Road Traffic Management Plan (RTMP) to review infrastructure and recommend actions and supporting grants and finance
Memorial Hall car park			1,000		1,000		Resurface patches of car park
EV Chargers for Memorial Hall				1,500	1,500		
Total Infrastructure Neglect	2,500	2,500	3,500	1,500	7,500		
Future Village Development:							
Community Open Space: QE II Woodland Platinum Jubilee Garden		2,500	2,500		5,000	14	Purchase or lease agricultural land/Hillary's Garden. Consider Possible Grant to restore open space
Extend Stop Line Way (SLW) North of Wetlands.		2,000			2,000	15	Undertake design study to extend SLW in Wetlands alongside tram to Coly Bridge. Recommend funding and grants
Playground Transfer				1,000	1,000	16	Relocate within village
Total Future Village Development	0	4,500	2,500	1,000	8,000		
Annual Total	49,270	43,953	31,828	29,078	144,628		
							Version 3.0 Dated April 22