

Public Document Pack

Mid Devon District Council

Cabinet

Thursday, 3 December 2020 at 6.00 pm
Remote Meeting

Next ordinary meeting
Thursday, 7 January 2021 at 6.00 pm

Important - this meeting will be conducted and recorded by Zoom only. Please do not attend Phoenix House. The attached Protocol for Remote Meetings explains how this will work.

Join Zoom Meeting

<https://zoom.us/j/94846803023?pwd=NmxEbDIIV3VQOER0SDJIMGtiUIRrQT09>

Meeting ID: 948 4680 3023

Passcode: 030648

One tap mobile

08002605801,,94846803023#,,,,,0#,,030648# United Kingdom Toll-free

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Dial by your location

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0 800 031 5717 United Kingdom Toll-free Meeting ID: 948 4680 3023

Passcode: 030648

Find your local number: <https://zoom.us/u/acEnmBmlZW>

Membership

Cllr R M Deed

Cllr R J Chesterton

Cllr R Evans

Cllr D J Knowles

Cllr B A Moore

Cllr C R Slade

Cllr Ms E J Wainwright

Cllr Mrs N Woollatt

A G E N D A

Members are reminded of the need to make declarations of interest prior to any discussion which may take place

1. **Apologies**
To receive any apologies for absence.
2. **Protocol for Remote Meetings (Pages 7 - 12)**
To note the protocol for remote meetings.
3. **Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
4. **Declarations of Interest under the Code of Conduct**
Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
5. **Minutes of the Previous Meeting (Pages 13 - 24)**
Members to consider whether to approve the minutes as a correct record of the meeting held on 29 October 2020.
6. **Refuse Waste Options (Pages 25 - 32)**
Further to a report of the Interim Group Manager for Street Scene and Open Spaces, the Environment Policy Development Group has made the following recommendations that:
 - The options in the report be considered; and
 - Authority should be given for the Service to complete a trial to a limited number (around 1000) of households for a minimum of three months
7. **Community Housing Fund Project Group Report (Pages 33 - 62)**
Further to a report of the Group Manager for Housing and the Forward Planning Team Leader, the Homes Policy Development Group has made the following recommendation:

Section 11.1 of the Community-Led Housing Fund Guidance and Criteria (Appendix 2), which provides the framework for the allocation of grants, is amended so that the Community Housing Fund Project Group membership includes:

The Cabinet Member for Housing, the Cabinet Member for Planning and Economic Regeneration, the Group Manager for Housing Services, the Head of Planning, Economy and Regeneration and the Housing Enabling and Policy Officer.

8. **Strategic Planning (Pages 63 - 80)**
To consider a report of the Head of Planning, Economy and Regeneration setting out options for future joint strategic planning arrangements with partner authorities in the Exeter Housing Market Area and Travel to Work Area. The recommendations sought are to agree a preferred approach.
9. **Infrastructure Funding Statement (Pages 81 - 98)**
To consider a report of the Head of Planning, Economy and Regeneration requesting approval of the list of Infrastructure items, including affordable housing to be included in the Council's Infrastructure Funding Statement, which is required to be published on the Council's website by 31 December 2020.
10. **Community Infrastructure Levy (Pages 99 - 110)**
To consider a report of the Head of Planning, Economy and Regeneration considering options for the Mid Devon Community Infrastructure Levy in light of Government consultation proposals to reform the planning system in its White Paper and a recommendation to Council that the Mid Devon Community Infrastructure Levy draft Charging Schedule is withdrawn from examination and is no longer progressed.
11. **Land at Post Hill, to consider development options (Pages 111 - 160)**
To consider a report of Deputy Chief Executive (S151) providing options to progress the development of land at Post Hill, Tiverton.
12. **Financial Monitoring (Pages 161 - 180)**
To receive a report of the Deputy Chief Executive (S151) presenting a financial update in respect of the income and expenditure so far in the year.
13. **Medium Term Financial Plan (Pages 181 - 198)**
To receive a report of the Deputy Chief Executive (S151) producing an updated Medium Term Financial Plan (MTFP) which takes account of the Council's key strategies (i.e. the Corporate Plan, Business Plans, Treasury Management Plan, Asset Management Plan, Work Force Plan and Capital Strategy) and demonstrates it has the financial resources to deliver the Corporate Plan. This models potential changes in funding levels, new initiatives, unavoidable costs and proposed service savings.
14. **Performance and Risk (Pages 199 - 240)**
To consider a report of the Director of Corporate Affairs and Business Transformation providing Members with an update on the performance against the Corporate Plan and local service targets.

The **Environment Policy Development Group** has put forward the following recommendations:

The Corporate Plan Performance Framework be approved with the exception of the following measures in the Homes Portfolio which should be reset to 100%:

- KPI Item 40 – Emergency repairs
- KPI Item 41 – Urgent repairs
- KPI Item 42 – Routine repairs
- KPI Item 43 – Repairs appointments kept

The **Homes Policy Development Group** has put forward the following recommendations:

- The KPI in relation to ‘Emergency repairs’ be amended from 95% to 100% but that the KPI’s in relation to ‘Urgent repairs’, ‘Routine repairs’ and ‘Repairs appointments kept’ be retained at 95%.
- All other KPI’s within Appendix 4 be approved.

The **Economy Policy Development Group** has recommended that the measures suggested for inclusion in the Corporate Plan Performance Framework be approved.

The **Community Policy Development Group** has recommended that the measures suggested for inclusion in the Corporate Plan Performance Framework be approved.

The **Audit Committee** has recommended that the measures suggested for inclusion in the Corporate Plan Performance Framework be approved.

15. **Schedule of Meetings 2021-22** (*Pages 241 - 242*)
To consider the schedule of meetings for 2021/22 and make recommendation to Council
16. **Notification of Key Decisions** (*Pages 243 - 254*)
To note the contents of the Forward Plan.
17. **3 Rivers Development Ltd - update report** (*Pages 255 - 266*)
To receive a report from the Chief Executive providing an update on current project performance and any key risks.
18. **Executive Finance Director and Non Executive Director - 3 Rivers Developments Ltd**
To consider a report of the Acting Managing Director, 3 Rivers Developments Limited – to follow.

Stephen Walford
Chief Executive
Wednesday, 25 November 2020

Covid-19 and meetings

The Council will be holding some meetings in the next few weeks, but these will not be in person at Phoenix House until the Covid-19 crisis eases. Instead, the meetings will be held remotely via Zoom and you will be able to join these meetings via the internet. Please see the instructions on each agenda and read the Protocol on Remote Meetings before you join.

If you want to ask a question or speak, email your full name to Committee@middevon.gov.uk by **no later than 4pm on the day before the meeting**. This will ensure that your name is on the list to speak and will help us ensure that you are not missed – as you can imagine, it is easier to see and manage public speaking when everyone is physically present in the same room. Notification in this way will ensure the meeting runs as smoothly as possible.

If you require any further information please contact Sally Gabriel
E-Mail: sgabriel@middevon.gov.uk

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Mid Devon District Council - Remote Meetings Protocol

1. Introduction

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations permit remote attendance in Local Authority meetings.

Remote attendance is permitted as long as certain conditions are satisfied. These include that the Member is able to hear and be heard by the other Members in attendance. Also, being able to hear and be heard by any members of the public entitled to attend the meeting (in line with the public participation scheme). A visual solution is preferred, but audio is sufficient.

This also relates to members of the public attending the meeting also being heard. The regulations are clear that a meeting is not limited to those present in the same place, but includes electronic, digital or virtual locations (internet locations, web addresses or conference call telephone numbers).

2. Zoom

Zoom is the system the Council will be using for the time-being to host remote / virtual meetings. It has functionality for audio, video, and screen sharing and you do not need to be a member of the Council or have a Zoom account to join a Zoom meeting.

3. Access to documents

Member Services will publish the agenda and reports for committee meetings on the Council's website in line with usual practice. Paper copies of agendas will only be made available to those who have previously requested this and also the Chair of a virtual meeting.

If any other Member wishes to have a paper copy, they must notify the Member Services before the agenda is published, so they can arrange to post directly – it may take longer to organise printing, so as much notice as possible is appreciated. Printed copies will not be available for inspection at the Council's offices and this requirement was removed by the Regulations.

4. Setting up the Meeting

This will be done by Member Services. They will send a meeting request via Outlook which will appear in Members' Outlook calendar. Members will receive a URL link to click on to join the meeting.

5. Public Access

Members of the public will be able to use a weblink and standard internet browser. This will be displayed on the front of the agenda.

6. Joining the Meeting

Councillors must join the meeting early (i.e. at least five minutes before the scheduled start time) in order to avoid disrupting or delaying the meeting. Councillors should remember that they may be visible and heard by others, including the public, during this time.

7. Starting the Meeting

At the start of the meeting, the Member Services Officer will check all required attendees are present (viewing the participant list) and that there is a quorum. If there is no quorum, the meeting will be adjourned. This applies if, during the meeting, it becomes inquorate for whatever reason.

The Chair will remind all Members, Officers and the Public that **all microphones will be automatically muted**, unless and until they are speaking. This prevents background noise, coughing etc. which is intrusive and disruptive during the meeting. The Hosting Officer will enforce this and will be able to turn off participant mics when they are not in use. Members would then need to turn their microphones back on when they wish to speak.

8. Public Participation

Participation by members of the public will continue in line with the Council's current arrangements as far as is practicable. However, to ensure that the meeting runs smoothly and that no member of the public is missed, all those who wish to speak must register **by 4pm on the day before the meeting**. They should email their full name to Committee@middevon.gov.uk. If they wish to circulate their question in advance, that would be helpful.

At public question time, the Chair will invite the public by name to speak at the appropriate time. At that point, all public microphones will be enabled. This means that, to avoid private conversations being overheard, no member of the public should speak until it is their turn and they should then refrain from speaking until the end of public question time, when all microphones will be muted again. In the normal way, the public should state their full name, the agenda item they wish to speak to **before** they proceed with their question.

Unless they have registered, a member of the public will not be called to speak.

If a member of the public wishes to ask a question but cannot attend the meeting for whatever reason, there is nothing to prevent them from emailing members of the Committee with their question, views or concern in advance. However, if they do so, it would be helpful if a copy could be sent to Committee@middevon.gov.uk as well.

9. Declaration of Interests

Councillors should declare their interests in the usual way. A councillor with a disclosable pecuniary interest is required to leave the room. For remote meetings, this means that they will be moved to a break-out room for the duration

of this item and will only be invited back into the meeting when discussion on the relevant item has finished.

10. The Meeting and Debate

The Council will not be using the Chat function.

The Chair will call each member of the Committee to speak - the Chair can choose to do this either by calling (i) each member in turn and continuing in this way until no member has anything more to add, or (ii) only those members who indicate a wish to speak using the 'raise hand' function within Zoom. This choice will be left entirely to the Chair's discretion depending on how they wish to manage the meeting and how comfortable they are using the one or the other approach.

Members are discouraged from physically raising their hand in the video to indicate a wish to speak – it can be distracting and easily missed/misinterpreted. No decision or outcome will be invalidated by a failure of the Chair to call a member to speak – the remote management of meetings is intensive and it is reasonable to expect that some requests will be inadvertently missed from time to time.

When referring to reports or making specific comments, Councillors should refer to the report and page number, so that all Members of the Committee have a clear understanding of what is being discussed at all times.

11. Voting

On a recommendation or motion being put to the vote, the Chair will go round the virtual room and ask each member entitled to vote to say whether they are for or against or whether they abstain. The Member Services Officer will announce the numerical result of the vote.

12. Meeting Etiquette Reminder

- Mute your microphone – you will still be able to hear what is being said.
- Only speak when invited to do so by the Chair.
- Speak clearly and please state your name each time you speak
- If you're referring to a specific page, mention the page number.

13. Part 2 Reports and Debate

There are times when council meetings are not open to the public, when confidential, or "exempt" issues – as defined in Schedule 12A of the Local Government Act 1972 – are under consideration. It is important to ensure that there are no members of the public at remote locations able to hear or see the proceedings during such meetings.

Any Councillor in remote attendance must ensure that there is no other person present – a failure to do so could be in breach of the Council's Code of Conduct.

If there are members of the public and press listening to the open part of the meeting, then the Member Services Officer will, at the appropriate time, remove them to a break-out room for the duration of that item. They can then be invited back in when the business returns to Part 1.

Please turn off smart speakers such as Amazon Echo (Alexa), Google Home or smart music devices. These could inadvertently record phone or video conversations, which would not be appropriate during the consideration of confidential items.

14. Interpretation of standing orders

Where the Chair is required to interpret the Council's Constitution and procedural rules in light of the requirements of remote participation, they may take advice from the Member Services Officer or Monitoring Officer prior to making a ruling. However, the Chair's decision shall be final.

15. Disorderly Conduct by Members

If a Member behaves in the manner as outlined in the Constitution (persistently ignoring or disobeying the ruling of the Chair or behaving irregularly, improperly or offensively or deliberately obstructs the business of the meeting), any other Member may move 'That the member named be not further heard' which, if seconded, must be put to the vote without discussion.

If the same behaviour persists and a Motion is approved 'that the member named do leave the meeting', then they will be removed as a participant by the Member Services Officer.

16. Disturbance from Members of the Public

If any member of the public interrupts a meeting the Chair will warn them accordingly. If that person continues to interrupt or disrupt proceedings the Chair will ask the Member Services Officer to remove them as a participant from the meeting.

17. After the meeting

Please ensure you leave the meeting promptly by clicking on the red phone button to hang up.

18. Technical issues – meeting management

If the Chair, the Hosting Officer or the Member Services Officer identifies a problem with the systems from the Council's side, the Chair should either declare a recess while the fault is addressed or, if the fault is minor (e.g. unable to bring up a presentation), it may be appropriate to move onto the next item of business in order to progress through the agenda. If it is not possible to address the fault and the meeting becomes inquorate through this fault, the meeting will be adjourned until such time as it can be reconvened.

If the meeting was due to determine an urgent matter or one which is time-limited and it has not been possible to continue because of technical difficulties, the Chief Executive, Leader and relevant Cabinet Member, in consultation with the Monitoring Officer, shall explore such other means of taking the decision as may be permitted by the Council's constitution.

For members of the public and press who experience problems during the course of a meeting e.g. through internet connectivity or otherwise, the meeting will not be suspended or adjourned.

19. Technical issues – Individual Responsibility (Members and Officers)

Many members and officers live in places where broadband speeds are poor, but technical issues can arise at any time for a number of reasons. The following guidelines, if followed, should help reduce disruption. Separate guidance will be issued on how to manage connectivity – this paragraph focusses on the procedural steps. Joining early will help identify problems – see paragraph 6.

- Join public Zoom meetings by telephone if there is a problem with the internet. Before all meetings, note down or take a photograph of the front page of the agenda which has the necessary telephone numbers. Annex 1 to this protocol contains a brief step-by-step guide to what to expect
- Consider an alternative location from which to join the meeting, but staying safe and keeping confidential information secure. For officers, this may mean considering whether to come into the office, subject to this being safe and practicable (childcare etc.)
- If hosting a meeting via Zoom (briefings etc.), consider creating an additional host when setting up the meeting. The additional host can step in if the main host has problems – remember that without a host, the meeting cannot close and any information on the screens will remain on view
- Have to hand the telephone number of another member or officer expected in the meeting – and contact them if necessary to explain the problem in connecting
- Officers should have an 'understudy' or deputy briefed and on standby to attend and present as needed (and their telephone numbers to hand)
- For informal meetings and as a last resort, members and officers may be able to call another member or officer in the meeting who can put the 'phone on loudspeaker for all to hear – not ideal, but it ensures some degree of participation and continuity
- Member Services will hold a list of contact details for all senior officers

Phone only access to zoom meetings

(Before you start **make sure you know the Meeting ID and the Meeting Password**) – Both of these are available on the agenda for the meeting

Call the toll free number either on the meeting agenda or on the Outlook appointment (this will start with 0800 --- ----)

(Ensure your phone is on 'speaker' if you can)

A message will sound saying *"Welcome to Zoom, enter your meeting ID followed by the hash button"*

- **Enter Meeting ID followed by #**

Wait for next message which will say *"If you are a participant, please press hash to continue"*

- **Press #**

Wait for next message which will say *"Enter Meeting Password followed by hash"*

- **Enter 6 digit Meeting Password followed by #**

Wait for the following two messages:

"You are currently being held in a waiting room, the Host will release you from 'hold' in a minute"

Wait.....

"You have now entered the meeting"

Important notes for participating in meetings

Press ***6** to toggle between **'mute' and 'unmute'** (you should always ensure you are muted until you are called upon to speak)

If you wish to speak you can **'raise your hand'** by pressing ***9**. Wait for the Chairman to call you to speak. The Host will lower your hand after you have spoken. Make sure you mute yourself afterwards.

MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **CABINET** held on 29 October 2020 at 6.00 pm

Present

Councillors

R M Deed (Leader)
R J Chesterton, R Evans, D J Knowles,
B A Moore, C R Slade, Ms E J Wainwright
and Mrs N Woollatt

Also Present

Councillor(s)

G Barnell, S J Clist, Mrs C P Daw, F W Letch, R F Radford,
B G J Warren and A Wilce

Also Present

Officer(s):

Stephen Walford (Chief Executive), Andrew Jarrett (Deputy Chief Executive (S151)), Jill May (Director of Corporate Affairs and Business Transformation), Kathryn Tebbey (Head of Legal (Monitoring Officer)), Ian Chilver (Group Manager for Financial Services), Simon Newcombe (Group Manager for Public Health and Regulatory Services), Andrew Busby (Group Manager for Corporate Property and Commercial Assets), Arron Beecham (Forward Planning Officer), Darren Beer (Operations Manager), Stephen Bennett (Building Surveyor), Vicky Lowman (Environment and Enforcement Manager), Sarah Lees (Member Services Officer) and Sally Gabriel (Member Services Manager)

246. APOLOGIES (00-03-04)

There were no apologies for absence.

247. PROTOCOL FOR REMOTE MEETINGS (00-03-14)

The protocol for remote meetings was **NOTED**.

248. PUBLIC QUESTION TIME (00-03-25)

The Chairman read out a statement and a question on behalf of Mr Quinn referring to Items 7 (Public Spaces Protection Order) and 14 (3 Rivers Developments Limited) on the agenda:

Firstly on Agenda Item 7 – Public Space Protection Order

I was surprised to hear at the Full Council meeting last night that some New Evidence and New Proposals were being put to the Cabinet tonight on this matter. Surely, the public should have been informed - prior to the meeting.

A paper has been circulated called the full set of responses to the public consultation. This title is wrong - it is not a full set. It does not show the responses from all the consultation questions. No responses are shown from questions asking for Alternative Proposals, Adverse Impacts or Additions or Removals. The responses, that are shown, are incomplete. I know because I made a response, which is not listed. Other responses may also have been missed.

There does not appear to be sufficient evidence of nuisance put forward to justify all the clauses in the PSPO and all the areas covered. The Environment PDG considered that the consultation process was flawed. Putting this PSPO in place will leave the Council open to challenge.

I ask: Will Cabinet please refer this matter back to the Environment PDG for further review?

Secondly on Agenda Item 14 – 3 Rivers Options Report

There is a request, in the report, for money to get legal advice to explore the possibility of setting up a subsidiary to 3 Rivers - to undertake work directly on behalf of the Council. 3 Rivers can already undertake work for the Council without the need for a subsidiary - the recent development at Burlescombe is an example of this.

I understand that the Company has never passed any profits to the Council and the draft budget for this year shows another impairment of £131,000 against the non-repayment of a loan to 3 Rivers. The Council has spent the last year, behind closed doors, trying to sort out the 3 Rivers Company and not all of the fixes are in place yet. With the current financial state of the Council, now is not the time for risk. Put your new Directors in place and let them get this Company operating properly - before you start talking about creating another one.

I ask: Will Cabinet please reject this request?

Mr Conyngham referring to Item 6 (Syrian Vulnerable Persons Refugee Scheme) stated that I am convenor of Welcoming Refugees in Crediton. In March this year we resettled a Kurdish family who are refugees from Syria in a house in Crediton. This was with the support of MDDC although the work involved in the Housing aspects was carried out by Seymour Lettings. The family have settled in very well and have been warmly received by the local community. They are learning English and the teenage children attend QE and Exeter College. Last month the Homes policy committee discussed the future of the programme and made a recommendation to the Cabinet for MDDC to agree to take up to 5 families under the existing scheme and the new scheme which starts in April 2021? Will the Cabinet support this recommendation, especially bearing in mind that this will involve minimal work for Housing officers since most of the work is carried out by Seymour Lettings and no cost to the Council since any costs are reimbursed by the Home Office via DCC?

Anthea Duquemin referring to Item 6 (Syrian Vulnerable Persons Refugee Scheme) stated she was the owner of the house in Crediton which is rented by the most recently arrived Syrian family. I have been delighted with how well the scheme has worked and how easy Seymour Lettings have made the process of preparing the house for the family and then managing the rental arrangements since the family

arrived. I have also been delighted by how appreciative the resettled family is of the house and of all the support they are receiving and how strong their wish is to integrate with the Crediton community. It's been wonderful to see how generously and enthusiastically members of the Crediton community have welcomed the family and looked for ways to help them integrate. Is the Cabinet aware of how strong the wish is of at least some of the Mid Devon communities to continue with this resettlement process that allows us to benefit from cultural exchange and a sense of sharing what is good about life here? I very much hope that the Cabinet will take those benefits into account when considering the proposals to allow another five families to resettle here.

Honorary Alderman David Nation referring to Item 7 (PSPO) on the agenda stated that in June of this year I was told that I needed to make a Freedom of Information request to get details of incidents involving dogs rather than just the headline figures which had been quoted before in reports. I did this and received the following reply – 'We have searched all systems and ran a report on all dog incidents that were reported from 2018 to date. The attached spreadsheet shows a total for the whole district as 165. During the period 1 April 2019 – 31 March 2020 the total was 71, 18 of which were marked as aggressive behaviour. The rest were dog fouling and 1 nuisance.' However the report of the PDG states – 'Between April 2019 – March 2020 128 reports had been logged in relation to aggressive behaviour from dogs both on and off leads within public areas'. Both figures cannot be right, what is the point of making formal requests to this council if inaccurate replies are provided. My interests is in the parks in Crediton and the spreadsheets reveal that in 2 and a half years none of the incidents in Crediton occurred in our parks other than Newcombes Meadow where present regulations require dogs to be kept on leads anyway and few object to that. There were no reports of aggressive dogs in the other parks where officers are now saying more restrictions are necessary. Are you, Councillors, deciding whether to accept the officers recommendations aware of all this? If so how can you justify these further controls? Let me add that I have no objections at all about dog owners being totally responsible for cleaning up after their animals whether the dog is on a lead or not.

Mrs Mary Nation also referring to item 7 stated she was very surprised to learn of the proposal under the order to stop dogs being let off the lead which is obviously very common within the area and led us to getting the schedule of incidents from the Council under Freedom of Information. I've seen the latest report from the officers and wonder why the draft order ignores the results of the consultation where over half of the comments received wanted to be able to exercise their dogs off the lead. I also found that the recommendation from the PDG is unclear, it doesn't seem to be clear whether it is proposing if the whole order goes out to consultation again or whether it is just the amendments that go out for consultation and it would be useful to know which was which. I've seen Government guidance that a Local Authority should consider other options before making such a restrictive order and they should also consider providing alternative places to exercise dogs off the lead if they are bringing in such a ban. Where in Crediton has been suggested, I haven't seen anything giving any ideas. There is nowhere that I know of, except farmland, which as the guidance says, is a sensitive area for dogs to be let off a lead. You don't know what is going to be in that field. The question of having dogs not allowed off the lead means where can I throw a ball for my dog and exercise it in that way, give it enjoyment, give myself enjoyment and give children enjoyment to play with their dogs. That would be useful to know. And lastly have the Councillors on the EPDG

seen the detailed numbers and the types of complaints made as David Nation has said under the schedule that we received under the Freedom of Information request. We've been through those and we are obviously just talking about Crediton because that is where we live. We haven't considered the instances throughout but it does seem that there seems no reason at all to bring in the ban when there hasn't been any incidents in the areas proposed to be now covered.

The Chairman indicated that answers to questions would be provided within the debate or a written response would be provided.

249. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (00-16-12)

Members were reminded of the need to make declarations of interest when appropriate.

250. MINUTES OF THE PREVIOUS MEETING (00-16-14)

The minutes of the previous meeting were approved as a correct record.

251. SYRIAN VULNERABLE PERSONS REFUGEE SCHEME AND THE NEW UNITED KINGDOM RESETTLEMENT SCHEME

Arising from a *report of the Group Manager for Public Health and Regulatory Services, the Homes Policy Development Group had made the following recommendations:

- a) The proposal made by a community sponsorship group with regard to the resettlement of an additional refugee household in the district under the existing Syrian Refugee Resettlement Scheme be approved.
- b) The Council should take part in the new United Kingdom Refugee Scheme (UKRS).
- c) A maximum of 5 additional families are supported through either the existing or the new scheme. Should the existing Syrian scheme reopen and be available locally then under existing commitments 2 of these additional 5 families should be supported through that scheme, leaving a balance of 3 families to be supported under the new UK scheme. If none or just 1 family can be supported under the Syrian scheme then the balance of placements should be rolled over into the new scheme.

The Cabinet Member for Housing and Property Services outlined the contents of the report stating that this was a continuation of a scheme agreed in 2017 and that he was pleased to support the recommendation of the Policy Development Group. Due to the current pandemic, such schemes were on pause and no date had been received by the Government for the scheme to resume, however conversations continued to take place with Devon County Council.

Consideration was given to:

- The success of the scheme
- The commitment of other authorities

- How well the families had settled into the community
- The need to consider where families were housed so that accessible facilities were convenient to them

RESOLVED that the recommendation of the Policy Development Group be approved.

(Proposed by the Chairman)

Reason for decision - The Council is required to agree the proposal relating to community sponsorship before it can go forward, in line with Home Office rules. However, once agreed, the community group will take the lead on this. The Council will be required to confirm that any property chosen complies with relevant health and safety legislation and will be invited to participate in post- arrival visits but there is no requirement to join these visits as DCC can take the lead and report back, as appropriate.

Other local authorities in Devon have pledged to support the UKRS and DCC are keen to promote Devon as a county welcoming to refugees.

Note: *Report previously circulated, copy attached to minutes.

252. **PUBLIC SPACES PROTECTION ORDER (00-25-55)**

Following consideration of a *report of the Environment and Enforcement Manager, the Environment Policy Development Group has made the following recommendations: that the PSPO be redrafted to take account of the public consultation responses before it goes out for further public consultation on additional areas proposed. The revised PSPO be brought back to Environment PDG for recommendation to the Cabinet.

The Cabinet Member for the Environment outlined the contents of the report stating that the current PSPO ran out on 19 October 2020 and that there was a need to approve a new order. He felt that the consultation process had been well received and that key points from the consultation had been added to the document.

The Leader highlighted the fact that the PDG had recommended that the PSPO be redrafted and that a further consultation process take place, some errors had been highlighted and that there was a need for further work to take place.

The Head of Legal (Monitoring Officer) addressed some of the issues that had been raised through public question time and by members in recent days

- Why the report did not recommend changes in light of the consultation exercise – the view taken was that this was for the Cabinet as decision-maker.
- Whether a PSPO should be used as a last resort – the consideration of alternative measures was encouraged but the legislation did not require it.
- The restrictions must be justified on reasonable grounds in line with the statutory tests - if the Cabinet was not satisfied that there were reasonable grounds, they did not have to approve the making of the order now or in its current form.

- With regard to bye-laws, this was quite an old way of confirming restrictions and the enforcement of bye-laws was generally through prosecution or an injunction. It was difficult to see that this was a more proportionate response.
- The creation of different PSPOs for different issues - this was not necessary but there was no obstacles for doing this.
- Dog fouling did occur throughout the district and there would always be responsible and irresponsible dog ownership.
- Restriction of the number of dogs - this could be imposed, subject to the same tests mentioned above. The Local Government Association guidance referred to the need to focus on the number of dogs that could be controlled with the advice that this should not exceed 6.
- The requirement to identify (in terms of it being an offence not to do so) other than to a police officer was dropped in 2014.
- With regard to consulting with landowners, this should take place so far as it was reasonably practicable, the point being that unregistered land or absent owners might make it impracticable.
- A PSPO should be proportionate and enforceable.
- Mention of a higher standard of harassment and distress was not in the legislation. An assessment of proposed controls was part of the consultation and that the previous order had controls.
- Possible licences for the number of dogs that could be walked at any one time - this was not part of the statutory licensing process and was about property owners (i.e. councils) permitting certain professional dog walkers to exceed any restricted number by granting a license.

Consideration was given to:

- The possible use of Community Protection Notices and the reasons why they were not used
- The outcomes of the consultation and whether a variation to the order could be made
- Whether to increase the number of dogs walked by one person to 6
- The need for the document to be properly drafted
- Whether there was a need for a PSPO and whether other methods of control should be explored first
- What evidence was there that all the problems occurred in all the places identified and that the purpose of a PSPO was to deal with persistent matters
- The PSPO should be used proportionately and whether public order matters were occurring or whether it was just nuisance
- The resource available for enforcing breaches of the PSPO
- Whether there were less intrusive measures available
- Errors within the maps provided and that some of the play areas were not fenced
- The credibility of the figures provided as outlined in public question time
- Whether dog owners unable to let their dogs run free in open spaces would be pushed onto farmland which was not always appropriate
- Whether it was fair to put restrictions on all dog owners
- Whether further work was required to provide a sound document for approval
- The need to include some of the enclosed play areas missing from the draft document

RESOLVED that the recommendation of the Policy Development Group be approved

(Proposed by the Chairman)

Reason for the decision: To ensure that any future decision to adopt the PSPO be supported by a sound process and a sound order backed up by reasonable grounds for doing so.

Note: *Report previously circulated, copy attached to minutes.

253. **OPERATIONS DIRECTIVE ENFORCEMENT POLICY (1-25-25)**

Following consideration of a report from the Group Manager for Public Health and Regulatory Services, the joint Policy Development meeting held on 20 October had recommended that the revised Enforcement Policy attached in Annex 1 be adopted, subject to minor grammatical amendments as highlighted by the joint Community, Environment and Homes PDG.

Consideration was given to the various services that the enforcement policy covered

RESOLVED that the recommendation of the Policy Development Group be approved.

(Proposed by Cllr C R Slade and seconded by Cllr D J Knowles)

Reason for the decision: there is a need for the Council to have an appropriate enforcement policy in place for the relevant statutory functions of the services within the scope of the policy.

254. **DRAFT BUDGET 2021-22 (1-28-01)**

The Cabinet had before it and **NOTED** a * report of the Deputy Chief Executive (S151) outlining the initial draft 2021/22 Budget and options available in order for the Council to set a balanced budget and agree a future strategy for further budget reductions for 2022/23 onwards.

The Cabinet Member for Finance outlined the contents of the report stating that we were living in unprecedented times and the difficulties that were faced in considering a draft budget for 2021-22; this was the final year of a four year fixed funding settlement, there was uncertainty with Business Rates, the rural settlement payment, the New Homes Bonus and interest rates and that the pandemic had had a significant impact on service income. However, there was a need to set a budget in February 2021. General assumptions had been provided in the report, the overall proposed deficit was shown in the report as was the impact of the pandemic on business and the standard pressures. There was a need to work with officers to make significant savings across the board and to consider revenue opportunities

Consideration was given to:

- The importance of revenue generation and the need to consider some of the suggestions made at the member workshop
- Continued Government support

- Queries with regard to 3 Rivers impairments
- The need for partnership working and to actively seek external funding for specific projects
- The income streams already in place
- Income generation would require investment
- The Capital Programme and the loans to 3 Rivers Development Limited
- The fact that all local authorities were in the same financial position with a view to setting a balanced budget for 2021-22

Note: *Report previously circulated, copy attached to minutes.

255. **TREASURY MANAGEMENT STRATEGY AND MID YEAR REVIEW (1-57-31)**

The Cabinet had before it a * report of the Deputy Chief Executive (S151) informing it of the treasury performance during the first six months of 2020/21, to agree the ongoing deposit strategy for the remainder of 2020/21 and a review of compliance with Treasury and Prudential Limits for 2020/21.

The Cabinet Member for Finance outlined the contents of the report stating that a continuation of the current policy was proposed and that there would be a reduced borrowing requirement driven by reduced requirements from 3 Rivers developments Limited and the impact of the pandemic.

Consideration was given to how cash balances naturally reduced towards the end of the financial year and the need for some borrowing to take place.

RECOMMENDED to Council that:

- a) a continuation of the current policy outlined at paragraphs 6.0 - 6.5 be agreed.
- b) that Council approves the changes to the Capital Financing Requirement, Operation Boundaries and Authorised Limits for the current year at paragraphs 4.4 - 4.5 of the report.

(Proposed by Cllr B A Moore and seconded by Cllr C R Slade)

Reason for the decision – the Council must agree a Treasury Management Strategy.

Note: *Report previously circulated, copy attached to minutes.

256. **MID DEVON DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT (2-02-58)**

The Cabinet had before it a * report of the Head of Planning, Regeneration and Economy informing members of the outcome of the public consultation on the Design Guide, the amendments that have been made in response to comments received, and a request to adopt the Mid Devon Design Guide as a Supplementary Planning Document.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report stating that the purpose of the report was to inform members of the

outcomes of the public consultation on the Design Guide, the amendments that had been made in response to the comments received, and to adopt the Mid Devon Design Guide as a Supplementary Planning Document.

The Mid Devon Design Guide had been prepared to provide detailed guidance on urban, village and rural design issues in Mid Devon. It would assist in raising design awareness and standards throughout the planning process and would be a material consideration for planning decision-making purposes.

From the outset, the overarching aim of the design guide was to better equip all parties in the planning process to identify contextual factors that influence design response and to enable them to prepare a coherent and evidenced response to those. Regular and meaningful engagement with stakeholders was therefore essential in shaping the guide.

He outlined the content of the design guide and the pocket guide that had been included which enabled Local Authority Officers, Members and applicants easy 'table-top' use of the Design Guide during design discussions.

In addition to the aforementioned stakeholder engagement exercises, the Design Guide was subject to an 8-week public consultation between 11 May and 6 Jul 2020. A total of 36 responses and 1 late representation was received. A summary of the main comments received; along with a response explaining how these had been addressed in the SPD.

Consideration was given to:

- Much of the work with regard to the design guide had commenced prior to the Climate Change Declaration, although there were various considerations within the document
- Standards for development and planning policy would be addressed within a Local Plan review

RESOLVED that: The Mid Devon Design Guide Supplementary Planning Document (comprising Appendices 1-5 to this report), the Strategic Environmental Assessment Screening Report (Appendix 6) and the Habitats Regulations Assessment Screening Report (Appendix 7) be approved for adoption.

(Proposed by Cllr R J Chesterton and seconded by Cllr R B Evans)

Reason for decision – the adoption of the Mid Devon Design Guide will help raise design standards in development proposals that are submitted to the Council for determination and will help guide planning decisions made on these. The status as a Supplementary Planning Document gives greater weight to the document as a material consideration in the determination of planning applications.

Note: *Report previously circulated, copy attached to minutes.

257. **MEASURED TERM MINOR STRUCTURAL WORKS CONTRACT 2020 - 2024 (2-11-22)**

The Cabinet had before it a * report of the Repairs Manager advising Members on the results for the tendering of the Measured Term Minor Structural Works Contract 2020 – 2024 to Council houses and confirm the award of the contract.

The Cabinet Member for Housing and Property Services outlined the contents of the report giving an overview of the work to be progressed and the tender process which had taken place in line with the agreed procedure/criteria

RESOLVED that the new three-year five month Minor Structural Works Contract be awarded to Contractor 4.

(Proposed by Cllr R B Evans and seconded by Cllr D J Knowles)

Reason for the decision: there is a need to confirm the award of the tender so that the specified work can be progressed.

Note: *Report previously circulated, copy attached to minutes.

258. 19 HIGH STREET, CULLOMPTON (FORMER HARLEQUIN VALET SITE) (2-13-08)

The Cabinet had before it an * update report from the Group Manager for Corporate Property and Commercial Assets on the sale of this property.

The Cabinet Member for Housing and Property Services outlined the contents of the report, highlighting the history of the site and the resolution by the Cabinet to sell the property in April 2020. Due to circumstances the buyer could not proceed with the sale and therefore there was a need to agree how the sale of the property might be progressed

Consideration was given to the impact of the property on the viability of Cullompton High Street and that the sale should be progressed.

RESOLVED the delegated authority be given to the Deputy Chief Executive (S151) in consultation with Cllr Bob Evans (Cabinet Member for Housing and Property Services) and Cllr Andrew Moore (Cabinet Member for Finance) to secure the sale on terms which provide best value to the Council.

(Proposed by Cllr R B Evans and seconded by Cllr C R Slade)

Reason for the decision: the Council does not own the property but there is a need to recover the outstanding debt on the property.

Note: *Report previously circulated, copy attached to minutes.

259. 3 RIVERS DEVELOPMENTS LIMITED (2-17-49)

The Cabinet had before it a *report of the Chief Executive and a further report of the Acting Managing Director of 3 Rivers Developments Limited providing the monthly update report and a summary of the options explored regarding the future direction of the company and to consider an interim funding request made by the company.

The Cabinet Member for Housing and Property Services answering a question posed in public question time stated that at the inception of the company the Council decided to structure it's property company as a non-Teckal one so that it would not need to be bound by the standard public sector procurement rules. The operational opportunity cost of this decision meant that the Council could not gift work streams to

its own company. However, if (as was legally permissible) it set up an additional Teckal subsidiary this would then be acceptable legally (subject to certain rules). The benefit of this was two-fold, the Council then had a reliable/known developer who could move forward more quickly with developments and the company had a wider portfolio of developments in order to spread risk over.

Cllr B A Moore moved, seconded by Cllr R B Evans that the meeting go into private session to consider an update with regard to the company and to consider a funding request

Therefore under Section 100A(4) of the Local Government Act 1972 the public be excluded from the next item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 respectively of Part 1 of Schedule 12A of the Act, namely information relating to the financial or business affairs of any particular person (including the authority holding that information).

Upon a vote being take, this was **AGREED**.

Following consideration of the recommendations within the report, the meeting returned to open session and

RESOLVED that:

- a) the update from 3 Rivers Developments Ltd be noted;
- b) the funding request for £1.41m, in accordance with the approved capital programme be approved, subject to these (and all subsequent) transactions utilising the newly-commissioned loan agreement templates.
- c) the proposed expenditure to secure legal advice on exploring the advantages and disadvantages of new governance arrangements to include a holding company and Teckal-compliant subsidiary, in order to deliver the most benefits for Mid Devon be agreed. This advice to be brought back to Cabinet as soon as practicable for future consideration.

(Proposed by Cllr B A Moore and seconded by Cllr R B Evans)

Reason for the decision: to provide interim funding for 3 Rivers Developments Limited to enable it to continue its operations and work on specified projects in advance of the submission and consideration of a new business plan in February/March 2021. Further, to approve the funding of legal advice on the advantages and disadvantages of setting up a Teckal subsidiary.

Note: *Report previously circulated.

260. **NOTIFICATION OF KEY DECISIONS (3-29-48)**

The Cabinet had before it and **NOTED** its *rolling plan for November 2020 containing future key decisions.

It was requested that the appointment of a Non-Executive Director be added to the plan inline with the agreed action plan for 3 Rivers Developments Limited.

Note: *Plan previously circulated, copy attached to minutes.

(The meeting ended at 9.33 pm)

CHAIRMAN

**ENVIRONMENT PDG
3 NOVEMBER 2020**

WASTE OPTIONS REPORT - RECYCLING MORE IN MID DEVON

Cabinet Member(s): Cllr Colin Slade, Cabinet Member for the Environment
Responsible Officer: Darren Beer Interim Group Manager – Street Scene and Open Services

Reason for Report: This report reviews the need to increase recycling in the District in line with government guidelines to recycle 65% of household waste by 2035 and Devon's proposed 60% target rate by 2025. This report describes possible options for future Waste and Recycling collection arrangements following a review carried out by WYG Consultancy. If considered, then a trial can take place to ascertain viability.

Recommendations: That the PDG reviews the information in this report for Cabinet to resolve:

- 1. To consider the options in the report**
- 2. To give authority for the service to complete a trial to a limited number (around 1000) of households for a minimum three months**

Financial Implications: There will be cost savings/implications depending on the option considered. These savings/implications are based on modelling but will not be fully quantifiable until a trial is complete. However, initial modelling performed by WYG indicated potential annual savings of circa £143K in collection costs from a move to three weekly residual collection using containers. There would be a potential increase in recycling credits circa £67K due to the increase tonnage in dry recyclables and food waste captured. Due to this increased tonnage, material income could go up by £68K, but the volatility of the current market also needs to be considered.

Budget and Policy Framework: None directly in terms of the Council's Policy framework. There will be budget implications with regards any potential change in service, which can more accurately be ascertained following a trial. These may have both revenue and/or capital implications depending on which decision is taken.

Legal Implications: Under Section 46 of the Environmental Protection Act Waste Collection Authorities may by means of notice specify how householders present their waste for collection.

Risk Assessment: A register of risks will be compiled as part of a trial if authorised. Each of the options present a different risk, including; carbon emissions, carbon footprint, impact of operational costs and other resources required.

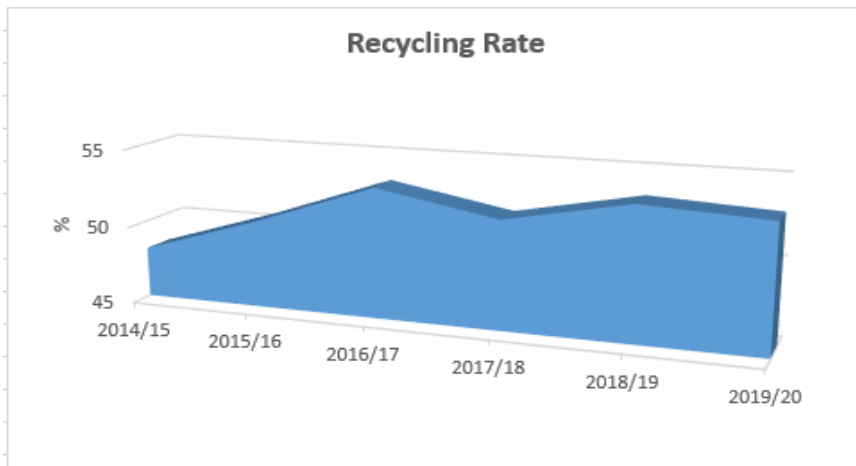
Equality Impact Assessment: The service will continue to provide assisted collections according to the current policy; considerations for residents residing in HMOs, flats and properties with no outside space will be included in the project plan if a trial is approved. We will also learn from the other councils who have successfully implemented strategic changes to their waste collections operations.

Relationship to Corporate Plan: This report identifies with the 'Environment' priority area of the Corporate Plan for 2020-2024 *'increase recycling rates and reduce the amount of residual waste generated'*.

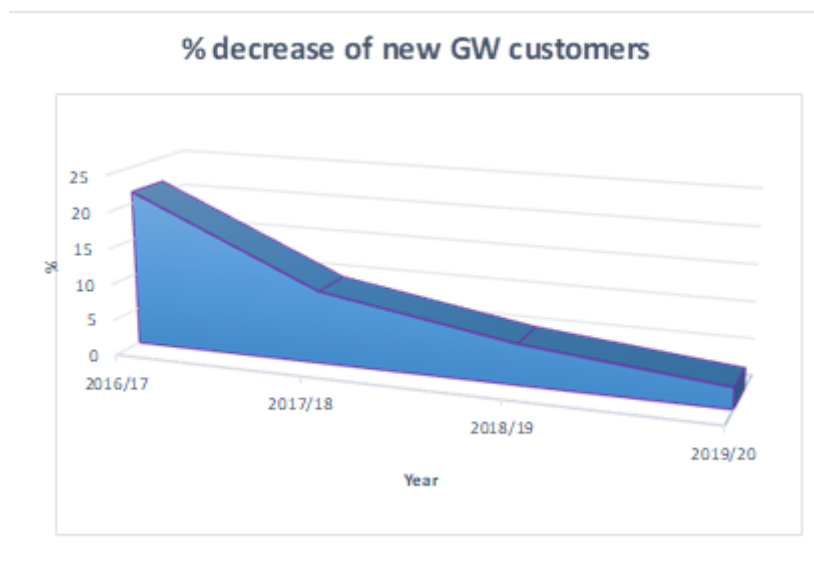
Impact on Climate Change: The impact on carbon emissions is detailed in the report. There are opportunities to reduce the current carbon footprint. MDDC made a decision in June 2019 to become carbon neutral by 2030.

1.0 INTRODUCTION/BACKGROUND

- 1.1 The current household refuse service consists of fortnightly residual waste (black sacks), fortnightly dry recycling (green and black boxes), opt in chargeable fortnightly garden waste collections (brown wheeled bins and sacks) and weekly food waste (blue caddy). The service was last reviewed and updated in 2015 which helped deliver 20% savings in the cost of the service and deliver better performance in both the recycling rate and tonnages of waste produced. There has been no proposed change in frequency for garden or food waste in this report.
- 1.2 On week 1, residual waste is collected and food is collected on the same vehicle as dry recycling. On week 2, food is collected in a split bodied vehicle alongside garden waste. Over a fortnightly cycle there are 32 garden and food routes; 44 residual and 96 dry recycling and food routes. Some householders use wheel bins for residual waste, others use bags. The only stipulation requires householders to contain waste within a bag if they use a traditional dustbin. At present there is no restriction on the amount of residual waste that can be presented for collection as long as the contents can be described as 'household waste'.
- 1.3 The most recent review of waste and recycling collections took place during October 2015 with the introduction of weekly food and chargeable garden waste collections; this facilitated a significant positive effect on the recycling rate achieved by Mid Devon District Council residents. The move away from depositing waste in landfill to energy from waste has also been a step forward for Mid Devon.
- 1.4 The graph below illustrates a slight decrease in the recycling rate since 2016/17 the year after the new scheme was introduced.



1.5 The number of garden waste customers is increasing every year with a high percentage of existing customers renewing subscriptions. The rate at which we are gaining new customers is declining. New customers are most likely to be occupants of new builds; this is a limited number of subscriptions therefore this aspect of the service cannot be relied upon to have a hugely noticeable effect on the recycling rate in the future.



1.6 Waste arisings encompass all waste types put out for collection by residents; reducing waste arisings involves encouraging residents to think about prevention and reuse primarily as illustrated in the waste hierarchy.



- 1.7 Mid Devon residents perform well in this area, however the decrease since 2016/17 is minimal. If residents continue to be able to present unlimited amounts of residual waste for collection the annual tonnage is likely to plateau; this would limit the options for route optimisation and the ability to create operational savings as well as present little opportunity to improve the carbon footprint attributed to the service.
- 1.8 The MDDC Refuse Service Carbon Model Report (WYG Consultants) indicates a current carbon footprint of 550.14 tCO₂eq attributed to collection vehicles. Continuing to provide waste and recycling collections in its current format will increase the carbon footprint as new housing developments are added to routes. Collecting waste from large housing estates may not add considerable mileage to routes however idling vehicles can release carbon emissions in equal measure to a moving vehicle. Any increase to the baseline will need to be offset in the interest of MDDC's declaration of 'Climate Emergency'. However it should be mentioned that the vehicle replacement programme will introduce cleaner more energy efficient vehicles to the fleet over the coming years.
- 1.9 Current arrangements state that residents may present residual waste at collection points in a receptacle of their choice, if this is a dustbin or similar, the contents must be contained within a sack. If a resident uses a wheeled bin capable of fitting on the bin lift, the contents may be loose. The amount of residual waste a resident may present for collection is not limited. Without providing residents with a receptacle of limited capacity it would be impossible to measure or reduce the amount of waste presented for residual collections. As discussed previously a limitless approach to residual waste allowance has an adverse effect on waste arisings. A reduction in waste arisings is key to increasing the recycling rate and crucial to reducing carbon footprint. Providing a wheeled bin (180L) would limit the amount of residual waste a resident may present for collection; it would also highlight those residents who would benefit from waste education indicated by the presence of side waste. This would result in a targeted approach to education and enforcement.

2.0 OPTIONS AVAILABLE

Option	Residual	Garden	Food	Recycling	Residual Waste Containment
Option 1	3 Weekly	Chargeable – 2 Weekly	Weekly	2 Weekly	Residents receptacle/sacks
Option 2	3 Weekly	Chargeable – 2 Weekly	Weekly	2 Weekly	180L Wheeled Bin (provided)
Option 3	3 Weekly	Chargeable – 2 Weekly	Weekly	Weekly	180L Wheeled Bin (provided)
Option 4*	2 Weekly	Chargeable – 2 Weekly	Weekly	2 Weekly	Residents receptacle/sacks

*Current arrangements

2.1 Option 1

- Enable residents to contribute to sustainability

- Potential annual saving in collection costs, circa £143K
- Offers the opportunity to reduce the current carbon footprint for waste collection vehicles from 550.14 tCO₂eq to 323.50 tCO₂eq
- 17.4% increase in kerbside recycling tonnage
- Increase in material (circa £68K) and recycling credit (circa £67K) income
- Up to an extra 21% in food waste collected
- There will be a reduction in residual waste per household tonnage but this is unclear due to unlimited allowance of using black sacks, which may impact the increase in kerbside recycling tonnage

2.2 Option 2

- Enable residents to contribute to sustainability
- Potential annual saving in collection costs, circa £143K
- Offers the opportunity to reduce the current carbon footprint for waste collection vehicles from 550.14 tCO₂eq to 323.50 tCO₂eq
- 17.4% increase in kerbside recycling tonnage
- Increase in material (circa £68K) and recycling credit (circa £67K) income
- Up to an extra 21% in food waste collected
- A 15.7% reduction in residual waste tonnage
- Identify households who would benefit from waste education
- Provide containment for residual waste
- Contribute to a clean and tidy neighbourhood
- Requires the provision of a 180L wheeled bin to households; the one-off expected cost for supply and delivery of these containers is £900,000

2.3 Option 3

- Enable residents to contribute to sustainability
- Increased operational costs of circa £952K, therefore no round savings
- Increase in material income, circa £20K and recycling credit income, circa £20K above two weekly recycling
- Potential increase of around 80 tCO₂eq in carbon footprint due to the introduction of weekly recycling requiring additional fleet and increased fuel compared to two weekly recycling
- The assumption made by WYG Consultants is that a weekly collection of recycling would only decrease the residual tonnage collected by 4% and increase the recycled tonnage collected by 4.5%
- Requires the provision of a 180L wheeled bin to households; the one-off expected cost for supply and delivery of these containers is £900,000

2.4 Option 4

- A continuation of the current regime for waste & recycling collections will not enable progression towards the aspirations of the Corporate Plan 2020-2024
- Limits opportunity to increase recycling rate, reduce waste arisings, further operational savings; carbon emissions increase (new developments being added to current rounds) and therefore will need to be offset
- Would incur no additional costs however this option provides limited opportunity for operational savings or provision to increase the recycling credit or material income
- Does not provide an opportunity to reduce carbon emissions

- 2.5 East Devon uses an additional coloured reusable sack for cans and plastic due to the increase in recycling. The costs of providing the additional sacks would be in the region of £2 per household including delivery, equating to circa £70,000 as a one-off capital payment.
- 2.6 The WYG report is based on authorities already on a three weekly regime. WYG figures for recycling credits are based on a part year factual and remainder forecast and material income is based on data provided from June-July 2019.
- 2.7 Other options have been considered but not included in this report. This includes four weekly waste collections. Currently very few authorities use this collection frequency. There could be benefits with regards the carbon footprint and increased tonnage of recycled waste collected (up to 11.5%) but needs to be balanced against potential costs of moving to weekly recycling.
- 2.8 Any movement of waste from the residual waste stream to recycling would save DCC as the disposal authority money and be passed onto MDDC through the shared saving agreement (which runs until 2026). However, there may be no increase in this level of payment under the shared savings agreement for future changes, although there will be in terms of recycling credits for increases in tonnes recycled. The 2019-2020 figure is £340K, up £12K from the previous year. Figures for the three weekly options have not been currently modelled.

3.0 WHAT OUR NEIGHBOURS ARE DOING

- 3.1 There are now a number of authorities that have moved to three weekly residual waste collections across England, Scotland and Wales with Bury being one of the first to move to this regime back in 2014. There are now a number of authorities, especially in Wales and Scotland that have moved to three weekly collections. There are also a number of authorities that have trialled or are now completing this frequency as described in the following paragraphs.

April 2019 - March 2020				
Authority	Residual H/H Waste per H/H (Kg)	Percentage HH waste sent for Reuse, Recycling or Composting	Percentage of food & garden waste	Kg's of total waste arisings per H/H
East Devon District Council	251.73	60.5%	27.93%	635.50
Teignbridge District Council	341.46	56.3%	30.28%	774.49
South Hams District Council	333.90	54.4%	32.71%	725.85
Torridge District Council	339.17	54.1%	30.88%	738.59
West Devon Borough Council	310.68	53.7%	27.10%	665.27
Mid Devon District Council	365.00	53.1%	29.83%	768.61
North Devon District Council	409.66	49.5%	27.22%	808.37
Exeter City Council	460.31	26.1%	9.34%	620.78

Note: Recycling rates for 2019-2020 show an average increase of 0.6% increase over figures for 2018-2019.

- 3.2 Somerset have successfully completed a three weekly residual waste collection trial in the County. This is now being rolled out across the County, with Phase 1 beginning in Mendip and Phase 4 rolling out in the West Somerset area in early 2022.

- 3.3 East Devon District Council operate a waste collection service where residual waste is collected every three weeks using wheeled waste bins and recycling weekly. The main aim being to “offer residents a more sustainable method of recycling and waste collection that looks to the future and benefits the environment” (Cllr Iain Chubb EDC). For the year 2019/20 East Devon waste arisings per household were 17.32% less than in Mid Devon with a recycling rate of 60.5% the 9th highest performing Waste Collection Authority nationally (provisional figures used). 307kg of waste per head was collected in East Devon with 342kg per head collected in Mid Devon. It can be argued that the extra recycling material captured at this frequency is not enough to warrant the additional operational costs and negative impact on carbon emissions.
- 3.4 South Hams and West Devon have historically been high performers, with South Hams achieving its highest rate (57.9%) in 2008/09, and West Devon (59.9%) in 2011/12. Rates for both authorities subsequently stabilised and remained static. However, these South West Devon partners are in the process of introducing new services with the South Hams ‘Super Recycler Service’ launching in 2021 to include new kerbside materials, food waste collected weekly, fortnightly residual and garden waste. In West Devon, three weekly residual collection trials are underway to also support weekly recycling and food waste collections.
- 3.5 Torbay, achieving its highest performance in 2012/13 (44.7%) is also improving services with planning underway for a three weekly residual waste trial in the New Year following in the footsteps of East Devon.
- 3.6 North Devon and Torridge showed the greatest annual (2019/20) increase in recycling rate as an outcome of new waste services for residents. This broke a period of static performance over recent years. North Devon are currently conducting a three weekly residual waste collection trial.
- 3.7 Districts in Devon are working towards the aspirations of the Joint Resource and Waste Management Strategy for Devon (2020-2030) which proposes a 60% recycling rate target by 2025. In order for this to be achievable new initiatives are being introduced sooner rather than later.
- 3.8 There are very few authorities (Falkirk and Conwy) that have implemented four weekly collections. None of our neighbouring authorities have opted for this collection frequency.

4.0 PREDICTIONS

- 4.1 WYG consultants predict a 15.73% reduction in residual waste per annum if three weekly collections were to be rolled out to Mid Devon residents along with the capacity limitations of a 180L wheeled bin; this figure is based on the performance of authorities who already have three weekly collections in place. Recycling is predicted to increase by 17.43%. Applying these predictions to 2019/20 tonnages the kerbside recycling rate achieved could be 8% higher than currently being achieved.

4.2 A trial in a rural and urban area would test the predicted financial; operational and environmental benefits. Areas would be chosen to best reflect the effect on collections in the district as a whole; measure resident's appetite for the change; identify operational issues encountered and the effect on tonnages, recycling rate, material and recycling credit income.

5.0 CONCLUSION

5.1 Although the recycling rate has been set at 65% by 2035 we need to be prepared for any changes in government policy. Wales have already set recycling targets of 70% by 2025.

5.2 That the Committee review the options put forward.

5.3 That the results of a trial would form part of an officer report submitted to the Committee to ascertain whether this should then be rolled out across the authority.

Contact for more Information: Darren Beer, Interim Group Manager - Street Scene and Open Spaces
dbeer@middevon.gov.uk

Circulation of the Report: Cllr Colin Slade, Leadership Team

HOMES POLICY DEVELOPMENT GROUP 10TH NOVEMBER 2020

REPORT OF THE HEAD OF PLANNING, ECONOMY AND REGENERATION

COMMUNITY LED HOUSING FUND GRANT POLICY AND PROJECT GROUP

Cabinet Members: Councillor Bob Evans and Councillor Richard Chesterton
Responsible Officer: Claire Fry (Group Manager for Housing) and Tristan Peat, (Forward Planning Team Leader)

Reason for Report: The Homes PDG set up the Community Housing Fund Project Group in 2018 to consider requests made to the Council for financial support from the Community Housing Fund. There is a need to amend the membership of the Community Housing Fund Project Group to reflect that the Council's housing enabling role has been moved from the Housing Service to the Planning Service.

RECOMMENDATION:

That Cabinet agrees that Section 11.1 of the Community-Led Housing Fund Guidance and Criteria (Appendix 2), which provides the framework for the allocation of grants, is amended so that the Community Housing Fund Project Group membership includes the:

Cabinet Member for Housing, Cabinet Member for Planning and Economic Regeneration, the Group Manager - Housing Services, the Head of Planning, Economy and Regeneration, and the Housing Enabling and Policy Officer.

Relationship to Corporate Plan: The Mid Devon Corporate Plan 2020 – 2024 (January 2020) includes three strands. The use of local funds to support community groups and building more affordable and social rented properties in Mid Devon accords with two of these strands "Sustainable and prosperous communities" and "Sustainable participation".

Financial Implications: There are no wider financial implications arising from the recommendation of this report, beyond the Community-Led Housing Fund.

Budget and Policy Framework: The Council has a Community Led Housing Fund and the policy for managing this has been adopted and endorsed by the Council on the 27th June 2018.

Legal Implications: Grant recipients may be required to repay the grant should their use of the award fail to comply with the conditions set out by the Council.

Risk Assessment: Failure to have an efficient and effective process in place for administering the fund could result in adverse publicity for the Council.

Equality Impact Assessment: Community-led housing will help to support the needs of vulnerable people, including older people, and reduce inequality by helping to provide the right type of housing solutions to meet the needs of local communities.

Impact on Climate Change: There are no implications arising from the report.

1.0 Introduction

1.1 In 2016 the Government announced a £60m fund to support community-led housing developments in areas where the impact of second homes is particularly acute. The fund being to enable local community groups deliver affordable housing units of

mixed tenure on sites which are likely to be of little interest to mainstream house-builders and which will thereby contribute to the national effort to boost housing supply.

- 1.2 The Council received a Community-Led Housing Fund grant of £131,359 in 2016/2017. This grant is ring-fenced for the delivery of Community-Led Housing in Mid Devon.
- 1.3 The Homes Policy Development Group considered a report on 22nd May 2018 (see **Appendices 1 and 2**) which sought to establish:
 - a 'Policy' for how the Community-Led Housing Fund grant will be used, and
 - A Project Group that is responsible for the governance of the Policy

The report's recommendations were the subject of decisions taken by the Cabinet at its meeting on 14th June 2018 (minute 28) and were adopted by the Council on 27th June 2018.

- 1.4 The Policy for the Council's Community Led Housing Fund sets out who is eligible to apply for the funding, what will be funded (i.e. set up costs for a community organisation, undertaking initial feasibility work, and gap funding towards project management costs and construction costs), how applications will be assessed and how funding will be awarded. It includes criteria and grant caps for each funding stage, which requires applicants to demonstrate Value for Money and to seek match funding from other sources to mitigate financial risks. Communities are also subject to providing a service level agreement (SLA) with the Council. It was intended a Community Housing Fund Project Group responsible for the Policy would meet on a monthly basis to discuss the progress of community groups and consider applications for funding.
- 1.5 At October 2020, £108,360 remains in the Community Led Housing Fund. Part of the original grant from Government has been used for the purpose of joint working with Wessex Community Housing to support Community Land Trusts over 4 years, which concludes in 2020/21. It is not known if there will be future grant funding by the Government which will be made available to local authorities to support community led housing schemes.
- 1.6 A funding request has been received from Aster Housing Association on behalf of the Chawleigh Community Trust for £15,000 towards development costs for proposed scheme of 10 social rented houses. This has been considered by the Community Housing Fund Project Group. The requirements of the Policy for the grant funding have been met and an agreement has been reached that the request is accepted.
- 1.7 With the exception of the recommendations set out in this report, it is proposed that the policy for how the Community-Led Housing Fund will be used will continue in its current form, and that any amendment that may be needed to this will be the subject of a further report to the Homes PDG, and approval sought as needed from the Cabinet and/or Council.

2.0 Community Housing Fund Project Group

- 2.1 There is a need to review the composition of the Community Housing Fund Project Group. This follows the Council's housing enabling role being moved from the Housing Service to the Planning Service and is necessary for the continued efficient governance of the Community-Led Housing Fund Grant Policy and the allocation of grant in response to requests received for funding.

2.2 Section 11.1 of the Community-Led Housing Fund Policy (Guidance and Criteria) (see **Appendix 2** to this report) sets out the membership of the Project Group:

- Cabinet Member for Housing
- Three Cabinet Members

And is supported by the following group after receiving recommendations from the

- Group Manager (Housing Services)
- Housing Options Manager
- S151 Officer or designated representative from finance

2.3 It is recommended that the membership of the Project Group is amended to comprise:

- Cabinet Member for Planning and Economic Regeneration
- Cabinet Member for Housing

And is supported by the following group after receiving recommendations from the

- Head of Planning, Economy and Regeneration
- Group Manager for Housing
- Housing Enabling and Policy Officer (post being established)

2.4 The revised membership will include Cabinet representation from both the Housing, and the Planning, Economy and Regeneration services, with an appropriate level of officer support necessary to manage the Council's Community Led Housing Fund in accordance with the policy's guidance and criteria for considering requests for grant support.

2.5 A new post of 'Housing Enabling and Policy Officer' has been agreed. This will take the lead role for housing enabling in Mid Devon, including but not limited to, achieving more affordable housing, supporting community housing groups, liaising with Registered Providers and other external partners, promoting custom and self-build homes, modern methods of construction and facilitating the delivery of sites and pitches for Gypsies and Travellers. The post is currently the subject of a job evaluation and it is intended that recruitment will take place in the autumn this year. The Forward Planning Team Leader is currently acting in a bridging role for housing enabling until the new post has been filled.

2.6 Given there are currently only a handful of community housing groups in Mid Devon it is proposed that the Project Group will, going forward:

- Meet again following a successful recruitment of the Housing Enabling and Policy Officer, and thereafter as necessary in relation to requests for grant funding, and
- Provides a report every 6 months to the Homes Policy Development Group to provide an update on what applications have been received to grant funding, what has been achieved as a result of the grant funding provided, and what funds remain.

3.0 Groups Consulted

3.1 The Community Housing Project Group and Cabinet Member for Planning and Economic Regeneration met on 23rd October 2020 to consider and inform the content of this report.

Contact for more Information: Tristan Peat, Forward Planning Team Leader
Telephone: 07967 179 669 tpeat@middevon.gov.uk

Circulation of the Report: Councillor Bob Evans, Cabinet Member for Housing Councillor Richard Chesterton, Cabinet Member for Planning and Economic Regeneration

Appendix 1 - Community Housing Fund PDG Report 22.05.2018

Appendix 2 – Community-Led Housing Fund Policy (Guidance and Criteria)

Homes Policy Development Group Meeting 22nd May 2018

<https://democracy.middevon.gov.uk/ieListDocuments.aspx?CId=138&MId=953&Ver=4>

Cabinet Meeting 14th June 2018

<https://democracy.middevon.gov.uk/ieListDocuments.aspx?CId=133&MId=941&Ver=4>

Council Meeting 27th June 2018

<https://democracy.middevon.gov.uk/ieListDocuments.aspx?CId=156&MId=997&Ver=4>

**HOMES POLICY DEVELOPMENT GROUP
22 MAY 2018**

**THE HOUSING OPTIONS SERVICE – COMMUNITY LED HOUSING FUND GRANT
POLICY**

Cabinet Member(s): Councillor Ray Stanley
Responsible Officer: Claire Fry, Group Manager for Housing

Reason for Report: In 2016/2017 Mid Devon District Council was allocated £131,359 from the Department of Communities and Local Government (DCLG) Community Housing Fund. The Council will use this ring-fenced funding to work in partnership with local communities to develop Community Led Housing across the District.

RECOMMENDATION: That the Cabinet recommends to Council that:

- 1) The Community Led Housing Fund Grant Policy is adopted and endorsed so that it can be used within the Council's District.**
- 2) That members support the framework for the allocation of grants as presented within the report.**
- 3) Should any disagreements occur then the final decision should be delegated to the Director of Operations in conjunction with the Cabinet Member.**

Relationship to Corporate Plan: MDDC Visions priority 1 & 2. The Council is committed to building more homes in the District and to facilitating the housing growth that Mid Devon needs, including affordable homes in rural parishes, by working with local communities to encourage them to support themselves and working with town and parish councils.

Community-led housing will increase the supply of housing across Mid Devon including affordable housing for rent and shared ownership. It will help to support economic growth and keep communities vibrant.

Community-led housing also has the potential to promote health, wellbeing and independence. Through this type of scheme there are also opportunities for communities to develop schemes to help local people (including older and vulnerable people) to retain their independence. It will also offer local people opportunities to gain knowledge and new skills relating to, for example, project management, housing development and consultations.

Financial Implications: The Community-Led Housing Fund grant of £131,359 is ring-fenced for delivery of Community Led Housing. The Government has advised that grant funding will be available for a further three years but the level of funding and how this will be allocated has yet to be confirmed. There is no assurance that the grant will come to local authorities in future years. The policy will therefore need to be reviewed before the end of the financial year (2019/20) to ensure that it is still relevant and appropriate.

The Community Led Housing Fund Allocation policy includes criteria and grant caps for each funding stage, which requires applicants to demonstrate Value for Money and to seek match funding from other sources to mitigate financial risks. Communities are also subject to providing a service level agreement (SLA) with the local authority.

Legal Implications: Grant recipients may be required to repay the grant should their use of the award fail to comply with the conditions set out by the Council.

Risk Assessment: Failure to have an efficient and effective process in place for administering the fund could result in adverse publicity for the Council.

Equality Impact Assessment: Community-led housing will help to support the needs of vulnerable people, including older people, and reduce inequality by helping to provide the right type of housing solutions to meet the needs of local communities.

1.0 Introduction

- 1.1 In 2016, the Government announced a new annual £60 million fund to help almost 150 councils to tackle the problem of high levels of second homeownership in their communities. The monies were available to support the development of community-led housing.

South Hams	Devon	£1,881,307
West Dorset	Dorset	£1,365,432
East Devon	Devon	£1,210,418
Purbeck	Dorset	£910,456
North Devon	Devon	£667,869
Teignbridge	Devon	£581,303
West Somerset	Somerset	£574,760
Sedgemoor	Somerset	£485,174
Torridge	Devon	£448,434
Weymouth & Portland	Dorset	£430,315
Christchurch	Dorset	£417,229
South Somerset	Somerset	£263,222
West Devon	Devon	£247,620
North Dorset	Dorset	£238,057
East Dorset	Dorset	£158,034
Mid Devon	Devon	£131,359

- 1.2 The Community-Led Housing Fund offers local groups opportunities to lead on, and help them to deliver, affordable housing aimed at first-time buyers in response to the problem second homes can cause in reducing supply.
- 1.3 The funding will be targeted at the community-led housing sector and distributed to groups via local Councils. The rationale for this is that local authorities have the relevant knowledge to enable them to deliver the sort of housing needed in communities in their areas.
- 1.4 Allocating the funding to these housing organisations will place local communities in a position to identify what type of housing is most needed in each area. It will also offer an income stream to community organisations, in turn allowing them to reinvest in more housing or in other activities or services which will benefit their areas.
- 1.5 Local authorities will work closely with community-led housing groups and other stakeholders which is likely to include the Community Land Trusts network or the Home and Communities Agency, to ensure that the necessary infrastructure and support is available to ensure efficient delivery of new houses in subsequent years.
- 1.6 Community-led housing has many benefits. Planning applications from this sector are currently approved more often than other applications. Local concerns about building new homes can be allayed more easily because of local involvement from the start.
- 1.7 The groups can also be an important link between the community and local authorities, as they can increase credibility among residents and directly represent the needs of the community.
- 1.8 In 2016/2017 Mid Devon District Council was allocated half of the allocated funding of £131,359 from the DCLG Community Housing Fund. To receive the second tranche

of funding the Council had to explain how it would use the funds, to receive the remaining monies. The Council submitted its explanation and the remaining funds were awarded.

- 1.9 The Council will use this ring-fenced funding to work in partnership with local communities to develop Community Led Housing across the District. Further grant funding may be allocated over the next four years.
- 1.10 Implications on existing staffing capacity to secure, deliver and oversee the funds that are allocated to the Council will be monitored and, if insufficient, this will be reported as part of an overall monitoring report.
- 1.11 The Policy governance will be overseen by the Community Housing Fund Project Group chaired by the Cabinet Member for Housing. The group will comprise of Cabinet Member for Housing and three other Cabinet Members. The group will receive recommendations from Group Manager for Housing, Housing Options Manager and the S151 Officer or designated representative from finance. The Group will meet on a monthly basis to discuss the progress of community groups and consider applications for funding.

2.0 **Scope**

- 2.1 The purpose of this report is to seek approval for the Council's Community-led Housing Fund Grant Policy which will set out the criteria for the allocation of this funding to communities and organisations involved in the delivery of Community Led Housing schemes across Mid Devon over the next four years.
- 2.2 The Council is using £3250 (per year, over 4 years) of the funding to continue the joint working with Wessex Community Housing. The Council already has a proven track record with Wessex Community Housing arising from the successful Community Land Trust project in Hemyock. This will enable Wessex Community Housing to provide additional community development support, to work with the Council and communities to deliver more developments with Community Land Trusts.
- 2.3 The Wessex Community Housing Project is also tasked to generate interest and lead a dialogue with other community groups across Mid Devon around Community-led Housing as an additional step towards delivering additional housing on housing development sites and rural exception sites across the District.
- 2.4 The remaining grant allocation will be used to offer support to communities seeking to progress a Community-Led Housing scheme. The fund will be used to support local communities to set up a community organisation, undertake initial feasibility work and to cover project management costs.
- 2.5 The Community-Led Housing Fund Allocation policy sets out who is eligible to apply for this funding, what will be funded and how applications will be assessed and funding awarded.
- 2.6 The Community-Led Housing Fund will be available to communities to allow them to succeed in building new homes in the community. The criteria which grant applications will be assessed will be stringent. It will require applicants to:
 - Demonstrate how the project meets the Council strategic objectives
 - Evidence that other avenues have been explored
 - Provide a business case for the CLT
 - Report to the Council on the progress of the development/project

- 2.7 The impact of the programme will be monitored and evaluated by officers in the Housing Options Team and a report will be presented to the Homes PDG as and when required.
- 2.8 Appendix A sets out the Guidance and Criteria to help communities apply for the grants together with the application forms.

Contact for more Information: Mike Parker, Housing Options Manager
Telephone: 01884 234906 mparker@middevon.gov.uk

Circulation of the Report: Councillor Ray Stanley, Cabinet Member for Housing

Appendix A Community Led Housing Fund Guidance and Criteria – (2018-2020)

1. About Community-Led Housing

- 1.1 Community-led housing is intended to bring social and economic benefits to local communities through the provision of housing developed by members of the local community with support. The community must be integrally involved throughout the process in key decisions. It does not necessarily have to initiate and manage the development process, or build the homes itself, although it may choose to do so.

2. About the Grant

- 2.1 Mid Devon District Council was awarded £131,359.00 from a Government Fund aimed at helping local authorities to respond to high levels of second home ownership in their areas. Community-led housing includes all types of housing including homes for outright sale, rent and shared ownership
- 2.2 The Community Housing Fund will be available to communities looking to develop new housing and/or purchase, refurbish and bring back into effective use, empty properties. Any funding provided is used to benefit the local area and/or specific community on a clearly defined and legally protected way in perpetuity. Communities will be expected to work with Registered Providers as development partners. However, there may be situations where the community works with another development partner to deliver a community-led scheme.

3. Who Can Apply – Eligibility Criteria

- 3.1 **Community Organisations:** These will be community groups based in communities involved in the development of a community-led housing scheme. Community groups will need to be constituted to receive direct funding. The community group could be an existing charitable trust or development trust or similar body. Examples of community-led housing organisations include Community Land Trusts; Cohousing schemes; housing cooperatives and other similar organisations.

Where a new community group is established to develop a scheme, then funding will be provided to help establish the group.

Communities also have access to a wider range of other grant funding sources, which can assist in the delivery of Community Led Housing

schemes. These grants are not available to Registered Providers or other public sector bodies. Support and advice will be provided to communities both through the Council and specialist advisors on these alternative sources of funding.

3.2 Community Organisations will need to:

- Be a legal entity, or be part of a legally constituted consortia agreement
- Be appropriately constituted (examples might include; a registered charity, community interest company or charitable incorporated organisation, not for profit company or Industrial and Provident Societies for the Benefit of the Community).
- Have stated community benefit objectives
- Be non-profit distributing; any surpluses must be reinvested to further its social aims/community benefits

3.3 Registered Providers: Funding will be provided to Registered Providers who are involved in the development of an identified community-led scheme. Funding for Registered Providers can be in the form of a grant. Funding from the Community Housing Fund for Registered Providers can be made available in addition to funding from the Housing and Communities Agency (HCA) Shared Ownership and Affordable Homes Programme (SOAHP).

3.4 Registered Providers can be involved in a community-led housing scheme in a number of ways. These can range from acting as purely a development partner and providing a design and build service to a community through to leading on the development of the scheme and providing the on-going management of the housing. However, it is essential that whatever role a Registered Provider has in a community-led scheme that the community takes a long-term role in the ownership, management or stewardship of the homes, for it to be a genuine community-led housing scheme.

3.5 Other development partners: In most cases, communities will be expected to work with Registered Providers as development partners. However, there may be situations where the community works with another development partner to deliver a community-led scheme. The Council may provide direct funding to alternative development partners in certain circumstances.

(If you are applying for a Community Development / Set up Grant) Where no constituted body has yet been created, then the Council will accept applications from one of the following:

- The Parish or Town Council for that area;
- The appointed Community Support Organisation; or
- Another agency with strong links to the local community

4. What the grants are for

4.1 Community Development Work: Funding will be used to support community engagement work with local communities to enable them to set up a community organisation and to develop the organisation. Specific community capacity working could include:

- Set up costs for the group including legal structures and governance
- Advising the group on community-led housing models and the most appropriate models and approaches for their community/development
- Any training requirements
- Identifying other funding opportunities
- Assistance with funding applications and other support
- Longer term group and business development
- Any other specialist support

4.2 Initial Feasibility Work: Funding will be allocated to undertake initial feasibility work to identify the potential to develop a community-led housing scheme. Initial feasibility work could include:

- Feasibility studies
- Identifying and assessing potential sites and opportunities, costs and values
- Local Housing Needs Surveys
- Developing the initial project proposal
- Advice on early project planning/management and business plan development

4.3 Project management costs: Project management costs will cover any work undertaken on a specific site prior up to and including start on site of a scheme. This will include:

- All professional costs: Design and Architectural costs, Quantity Surveyor, site surveys and investigations etc.
- Planning fees and any specialist planning advice
- Legal costs

- Procurement costs
- Site Management costs
- Site acquisition
- Any abnormal costs: e.g. contamination, site clearance etc.

4.4 Other costs: The Council will consider use of the fund for specific one-off costs for a particular site, without which the scheme could not be developed or be viable, including gap funding.

4.5 Other organisations: Funding will be provided to other organisations to fund specific pieces of work. These can include funding to consultants for feasibility work, business planning, planning consultants, supporting housing needs surveys etc.

4.6 Items Which Will Not Qualify

The fund cannot be used for the following:

- Any development which does not meet the basic principles for a community-led housing scheme as set out previously
- Any organisation that does not meet the criteria listed previously
- Any development that has already commenced
- Any retrospective costs, which have already been incurred by the organisation

5. How much money can we apply for?

5.1 Amount of Funding to be Allocated

The Council currently has a sum of £131,359 available. The level of funding available in the future will be determined by the amount of grant allocated to the council by Central Government.

There are three grants available:

- Community Development / Set-Up Grant
- Feasibility Grant
- Development Grant

The grant funding available for each stage of a scheme is set out below. This is capped and it is expected that community organisations will also access other funding streams.

5.2 Community Development / Set-Up Grant

Grant funding of up to £3,000 per community (in addition to support from Wessex Community Housing Project) is available to help develop a group to the stage where it is constituted and to undertake initial community consultation. This funding is only available to groups with a clear community focus and an interest in providing housing which meets the needs of their local community.

This funding can support:

- Room hire for meetings and consultation events;
- Housing need survey materials;
- Training requirements;
- Identification of other funding opportunities;
- Fact finding visits to other community-led housing schemes; and
- Secretariat time to support the group;
- Advice on constituting a community-led housing body
- Administrative/legal costs required to set up a group

5.3 Stage 2: Feasibility Fund

Before accessing this fund, community groups will be expected to have been formed and constituted. They must also be able to demonstrate a good level of community support for the project and have clear evidence of the local housing needs that any proposed housing scheme is intended to meet.

In addition, potential site(s) will have been identified that may be suitable for a community housing scheme.

(If the organisation has accessed a Community Development / Set-Up Grant then) A statement of all setup grant expenditure will need to be prepared and 'signed off' by the Council prior to the submission of a (Feasibility grant) application.

Grant funding from £5,000 up to £15,000 per scheme (in addition to support from Wessex Community Housing Project) can be made available to support a feasibility appraisal and to develop a project plan. In exceptional circumstances requests for funding greater than the £15,000 limit may be considered if the applying community can demonstrate a clear rationale why additional funding is required, how it offers value for money and that the

funding cannot be secured by other means. At this stage, the type of work which funding could support could include:

- Feasibility study (this is an essential component of the application);
- Commissioning of a development agent to progress the scheme to a planning application;
- Identification and initial assessment of site/sites;
- Development of project plan, including a financial plan and identification of match funding;
- 'Pre application' planning advice;
- Scheme design including all relevant drawings appropriate for a planning application;
- Preparation of surveys and reports in advance of a formal planning application;
- Identification of any abnormal costs or site specific issues which would require further exploration; and
- Further community engagement.

To access this funding, groups are required to submit an application form (Annex A).

The funding can be used to fund work, reports and surveys that can progress a scheme all the way through to the stage prior to a full planning application. A date for the production of the feasibility study will be agreed with the applicant at the time the application is approved. It should be noted that at least 20% of all costs must be accessed from an alternative source to the Community Housing Fund.

The Council reserves the right to incorporate some of the development costs incurred at this stage into the total scheme costs identified at stage 3.

5.4 Stage 3: Development Fund

Grant up to £15,000 may be available either to top up public subsidy or provide gap funding for capital costs to contribute towards project management costs and construction costs.

Before accessing this fund community groups will be expected to have produced a project plan, have an identified site/sites and a clear understanding of the people (e.g. elderly/young adults etc.) who will benefit from the scheme.

Funding is only available to the following types of organisations:

Fully constituted community groups – the group can be an existing charitable organisation or similar body, social enterprise or set up specifically for this project.

Registered housing provider or non-registered housing association – as long as there is clear community involvement in the scheme (as set out in the policy statement)

6. How we assess applications - What we look for

6.1 Basic eligibility criteria

The applicant must be a legally constituted organisation (see above)

The scheme must clearly demonstrate that it meet local needs (evidence of recent Housing Needs Survey or equivalent)

The scheme must be community-led

For a scheme to be 'community-led' it will need to meet the following criteria:

- The community must be integrally involved throughout the process in key decisions. It does not necessarily have to initiate and manage the development process, or build the homes itself, although it may choose to do so;
- There will be a presumption in favour of community groups that demonstrate in their applications that they are taking a long-term, formal role in the ownership, management or stewardship of the homes; and
- Any funding provided is used to benefit the local area and/or specific community on a clearly defined and legally protected way in perpetuity

6.2 The applicant will also need to demonstrate:

- Strong governance arrangements by operating through open and accountable, co-operative processes, with strong performance and management systems
- Appropriate skills and capacity exist within the organisation, or available to the organisation to undertake the project
- Clear, realistic financial plans for the development of the housing scheme where applicable
- Clear, realistic financial plans for the future management of the housing scheme

- The scheme offers good value for money, in particular that the scheme is accessing other sources of funding and finance (see below)
- Community support for the proposals
- How the organisation will comply with any relevant legislation and statutory requirements

Assessment for a Development Grant will be subject to a more detailed appraisal process, which will include the following, on top of those already listed:

- Deliverability
- Allocations Policy
- How the scheme will be managed and maintained
- Robustness of the business model and financial viability

7. Value for money

7.1 Applications for Community Housing Fund

Applications for Community Housing Fund Stage 1 and 2 funding will need to demonstrate how the group intends to spend the money and provide a breakdown of costs.

Applications for Community Housing Fund Stage 3 funding will require the submission of a financial plan, outlining what revenue and capital support is required. The project plan should also outline what professional support is required to deliver the scheme and how this will be procured.

Community Housing Fund Project Plans will be expected to outline where match funding will be sourced from to make the scheme viable. The Community Housing Fund Group expects groups to demonstrate they have taken appropriate measures to reduce the amount requested from the Fund and will expect evidence that the applicant has considered the following alternative funding streams (where applicable):

Borrowing on rental income; this is capital funding borrowed over the long term, (typically 25 years), using projected rental income streams to service the debt

Sales receipts: this is capital funding secured from the proceeds of projected house sales

Homes England; this is grant made available from the HCA (soon to be renamed Homes England) in accordance with their Affordable Housing funding programmes

Land donations or use of existing community land; this is land offered at 'nil' or below market value

Local authority commuted sum fund; this is capital funding taken from the fund which accounts for financial contributions from developers in lieu of 'on-site' affordable housing

8.0 How to Apply

8.1 Requests for funding

Requests for Community Housing Fund Stage 1 and 2 funding should be sent to the Group Manager (Housing Services) using the appropriate application form (attached at Annex A).

Requests for Community Housing Fund stage 3 funding must be made through a completed project plan covering:

- the legal constitution of the group and the principal contacts
- evidence of community engagement
- a financial plan, identifying the sources of funding for the project
- identification of a site/sites
- a basic site designing indicating the number of types of housing to be delivered through the project
- an outline of who the new homes will be for and how that meets a local need
- what professional support is required to take the project forward and how these professionals will be appointed/procured
 - what role the community group will play once the homes are complete

9. Supporting Documents

9.1 Annex A must contain the supporting documents as detailed in section 8.1

10. How to Submit

10.1 Applications must be sent to the Group Manager (Housing Services) at Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton, Devon, EX16

6PP. Applications must be supported by the relevant documentation as detail above.

11. What happens after you submit your application

11.1 Requests for **Community Development / Set-Up grant** will normally be considered by the Group Manager (Housing Services) within 10 working days of receipt of the completed application form (unless otherwise agreed) (see Annex A).

Requests for **Feasibility Grant** will normally be considered by the Community Housing Fund Project Group within 30 working days of receipt of the application form (see Annex A). Please note that this may generate further questions or requests for clarification prior to a written decision being sent out to the group to inform them whether they have been successful or not.

Request for a **Development Grant** will also be considered by the Community Housing Fund Project Group following receipt of a project plan. An initial check of the project plan will be undertaken within 10 working days by the Group Manager (Housing Services). Should it be deemed to require further detail, applicants will be notified accordingly and asked to resubmit. Subject to any additional questions or requests for clarification, the group will receive written notification of whether they have been successful or not.

The policy will be overseen by the Community Housing Fund Project Group chaired by the Cabinet Member for Housing that will comprise of:

- Cabinet Member for Housing
- Three Cabinet Members

The group will be supported by the following group after receiving recommendations from

- Group Manager (Housing Services)
- Housing Options Manager
- S151 Officer or designated representative from finance

The Group will meet on a monthly basis to discuss the progress of community groups and consider applications for funding.

11.2 Payment of Grant

11.3 Stage 1: Community development set-up grant

Grant payments will normally be paid following the agreement of the Community Housing Fund Project Group with receipt of grant claim form and invoices for works carried out; payment of grant will be paid after 30 days of being approved. However, it is recognised that some community groups may not yet be fully constituted or have very limited cash resources.

11.4 Stage 2: Feasibility fund

Grant payments will normally be paid on receipt of grant claim form and invoices for work carried out.

11.5 Stage 3: Development fund

Payments from the Development Fund will normally be made on a staged basis as follows:

- 50% to be paid on start on site of the scheme 50% to be paid on scheme completion
- The Council will consider alternative staged payments in certain cases where there may be cash flow issues. However, it is expected that applicants will have sufficient development finance in place to ensure that they are able to manage their cash flow throughout the duration of the project.
- Where the grant funding is being used to provide gap funding, then payment will normally be made to the applicant once that cost has been met by the applicant and upon receipt of evidence of payment of the cost by the applicant.
- There will be no funding available for cost overruns.

11.6 Grant Agreement

Grant recipients will be required to enter into a standard grant agreement with the Council, which will stipulate a number of requirements including:

11.7 Monitoring Arrangements: We will require grant recipients to provide regular monitoring information as per the grant agreement.

11.8 Use of Grant and details of works required: The grant agreement will set clear what the grant can be used for and details of the works required.

11.9 Withholding, suspending and repayment of grant: The grant agreement will also set out the circumstances in which grant may be withheld, suspended or repaid. This will include disposal of the properties within a certain timescale, use of grant for purposes other for which the grant has been awarded etc. This list is not exhaustive and there may be other examples the Council will use its discretion.

11.10 Monitoring and Clawback

Groups awarded Community Housing Fund Stage 1 funding will be monitored by the Wessex Community Housing Project, who will report back to the Community Housing Fund Project Group on a regular basis.

Groups awarded Community Housing Fund Stage 2 and Stage 3 funding will be expected to submit a brief update report at least once every two months. They will also be monitored by the Wessex Community Housing Project, who will report back to the Community Housing Fund Project Group.

The Council reserves the right to seek repayment of any grant awarded, should any homes provided through this programme be taken out of community ownership within 10 years of the completion of the scheme, unless written permission is given by the Group Manager (Housing Services).



MID DEVON DISTRICT COUNCIL
COMMUNITY HOUSING FUND COMMUNITY DEVELOPMENT/SET-UP FUND

PLEASE READ THE CRITERIA AND GUIDANCE NOTES BEFORE COMPLETING THIS FORM
 FOR MORE INFORMATION, PLEASE CONTACT THE HOUSING OPTIONS MANAGER ON 01884 234906

Application for Community Development/Set Up Funds – Stage 1

Name of Existing/Proposed Organisation	
Contact Details/Name:	
Contact email:	
Contact Address:	
Contact Tel no(s):	
Position Held:	
Correspondence Address:	
Organisation Details: Type of existing/proposed organisation	

Organisation bank account? (Please provide bank account name, address, sort code & account number.)	Account Name:	Sort Code:	Account No:
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Are you an established organisation with legal documents to establish that you have legal authority? (For example a Parish Council, Community Land Trust) What is the legal form of the organisation?	
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Scheme Details: Please provide details about your project? (eg What are you proposing to build – how many houses, type of tenure? Why are you seeking support from the Community Housing Fund? How will this help you with your next steps? What will the Housing Fund help you to do which you are not able to achieve otherwise? Is this within a Neighbourhood Plan area?)	
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Funding requirements - Please set out the funding you need to progress this scheme to Stage 2 (Feasibility)	
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Type of funding	Estimated Cost	Details (including name of service provider/consultant/contractor if known)

<p>Have you identified a site? Please provide information (eg condition of the site, current use, the address of the site)</p>	
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<p>Have you carried out any consultation with the wider community about your proposals (not including members of your group)? What level of support or opposition have you received (for example Parish Council, local authority, other local voluntary or business groups.)? We understand that all schemes have their objectors, and detailing any opposition you have had to your proposals will not prejudice your application for support.</p>	
--	--

<p>Have you had any engagement or discussion with a Registered Provider/Housing Association about your proposals? What response have you had?</p>	
--	--

<p>Are you receiving specialist advice about this project (ie Wessex Community Housing Project)? Please provide their name & contact details.</p>	
--	--

Equalities

Under the Equalities Act 2010 the Council has a legal duty to ensure that different groups are not disadvantaged from applying for or receiving our grants funding. We also want to ensure that people who benefit from our grants programme represents the makeup of the local population.

Please indicate which (if any) of the following groups will particularly benefit from your project and give details where you think this is relevant

- People with physical disabilities
- People with mental health problems
- Older people
- Unemployed people
- People who are gay, lesbian, bisexual or transgender
- People from a particular ethnic background
- Younger people
- Carers

Checklist

- Completed all sections of the application form []
- Provided Bank Account details []
- Provided details of the legal identity []
- Provided details of funding costs []

Declaration

The information you have provided will be used by the Council to assess and process your application and to enable us to contact you about your application. Your information will be held securely within the Council and only passed to others within the Council for the purposes of assessing this grant application. Information will be destroyed in line with the Council's Information Retention Policy.

I declare that, to the best of my knowledge and belief, all the information in this application form is true and complete.

Signature _____

(This can be your group's chairman, treasurer, secretary or equivalent post)

Date _____

Print Name

Position held in group

Enclosures

- Copy of governing document
- Accounts/Bank statement

Return to:

MID DEVON DISTRICT COUNCIL
PHOENIX HOUSE, PHOENIX LANE
TIVERTON, DEVON EX16 6PP

<p>Certification I certify that this funding required is directly associated with the development of a community led housing scheme(s) and that the information contained within this application form is, to the best of my knowledge, accurate and reliable.</p>	<p>Signature:</p> <p>Date:</p> <p>On behalf of:</p>
---	--

If the certification has not been completed by a recognised signatory of the proposed community housing organisation then please indicate the organisation that person represents

Application for Development/ Feasibility fund – Stage 2/3

Name of Existing Organisation	
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Contact Details/Name:	
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Contact email:	
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Contact Address:	
-------------------------	--

<p>Organisation Details: Type of organisation: Date of incorporation:</p> <p>(please provide a copy of your constitution or other documentary evidence of your governance arrangements)</p> <p><i>Please note that your organisation must normally have a minimum of 5 members (from different addresses in your community) and have either an open membership policy (or one which has restrictions that help to fulfil its overall aims and objectives)</i></p>	
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Please provide a brief summary of the organisation's aims and objectives:	
--	--

Bank account: (Please provide bank account name, address, sort code & account number.)	Account Name:	Sort Code:	Account No:
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Application for Development/ Feasibility fund – Stage 2 / 3

Declaration

The information you have provided will be used by the Council to assess and process your application and to enable us to contact you about your application. Your information will be held securely within the Council and only passed to others within the Council for the purposes of assessing this grant application. Information will be destroyed in line with the Council's Information Retention Policy.

I declare that, to the best of my knowledge and belief, all the information in this application form is true and complete.

Signature _____

(This can be your group's chairman, treasurer, secretary or equivalent post)

Date _____

Print Name

Position held in group

Enclosures

- Copy of supporting documents

Return to:

MID DEVON DISTRICT COUNCIL
PHOENIX HOUSE, PHOENIX LANE
TIVERTON, DEVON EX16 6PP

<p>Certification I certify that this funding required is directly associated with the development of a community led housing scheme(s) and that the information contained within this application form is, to the best of my knowledge, accurate and reliable.</p>	<p>Signature:</p> <p>Date:</p> <p>On behalf of:</p>
---	--

If the certification has not been completed by a recognised signatory of the proposed community housing organisation then please indicate the organisation that person represents

ELIGIBILITY CHECK

Application for Community Development/Set Up Funds – Stage 1 / 2 / 3

CLT Details	
Contact Name	
Parish	
Grant Stage	
Grant Requested	

Evidence Support	Of	Yes / No	Documentation Supplied	
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Eligibility

	Yes	No	?	Comment(s)
Is the application form complete and all relevant information supplied?				
Is the organisation eligible to apply?				
Are the project objectives eligible for funding?				
Is there sufficient detailed breakdown of costs so we know what the funding will be spent on?				
Is there evidence of support from at least one local parish / town Council?				
Is the amount higher than the eligible costs?				
Does the scheme / project warrant additional funding?				
Has the project already received funding?				
Is the project able to proceed with funding?				

Supplementary Questions / Clarifications Needed:

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SCORING CHECK

Need	Comments <i>Please score from 1 to 5 1 being lowest – does not fulfil a local need 5 being highest – completely fulfils a local need</i>	Score
Is there a Housing Need in village/Parish?		
Is this back by the community/Parish?		
Is the organisation working with Wessex?		
Has a housing need survey been completed?		

RECOMMENDATION

Recommendation	£	Comments
Fund in Full		
Fund in Part		
Fund with Conditions		
Defer		
Do not fund		

Comments/Notes

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**CABINET
3 DECEMBER 2020**

REPORT OF THE HEAD OF PLANNING, ECONOMY AND REGENERATION

FUTURE STRATEGIC PLANNING WORKING WITH EXETER CITY COUNCIL, EAST DEVON DISTRICT COUNCIL, TEIGNBRIDGE DISTRICT COUNCIL AND DEVON COUNTY COUNCIL

Cabinet Member(s): Cllr Richard Chesterton, Cabinet Member for Planning & Economic Regeneration

Responsible Officer: Mrs Jenny Clifford, Head of Planning, Economy and Regeneration

Reason for Report and Recommendations: To set out options for future joint strategic planning arrangements with partner authorities in the Exeter Housing Market Area and Travel to Work Area. The recommendations sought are to agree a preferred approach.

Recommendation:

That Cabinet recommends to Council to support in principle the production of a joint non-statutory plan, to include joint strategy and infrastructure matters, for the Greater Exeter area in partnership with Exeter, East Devon, Teignbridge and Devon County Councils. This will be subject to agreement of details of the scope of the plan, a timetable for its production, the resources required, and governance arrangements to be agreed at a later date.

Financial Implications: The preparation of a joint non-statutory strategy and infrastructure plan would have associated production costs. However, such costs are likely to be significantly lower than those previously agreed for the production of the Greater Exeter Strategic Plan since there will be no need for a formal examination. As a collaboration between the four councils, the funding of this joint non-statutory plan will need to be shared by the four councils with a shared funding mechanism established once the scope and timetable has been agreed. Budgetary provision exists for the preparation strategic and other plans including the new Local Plan for Mid Devon through earmarked reserves. The cost of jointly prepared technical evidence would be shared between the partner councils.

Budget and Policy Framework: The likely cost for the production of a joint non-statutory strategy and infrastructure plan will need to be agreed at a later meeting, but is anticipated to be less than would have been the case for GESP and would be met through ear marked reserves set aside to support strategic planning. The Policy Framework consists of both statutory documents that have to be adopted or approved by the Council as well as locally determined policies and strategies. Once adopted, the non-statutory plan will agree a common approach for addressing key strategic cross-boundary issues.

Legal Implications: The production of a joint non-statutory plan addressing strategy and infrastructure matters would not have any direct legal implications as it would not

form part of the adopted development plan for the District. However, it will assist in discharging the requirements of the current Duty to Cooperate over cross-boundary planning matters as the Council progresses its next Local Plan.

Risk Assessment: If the Council approves the above recommendations then further agreement will be sought between the participating Councils on the scope and content of the joint non-statutory plan in due course. The proposed scope and content will be subject to additional risk assessment, but as a non-statutory plan, there would not be an examination process or the need to meet tests of soundness. Risks are likely to be over the joint nature of the plan now proposed, necessitating an agreed approach and content. The risks of not seeking to comprehensively address cross-boundary planning issues are considered to outweigh the risks of the recommended approach.

Equality Impact Assessment: No equalities impact at this stage. If the Council approves the above recommendations then the partner authorities will need to consider equality impacts associated with any proposals as the non-statutory plan progresses. The next local plan review will be accompanied by a full Equality Impact Assessment.

Relationship to Corporate Plan: A joint non-statutory strategy and infrastructure plan will establish a common approach for responding to key cross-boundary issues. It will therefore help deliver corporate plan priorities.

Impact on Climate Change: The preparation of joint plans is a key method for climate change mitigation and environmental protection, through appropriate policies and development strategy. Commitment to joint planning will give an opportunity to consider climate and strategic environmental matters at a more effective larger-than-local scale.

Involvement in joint strategic planning provides an opportunity to consider carbon emission and climate change impacts of development and transport over a wider area. Because of this, involvement in joint planning is likely to be beneficial to climate change policy compared with seeking to achieve carbon neutrality in just one district. The key impacts will arise from the specific strategy chosen, however, these implications will be addressed as joint plan-making is progressed.

1.0 Introduction

1.1 The purpose of this report is to present options for alternative joint strategic planning approaches. The report recommends that joint strategic planning should continue in the form of a non-statutory joint plan prepared by the four authorities of East Devon, Exeter, Mid Devon and Teignbridge Councils, in partnership with Devon County Council.

2.0 Background

2.1 On 22nd February 2017, Full Council resolved to prepare a strategic plan (GESP) covering the Exeter Housing Market Area and travel to work area in partnership with East Devon, Exeter and Teignbridge Councils with the support of Devon County Council. Since this time, the partner authorities have worked collectively to produce evidence for the plan and prepared a Draft Plan which

was brought to the relevant committees of each authority in the summer of 2020 to seek approval for consultation.

2.2 At the meeting of Council on 26th August 2020, Mid Devon District Council resolved to:

1. Commit to prepare a revised joint strategic plan;
2. Should Officers subsequently advise that 1. proves not to be the most appropriate option in planning terms, consider a review of other options for further strategic and cross-boundary planning matters with willing participatory authorities in the Exeter Housing Market Area;
3. Instruct officers to review and incorporate relevant elements of the GESP Draft Policies and Site Options consultation document and other supporting documentation and evidence that remain valid;
4. Jointly prepare necessary technical studies and evidence for the new strategic plan, including conducting a further call for sites process?, align monitoring and share resources where there are planning and cost benefits for doing so;
5. Reaffirm the Council's commitment to the delivery of high quality development, a Culm Garden Village as part of the Garden Communities Programme and continue to work collaboratively as a group of Councils in the garden communities programme with Homes England;
6. Task Officers to prepare a further report on staff resources to prepare a revised joint strategic plan with resources to be provided equitably to the team through equalisation arrangements; and
7. Task Officers to bring forward the preparation of the next Local Plan Review.

On the 23rd July, East Devon District Council's Strategic Planning Committee resolved to recommend to their Council that EDDC withdraw from working on the GESP while making a commitment to continue to work with the partner authorities. This recommendation was then agreed at their Council on 29th August.

2.3 Since that time discussions have continued between Leaders and relevant portfolio holders/executive members on alternative options for continuing partnership working outside of GESP. Discussions have focussed on the common issues that bring the partner authorities of East Devon, Exeter, Mid Devon and Teignbridge together, in conjunction with the County Council which previously fulfilled a supporting role. These common issues are primarily that the area is a single housing and functional economic area which also operates as a large travel to work area. The wider area also faces common issues; housing affordability and the need to deliver greater numbers of homes; constraints on infrastructure and limits to the availability of funding; the need for a flexible and efficient transport system which supports prosperity and access to services; the need to respond to the climate emergency, achieve net zero

carbon development and increase habitat creation; and the need to improve accessibility for urban and rural areas by widening digital connectivity. These vital issues affect the whole area and therefore can be effectively considered in a strategic, cross-boundary manner.

3.0 Benefits of continued joint strategic planning

- 3.1 While there are real-life, practical reasons for collaboration, the need to work together effectively is currently supported by the Duty to Cooperate, a legal duty in plan preparation. Although the Planning White Paper is considering the abolition of the Duty, this is some time from being removed in practice. The White Paper is also clear in identifying the on-going need to cooperate on significant matters such as infrastructure provision and central government has confirmed it is giving this further thought.
- 3.2 Turning to delivery, discussions with Homes England have shown the importance of demonstrating common aspirations, priorities and approaches to current issues when seeking funding. Joint working will be vital to help lever in this funding to support delivery, particularly regarding critical, strategic infrastructure with wide-spread benefits and where there is a large funding gap. Such an approach would help to establish a recognisable brand reflecting a tangible and clear location which would be received favourably by the Government.
- 3.3 In practical, plan-making terms, there are also significant benefits in working together because collaboration enables evidence to be commissioned jointly, expertise to be shared and effort focussed flexibly. It also provides the opportunity to seek funding or work jointly with agencies such as Homes England on plan-preparation (e.g. by sharing evidence) which could have financial and consistency benefits.

4.0 Options

- 4.1 The Project Assurance Group (comprised of the Heads of Planning from the partner authorities) have identified six options for future joint working. A summary of these is provided in Table 1. The options range from continuing to prepare a joint statutory plan, to the bare minimum requirement of meeting our Duty to Cooperate obligations whilst preparing individual Local Plans. A detailed appraisal of these options is provided in **Appendix 1**.
- 4.2 Although in purely technical planning terms the options which include statutory joint plans and strategies would be preferred, it is considered that these are unlikely to be politically acceptable for all authorities in the current period post-GESP and taking forward such a plan without all of the partners from the sub-region would undermine the status of a statutory document and risk the soundness of the plan. This means that options 5 and 6 in Table 1 are unlikely to be deliverable.
- 4.3 It is considered that there is a clear need for joint working if we are to successfully address the shared issues the partner authorities face and lever in the infrastructure funding needed. Therefore undertaking a more co-ordinated

approach than simply complying with the Duty to Co-operate is considered essential. On this basis, option 1 would not be sufficient to meet the collective Councils' objectives.

4.4 As such, in order to effectively address the strategic cross-boundary issues set out in 2.3, to demonstrate proactive joint working on strategic infrastructure delivery, and to have a solution which is likely to be politically acceptable to all partners, it is necessary to explore a middle ground scenario. In this case, the middle ground is the preparation of a non-statutory strategy which would ensure that there is a shared approach to strategic matters such as economic development, carbon reduction, digital connectivity, infrastructure delivery and habitats mitigation whilst enabling the individual local planning authorities to retain control over the timetable and scope of statutory Local Plans. Option 4 provides the best scenario for achieving this.

4.5 The following options have been considered. A full appraisal is available in **Appendix 1**.

Option	Scope	Comments
1. Baseline: Each LPA progresses its own Local Plan and works with the other LPAs to meet Duty to Co-operate (or replacement)	Determined by each LPA (*). Could include some joint evidence on defined topics as has happened in the past (e.g. housing, gypsy and travellers, habitat mitigation, transport)	Minimum opportunity to agree a positive planning framework for critical issues and to lever in central government funding. Maximum opportunity to prepare an unencumbered Local Plan review.
2. Each LPA progresses its own Local Plan and works to meet the DtC. Local Plans include model strategic policies (*) and are informed by shared evidence where appropriate.	Similar to option 1, but with model policies that can be adapted to suit local circumstances and limited in scope to cross-boundary matters (e.g. climate change) (*).	Some opportunity to have a shared approach towards common issues but unlikely to sufficiently demonstrate a collective approach to attract central government support for infrastructure delivery.
3. Non-statutory Joint	Government-facing document aimed at securing funding to deliver	Would provide a co-ordinated planned response to the area's infrastructure priorities

<p>Infrastructure Plan</p>	<p>infrastructure needed to support growth.</p> <p>This could just be growth identified in adopted Local Plans and/or growth proposed in emerging plans.</p> <p>As a non-statutory plan it would not be subject to statutory consultation or examination and therefore would be a faster and more flexible plan.</p>	<p>and help to secure central government investment. However, without an overarching strategy to hang the plan on, it could lack ambition and a shared understanding of strategic issues.</p> <p>As a non-statutory plan it would not be subject to statutory consultation or examination and therefore would be faster to prepare and more able to respond to changing circumstances.</p>
<p>4. Non-statutory joint strategy and infrastructure plan</p>	<p>Place-making, aspirational non-statutory plan covering strategic place making and infrastructure delivery.</p> <p>Used to promote the Garden Communities and sub-regional brand, in addition to identifying infrastructure requirements.</p> <p>Part Government-facing document and part strategy document.</p>	<p>Would provide a co-ordinated response to the area's strategic economic, climate, housing, environmental and infrastructure issues and help to secure central government investment.</p> <p>As a non-statutory plan it would not be subject to statutory consultation or examination and therefore would be faster to prepare and more able to respond to changing circumstances.</p>
<p>5. Statutory joint strategy and infrastructure plan</p>	<p>High-level statutory plan containing strategic policies and infrastructure requirements. This would essentially be the equivalent to GESP, but without East Devon.</p> <p>Matters/sites not covered in the strategic plan will be covered in Local Plans.</p>	<p>Would provide a co-ordinated response to the area's strategic economic, climate, housing, environmental and infrastructure issues and help to secure central government investment, with added weight because it would be in a statutory plan.</p> <p>Given recent decisions made by East Devon District Council it is unlikely that this option will be politically acceptable.</p>

<p>6. Full statutory joint plan</p>	<p>A statutory plan containing strategic and local policies, infrastructure requirements and all site allocations.</p> <p>There would be no Local Plans prepared by individual LPAs.</p>	<p>Would provide a co-ordinated response to the area's strategic economic, climate, housing, environmental and infrastructure issues and help to secure central government investment, with added weight because it would be in a statutory plan.</p> <p>Given recent decisions made by East Devon District Council it is unlikely that this option will be politically acceptable.</p> <p>Perceived loss of local control over more locally relevant policies.</p>
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(*) Comments are caveated by the Government's proposals in the recent Planning White Paper.

Table 1: Options for Joint Strategic Plan Making

5.0 Resourcing future joint planning

5.1 At this stage, this report seeks an 'in principle' agreement to proceed with a non-statutory infrastructure and strategy plan based on option 4 in Table 1 with details relating to budget, detailed scope, and governance reserved for discussion at a later date. However, it should be noted that any resource required for option 4 will be less than was previously committed for GESP. This is due to the fact that a non-statutory plan:

- Would not be subject to statutory consultation arrangements or a public examination. Costs for the examination would have been in the region of £150,000 to be split across the 4 authorities and is not currently within the GESP budget;
- Would not include details relating to development sites which would have required extensive site investigation work and masterplanning (NB. it should be noted however that this work will have to be picked up as part of the Local Plans of each Council);
- Can draw on the significant amount of evidence already collected as part of the GESP project. Additional evidence may be required to support the non-statutory plan but would not be above and beyond what would have been required for the GESP;
- Is likely to require less staffing resource than the preparation of a statutory plan.

6.0 Views of the Planning Policy Advisory Group

- 6.1 The Planning Policy Advisory Group was consulted at its meeting on 18th November 2020. The following matters were raised by Members: the reference to 'Greater Exeter' and whether this description is appropriate going forward; the scope of the objectives and content of the strategy; the timetable for production and relationship with the production of a new local plan for Mid Devon; the need for meaningful public engagement.
- 6.2 The Planning Policy Advisory Group supported the recommendations of this report.

7.0 Conclusion and proposed future joint strategic planning approach

- 7.1 Having considered the various merits and risks associated with each of the options, it is recommended that a non-statutory joint strategy and infrastructure plan is prepared alongside a Local Plan for Mid Devon, in order to address the vital issues that affect the whole of the sub-region.
- 7.2 Each of the partner authorities will be taking a similar report through their relevant committees in the next few months to seek agreement on this revised joint planning approach.

Contact for more Information:

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Tristan Peat, Forward Planning Team Leader tpeat@middevon.gov.uk / 07967 179669

Jenny Clifford, Head of Planning, Economy and Regeneration
jclifford@middevon.gov.uk

Circulation of the Report: Cabinet Member seen and approved [yes/no – name of Cabinet Member], Cabinet, Leadership Team seen and approved [yes/no]

List of Background Papers:

Appendix 1: Joint Planning Options Appraisal Matrix

Appendix 1

Joint planning options appraisal matrix

Option	Scope	Timetable	Resources	Pros	Cons	Comments
<p>1.</p> <p>Baseline: Each LPA progresses its own Local Plan and works with the other LPAs to meet Duty to Co-operate (or replacement)</p>	<p>Determined by each LPA (*).</p> <p>Could include some joint evidence on defined topics as has happened in the past (e.g. housing, gypsy and travellers, habitat mitigation, transport)</p>	<p>Determined by each LPA (*).</p>	<p>Determined by each LPA.</p> <p>No sharing of resources (although could allow for procurement of shared evidence where considered appropriate).</p>	<p>Greater political certainty than joint-working options.</p> <p>No need for joint Governance.</p> <p>LPA only needs to fund a Local Plans team.</p> <p>Timescale fully under control of the LPA and can reflect how far it has progressed to date.</p> <p>LPA only has to resource 1 Examination (Local Plan).</p> <p>Most likely the quickest route to achieving an adopted Plan for each LPA for the purpose of meeting housing needs, securing a 5 year supply of deliverable housing sites, and having up to date policies on key matters such as climate</p>	<p>No opportunity to agree a positive planning framework for cross-boundary planning matters, e.g. climate change, biodiversity net gain, digital connectivity and transport (*).</p> <p>Reliant on DtC to address strategic cross boundary issues (*).</p> <p>The option least likely to attract Gov't /Homes England support for housebuilding / infrastructure delivery.</p> <p>Minimum opportunity to attract external funding for studies / evidence base required to support the Local Plan.</p> <p>Procurement of evidence by individual LPAs likely to be less efficient</p>	<p>Minimal joint working, including no joint strategic planning (although possibility to implement alongside options 3 and 4). Therefore the implications of taking a strategic boundary blind approach towards meeting housing needs would not be felt. Also, no opportunity to 'spread' any potential housing need asks made by neighbouring</p>

Option	Scope	Timetable	Resources	Pros	Cons	Comments
				change, carbon reduction etc.		authorities (e.g. Torbay).
2. Each LPA progresses its own Local Plan and works to meet the DtC. Local Plans include model strategic policies (*) and are informed by shared evidence where appropriate.	Similar to option 1, but with model policies that can be adapted to suit local circumstances and limited in scope to cross-boundary matters (e.g. climate change) (*).	Similar to option 1, but will require an element of common Local Plan timescales across the LPAs, with agreement on model policies to meet those timescales (*).	Determined by each LPA. No sharing of resources (although could allow for procurement of shared evidence where considered appropriate). Model policies will require some form of joint working.	Opportunity to agree a positive framework for cross-boundary matters like climate change, biodiversity net gain, digital connectivity and transport. Could therefore satisfy many DtC requirements (*). Model wording would not be binding on any LPA. Greater political certainty than other joint-working options. No need for joint Governance. LPA only needs to fund a Local Plans team. LPA only needs to resource one Examination (Local Plan). Compared to option 1, provides greater scope for attracting external funding for studies /	Reliant on DtC to address strategic cross boundary issues (*). Potential for the model policies to be diluted and amended away from the common elements. Questionable if this will demonstrate a collective approach sufficient to attract Gov't /Homes England support for housebuilding / infrastructure delivery. Timescale less under the control of the LPA than option 1 and may not reflect how far it has progressed to date in its Local Plan review.	No comprehensive joint strategic planning (although possibility to implement alongside options 3 and 4). The implications of taking a strategic boundary blind approach towards meeting housing needs would not be felt. Also, no opportunity to 'spread' any potential housing need asks made by neighbouring authorities (e.g. Torbay).

Option	Scope	Timetable	Resources	Pros	Cons	Comments
				<p>evidence base required to support the Local Plan.</p> <p>Potential for procuring shared evidence, which may result in efficiency savings.</p> <p>Model policies on key matters may result in less developer confusion (*).</p> <p>Model policies / S106 requirements may reduce opportunity for developers to 'take advantage' of individual LPAs (*).</p>		
3. Non-statutory Joint Infrastructure Plan (all 4 LPAs)	<p>Government-facing document aimed at securing funding to deliver infrastructure needed to support growth.</p> <p>This could just be growth identified in adopted Local</p>	<p>Could be undertaken outside of formal Local Plan timetables if only covering growth in adopted Local Plans. Could be prepared more quickly than a</p>	<p>Determined by each LPA, although will require some form of joint working. Would need specific DCC involvement.</p> <p>Potential to be led by DCC.</p>	<p>Fewer joint governance pressures than options 4-6.</p> <p>Provides a co-ordinated planned response to the area's infrastructure aspirations and constraints.</p> <p>Confirms common aspirations for proactive infrastructure delivery linked to development proposal without the</p>	<p>Still reliant on DTC to address some strategic cross boundary issues (*).</p> <p>If LPAs want the joint plan to cover growth proposed in emerging plans, the timescale will rely on individual Local Plan timescales. These may vary across LPAs.</p> <p>Potential difficulties of preparing a joint</p>	<p>A non-statutory document, therefore fundamentally different to GESP.</p> <p>Can work alongside options 1 or 2.</p>

Option	Scope	Timetable	Resources	Pros	Cons	Comments
	<p>Plans and/or, growth proposed in emerging plans.</p> <p>Could cover all strategic infrastructure, or just DCC infrastructure. Could be prepared by DCC, although would need a level of buy-in from the LPAs in order to secure external funding. Geographic scope would need consideration if prepared by DCC.</p> <p>May need an associated governance regime</p>	statutory plan.		<p>difficulties of joint plan making.</p> <p>Could be successful in securing Gov't / Homes England funding for infrastructure (e.g. the Kent and Medway Growth and Infrastructure Framework¹).</p> <p>Opportunity for a Devon-wide Infrastructure Plan with sub-sections focussing on different areas of Devon to avoid 'watering down' the sub-regional branding.</p> <p>Budget support from LPAs would be significantly less than existing GESP budget requirements.</p> <p>Although challenging, this provides an opportunity for some form of infrastructure prioritisation which improves the</p>	<p>infrastructure plan without a cogent joint strategy to hang it on.</p> <p>An infrastructure plan that only sets out infrastructure funding requirements for 'already planned' growth may not demonstrate a collective and ambitious approach sufficient to attract Gov't /Homes England support for housebuilding / infrastructure delivery unless some form prioritisation is undertake which could be challenging.</p> <p>An Infrastructure Plan that sets out infrastructure funding requirements for planned and emerging growth will require a greater degree of joint governance.</p>	

¹ Latest Kent and Medway Framework can be viewed here: https://www.kent.gov.uk/_data/assets/pdf_file/0018/80145/GIF-Framework-full-document.pdf.

Option	Scope	Timetable	Resources	Pros	Cons	Comments
	covering funding prioritisation.			deliverability of key projects.		
4. Non-statutory joint strategy and infrastructure plan	<p>Place-making, aspirational non-statutory plan covering strategic growth and infrastructure.</p> <p>Used to promote the Garden Communities and sub-regional brand, in addition to identifying infrastructure requirements.</p> <p>Part Government-facing document and part strategy document.</p>	Prepared alongside Local Plan preparation. The strategy elements would be likely to increase the time required to deliver the project when compared with option 3.	Small project team of officers from the LPAs / DCC required.	<p>Allows for more effective strategic and infrastructure planning and would be more likely to attract Gov't / Homes England funding than options 2 and 3.</p> <p>Provides a co-ordinated planned response to the area's strategic growth and infrastructure aspirations and constraints (more so than 2 and 3).</p> <p>Opportunity to agree a positive framework for cross-boundary matters like climate change, biodiversity net gain, digital connectivity, transport and development needs. Could therefore satisfy a number of DtC requirements (more so than 2/3) (*)</p>	<p>Will require Local Plans to be adopted before aspirations in the plan can be enforced.</p> <p>Relies on decision-making across multiple Councils for key strategic matters. Therefore potentially more politically risky than options 2 and 3).</p> <p>Risks diverting resources away from statutory plan preparation.</p> <p>Non-binding on each Council and at risk of not being followed.</p>	<p>A non-statutory document, therefore fundamentally different, to GESP.</p> <p>Can work alongside option options 1 and 2.</p>

Option	Scope	Timetable	Resources	Pros	Cons	Comments
				<p>Will identify and help to prioritise common infrastructure requirements</p> <p>Budget support likely to be less than existing GESP budget support.</p> <p>Can be prepared alongside Local Plans.</p> <p>Can be used to promote the Garden Cities.</p> <p>Potential for procuring shared evidence, which would result in efficiency savings.</p> <p>DCC likely to be able to continue supporting the plan's preparation.</p>		
5. Statutory joint strategy and infrastructure plan	<p>High-level statutory plan containing strategic policies and infrastructure requirements.</p> <p>From the outset, LPAs</p>	<p>Will need to be adopted in advance of Local Plans.</p> <p>Timetable would need to be jointly agreed.</p>	<p>Will require a dedicated team of officers from the LPAs / DCC. It is likely that additional LPA resource will be needed, as set out in the GESP Options</p>	<p>Allows for more effective strategic and infrastructure planning and is more likely to attract Gov't / Homes England funding than options 2/3/4.</p> <p>Provides a co-ordinated planned response to the area's strategic growth</p>	<p>Unlikely to be politically viable at the present stage, given EDDC's Council decision.</p> <p>This option is most inconsistent with the White Paper proposals. E.g. two-tier planning may be inconsistent with</p>	<p>Same status as GESP. However, scope may differ due to the potential omission of site allocations.</p>

Option	Scope	Timetable	Resources	Pros	Cons	Comments
	<p>will need to agree:</p> <ul style="list-style-type: none"> - If the plan will include strategic site allocations or growth areas; - If the housing requirement will be planned for on a boundary-blind basis; - If a joint 5YLS? will operate*. <p>Matters/sites not covered in the strategic plan will be covered in Local Plans.</p>		<p>Consultation Committee paper.</p>	<p>and infrastructure aspirations and constraints (more so than 2/3/4).</p> <p>Opportunity to agree a positive framework for cross-boundary matters like climate change, biodiversity net gain, digital connectivity, transport and development requirements. Could therefore satisfy many DtC requirements (more so than 2/3/4) (*)</p> <p>Will identify and help to prioritise common infrastructure requirements</p> <p>Budget support likely to be equal to or less than existing GESP budget support.</p> <p>Can be used to promote the Garden Cities.</p> <p>Would require some shared evidence, which</p>	<p>zoning proposals. It therefore presents the greatest risk of abortive work.</p> <p>Relies on decision-making across multiple Councils for key strategic matters across all four LPAs.</p> <p>If the plan did not allocate sites it may be of limited value as a statutory document</p> <p>Any timetable delays will potentially affect the timetables of Local Plans.</p> <p>Will require the preparation of another Regulation 18 plan, which is likely to involve at least another 6 months.</p> <p>Greater budgetary requirements for the LPAs than options 2, 3, and 4.</p>	<p>Opportunity to introduce district housing targets to help overcome political concerns over boundary blind approach.</p>

Option	Scope	Timetable	Resources	Pros	Cons	Comments
				would result in efficiency savings. DCC likely to be able to continue supporting the plan's preparation.		
6. Full statutory joint plan (all 4 LPAs)	A statutory plan containing strategic and local policies, infrastructure requirements and all site allocations. From the outset, the LPAs will need to agree: - If the housing requirement will be planned for on a boundary-blind basis; - If a joint 5YLS ?will operate.	A single timetable for a single plan. Timetable would need to be jointly agreed.	The 4 LPAs will pool their existing Local Plans teams, ideally also with resource input from DCC. One plan would offer significant efficiencies in terms of evidence costs	It is technically achievable – e.g. Plymouth and South West Devon Joint Local Plan and North Devon and Torridge Local Plan. Potential for significant skills / resource sharing benefits, through the pooling of existing staff. Of all the options, this will provide the most co-ordinated and comprehensive planned response to the area's strategic growth and infrastructure aspirations and constraints. This option will demonstrate to Gov't / Homes England the greatest level of ambition and collaboration on planning matter. It's	Unlikely to be politically viable at the present stage, given EDDC's Council decision. Relies on decision-making across multiple Councils for key strategic matters across all four LPAs. Potential for perceived loss of individual LPA control. Potential for abortive work, as may find that the plan boundaries don't coincide with possible future unitary boundaries.	Same statutory status as, but significantly greater scope than, GESP. Opportunity to introduce district housing targets to help overcome political concerns over boundary blind approach. Potential to consider single plan without the need for district local plans, particularly if the Government reforms establish a national set of development

Option	Scope	Timetable	Resources	Pros	Cons	Comments
				<p>therefore most likely to attract funding and support for delivery.</p> <p>This presents the greatest opportunity to deliver a positive framework for cross-boundary matters like climate change, biodiversity net gain, digital connectivity, transport and development requirements. It will satisfy all DtC requirements within the sub-region (*).</p> <p>Will identify and help to prioritise common infrastructure requirements.</p> <p>Can be used to promote the Garden Cities.</p> <p>Requires procuring shared evidence, which would result in efficiency savings.</p>		<p>management policies.</p>

Option	Scope	Timetable	Resources	Pros	Cons	Comments
				Isn't contrary to Government thinking in White Paper.		

CABINET

3RD DECEMBER 2020

REPORT OF HEAD OF PLANNING, ECONOMY AND REGENERATION

INFRASTRUCTURE FUNDING STATEMENT: INFRASTRUCTURE LIST

Cabinet Member(s): Councillor Richard Chesterton, Cabinet Member for Planning and Economic Regeneration

Responsible Officer: Mrs Jenny Clifford, Head of Planning, Economy and Regeneration

Reason for Report: To approve the list of Infrastructure items, including affordable housing to be included in the Council's Infrastructure Funding Statement, which is required to be published on the Council's website by 31 December 2020.

RECOMMENDATION:

That Cabinet approves

1. The list of infrastructure and affordable housing in Appendix 1 that the Council intends to fund, either wholly or partly, by planning obligations and / or a Community Infrastructure Levy, and the future spending priorities on these
2. The inclusion of Appendix 1 – Infrastructure List in the Mid Devon Infrastructure Funding Statement to be published on the Council's website by 31st December 2020

Financial Implications: There are no direct financial implications arising from this report. The infrastructure funding statement will set out the future spending priorities on infrastructure and affordable housing and what projects or types of infrastructure that the authority intends to fund, either wholly or partly, by planning obligations and / or a Community Infrastructure Levy. This will not dictate how funds must be spent but will set out the local authority's intentions.

Legal Implications: There is a legal requirement placed through Regulation 121A and new Schedule 2 of the Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019 (which exercises the powers of Part 11 of the Planning Act 2008) for the Council to publish no later than 31st December in each calendar year an annual infrastructure funding statement. The first year to which this new requirement relates is the financial year 19/20 with publication of the infrastructure funding statement by 31st December 2020.

Risk Assessment: Failure to produce an infrastructure funding statement within the required timeframe could undermine the credibility of the Local Plan and potentially harm the Council's reputation as a plan making authority.

Equality Impact Assessment: The information in the Infrastructure List has been informed through the work undertaken for the preparation of the Mid Devon Local Plan Review 2013 – 2033. The Local Plan has been screened through an Equalities Impact Assessment.

Relationship to Corporate Plan: The Infrastructure List includes infrastructure items relating to affordable housing, transport, education, libraries, waste, health, community facilities, emergency services, where these relate to built development and Local Plan objectives. Funding the delivery of these items can also help the Council achieve its four Corporate Plan priorities - Homes, Environment, Community and Economy.

Impact on Climate Change: The Infrastructure List includes provision for carbon offsetting and air quality improvements. The information in the infrastructure funding statement should feedback into reviews of local plans to ensure that policy requirements for developer contributions remain realistic and do not undermine the deliverability of the plan. The Local Plan has been prepared within a legal framework and national planning policy that has at its heart the principle of sustainable development and policies to help address climate change through the development and use of land.

1.0 Introduction/Background

1.1 Reporting on developer contributions helps local communities and developers see how contributions have been spent and understand what future funds will be spent on. This ensures a transparent and accountable system.

1.2 The Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019 which exercises the powers of Part 11 of the Planning Act 2008 requires in each calendar year a contribution receiving authority to publish an annual infrastructure funding statement. The first annual infrastructure funding statement must be published by 31st December 2020.

1.3 Infrastructure funding statements must set out:

- A report relating to the previous financial year on Community Infrastructure Levy ('CIL').
Mid Devon is not currently a CIL charging authority so no CIL has been collected.
- A report relating to the previous financial year on planning obligations (Section 106 agreements and Section 278 highways agreements)
Members will be advised of the contents of this prior to publication. This record is currently being compiled in a format to meet the publication requirements.
- A report on the infrastructure projects or types of infrastructure that the authority intends to fund wholly or partly by the levy (excluding the neighbourhood portion).
This report relates to this component of the requirements of the infrastructure funding statement.

- 1.4 The National Planning Policy Guidance also advises that the infrastructure funding statement should set out the future spending priorities on infrastructure and affordable housing and what projects or types of infrastructure that the authority intends to fund, either wholly or partly, by planning obligations and the Community Infrastructure Levy. This will not dictate how funds must be spent but will set out the local authority's intentions.
- 1.5 Infrastructure funding statements must cover the previous financial year from 1 April to 31 March (note this is different to the tax year which runs from 6 April to 5 April).
- 1.6 The information in the infrastructure funding statement should feed back into reviews of Local Plans to ensure that policy requirements for developer contributions remain realistic and do not undermine the deliverability of the plan.

2.0 How infrastructure can be funded

- 2.1 There are several ways in which a Local Authority can require a developer to contribute towards infrastructure. This is so as to help with the impact of development and make it acceptable in planning terms.
- 2.2 Planning obligations can be sought in accordance with Section 106 of the Town and Country Planning Act 1990. These planning obligations are a legal agreement between the applicant seeking planning permission and the local planning authority.
- 2.3 Local Authorities can also secure funding towards infrastructure through a Community Infrastructure Levy (CIL). The CIL is a flat rate and non-negotiable charge which can be levied on new development in their area and it is a tool to use to help deliver the infrastructure needed to support development in their area. The CIL can only apply in areas where a local authority has consulted on, and approved, a charging schedule which sets out its levy rates and has published the schedule on its website
- 2.4 The Council currently secures funding for infrastructure and affordable housing through the use of Section 106 planning obligations and Section 278 highways agreements.
- 2.5 There is currently no CIL in place in Mid Devon and as such the Council's first Infrastructure Funding Statement will not include information about CIL for the previous year. The Council submitted its CIL draft charging schedule and supporting documentation to the Planning Inspectorate on 31st March 2017 for its examination, together with the Proposed Submission Mid Devon Local Plan Review 2013 – 2033 (Local Plan Review). The examination of the draft CIL charging schedule currently remains in abeyance. This is the subject of a separate report to the Cabinet, which sets out options available for the Council about the future of CIL in the District and whether to seek to progress the draft CIL charging schedule through its examination and implementation. The format of future Mid Devon Infrastructure Statements may need to be revised depending on whether the Council chooses to implement a CIL in Mid Devon.

2.6 Members will also recall the intent of the Government as set out in the White Paper August 2020 'Planning for the Future' to reform the current system of developer contributions and that this forms part of a consultation exercise.

3.0 Mid Devon Infrastructure Funding Statement

About the Mid Devon Infrastructure Funding Statement

3.1 The Mid Devon Infrastructure Funding Statement will be prepared as two parts:

Part A (Report relating to the previous financial year on planning obligations and Community Infrastructure Levy). This will be a factual statement and will be published for information purposes

Part B (Infrastructure List), which is the subject of this Cabinet report.

3.2 The Infrastructure Funding Statement Part B (Infrastructure List) **Appendix 1** identifies 51 infrastructure items, including affordable housing. These are listed by:

- Settlement / area (District-wide, Tiverton, Cullompton, Crediton, rural)
- Type (i.e. Transport, education, libraries, waste, health, community facilities, emergency services)
- Strategic Priority (Critical, important, desirable, local priority)

Prioritising the list of infrastructure items

3.3 A key element of infrastructure planning is ensuring that the importance of various infrastructure schemes is clear. This enables decision makers to prioritise resources and funding towards those schemes that create the greatest benefit for the area, and unlock development in the most appropriate way. These priorities relate to the delivery of built development and Local Plan objectives, rather than the over-arching objectives of the local authorities or organisations named as delivery partners.

3.4 The Mid Devon Infrastructure Funding Statement will use the following infrastructure priority criteria to reflect the importance of infrastructure in relation to the implementation of the Local Plan:

(1) Critical:

Infrastructure required to deliver the strategic vision and objectives of the Local Plan. Critical requirements contribute to delivering the wider strategic aims of the Plan, and may also mitigate the impacts of development schemes. The plan may fail without the delivery of this infrastructure.

(2) Important:

Infrastructure required to deliver specific schemes and provide services and facilities to meet the needs of new residents. The delivery of an allocated site may fail without the delivery of this infrastructure.

(3) Desirable:

Infrastructure required that would enhance the effectiveness, efficiency and quality of infrastructure or services, creating a better place to live and work.

Local Priority

Identified as desirable or beneficial to the local community through Parish and Town Council consultation.

- 3.5 The Cabinet is being asked to approve the inclusion of the 51 infrastructure items, including affordable housing, in the Infrastructure Funding Statement and the priority to be given to each of these items.

Future reviews of the Infrastructure List

- 3.6 The Mid Devon Infrastructure Funding Statement Part B (Infrastructure List) is a snap shot in time and includes the best information that is available at the point of its approval and publication. It has been informed through work undertaken as part of the preparation of the Mid Devon Local Plan Review 2013 – 2033 including the 2016 Infrastructure Plan.
- 3.7 The Mid Devon Infrastructure Funding Statement Part B (Infrastructure List) will be kept up to date through an annual review and will be subject to future approval by the Cabinet before being published on the Council's website.

4.0 Planning Policy Advisory Group

- 4.1 The Planning Policy Advisory Group (PPAG) was consulted on 18th November 2020 on a draft version of the Mid Devon Infrastructure Funding Statement Part B (Infrastructure List). The PPAG has approved the Infrastructure List subject to a number of comments made by Members. It was agreed these comments would be subject to further consideration by officers and that the Infrastructure List would be amended where necessary. The table below includes the comments made by the PPAG Members and the officer responses to these. The Mid Devon Infrastructure Funding Statement Part B (Infrastructure List) in **Appendix 1** to this report includes the amendments where officers have agreed with the comments made by the PPAG Members.

PPAG Member comments / infrastructure item	Officer response and justification of priority
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<p>The list should include active travel and transport including cycle schemes (including a cycleway along the A396 Exe Valley)</p>	<p>The cycleway along the A396 Exe Valley has been added to the Infrastructure List as a 'strategic provision' and is prioritised as 'desirable' since the plan would not fail without the delivery of this infrastructure and the delivery of site allocations is not dependent on it.</p>
<p>Rural - Boniface Trail route cycle feasibility study should be identified as a 'Strategic provision' and not 'Rural'</p>	<p>The Boniface Trail has been moved on from 'Rural' to 'Strategic provision' on the Infrastructure List</p>
<p>The Infrastructure List should include public electric vehicle charging infrastructure</p>	<p>Public electric vehicle charging infrastructure has been added to the Infrastructure List as a 'district wide' matter. It has been prioritised as 'desirable' since the plan would not fail without the delivery of this infrastructure and the delivery of site allocations is not dependent on it.</p>
<p>Strategic provision - Community transport – should have a higher priority than '(3) Desirable'</p>	<p>This infrastructure item is prioritised as 'desirable' since the plan would not fail without the delivery of this infrastructure and the delivery of site allocations is not dependent on it.</p>
<p>Tiverton – the development of the Tiverton Youth and Community Centre as a youth hub should be 'important' not 'desirable'</p>	<p>This infrastructure item is prioritised as 'desirable' since the plan would not fail without the delivery of this infrastructure and the delivery of site allocations is not dependent on it.</p>
<p>Tiverton - Community Theatre – what is the justification for the inclusion of this item in the Infrastructure List</p>	<p>This infrastructure item is included in the infrastructure list based on information available to the Council at the time of the preparation of the Local Plan. Officers are not aware that the need for this infrastructure item has changed.</p>
<p>Cullompton - extra care provision of 79 units should be identified as 'important' not 'desirable'</p>	<p>The infrastructure item is prioritised as 'desirable' since the plan would not fail without the delivery of this infrastructure and the delivery of site allocations is not dependent on it.</p>

<p>The Infrastructure List should include a new recycling centre at Cullompton (in addition to the Ashley recycling centre at Tiverton)</p>	<p>A new recycling centre at Cullompton has been added to the Infrastructure List and is prioritised as ‘important’ to provide services and facilities to meet the needs of new residents at a town where there is current planned strategic growth.</p>
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4.2 It was also suggested by an individual member of PPAG that:

- The Infrastructure List may need to be updated if the Council does not have a Community Infrastructure Levy
- The MDDC Infrastructure Funding Statement includes sentences to the effect that the infrastructure requirements and priorities arising from planned developments in and around Crediton are being reviewed as part of a wider reappraisal of the Strategic Planning in the area.
- A discussion paper examining local Planning options for the development of Crediton is prepared for discussion with local MDDC members. The intent being to reframe planning for the Crediton area ahead of the new Local Plan.

It is anticipated that the new Local Plan will consider the settlement hierarchy, level and distribution of growth together with any associated infrastructure needs. Accordingly these issues can be considered in that context.

5.0 Next Steps

- 5.1 Subject to Cabinet approval, the Council will publish the Mid Devon Infrastructure Funding Statement 2020 (Parts A and B) on the Council website by 31 December 2020.
- 5.2 There is no requirement for the Council to consult on the infrastructure funding statement or formally submit this to the Government.
- 5.3 The infrastructure funding statement will be kept under review and an updated version will be subject to approval for publication annually.

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Circulation of the Report: Cabinet Members

List of Background Papers and relevant links:

Mid Devon Infrastructure Funding Statement (Part B) – Infrastructure List of types or projects that the authority intends to fund wholly or partly by the levy and developer contributions.

Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019
<https://www.legislation.gov.uk/uksi/2019/1103/made/data.pdf>



Infrastructure Funding Statement (Part B) - Infrastructure List

November 2020

1. Introduction

- 1.1 The Infrastructure Funding Statement (IFS) is an annual report required under amendments to regulations (The Community Infrastructure Levy (Amendment) (England) Regulations 2019 No.1103 that came into force 1 September 2019). The IFS provides a summary of all financial and non-financial developer contributions relating to Section 106 Legal agreements (S106) and the Community Infrastructure Levy (CIL) for a given financial year (Part A).
- 1.2 An IFS also includes an annual statement on infrastructure projects or types of infrastructure that a charging authority intends will be, or may be, wholly or partly funded by CIL (Part B). This document sets out Part B of the 2020 IFS.

2. Planning for Infrastructure in Mid Devon

- 2.1 Mid Devon District Council adopted its Local Plan on 29 July 2020, which covers the period 2013-2033. Ensuring development is supported by adequate infrastructure is fundamental to delivering the vision as set out in the new Local Plan. This Infrastructure List identifies what further infrastructure requirements are required over the 20 year period of the plan. This is broken down into two parts, the first sets out the types of infrastructure that will be funded by CIL, other infrastructure types and non-infrastructure items that will be funded by planning obligations. The second sets out a priority list of projects expected to be funded wholly or partly by CIL or planning obligations.

3. Types of Infrastructure

- 3.1 The Council submitted its CIL draft charging schedule and supporting documentation to the Planning Inspectorate on 31st March 2017 for its examination, together with the Proposed Submission Mid Devon Local Plan Review 2013 – 2033 (Local Plan Review). This examination is currently held in abeyance and is subject to a separate report and decision sought from the Cabinet.
- 3.2 The CIL draft charging schedule includes the following table which lists the types of infrastructure Mid Devon District Council intends will be, or may be, wholly or partly funded by CIL.

Types of infrastructure to be funded in whole or part by CIL	Specific infrastructure items excluded from CIL to be funded via developer contributions (i.e. s106/s278 agreements)
Education, early years, youth and children's centre facilities;	<ul style="list-style-type: none">• Excluding any provision required due to the development of Tiverton Eastern Urban Extension• Excluding any provision required due to the development of East Cullompton• Excluding any provision required due to the development of North West Cullompton

Leisure facilities (sports facilities defined as publicly owned leisure centres, gyms and swimming pools)	<ul style="list-style-type: none"> • Excluding open space provision (publicly accessible open space, allotments, other green infrastructure and sports pitches with associated changing facilities) • Excluding any provision required due to the development of Tiverton Eastern Urban Extension • Excluding any provision required due to the development of East Cullompton • Excluding any provision required due to the development of North West Cullompton
Transport improvements;	<ul style="list-style-type: none"> • Excluding specific improvements needed to make the development acceptable in planning terms. These exclusions can include (but are not limited to) highways access to the site and local road junctions, deceleration and turning lanes, measures to facilitate pedestrian and cyclist access, lighting and street furniture needed to mitigate the impact of a particular development. They may also include mitigation works remote from the development site where the need for such works is identified in a Transport Assessment or Junction Capacity Study. • Excluding any provision required due to the development of Tiverton Eastern Urban Extension • Excluding any provision required due to the development of East Cullompton • Excluding any provision required due to the development of North West Cullompton • Excluding any provision required due to the development of the Tourism, Leisure and Retail site at J27(M5)
Health and Emergency Services facilities;	<ul style="list-style-type: none"> • Excluding any provision required due to the development of Tiverton Eastern Urban Extension • Excluding any provision required due to the development of East Cullompton • Excluding any provision required due to the development of North West Cullompton • Excluding any provision required due to the development of the Tourism, Leisure and Retail site at J27(M5)
Library services;	<ul style="list-style-type: none"> • Excluding any provision required due to the development of Tiverton Eastern Urban Extension • Excluding any provision required due to the development of East Cullompton • Excluding any provision required due to the development of North West Cullompton
Community Care facilities (social care institutions providing for older people and people	<ul style="list-style-type: none"> • Excluding any provision required due to the development of Tiverton Eastern Urban Extension • Excluding any provision required due to the development of East Cullompton

with mental health or learning disabilities);	<ul style="list-style-type: none"> • Excluding any provision required due to the development of North West Cullompton
Public realm improvements and enhancements.	<ul style="list-style-type: none"> • Excluding any provision required due to the development of Tiverton Eastern Urban Extension • Excluding any provision required due to the development of East Cullompton • Excluding any provision required due to the development of North West Cullompton
Community facilities and social infrastructure (community centres and meeting places but excluding places of worship; voluntary sector meeting places and centres; and public cultural facilities);	<ul style="list-style-type: none"> • Excluding any provision required due to the development of Tiverton Eastern Urban Extension • Excluding any provision required due to the development of East Cullompton • Excluding any provision required due to the development of North West Cullompton
Carbon offsetting and air quality improvements.	<ul style="list-style-type: none"> • Excluding any provision required due to the development of Tiverton Eastern Urban Extension • Excluding any provision required due to the development of East Cullompton • Excluding any provision required due to the development of North West Cullompton • Excluding any provision required due to the development of the Tourism, Leisure and Retail site at J27(M5)

3.3 Upon implementation of the Mid Devon CIL, types of infrastructure as indicated by the above table will be wholly or partly funded by CIL. After that time, it will not be possible to use Planning Obligations under Section 106 to fund infrastructure items on the above list unless indicated as excluded from CIL. Accordingly, there will be a scaling back of Section 106 use and it is proposed that the following will provide a guide to the use of Section 106 planning obligations. The following four sections indicate the areas which may still be subject to planning obligations under Section 106.

1 Non –Infrastructure Requirements

The funding and provision of items which are not defined as infrastructure, such as affordable housing. Other non-infrastructure requirements such as development phasing, the implementation of travel plans and construction management.

2 Infrastructure for Urban Extensions

The provision of infrastructure within, directly related to or required as a result of development within the defined areas of the North West Cullompton, East Cullompton, East Tiverton urban extensions and Junction 27 allocated in the adopted Local Plan.

This reflects the fact that these sites are proposed to be zero-rated for CIL. All of the remainder of this guidance should be read with this exception in mind.

3 Site-Specific Transport Improvements

Generally, transport provision is included as a type of infrastructure to be funded wholly or partly by Community Infrastructure Levy. However, excluded from this general limitation are site-specific improvements needed to make a development acceptable in planning terms. These can include (but are not limited to) highways crossovers to access the site and local road junctions, deceleration and turning lanes, measures to facilitate pedestrian and cyclist access, lighting and street furniture needed to mitigate the impact of a particular development. They may also include mitigation works remote from the development site where the need for such works is identified in a Transport Assessment or Junction Capacity Study.

4 Other Infrastructure Provision

Infrastructure provision which meets the necessity, relatedness and fairness tests set out in the CIL Regulations (often referred to as the “CIL Tests”), but which is not included on the Infrastructure List to be funded by CIL, may be sought through the use of Planning Obligations. A full list of infrastructure to be sought through planning obligations is not included, since much would depend on the specific development put forward, but the following forms of infrastructure are specifically referred to within the Local Plan.

- Public Open Space - the provision of public open space (publicly accessible open space, allotments, other green infrastructure and sports pitches with associated changing facilities) in accordance with the adopted policies of the Local Plan Review including where necessary replacement provision as a result of the loss of an existing facility.
- Sustainable Urban Drainage Systems
- Wildlife protection, enhancement and mitigation
- Measures related to pollution and contaminated land.

4. Priority of Infrastructure

4.1 A key element of infrastructure planning is ensuring that the importance of various infrastructure schemes is clear. This enables decision makers to prioritise resources and funding towards those schemes that create the greatest benefit for the area, and unlock development in the most appropriate way. These priorities relate to the delivery of built development and Local Plan objectives.

4.2 The following infrastructure priority criteria have been used:

(1) Critical:

Infrastructure required to deliver the strategic vision and objectives of the Local Plan. Critical requirements contribute to delivering the wider strategic aims of

the Plan, and may also mitigate the impacts of development schemes. The plan may fail without the delivery of this infrastructure.

(2) Important:

Infrastructure required to deliver specific schemes and provide services and facilities to meet the needs of new residents. The delivery of an allocated site may fail without the delivery of this infrastructure.

(3) Desirable:

Infrastructure required that would enhance the effectiveness, efficiency and quality of infrastructure or services, creating a better place to live and work.

Local Priority

Identified as desirable or beneficial to the local community through Parish and Town Council consultation.

4.3 The following table lists the infrastructure projects that Mid Devon District Council intends will be, or may be, wholly or partly funded by CIL or planning obligations and sets out their strategic priority.

Settlement / area	Infrastructure Item	Type	Strategic Priority
Strategic provision	Improvements to M5 J27.	Transport	(2) Important
Strategic provision	Community transport.	Transport	(3) Desirable
Strategic provision	Cycleway along the A396 Exe Valley,	Transport	(3) Desirable
Strategic provision	Boniface Trail cycle route feasibility study	Transport	Local
District wide	Affordable Housing 28-30%.	Affordable Housing	(1) Critical
District wide	Upgrades to or new waste water treatment facilities.	Water	(1) Critical
District wide	Public open space/green infrastructure.	Community	(2) Important
District wide	New recycling centre (replacement for Ashley).	Waste	(2) Important
District wide	Criminal Justice Centre.	Emergency services	(3) Desirable
District wide	Special educational need (provision located in Cullompton).	Education	(1) Critical
District wide	Public electric vehicle charging infrastructure	Transport	(3) Desirable
Tiverton	Tiverton Eastern Urban Extension Access onto A361 including new junction – Phase 2.	Transport	(1) Critical
Tiverton	Access on to A361 link from Blundell's Road.	Transport	(1) Critical
Tiverton	Provision of a junction on Heathcoat Way and a safeguarded road route	Transport	Safeguarding of route: (1) Critical

Settlement / area	Infrastructure Item	Type	Strategic Priority
	through the site to serve as a future second strategic road access for development at Tiverton eastern urban extension.		Delivery of route: (2) Desirable
Tiverton	Public realm improvements/traffic calming to Blundell's Road.	Transport	(1) Critical
Tiverton	Works to increase roundabout capacity.	Transport	(1) Critical
Tiverton	Enhanced public transport to serve development; new / enhanced pedestrian / cycle facilities to serve development.	Transport	(1) Critical
Tiverton	New 420 place primary school at EUE including early years provision and a children's centre service delivery base.	Education	(1) Critical
Tiverton	Secondary school expansion to accommodate the needs arising from development in Tiverton and within Tiverton High School's designated area.	Education	(1) Critical
Tiverton	Energy from waste plant with the potential for a district heat network. The adopted Devon Waste Plan (2014) includes Tiverton Eastern Urban Extension as one of the strategic locations where planning permission could be granted for additional energy recovery capacity. No proposals to utilise this site for this purpose have yet come forward and this option is now unlikely	Waste	(3) Desirable (in DCC Waste Plan)
Tiverton	Expansion of Fire Service capacity to support growth of the town.	Emergency services	(2) Important
Tiverton	GP surgery.	Health facilities	(2) Important
Tiverton	Flood defence measures on the Rivers Lowman (Alms Houses), Exe (Hospital and adjacent industrial site) and Cottey Brook.	Flooding	(2) Important
Tiverton	Community hall/provision.	Community facilities	(3) Desirable
Tiverton	Development of Tiverton Youth and Community Centre as a youth hub.	Community facilities	(3) Desirable
Tiverton	Enhancement of library facilities.	Libraries	(3) Desirable
Tiverton	Community theatre, located on school site.	Community facilities	(3) Desirable

Settlement / area	Infrastructure Item	Type	Strategic Priority
Cullompton	Improvements to J28 of the M5 to provide signals to accommodate development in existing plans.	Transport	(1) Critical
Cullompton	Transport Improvements to alleviate M5 Junction 28.	Transport	(1) Critical
Cullompton	Town Centre Relief Road.	Transport	(1) Critical
Cullompton	Secondary school expansion- increase capacity at school to 1200 places (5 form entry to 8 form entry).	Education	(1) Critical
Cullompton	New 420 place primary school within North West Cullompton allocation including early years provision and a children's centre service delivery base.	Education	(1) Critical
Cullompton	New 630 place primary school within East Cullompton including early years provision and a children's centre service delivery base. (or two schools of equivalent capacity).	Education	(1) Critical
Cullompton	Bus improvements to service new development to the north west of Cullompton.	Transport	(1) Critical
Cullompton	Bus improvements to service new community options at East Cullompton.	Transport	(1) Critical
Cullompton	New / enhanced pedestrian / cycle facilities to serve development (NW Cullompton & East Cullompton).	Transport	(1) Critical
Cullompton	Railway station reopening.	Transport	(2) Important
Cullompton	Air quality improvements.	Transport	(2) Important
Cullompton	New recycling facility	Waste	(2) Important
Cullompton	Expansion of Fire Service capacity to support growth. Includes cost of response vehicle, small fire engine and garaging construction costs (including some costs for leasing based over 5 year period).	Emergency services	(2) Important
Cullompton	Community hall/provision.	Community facilities	(3) Desirable
Cullompton	Extra Care provision of 79 units.	Health facilities	(3) Desirable
Crediton	Bus improvements to service new development.	Transport	(1) Critical
Crediton	New / enhanced pedestrian / cycle facilities to serve development.	Transport	(1) Critical
Crediton	Crediton air quality. Relates to link road. Will require further testing to		(2) Important

Settlement / area	Infrastructure Item	Type	Strategic Priority
	define impact and need for further mitigation/works.		
Crediton	New 210 place primary school including early years provision and a children's centre service delivery base.	Education	(1) Critical
Crediton	Expansion to Haywards and Landscore Primary Schools to accommodate background growth and some new development.	Education	(2) Important
Crediton	Extra Care provision of 50 units (inclusion under review)	Health facilities	(3) Desirable
Rural	Uffculme rural - secondary school expansion.	Education	(2) Important
Rural	Uffculme rural - primary school expansion.	Education	(2) Important
Rural	Tiverton rural - primary school expansion.	Education	(2) Important
Rural	Cullompton rural - primary school expansion.	Education	(2) Important
Rural	Crediton rural - primary school expansion.	Education	(2) Important
Rural	Community asset transfer and 5 year running costs for Kennerleigh Village Shop.	Community facilities	Local

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CABINET
3RD DECEMBER 2020

REPORT OF THE HEAD OF PLANNING, ECONOMY AND REGENERATION

MID DEVON COMMUNITY INFRASTRUCTURE LEVY

Cabinet Member(s): Cllr Richard Chesterton, Cabinet Member for Planning & Economic Regeneration

Responsible Officer: Mrs Jenny Clifford, Head of Planning, Economy and Regeneration

Reason for Report and Recommendations: To consider options for the Mid Devon Community Infrastructure Levy in light of Government consultation proposals to reform the planning system in its White Paper and a recommendation to Council that the Mid Devon Community Infrastructure Levy draft Charging Schedule is withdrawn from examination and is no longer progressed.

RECOMMENDATION:

That Cabinet recommends to Council that:

The Mid Devon Community Infrastructure Levy draft Charging Schedule is withdrawn from its examination and is no longer progressed

Financial Implications: Withdrawal of the Mid Devon Community Infrastructure Levy (CIL) draft charging schedule will mean it will no longer be examined by an Independent Inspector, and capable of being adopted by the Council as a means to secure monies towards the provision of infrastructure in the district. The Council will continue to be able to seek developer contributions, as currently is the case, through S106 planning obligations.

Budget and Policy Framework: None directly.

Legal Implications: There is no legal requirement for the Council to adopt and implement a CIL for Mid Devon.

Risk Assessment: The Government has indicated in the White Paper of August 2020 'Planning for the Future' an intent to replace the existing arrangements for developer financial contributions via both S106 agreements and CIL. These proposals are subject to consultation. There is a risk associated with a decision to withdraw the Council's CIL draft charging schedule from its examination without the certainty of knowing what the Government's reforms will be to the current system of CIL and planning obligations. However this must be weighed against a draft charging schedule that was submitted in March 2017, and examination during unprecedented current economic uncertainty and if brought into force, a likely short lifespan in the face of reform.

The previous approach to seek to adopt a CIL charging schedule was undertaken at a time where there were pooling limits to the use of S106 agreements. These pooling limits prevented use of more than five obligations to fund the same infrastructure by

project or infrastructure type with the consequential problems in funding and hence delivering infrastructure. These pooling limits have now been lifted.

Equality Impact Assessment: There are no equalities impacts identified.

Relationship to Corporate Plan: The continued use of S106 planning obligations can provide the means for the Council to help fund affordable housing and infrastructure where these are priorities in the Corporate Plan 2020-2024.

Impact on Climate Change: There are no direct impacts on climate change identified. Developer contributions are a method by which the impact of development is mitigated, such impact also being in terms of climate change and sustainability, for example through financial contributions towards footpaths, cycle routes and public transport provision.

1.0 Introduction and background

S106 planning obligations and Community Infrastructure Levy

- 1.1 There are several ways in which a Local Authority can require a developer to contribute towards infrastructure. This is so as to help with the impact of development and make it acceptable in planning terms.
- 1.2 Planning obligations can be sought in accordance with Section 106 of the Town and Country Planning Act 1990. These planning obligations are a legal agreement between the applicant seeking planning permission and the local planning authority.
- 1.3 Local Authorities can also secure funding towards infrastructure through a Community Infrastructure Levy (CIL). The CIL is a flat rate and non-negotiable charge which can be levied on new development in their area and it is a mechanism to use to help deliver the infrastructure needed to support development in their area. The CIL can only apply in areas where a local authority has consulted on, and approved, a charging schedule which sets out its levy rates and has published the schedule on its website
- 1.4 The legislation for the CIL is set nationally through the “The Community Infrastructure Levy Regulations 2010” and subsequent amendments made to these regulations, including “The Community Infrastructure Levy (Amendment) Regulations 2015” and “The Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019”.
- 1.5 The Community Infrastructure Levy Regulations 2010 (Regulation 123) introduced a ‘pooling’ mechanism to encourage the adoption of a CIL by local authorities and a move away from securing infrastructure through planning obligations. From 1st April 2015 Regulation 123 limited the pooling of contributions to deliver infrastructure from Section 106 agreements to a maximum of 5 per project or infrastructure type. This ‘pooling’ mechanism was removed by The Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019 which came into force on 1st September 2019. This change has given local authorities greater flexibility in securing the

contributions needed, including where there is no CIL charging schedule in place.

Mid Devon Draft Charging Schedule

- 1.6 There is currently no CIL in place in Mid Devon and planning obligations are secured through Section 106 agreements. However, the Council has sought to introduce a CIL to secure funding for infrastructure in the district.
- 1.7 The Council on 1st December 2016 adopted the recommendations of Cabinet on 21st November 2016 (minute 97) to approve a draft CIL charging schedule for consultation, with delegated authority given to the Head of Planning and Regeneration in consultation with the Cabinet Member for Planning to agree and submit this to Secretary of State for examination.
- 1.8 The draft CIL Charging Schedule for Mid Devon is intended to supplement rather than replace other infrastructure funding streams, in a regime where from 1st April 2015 there was a national restriction on the pooling of S106 planning obligations. The introduction of this pooling limit to the use of S106 agreements in 2015 was one of the main drivers for this Council subsequently preparing a CIL charging schedule.
- 1.9 The CIL charging area covers the whole of the district, excluding the part situated within the Dartmoor National Park, but with two Charging Zones with different charging rates. In Charging Zone 1, which consists of the strategic sites: urban extensions at Tiverton East, Cullompton North West, Cullompton East, and the Tourism, Leisure and Retail site at J27(M5) allocated in the adopted Local Plan, there will be a zero charge (£0 per square metre gross internal floor space of chargeable development). For these sites, S106 was proposed to continue as the mechanism to fund and secure infrastructure. Zone 2 covers the remainder of the planning authority's area, and chargeable rates are set ranging from £0 to £100 per square metre depending on location and type of development. The draft CIL Charging Schedule sets out which types of new development need to pay CIL and which types of development are exempt or gain relief from paying CIL. A Regulation 123 List sets out the Council's priorities for spending CIL and makes clear that the Council will not require Section 106 contributions for any infrastructure project or type that is included on the Regulation 123 List for funding in part or in whole through CIL.
- 1.10 At the time of preparing and approving the draft CIL Charging Schedule it was forecast that the introduction of CIL at the rates recommended would produce an income of about £9.5m over the remaining period of the local plan (up to 2033).
- 1.11 In accordance with the Localism Act 2011 and the CIL Regulations, a portion of CIL receipts (the 'neighbourhood portion') are passed directly to those Parish and Town Councils where development has taken place (Regulation 59A). The spending priorities for the 'neighbourhood portion' are determined locally by the Parish or Town Council and are not included within Mid Devon's Regulation 123 List. Normally the 'neighbourhood portion' is 15% of the relevant CIL receipts (subject to an annual limit, see Regulation 59A(7)). However, areas that draw up a neighbourhood plan or neighbourhood

development order (including a community right to build order), and secure the consent of local people in a referendum, benefit from 25% of the levy revenues arising from the development that takes place in their area. This 25% portion of the levy is not subject to an annual limit. For the higher neighbourhood portion to apply, the neighbourhood plan or order must have been 'made' before a relevant planning permission or order first permits development.

Examination of the Mid Devon draft charging schedule for the Community Infrastructure Levy

- 1.12 The Council submitted its CIL draft charging schedule and supporting documentation to the Planning Inspectorate on 31st March 2017 for its examination, together with the Proposed Submission Mid Devon Local Plan Review 2013 – 2033 (Local Plan Review).
- 1.13 The Planning Inspectorate appointed Mr Griffiths for the purpose of examining both the CIL draft charging schedule and the Local Plan Review. During the course of the examination of the Local Plan Review the Inspector advised the Council that he would not progress the examination of the CIL draft charging schedule until he had concluded the examination of the Local Plan Review.
- 1.14 The examination of the Local Plan Review concluded with the receipt of the Inspector's report on 26th June 2020. The Council proceeded to adopt the Local Plan Review with the Inspector's recommended main modifications and additional minor modifications on 29th July 2020.
- 1.15 The examination of the CIL draft charging schedule currently remains in abeyance.
- 1.16 The Inspector has indicated to the Council that given the start of the CIL examination has had to await the completion of the examination into the Local Plan Review, the documentation relating to the CIL examination is of some vintage. The most recent documentation that the Council submitted to the Inspector for the CIL examination was the CIL viability update (June 2018). The Inspector has sought confirmation that the documentation does not require any revisiting or updating as far as the Council is concerned. Officers have advised the Planning Inspectorate that this matter is being considered, together with the potential implications that may arise from the Government's consultation on reforms to the planning system and a new national levy to replace the current system of developer contributions. The timing of these reforms could have implications for the introduction of a CIL in Mid Devon. Further uncertainty is also now introduced in terms of examination during unprecedented current economic conditions.
- 1.17 The Inspector is awaiting a further update from the Council. This is an opportunity to review and revisit whether the Council still considers there is a case to continue with CIL, or whether circumstances have changed to the extent that it is no longer appropriate to do so.

2.0 Proposed planning reforms and the need to review the Community Infrastructure Levy

- 2.1 On 6th August 2020 the Government published its White Paper “Planning for the Future” for consultation. This has been the subject of a report considered by the Cabinet on 1st October and the Council’s response to the consultation has been submitted.
- 2.2 The White Paper sets out proposals for a consolidated ‘Infrastructure levy’ that will replace the current twin regime of S106 planning obligations and CIL. The new consolidated Infrastructure Levy could either be charged as a fixed proportion of the development value above a threshold, with a mandatory nationally-set rate or rates and the current system of planning obligations abolished.
- 2.3 The White Paper includes an alternative option where the Infrastructure Levy could remain optional and area specific rates set nationally, or rates set locally by individual local authorities. However, as planning obligations would be consolidated into the single Infrastructure Levy and local authorities would not be able to use S106 planning obligations to secure infrastructure or affordable housing, the Government anticipates a significantly greater update.
- 2.4 The Government’s intent to review the Community Infrastructure Levy has introduced uncertainty about how local authorities may be able to secure funding in the future from development to help pay for infrastructure and affordable housing. This uncertainty needs to be weighed up in relation to the examination of the Council’s draft CIL charging schedule and benefits from bringing this regime into effect.
- 2.5 Indications from the White Paper are that the scope of the intended reform of the systems of developer contributions goes beyond amendment. Instead replacement of the existing systems is proposed. This leads to the conclusion that the introduction of CIL charging in Mid Devon is likely to be short-lived pending that reform.

3.0 Appraisal of options

- 3.1 Officers have undertaken an appraisal of the options available to the Council. These options are considered to be:
- 1a. Continue with CIL examination, progress to adoption and implement
 - 1b. Continue with CIL examination and reconsider approach following receipt of Inspector’s report
 2. Withdraw the CIL draft charging schedule from examination and do not pursue a CIL for Mid Devon
 3. Put a CIL on hold – don’t proceed with the examination at this stage and reconsider in 6 months

This appraisal is detailed in the following table, where the justification, advantages and disadvantages of each option are set out.

Option 1a	Continue with the CIL examination and progress to adoption and implement	<p><u>Justification</u></p> <p>This is the current route approved by Council</p> <p>Can help provide greater certainty to the development industry</p> <p>Expectation by Neighbourhood Planning groups of a neighbourhood portion of the CIL</p> <p><u>Advantages</u></p> <p>Route to the earliest practicable implementation of a CIL</p> <p>A Mid Devon CIL could be brought into effect by mid-2021. Potential forecast CIL receipts from chargeable housing development in the district (unconsented allocated sites and on forecast windfall sites) may be 2021/22 (£0), 2022/23 (£947,000), after which the Government's potential reforms may come into effect together with any transitional arrangements</p> <p>Mechanism to help provide funding for Neighbourhood Planning groups</p> <p>The implementation of a CIL in Mid Devon would be consistent with Exeter City Council, East Devon District Council and Teignbridge District Council which are already CIL charging authorities. The experience of implementing and resourcing a CIL could help foster the opportunity for a joint CIL and non-statutory infrastructure plan and planning strategy</p> <p><u>Disadvantages</u></p> <p>A Mid Devon CIL would be likely to have a limited life expectancy should Government reforms be made to CIL and the current system of S106 planning obligations.</p> <p>There is a potential need for viability evidence to be updated to inform the CIL examination, which could delay the CIL examination to 2021. If this pointed to a need to revise the charging schedule this could require a withdrawal of the current charging schedule from the examination process, consultation on a revised charging schedule and submission for examination with a potential for significant delay in bringing a CIL regime into effect</p>
Option 1b	Continue with the CIL examination and reconsider following the receipt of the Inspector's report	<p><u>Justification</u></p> <p>This would provide an opportunity to pause to wait for an outcome on the Government's proposed reforms to the community infrastructure levy and the current system of planning obligations</p> <p><u>Advantages</u></p> <p>Provides the Council with the option to implement the CIL or not</p>

		<p><u>Disadvantages</u></p> <p>There is a potential need for viability evidence to be updated to inform the CIL examination, which could delay the CIL examination to 2021. If this pointed to a need to revise the charging schedule this could require the withdrawal of the current charging schedule from the examination process, consultation on a revised charging schedule and submission for examination with a potential for significant delay in bringing a CIL regime into effect</p> <p>Raises expectations that the Council will pursue the implementation of a CIL</p> <p>Examination costs of c£26,000 would be incurred</p>
Option 2	Withdraw the CIL draft charging schedule from examination and do not pursue a CIL for Mid Devon	<p><u>Justification</u></p> <p>Potential forecast CIL receipts will be limited (2021/22 (£0), 2022/23 (£947,000) after which the potential Government's reforms may come into effect together with any transitional arrangements</p> <p>Pooling restrictions on the use of S106 planning obligations were removed from 1st September 2019, and there is now greater flexibility to pool planning obligations towards infrastructure provision that did not exist at the time the Council approved the submission of a draft CIL charging schedule for examination</p> <p>The Council's proposed arrangements for S106 governance will continue to provide an opportunity for Town and Parish Councils to nominate projects to be funded through S106 planning obligations. S106 planning obligations will continue to be secured through significant levels of new housing development on the Local Plan strategic urban extensions at Tiverton East, Cullompton North West, and Cullompton East</p> <p><u>Advantages</u></p> <p>Avoids bringing into effect a new charging regime which would be short-lived, and with limited CIL receipts</p> <p>The current S106 regime for securing planning obligations would continue to remain in place until replaced by the Government's provide national infrastructure levy</p> <p>Examination costs of c£26,000 will not be incurred.</p> <p><u>Disadvantages</u></p> <p>Neighbourhood Planning Groups would not receive a neighbourhood portion of CIL receipts</p> <p>There is uncertainty how the current S106 planning obligations will be replaced by Government's proposed reforms</p>

		Mid Devon's approach would be inconsistent with Exeter City Council, East Devon District Council and Teignbridge District Council which are CIL charging authorities, and which might affect the preparation of a joint CIL and non-statutory infrastructure plan and planning strategy
Option 3	Put a CIL on hold – don't proceed with the examination at this stage and reconsider in 6 months	<p><u>Justification</u></p> <p>Pause to wait for an outcome on the Government's proposed reforms to the community infrastructure levy and the current system of planning obligations</p> <p>The Council's proposed arrangements for S106 governance will continue to provide an opportunity for Town and Parish Councils to nominate projects to be funded through S106 planning obligations. S106 planning obligations will continue to be secured through significant levels of new housing development on the Local Plan strategic urban extensions at Tiverton East, Cullompton North West, and Cullompton East</p> <p><u>Advantages</u></p> <p>Avoids progressing down a route that will incur examination costs and which may need to be abandoned at a later stage</p> <p><u>Disadvantages</u></p> <p>The Planning Inspectorate may not support a postponement of the examination</p> <p>The Consultant may not agree to protracted consultancy support – may need to review contract</p> <p>Delay to the introduction of a CIL if it is decided it is progressed, with uncertainty until that decision is made</p> <p>Potential need for viability evidence to be updated to inform the CIL examination, which could delay the CIL examination to 2021. If this pointed to a need to revise the charging schedule this could require withdrawal of the current charging schedule from the examination process, consultation on a revised charging schedule and submission for examination with a potential for significant delay in bringing a CIL regime into effect</p>

4.0 Comparison between forecast potential S106 planning obligations and CIL receipts

4.1 Officers have undertaken an assessment of potential S106 planning obligations that might feasibly be secured from forecast new housing development consented on Local Plan site allocations and on windfall sites across the district in the period to 2022. This is based on small sample of planning applications where S106 planning obligations have been secured.

This assessment can help provide a comparison between those forecast potential S106 planning obligations and forecast potential CIL receipts from chargeable housing development in the district. It should be noted that the Council's submitted CIL draft charging schedule identifies public open space as an item of infrastructure that will not be funded in whole or part by a CIL and which would continue to be funded through S106 planning obligations.

- 4.2 The comparison in the following table shows that the sum of forecast potential CIL receipts and forecast potential S106 planning obligations secured for public open space (which will continue to be funded from S106 planning obligations) in 2022/23 could be about the same as the forecast potential total S106 planning obligations secured without a CIL in place. While this comparison is believed to be helpful, the calculations need to be treated with caution, since the assumptions used can be affected by many variables (i.e. development proposals not being submitted for determination, viability considerations, the size of dwellings (floorspace) and number of dwellings subject to a CIL charge and those that would be exempt etc).

	2020/21	2021/22	2022/23
Current regime (without a Mid Devon CIL)			
Forecast potential S106 planning obligations	£1.11m	£1.01m	£1.53m
Regime with S106 and a Mid Devon CIL			
Forecast potential S106 planning obligations for public open space	-	-	£509,000
Forecast potential CIL receipts	-	-	£947,000

5.0 Potential lifespan of CIL collection if introduced

- 5.1 Were a CIL approach to funding infrastructure to continue, it is estimated that it would only be in place for approximately 12 months before any reform is brought in. A draft timescale for CIL implementation is estimated as follows:

Examination of draft charging schedule	*March 2021
Receipt of Inspector's report	*June 2021
Council decision to enact charging schedule	August 2021
6 month preparation period	
CIL charging commences	March 2022

* Note- These dates are determined by the Planning Inspectorate and are estimates only

- 5.2 CIL is due to be paid in full within 60 days of the commencement of the development unless payments are made in accordance with the instalment

policy. Commencement of development is normally within three years of the grant of permission (where an outline and reserved matters approach is taken, this time from initial permission to commencement may be longer). Accordingly there will be a lag time between the date charging starts and when CIL liable development granted after that date commences, thereby triggering the CIL payment.

- 5.3 If the decision is made to continue with CIL, these factors mean that little if any CIL money is likely to be paid for at least two years. This is of relevance given the Government's published intent to reform the system of CIL and S106 and to introduce planning reform as soon as possible. Whilst we can expect transition arrangements to any new system being introduced, it is reasonable to estimate that it could be in place (or in transition) in 23/24. This could give approximately 1 year of CIL charging before reform if the timescale for CIL implementation were as set out above. Members are asked to note that these timescales are estimated, but are considered reasonable assumptions.

6.0 Neighbourhood portion

- 6.1 Paragraph 1.11 makes reference to the 15% neighbourhood portion of CIL receipts, rising to 25% where a neighbourhood plan or neighbourhood development order has been made. At present no neighbourhood development orders are in place and no neighbourhood plans adopted. However there are several neighbourhood plans in preparation, with that for Cullompton currently being the most advanced having received the Examiner's report. There is every expectation that the first neighbourhood plans will be made (subject to referendum results) in 21/22. In these locations 25% of CIL receipts would be then go to the relevant Parish or Town Council to spend on infrastructure. However, in locations such as Cullompton and Tiverton where most planned development is located on strategic sites, these larger allocations are not CIL chargeable, instead remaining subject to S106. Any CIL receipts would be related to non-strategic sites and therefore by their nature more limited in scale and size of CIL payment.

- 6.2 Whilst there will have been an expectation of receiving 15% or 25% of CIL payments by our communities, the amount of funding involved would be limited by its application to non-strategic sites and likely to be only from development over a short period of time until the system is reformed. It is not yet known for sure whether this reform will retain this neighbourhood share. However the Government has recognised it in the White Paper as 'an important incentive to local communities to allow development in their area' and should the approach be to give more freedom to local authorities over how they spend the 'infrastructure levy', the White Paper indicates it would be kept.

7.0 Planning Policy Advisory Group

- 7.1 The Planning Policy Advisory Group (PPAG) was consulted on 18th November 2020 and has supported the recommendation of the report.

8.0 Conclusions

8.1 Based on the appraisal of options available to the Council and informed through the assessment of timescales and likely lifespan, comparison of forecast potential S106 planning obligations and CIL receipts to 2022/23, it is recommended to Members that the CIL draft charging schedule is withdrawn from its examination and that Council no longer pursues a CIL for Mid Devon.

Contact for more Information:

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Circulation of the Report: Cabinet Member

List of Background Papers and relevant links:

Community Infrastructure Levy Regulations 2010
<https://www.legislation.gov.uk/ukxi/2010/948/made/data.pdf>

Community Infrastructure Levy (Amendment) Regulations 2015
<https://www.legislation.gov.uk/ukxi/2015/836/made/data.pdf>

Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019
<https://www.legislation.gov.uk/ukxi/2019/1103/made/data.pdf>

Government guidance for Community Infrastructure Levy
<https://www.gov.uk/guidance/community-infrastructure-levy>

“Planning for the Future – White Paper” (August 2020) MHCLG
<https://www.gov.uk/government/consultations/planning-for-the-future>

Mid Devon webpages:

Cabinet 21st November 2016
<https://democracy.middevon.gov.uk/mgAi.aspx?ID=4486#mgDocuments>

Council 1st December 2016
<https://democracy.middevon.gov.uk/ieListDocuments.aspx?CId=156&MId=752&Ver=4>

CIL examination webpage
<https://www.middevon.gov.uk/residents/planning-policy/community-infrastructure-levy-cil/community-infrastructure-levy-cil-examination/>

<https://www.middevon.gov.uk/residents/planning-policy/community-infrastructure-levy-cil/examination-library-2017/>

CIL Viability Update June 2018:

<https://www.middevon.gov.uk/media/346380/mddc-cil-viability-update-report-final-dsp-17517v3.pdf>

<https://www.middevon.gov.uk/media/346381/appendix-i-plus-cover-sheet.pdf>

<https://www.middevon.gov.uk/media/346382/appendix-ii-pluscover-sheet.pdf>

<https://www.middevon.gov.uk/media/346383/appendix-ii-appraisal-summaries.pdf>

<https://www.middevon.gov.uk/media/346384/appendix-iii-v3-plus-costar.pdf>

CABINET

DATE: 3 DECEMBER 2020

TO CONSIDER DEVELOPMENT OPTIONS ON LAND AT POST HILL, TIVERTON

Cabinet Member(s): Cllr Bob Evans, Cabinet Member for Housing and Property Services & Deputy Leader and Cllr Richard Chesterton
Cabinet Member for Planning and Economic Regeneration

Responsible Officer: Andrew Jarrett, Deputy Chief Executive (S151). Deputy Chief Executive (S151)

Reason for Report: To provide Cabinet with options to progress the development of land at Post Hill, Tiverton.

RECOMMENDATION:

- 1) **For Cabinet to give authority to submit a planning application, subject to final design and based on:**
 - (i) **Option 2-For 50 Social and 20 Affordable Homes**
 - (ii) **Option 3- For 50 Social, 15 Affordable Homes and 5 Self Build Homes**
 - (iii) **Option 4- 70 Affordable Homes**

- 2) **That, in the event that Cabinet proceeds in future to establish a new company structure, which**
 - (i) **is “Teckal” compliant; and**
 - (ii) **appropriate for the delivery of social/affordable housing**

the Cabinet agrees that delivery of the housing will be through that new company, subject to advice received when establishing the new company and any other material factors.

- 3) **If Cabinet does not agree recommendation 2), Property Services are instructed to proceed with a full tender exercise as soon as design work is completed and full planning permission obtained.**

Relationship to Corporate Plan: Homes: Deliver more affordable housing and greater numbers of social rented homes.

Financial Implications: Please refer to Part 2 Annex A.

Budget and Policy Framework: The construction of the new homes has been identified on the Capital Medium Term Financial Plan. The cost for the on-going maintenance of the asset will be met from the Housing Revenue Account.

Legal Implications: Please refer to para 3.0.

Risk Assessment: This land has development value. The risks to the Council of retaining the asset are the repair, maintenance and other ongoing costs including insurance. There is also the additional reputational risk in sitting on land which has been acquired for the delivery of affordable housing as part of the Tiverton EUE, as well as the delivery of housing to meet targets in the Council's newly adopted Local Plan.

Equality Impact Assessment: Any design will consider the needs of all and will be controlled via the planning application process. Our Housing Need has been considered as detailed on Table 1.

Impact on Climate Change: All options will consider the potential impact of construction with associated CO2 emissions and aim to be carbon neutral.

1.0 Introduction

1.1 The Council had an agreement with the landowner and Barratt & David Wilson Trading limited to purchase this land for the delivery of 70 affordable dwellings – to meet the policy requirements and wider aspirations of the Tiverton Eastern Urban Extension. This report proposes potential next steps available to the Council with regard to the development of this land that is now in Council ownership, a location map is attached to the report as Annex B.

1.2 Land was allocated East of Tiverton for mixed-use development within the Allocations and Infrastructure Development Plan Document (AIDPD), adopted in October 2010. Under policy AL/TIV/1, the 153ha allocation of mixed-use development is as follows:

- a) From 1550 - 2000 dwellings;
- b) A proportion of affordable housing (subject to further viability assessment) including at least five pitches for gypsies and travellers;
- c) From 95,000 - 130,000 sq meters of employment floorspace;
- d) Transport provision to ensure appropriate accessibility for all modes
- e) Environmental protection and enhancement;
- f) Community facilities to meet local needs arising;
- g) Carbon reduction and air quality improvements;
- h) An agreed phasing strategy to bring forward development and infrastructure in step and retain overall development viability;
- i) A public master planning exercise (before any planning application is made).

1.3 The Tiverton Eastern Urban Extension Masterplan (Supplementary Planning Document) was adopted on the 30 April 2014. This plan was subsequently amended and a revised masterplan was adopted on 14 June 2018. More detailed master planning of Area B is now well advanced. The Adopted Masterplan SPD will guide development in the area and have a significant bearing on the consideration of planning applications. A Design Guide for the Tiverton Eastern Urban Extension (EUE) has also been produced.

2.0 Background

2.1 The planning history for this land started with application 13/01616/MOUT for the development of up to 330 dwellings together with public open space, associated infrastructure and other works including vehicular access, pedestrian/cycle links and highway improvements. Land at NGR 298671 113603 Uplowman Road Tiverton Devon.

2.2 The outline permission was granted in September 2015 and this permission covered the area of land shown below including Post Hill Park.



2.3 In August 2018 Barrett David Wilson Homes gained reserved matters planning permission for the following: 18/00133/MARM Reserved Matters application, pursuant to Outline application 13/01616/MOUT, for the construction of 248 dwellings, 3 Gypsy and Traveller pitches, public open space, landscape planting, pedestrian, cycle and vehicular links and associated infrastructure. Non Material Amendment 19/00607/NMA that was granted on 13/05/2019. This permission does not include all the area covered by the Outline permission referred to above.

2.4 The outline planning permission (13/01616/MOUT) has not lapsed, it remains valid for the development being undertaken in compliance with the permission (because the reserved matters were submitted in time in compliance with the planning condition) and the section 106 agreement is enforceable in respect of it. In the event of the Council not completing the purchase, the Owner would have had to apply for a fresh full planning permission for the Post Hill parcel of land, because the original permission required submission of all reserved matters in a certain timeframe.

3.0 Legal position

3.1 The retained land and the land the Council has purchased was granted outline permission on 18 September 2015 under 13/01616. This permission was subject to a standard condition requiring the submission of all reserved matters for approval within 3 years. The seller obtained reserved matters for the retained land on 29 August 2018.

3.2 The Council would need to apply afresh for the grant of planning permission on this land, although the principle of development and policy aspirations are clear. Any determination of an application will still look to the development plan policy and the number of affordable dwellings required across the entire wider allocation. The negotiations back in 2015-2017 resulted in an agreement that ‘the Council’s site’ would take the entire affordable housing provision. Accordingly, no affordable dwellings has been built on the retained land.

3.3 The options for delivery give rise to important considerations. The Council can develop the land itself and invite tenders. 3RDL could bid in the usual way for this contract for works. The Council could instead transfer the Land to 3 Rivers for them to proceed with a scheme which meets the overall aspirations (planning policy and delivery) of the Council, but great care would need to be taken in drawing up any agreements underpinning such transfer to ensure that a development agreement is not really a contract for works by another name – this can arise where such agreements are overly specific in what they expect the purchaser/delivery partner to achieve.

3.4 A further alternative is that, in the event that the Cabinet at a future date decides to proceed with a holding company and Teckal subsidiary (“NewCo”) (see paragraph 5.2), that this may be the preferred vehicle, whether through a direct award of a contract for works (permitted under the Teckal exemption), or through the transfer of the land to the NewCo with a clear specification on delivery and future arrangements. It is important to recognise that (and it is firmly acknowledged) a decision on setting up NewCo has yet to be taken – the Cabinet has asked for legal advice on the advantages and disadvantages of doing so and this will be brought forward in early 2021.

3.5 For clarity and as a very brief summary, a Teckal company has the perceived advantage of enabling direct award of contracts and commercial arrangements between public authorities and their commercial entities, without being subject to the full public procurement regime. The core principles are that, to be a Teckal company, the company must be owned and controlled by the public authority which is seeking to award a contract and –

- The public authority exercises a degree of control over the company similar to that exercised over its own departments; and
- The company carries out at least 80% of its activity for the public authority and there is no private sector participation in the company

4.0 Land Purchase

4.1 The Planning Committee on the 6 July 2016 resolved to discharge market housing developers from all affordable housing requirements, upon the completion of the Council’s land purchase of part of the site in order for the Council to be the affordable housing provider.

4.2 It was then proposed at the Planning Committee on 29 March 2017 that land for the affordable housing be transferred to the Council and that that all affordable houses are constructed by the Council, in order that the provision of affordable

housing and their timing would remain within the Council's control. It was therefore resolved that:

"The agreed terms of the S106 be amended to discharge market housing developers from all affordable housing requirements upon completion of the Council's land purchase of part of the site."

It also resolved that the S106 be amended to require no more than 260 dwellings (rather than 200) be occupied until the traveller pitches have been constructed and are ready for occupation in accordance with the traveller pitch scheme.

4.3 In December 2017 a S106 Deed of Variation was approved which amended the threshold to 300 dwellings be occupied before the trigger for the construction of the gypsy and traveller site.

4.4 The transfer of the land was completed on 6th October 2020. The value of the land purchase is shown on Part 2 Annex A.

5.0 Project Delivery

5.1 It was originally thought that 3 Rivers Development Limited (3RDL) would be the developer and might sell or lease the affordable dwellings back to the Council or to a third party housing association. For this reason the contract provided for the sale to be made to the Council or to 3RDL as its nominee.

5.2 The benefit of the contract was originally assigned to 3RDL, but the assignment was reversed last year, not through any definite change of plan by 3RDL. There is nothing to prevent the Council from transferring the land to 3RDL. Alternatively, the Council may decide in future to create a holding company with an affordable housing subsidiary. The precise structure and relationship to both the Council and 3RDL would need to be thought through at that time – noting that legal advice is to be sought in relation to this. Such advice will also need to address various implications, including those relating to public procurement.

5.3 There would be a reduction in outlay in Employers Agent and other management fees that are set out in para 10.2 and 11.2. In the event of 3RDL being instructed to proceed with the development, including controlled uplift percentages on Employers instructions.

5.4 Alternatively, the Council could look to

(a) collaborate with another housing subsidiary to secure delivery; or

(b) deliver the scheme in house.

5.6 Selling onto another affordable housing provider would mean losing the asset and the Council would be unlikely to recoup its costs. Delivering the scheme in house would involve setting up a suitability resourced team with independent support from an employer's agent (lead consultant).

6.0 Affordable Housing

6.1 The requirement to provide affordable housing is explicit in the local plan policy and this is consistent with National Policy. As referred to above the Council is in a position to meet the affordable housing requirement of 21.5% affordable (S106 Deed of Variation -December 2017). This equates to approximately 70 dwellings.

6.2 The local housing need shown on Table 1 below sets out housing need as captured by the Mid Devon Housing team from the Devon Home Choice Monitoring report as of April 2020.

6.3 Please note that Table 1 includes those registered and these figures alone demonstrate that there is sufficient need in the Tiverton area to ensure that the 70 dwellings would be occupied. It also shows that there is particular need for 1, 2 and 3 bed properties, however some people will express a preference to live in multiple areas. Homes are advertised on Devon Home Choice with the rent shown so people will know when they bid how much they will be required to pay on a weekly basis if successful. Table 1 shows an absolute number of people who wish to live in a particular area with no differentiation between preference for Social or Affordable rent.

Table 1

Band	Housing Type	Housing Needs Requirement Size					
		1BH	2BH	3BH	4BH	5BH	6BH
Total	General Needs	118	45	48	15	5	0
	Step Free	28	7	3	2	0	0
	Max 3 Steps	4	2	2	0	1	0
	Wheelchair	12	4	0	2	1	0
Grand Total		162	58	53	19	7	0

A	General Needs	0	0	0	0	0	0
	Step Free	0	0	0	0	0	0
	Max 3 Steps	0	0	0	0	0	0
	Wheelchair	0	0	0	0	0	0
B	General Needs	17	10	6	1	2	0
	Step Free	8	2	0	0	0	0
	Max 3 Steps	2	1	2	0	1	0
	Wheelchair	5	1	0	1	0	0
C	General Needs	7	17	41	11	2	0
	Step Free	11	2	3	2	0	0
	Max 3 Steps	2	1	0	0	0	0
	Wheelchair	6	1	0	1	1	0
D	General Needs	94	18	1	3	1	0
	Step Free	9	3	0	0	0	0
	Max 3 Steps	0	0	0	0	0	0
	Wheelchair	1	2	0	0	0	0

Breakdowns of One Bedroom Need

Age	16-35	36-54	55+
1 Bedroom Need	72	42	48

6.4 As Members will be aware there are a number of different ways of providing affordable homes such as social rented and affordable rented, to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.

6.5 Social rented housing is owned by local authorities and private registered providers (as defined in section 80 of the Housing and Regeneration Act 2008), for which guideline target rents are determined through the national rent regime. It may also be owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Homes and Communities Agency.

6.6 Since 2001, rents for properties let on ‘social rent’ have been based on a formula set by Government. This creates a ‘formula rent’ for each property, which is calculated based on the relative value of the property, relative local income levels, and the size of the property. Annual rent changes were limited and landlords were expected to move from the actual rent of the property to the formula rent. This approach was designed to ensure that similar rents were charged for similar social rent properties. From April 2016, the Welfare Reform and Work Act 2016 required social landlords to reduce their rent by 1% each year for the four years between April 2016 and March 2020. In October 2017, the Government announced its intention to set a long term rent deal for local authority landlords and housing associations. This would permit annual rent increases on social rent of up to the Consumer Price Index (CPI) plus 1 percentage point from 2020, for a period of five years.

For 2020/21, the Council agreed to increase social rent for each property by 2.7%, (CPI at September 2019 1.7% plus 1%). The actual average social rent charged by the Council will be £79.44 per week (over 52 weeks).

6.7 The Council currently has 2,911 socially rented properties.

6.8 The Council currently has 85 affordable rented properties.

6.9 Table 2 details average rent charges for Social and Affordable rents within Tiverton.

Tiverton Parish - Average Rent Charges for 2019/20

	Social Rents		Affordable Rents	
	Weekly (Over 48 weeks)	Annual Charge	Weekly (Over 48 weeks)	Annual Charge
One Bed	£77.72	£3,730.56	£86.82	£4,167.36
Two Bed	£83.53	£4,009.44	£106.01	£5,088.48
Three Bed	£89.35	£4,288.80	£136.89	£6,570.72
Four Bed	£95.17	£4,568.16	£144.09	£6,916.32

6.10 Building Services will be bringing forward a report in quarter four of the 2020/21 financial year to Homes PDG on where the Council can construct Social Homes on land already within their ownership in various locations across the District.

6.11 It is important that future HRA budget is available to fund this project at circa £2 Million. We are actively looking for potential infill sites and have currently identified over 30, with many more opportunities coming forward in the months to come. We have estimated that we may be able to find as many as 100 sites that will be considered. A full report to the Homes PDG that will be presented in quarter 4 of 2020/21.

6.12 The Building Services team are also considering options to provide modular buildings, potentially on garage sites.

6.13 Affordable rented housing is let by local authorities or private registered providers of social housing to households who are eligible for social rented housing. Affordable Rent is subject to rent controls that require a rent of no more than 80% of the local market rent (including service charges, where applicable).

6.14 Officers have been investigating whether some of the 70 plots could be provided as custom self-build plots custom self-build as shown on option 3.

7.0 Options on Design

7.1 A working group has been working on potential options to how this development forward could be brought forward, subject to settling the delivery vehicle (who) and the desired outcome (options).

7.2 A full financial analysis has been provided for each option on Part 2 Annex A.

7.3 Option 2

-50 Socially rented dwellings including 48no 3 Bed dwellings and 2no 4 Bed dwellings

-20 Affordable rent dwellings including 14no 3 Bed dwellings and 6no 4 Bed dwellings

Total 70 dwellings.

7.4 Option 3

- 50 Social rented dwellings including 48no 3 Bed dwellings and 2no 4 Bed dwellings

- 15 Affordable rented dwellings including 10no 3 Bed dwellings and 5no 4 Bed dwellings.

-5 Self Build dwellings including 4no 3 Bed dwellings and 1no 4 Bed dwellings-Total

Total -70 dwellings.

7.5 Option 4

-A third option is being presented for 70 Affordable Homes 21No. 1 bed units, 21No. 2 bed units, 20No. 3 bed units and 8No. 4 bed units.

8.0 Financial Analysis

8.1 Property Services worked with an employers agent on calculating estimated costs for each option as shown below. The costs will be subject to final design, planning conditions and tender and are an indication of the overall cost of the scheme that includes an estimated sum for a communal heating system and carbon/sustainable measures that will be value engineered at all stages of the design to improve value for money.

8.2 Option 2- Estimated costs have been provided in Part 2.

8.3 Option 3- Estimated costs have been provided in Part 2.

8.4 Option 4- Estimated costs have been provided in Part 2.

8.5 A full procurement exercise will be taken prior to Contract Award for both project delivery options, value engineering will also take place and a project contingency sum will be a minimum of 5%.

8.6 The Council is committed to be Carbon zero by 2030 and this build would contribute towards our emissions and therefore needs to aim to be Carbon Neutral.

8.7 Once the 25 year loan value on an annuity repayment basis has been paid off, the HRA will then have an asset.

8.8 In 2020/21, the Council allows a budget of circa £1.157 million towards our 30-year life cycle maintenance programme and it is essential that funds are kept available for this programme.

8.9 Financial modelling has been calculated on the assumption of grant funding at the outset on each option.

8.10 Part 2 Annex C, D and E attached to this report will provide detail to the financial analysis of each option the working group decided to explore further.

8.11 It was also identified that there should be a pedestrian crossing allowed for to ensure our tenants have safe access to play facilities.

8.12 The financial return on each option including maintenance costs are provided in Part 2 and Table 2 below identifies average rent charges for social and affordable property.

8.13 The Capital Medium Term Financial Plan allocated to bring this development forward identifies expenditure in the following financial years:

- 2020/21 - £3.605 (currently £2.506 Million will slip to 2021/22).
- 2022/23- £6.5 Million
- 2023-24- £2.650 Million
- 2024-25- £2.645 Million

Remaining allocation total -£14.301 Million.

9.0 Considerations

9.1 Affordable dwellings can be eligible for grant funding from Homes England. In this case as the social or affordable housing is in lieu of developer contributions grant monies is not available, however a grant from the One Public Estate and the Local Regional Fund is being sought and this is detailed in Part 2.

9.2 This development could provide an opportunity for a District heating scheme, which can be an effective way of cutting carbon emissions and this will be explored further as part of the design stages and will be presented as an option prior to Contract Award.

9.3 This development could provide an opportunity to provide a high quality carbon neutral construction and low energy housing option. This may increase the cost per square on construction, however this would provide tenants with low energy costs throughout the year.

10.0 Site Layout

10.1 Attached to this report are examples of the design for the development, the site layout for option 4 will be the same as option 2 (Annex F). We have utilised the two entrances from the neighbouring developments to maximise the site's efficiency and fluidity however, we have designed it in such a way that only one entrance would be sufficient if required. The water main and its easement has been accommodated under the eastern access road which is standard practise, we have located the Public Open Space centrally in the site and along a north south access in order to maximise views to the north due to the site levels. The western and eastern boundaries have dwellings facing out to act as a frontage and utilise the green aspects of the swales to the west and golf course boundaries to the east. All dwellings have been sized to meet national space standards and benefit from south facing gardens to maximise direct sunlight with the exception of two plots.

10.2 In order to provide Cabinet with costs of the development, the Council continue to work with an Employers Agent who are following the Royal Institute of British Architects (RIBA) design stages. There will be other related professional fees for either option as we progress to stage 2 at an approximate cost of circa £300k this cost will be met from existing budget from the Capital programme.

11.0 Conclusion

11.1 It is Officers' recommendation that the Council proceed with option 4 and to proceed to RIBA Stage 2 with a view of submitting a planning application as soon as possible by either instructing the existing Employers Agent via the South West procurement framework or a housing subsidiary under 3 Rivers Development Limited.

11.2 To proceed to tender the development with a Traditional Design & Contract JCT 2016 with amendments that will be checked by independent construction solicitors that will be subject to obtaining full planning permission at a cost of circa £100k.

11.3 Table 3 Estimated timetable for delivery for instructing Property Services.

Complete Land transaction	06/10/20
Cabinet Meeting to proceed with design and tender	03/12/20
Issue Instruction for suitable Procurement framework process	11/12/20
Set up design workshops with the working group	15/12/20
Complete Design and submit planning application	Dec 2020-April 2021
Planning Application Process	April 2021- June 2021
Prepare Tender documents including Employers Requirements	April 2021-June 2021
Confirm type of construction contract	February 2021
Issue tender documentation via sw portal	May 2021
Tender verification	July 2021
Value engineering meetings	July 2021
Cabinet Contract Award	August 2021
Estimated start on site date	October /November 2021

Contact for more Information: Andrew Busby Group Manager Corporate Property and Commercial Assets – (01884 234948)

Circulation of the Report: Cabinet, Leadership Team.

List of Background Papers: None

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CABINET
03 December 2020

FINANCIAL UPDATE FOR THE THREE MONTHS TO 30 September 2020

Cabinet Member Cllr Andrew Moore
Responsible Officer Andrew Jarrett – Deputy Chief Executive (S151)

Reason for Report: To present a financial update in respect of the income and expenditure so far in the year.

RECOMMENDATION(S):

- 1. The Cabinet note the financial monitoring information for the income and expenditure for the six months to 30 September 2020 and the projected outturn position.**

Relationship to the Corporate Plan: The financial resources of the Council impact directly on its ability to deliver the Corporate Plan; prioritising the use of available resources brought forward and any future spending will be closely linked to key Council pledges from the updated Corporate Plan.

Financial Implications: Good financial management and administration underpins the entire document.

Legal Implications: None.

Risk Assessment: Regular financial monitoring information mitigates the risk of unforeseen over or underspends at year end and allows the Council to direct its resources to key corporate priorities.

Equality Impact Assessment: It is considered that the impact of this report on equality related issues will be nil.

Impact on Climate Change: There are no direct impacts from the content of this report.

1.0 Introduction

- 1.1** The purpose of this report is to highlight to Cabinet our current financial status and the likely reserve balances at 31 March 2021. It embraces both revenue, in respect of the General Fund, the Housing Revenue Account (HRA), and Capital and aims to focus attention on those areas which are unlikely to achieve budget. It is particularly important for next year's budget setting and, looking further ahead, for the medium term financial plan.
- 1.2** Favourable variances generating either increased income or cost savings are expressed as credits (negative numbers), whilst unfavourable overspends or incomes below budget are debits (positive numbers).

2.0 Executive Summary of 2020/21

2.1 The table below shows the opening position of key operational balances of the Council, the forecast in year movements and final predicted position at 31 March 2021:

Usable Reserves	31/03/2020	Forecast in year movement	31/03/2021
	£k	£k	£k
Revenue			
General Fund (see paragraph 3.2)	(2,251)	17	(2,234)
Housing Revenue Account (see paragraph 4.2)	(2,000)	0	(2,000)
Capital			
Capital Receipts Reserve	(5,157)	1,326	(3,831)
Revenue Contribution to Capital Earmarked Reserve	(301)	138	(163)

2.2 As we would expect, the Covid 19 pandemic has continued to have a significant impact on the financial performance of the Council in this quarter. Lockdown ended, but the need for other precautionary measures, for example social distancing in our leisure centres which in turn had capacity implications, have continued to impact income performance. In some areas, activity has exceeded expectations eg car parking, but it is fair to say that, in all areas, recovery will be a long and bumpy road stretching well into next year.

2.3 A second lockdown, largely unexpected, is now upon us. Coming as it did at the end of the reporting window, some allowance for its effects has been included in these numbers based on the assumption that it is lifted 2 December. Undoubtedly, it will reverse some of the recoveries made, although how much depends on its ultimate duration. There is good news regarding a vaccine but it does not lift the immediate uncertainties. The lead time to its deployment has not yet been established and further measures may be necessary in the meantime.

3.0 The General Fund Reserve

3.1 This is the major revenue reserve of the Council. It is increased or decreased by the surplus or deficit generated on the General Fund in the year. This reserve held a balance of £2.251m as at 31/03/20.

3.2 The forecast General fund **deficit** for the current year is £17k after transfers to and from Earmarked Reserves as shown at Appendix A.

3.3 The **most significant variances** comprise:

		Pressure £k	Saving £k
Corporate Management	Salary savings including element from Director post not replaced		(45,000)
Legal & Democratic Services	External Consultancy Fees - Review of 3RDL	32,500	
Car Parks	P&D income shortfall due to reduction of users in our car parks across the district due to lockdown and free parking for 2 months in 3 of our short stay car parks. The second lockdown has been factored into the year end forecast	451,080	
Car Parks	Reduction in income from Off-Street fines as enforcement was stopped during lockdown and free parking within 3 short stay car parks for 2 months	25,000	
Public Health combined	Licensing income - forecasting a 25% reduction due to the pandemic	33,900	
Public Health combined	Reduction in private water sampling income due to the pandemic	27,750	
Public Health combined	Cemetery income showing down against budget, will review month by month	20,000	
Grounds Maintenance	Salary savings - delay in recruiting for vacant posts		(34,000)
Property Services	Reduction in rental income on Fore Street flats due to postponed Tiverton Regeneration Project	22,000	
Property Services	Vacant post in Caretaking Services		(20,000)
Waste Services	Trade Waste - reduced income due to businesses closing during the pandemic	81,500	
Waste Services	Trade waste - disposal charges are down due to less collections		(50,000)
Waste Services	Garden waste - increase in permit sales		(53,600)
Waste Services	Recycling materials - reduced price and tonnage for paper/plastic	67,000	
Waste Services	Fleet Management - 12 month delay in recruiting shared Transport Manager with Exeter City Council	20,000	
Waste Services	Agency costs - additional rounds and back filling staff due to COVID-19	65,000	
Waste Services	Salaries - savings mainly due to a delay in recruiting posts		(29,500)
Waste Services	Fuel savings - due to new and more efficient vehicles and lower price for fuel		(38,000)
Community Development	Market income - reduced income due to a suspension of market tolls during Q1 and a reduction in traders due to shielding	39,000	

		Pressure £k	Saving £k
Recreation And Sport	Reduced salary costs up to P4 due to Covid-19 and vacancies, additional staffing costs in P5 onwards offset by expected savings from vacancies		(48,000)
Recreation And Sport	Job Retention Scheme funding received for furloughed staff		(269,500)
Recreation And Sport	Saving against vending stock and equipment for resale		(45,300)
Recreation And Sport	Reduction in income due to Covid-19 - leisure centres closed for 4 months, then running at reduced capacity from August with second closure in November	2,126,000	
Recreation And Sport	Utilities underspend across Leisure due to the impact of Covid-19		(85,200)
Finance And Performance	Finance & Procurement salary variance due to vacant Group Managers post and reduction in hours		(79,260)
Finance And Performance	Additional salary costs within Finance to help cover sickness, increased workload and year end overtime	23,800	
Finance And Performance	Agency costs to cover vacant Group Managers post - this is partly offset by £17k being the release of earmarked reserves relating to 19/20 costs	117,040	
Revenues And Benefits	Housing Benefit Subsidy and Overpayment recovery	30,000	
Revenues And Benefits	Various New Burdens grants from DWP in respect of Housing Benefits initiatives delivered within existing resource		(43,190)
Revenues And Benefits	NNDR New Burdens Grant for grant administration		(170,000)
Revenues And Benefits	HB New Burdens Grant for grant administration - Test & Trace		(24,538)
Revenues And Benefits	Overtime across Revenues & Benefits to cope with the demands of COVID19 and effects on ongoing workload	40,000	
Revenues And Benefits	Forecast under recovery of Court costs for C/Tax and NNDR	40,000	
Planning And Regeneration	Development Management - supplies & services overspend on defending appeals, consultancy, advertising fees and other minor variances	81,000	
Planning And Regeneration	Development Management - reduced income due to COVID19, a reduction in the developer applications with the larger fees	134,000	
Planning And Regeneration	Economic Development - savings from delay in recruiting for vacant roles and market manager post costs moved 100% to markets, previously 50% paid from here		(29,000)

		Pressure £k	Saving £k
Planning And Regeneration	Forward Planning - savings from delay in recruiting for vacant roles		(49,000)
Planning And Regeneration	Statutory Plan - 1 year saving on GESP membership as a fallow year		(37,500)
Planning And Regeneration	Building Control - reduced income due to COVID19, a reduction in the larger fee value developer applications, although market share of smaller domestic applications has increased	34,000	
Human Resources	Salary savings due to vacant posts to be reviewed during the year		(54,530)

3.4 All the major variances are highlighted in Appendix B. The current incomes from our major funding streams are shown in Appendix C, whilst current employee costs are shown at Appendix D.

4.0 Housing Revenue Account (HRA)

4.1 This is a ring-fenced account in respect of the Council's social housing function. Major variances and proposed corrective action are highlighted at Appendix F.

4.2 It is anticipated that the forecast variance of £358k deficit will decrease the budgeted transfer to the Housing Maintenance Fund and so the HRA reserve balance will remain at £2m.

4.3 Overall, the HRA is forecast to overspend by £358k in 2020/21, made up of several deficits and surpluses, the most significant of which comprise the following:

	Pressure £k	Saving £k
The rents raised in-year are lower than budgeted due to void levels increasing during Covid	29,076	
Garage tenancies are lower than budgeted since new lets haven't been occurring during Covid	37,042	
The workforce have carried out non-HRA work (such as in Leisure Centres) and recovered costs in excess of the budgeted amount.		(94,000)
Reduced investment income yield	26,000	

	Pressure £k	Saving £k
<u>Repairs Underspend arising from less work taking place due to Covid (main variances)</u>		
- staffing vacancies & delay in redevelopment team commencing (£393k)		
- Standby contracts coming to an end (£45k)		(384,000)
- non-staffing savings in Planned Maintenance (£259k)		
- non-staffing savings in Responsive & Voids (£175k)		
- reduced DLO recharge for revenue and capital works £289k		
- forecast under-recovery on Disabled Facilities works £40k		
- forecast under-recovery on Private Sector DFGs £150k		
Contract dispute	624,000	
Projected increase to bad debt provision	147,000	

5.0 Covid 19

- 5.1 The Covid 19 pandemic continues to have a significant impact on the financial performance of the Council this year. The first lockdown ended at the beginning of July and so we entered a recovery phase. Although service offerings resumed, restrictions continued in different guises. Leisure centres reopened in August as operating practices were reworked to accommodate the implications of the “new normal.” Social distancing increased staffing costs, as officers guided clients in the new arrangements, and also limited capacities and thus ultimately income. Car parking exceeded expectations but remained in deficit. Partly due to local regeneration initiatives with some car parks free during August and September in Crediton, Cullompton and Tiverton but also no doubt a result of disrupted habits such as homeworking. The current situation, with lockdown 2 whilst at the same time the news of a vaccine brings hope of a more meaningful relief, highlights just how volatile this situation is.
- 5.2 Appendix C shows how this fed into our fees and charges income, with a deficit in this first half year of £1.529m and an expected deficit for the year of £2.869m. Another way of saying this is that first half year losses represent 53% of full year losses. It might have been expected that the worst was behind us and so this proportion would be higher. However, continuing uncertainty, this second lockdown and the onset of winter are all contributing to a forecast extended recovery.
- 5.3 This has been an unprecedented event with no prior reference. However, as the crisis unfolds trends are emerging which when applied to some basic assumptions, allow us to forecast ahead. However, as we see now, unforeseen events are a challenge to this process and we must constantly revisit these numbers accordingly.

- 5.4 These losses are partly mitigated by support from central government. A fourth tranche of £202k of Covid 19 support has been announced bringing the total to £1,196k.
- 5.5 The Council has also been participating in the Coronavirus Job Protection Scheme (furlough scheme) claiming £333k to date. The extension of the scheme together with the second lockdown will see further MDDC participation.
- 5.6 Guidelines were published for the government's Income Protection Guarantee scheme. This offers relief to councils for income losses due to Covid 19. Under the scheme the Council will suffer the first 5% of losses and thereafter compensation will be paid at the rate of 75p in the £ on "lost planned sales." Certain loss types are specifically excluded including commercial income. The process required the first application be made in September (relating to April to July losses) with follow up rounds in February and May next year. Ambiguities regarding the administration of the scheme remain and we have submitted our first submission to internal audit scrutiny. We have recognised £1.4m in the forecast which is intended to be a prudent balance of likely outcomes.
- 5.7 Finally, we must consider the impact on the collection fund. The government has announced a scheme granting 100% relief from NDR for all retail, hospitality and leisure businesses in 2020/21. The Council will instead receive these monies by means of a s31 claim from government in year (£7.54m).
- 5.8 The extent to which the Council is estimated to be exposed on the residual NDR ie after allowing for the RHL scheme, and council tax debt is detailed in the table below:

	Actual Collection Rate	Predicted Collection Rate	Rate Variance
	2019/20	2020/21	
NDR	99.20%	94.15%	-5.05%
Council Tax	98.50%	96.73%	-1.77%

- 5.9 Given the mechanisms of collection fund accounting, the losses arising from this reduced performance will flow into 2021/22 funding, and impact that year's budget. In order to recognise this pending shortfall, provision will be made in the current year via ear marked reserves. Currently these are shown in Appendix A as "Council Tax Deficit (20-21)" and "Business Rates Deficit (20-21)." Note, the impact shown here represents the Council share of the losses that are ultimately deemed non recoverable.
- 5.10 Shortfalls in collection fund receipts also have a disproportionate effect on cash flow. As a collecting authority we collect on behalf of Devon County Council, Devon and Cornwall Police and Devon and Somerset Fire and Rescue Service. As such, we are committed to making precept payments to these bodies regardless of the amount we receive. That is, from a cash flow perspective, we must manage the full amount of the deficit in receipts

for NDR and council tax. In the short term, the slowdown in the capital programme caused by the pandemic will mitigate the reduced funding.

5.11 A MHCLG press release on 2 July stated:

“In the next Spending Review, the government will agree an apportionment of irrecoverable council tax and business rates losses between central and local government for 2020 to 2021.”

5.12 Since this time, there has been no expansion on this declaration to cement the support we may receive in respect of collection fund losses.

5.13 This is an evolving situation which we will continue to monitor against government briefings and our own experience. The concern is that, whilst government support to local businesses is welcomed, it may have only delayed economic impacts from the pandemic. At some time, the furlough scheme and other reliefs will wind down. A resulting economic downturn may prove to be the most profound financial impact of all, as it will inevitably flow into collection rates for both NDR and council tax.

6.0 Capital Programme

6.1 Capital projects, by their very nature, often overlap financial years. The status of this year’s capital programme is shown at Appendix G.

6.2 The approved Capital Programme amounts to £36.961m (this includes the approved 2020/21 Budget of £27.220m and slippage rolled forward from 2019/20 of £9.741m.

6.3 As stated in 6.1, some of these projects will overlap financial years. Managers have therefore given their best estimate of what is ‘deliverable’ for 20/21. This amounts to £14.469m. Therefore, committed and actual expenditure will be monitored against this revised ‘deliverable’ budget for the remainder of the year.

6.4 The deliverable budget has been established following meetings with managers to determine a realistic forecast of spend based on known information at this point in the year. This will continue to be revisited for material changes.

6.5 Committed and Actual expenditure is currently £7.069m against a ‘deliverable’ Capital Programme of £14.469m leaving a variance of £7.400m uncommitted at this point in time.

6.6 Additional work has been undertaken to establish forecast slippage and potential underspends against the approved Capital Programme and are also detailed on Appendix G.

6.7 Covid 19, together with other factors have affected the amount of Capital projects that are deliverable in year and at this stage, the forecast slippage amounts to £22.408m. This mainly relates to: £2.175m related to the GP Practice NHS Hub which is now due at the end of the project, £1.0m in

respect of land acquisition, £11.230m related to projects to be delivered by 3 Rivers Ltd (these will be amended during the year if they come forward more quickly than currently anticipated). A further £2.506m related to the Post Hill scheme, £3.537m in relation to council house building schemes and £0.769m in relation to major repairs to our housing stock. For further detail, please refer to Appendix G.

- 6.8 The forecast net underspend amounts to £0.861m. This comprises £0.621m for various General Fund projects and £0.240m in relation to various HRA projects. Again, for further detail please refer to Appendix G.

7.0 Revenue Contribution to Capital EMR

- 7.1 The Capital Earmarked Reserve has been set aside from Revenue to fund Capital Projects; the movement on this reserve is projected below:

	£k
Capital Earmarked Reserve at 1 April 2020	(301)
Funding required to support 2020/21 Capital Programme	138
Forecast uncommitted Balance	(163)

8.0 Capital Receipts Reserve (Used to fund future capital programmes)

- 8.1 Unapplied useable capital receipts are used to part fund the capital programme, the movement on this account for the year to date is given below:

	£k
Unapplied Useable Capital Receipts at 1 April 2020	(5,157)
Net Receipts to Q2 (includes 6 "Right to Buy" Council House sales)	(452)
Current Balance	(5,609)
(This includes £2.117m of ring fenced 1:4:1 receipts and £3.492m of general Capital Receipts)	
Forecast further capital receipts in year	(400)
Forecast capital receipts required to support 2020/21 Capital Programme	2,178
Forecast Unapplied Capital Receipts	(3,831)

- 8.2 The ring fenced "1:4:1 receipts" need to be spent within 3 years of receipt; otherwise they need to be returned to MHCLG with interest. These can be

used to fund up to 30% of new social housing developments or repurchased right to buy properties.

- 8.3 The forecast reserve balance for the Revenue Contribution to Capital Reserve and the Capital Receipts Reserve includes the associated funding of the 20/21 Capital Programme, as these monies are committed. In reality, much of this will slip to 21/22. It is also important to note that these balances need to be almost fully utilised in order to balance the Capital Medium Term Financial Strategy.

9.0 Treasury Management

- 9.1 The interest position so far this financial year can be summarised as follows:

Interest Receivable:

	Budget £k	Forecast outturn £k	Forecast variance £k
Investment Income Received	(568)	(731)	(163)
Interest from HRA funding	(49)	(46)	3
Total Interest Receivable	(617)	(777)	(160)

- 9.2 There is an interest payable saving (£330k). This largely arises from a reduced expected requirement to take out external borrowing (PWLB), as the 3 Rivers development programme has slipped, due to Covid 19 amongst other causes.

10.0 Conclusion

- 10.1 Members are asked to note the revenue and capital forecasts for the financial year.
- 10.2 We continue to monitor the effects of this rapidly evolving crisis and amend our expectations accordingly. Managers are working hard to understand the deficits and develop proposals for their recovery. Also, the budget process for 2021/22 is now well advanced and we are working to understand how this crisis will affect us in future years.

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Cllr Andrew Moore, Cabinet, Leadership Team

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 30 SEPTEMBER 2020

General Fund Summary	Note	2020/2021	Full Year	Actuals	Full Year	Variance
		Annual Budget	Forecast	£	Variance	%
		£		£	(0 = On budget)	
					£	%
CLlr Bob Deed						
Corporate Management	A	1,648,161	1,609,161	1,020,887	(39,000)	-2.4%
CLlr Colin Slade						
Grounds Maintenance	E	567,810	506,810	282,977	(61,000)	-10.7%
Cemeteries & Bereavement Services	D	(85,300)	(65,300)	(21,059)	20,000	-23.4%
Waste Services	H	1,714,920	1,791,320	1,056,334	76,400	4.5%
CLlr Dennis Knowles						
Community Development	I	77,650	71,650	38,625	(6,000)	-7.7%
Environmental Services incl. Licensing	D	815,740	818,337	393,077	2,597	0.3%
IT Services	Q	994,650	1,022,980	651,196	28,330	2.8%
Land charges	N	(19,200)	(19,200)	(12,635)	0	0.0%
Public Health	D	(8,850)	20,900	(38,648)	29,750	-336.2%
Open Spaces	F	126,120	126,120	24,140	0	0.0%
Recreation And Sport	J	434,750	2,099,750	1,216,135	665,000	383.0%
CLlr Andrew Moore						
Finance And Performance	K	744,000	811,884	374,827	67,884	9.1%
Revenues And Benefits	L	499,200	363,342	(2,532,330)	(135,858)	-27.2%
Car Parks	C	(632,962)	(156,882)	18,139	476,080	75.2%
CLlr Bob Evans						
Private Sector Housing	D	(11,640)	510	(956)	12,150	-104.4%
General Fund Housing	M	315,520	301,520	(211,499)	(14,000)	-4.4%
Property Services	G	1,008,800	1,039,400	525,918	30,600	3.0%
CLlr Richard Chesterton						
Community Development: Markets	I	60,640	98,640	40,660	38,000	62.7%
Planning And Regeneration	N	1,259,750	1,443,077	582,447	183,327	14.6%
CLlr Mrs Nikki Woollatt						
Customer Services	O	740,285	728,285	298,830	(12,000)	-1.6%
Human Resources	P	513,490	458,960	206,917	(54,530)	-10.6%
Legal & Democratic Services	B	1,052,350	1,041,150	499,508	(11,200)	-1.1%
All General Fund Services		11,815,884	14,112,414	4,413,490	2,296,530	19.4%
Net recharge to HRA		(1,481,630)	(1,481,630)	160	0	
Statutory Adjustments (Capital charges)		1,052,154	884,787	0	(167,367)	
Net Cost of Services		11,386,408	13,515,571	4,413,650	2,129,163	18.7%
Finance Lease Interest Payable		48,340	48,340	0	0	
Interest from Funding provided for HRA		(49,000)	(46,363)	(46,363)	2,637	
Interest Payable on Other Activities		439,878	109,878	565,596	(330,000)	
Interest Receivable on Investments		(568,322)	(731,322)	(187,439)	(163,000)	
Transfers into Earmarked Reserves	APP B	2,597,050	3,134,545	2,639,545	537,495	
Transfers from Earmarked Reserves	APP B	(1,369,370)	(1,537,966)	(1,492,217)	(168,596)	
Contribution from New Homes Bonus Reserve	APP B	(960,540)	(960,540)	(960,540)	0	
Total Budgeted Expenditure		11,524,444	13,532,143	4,932,232	2,007,699	17.4%
Revenue Support Grant		0	0	0	0	
Rural Services Delivery Grant		(466,700)	(466,700)	(233,348)	0	
Covid19 Non Ringfenced Grant		0	(2,565,619)	(955,224)	(2,565,619)	
New Homes Bonus Grant		(1,418,190)	(1,418,190)	(709,095)	0	
Retained Business Rates		(3,312,727)	(3,312,727)	(1,504,425)	0	
Business Rates Deficit (20-21)		0	343,127	0	343,127	
Business Rates Benefit from Devon Pool		(150,000)	(155,375)	0	(5,375)	
CTS Funding Parishes		0	0	0	0	
Collection Fund Surplus (19-20)		(112,000)	(112,000)	(112,238)	0	
Council Tax		(6,064,827)	(6,064,827)	(6,064,827)	0	
Council Tax Deficit (20-21)			237,333	0	237,333	
Total Budgeted Funding		(11,524,444)	(13,514,978)	(9,579,157)	(1,990,534)	17%
Forecast in year (Surplus) / Deficit		0	17,165	(4,646,925)	17,165	
General Fund Reserve 31/03/21					(2,250,987)	
Forecast General Fund Balance 31/03/2021					(2,233,822)	

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 30 SEPTEMBER 2020

Note	Description of Major Movements	Variance relating to P1 to P6 Actuals	Forecast variance relating to P7 onwards	Full year variance (net of transfer to EMR)	QRO lines	PDG
A	Corporate Management					
	Salary savings including element from Director post not replaced	(25,000)	(20,000)	(45,000)		Cabinet
	Bank charges	3,000	3,000	6,000		Cabinet
		(22,000)	(17,000)	(39,000)		
B	Legal & Democratic Services					
	External Consultancy Fees - Review of 3RDL	11,250	21,250	32,500		Cabinet
	Legal Services - Changes to Staff	(3,670)	7,170	3,500		Cabinet
	Member Services - Reduction in Member mileage claims	(9,100)	(1,400)	(10,500)		Cabinet
	Member Services - Savings against internet access payments & training shared service contribution to DCC	(4,200)	0	(4,200)		Cabinet
	Member Services - Savings against Member allowances whilst awaiting by-election for 3 seats partially offset by small overspend of £2k on salaries	(4,000)	(500)	(4,500)		Cabinet
	Electoral Services - Reduction in IER funding	17,000	0	17,000		Cabinet
	Electoral Services - Budget for boundary review not required in 2020/21 - put into EMR to cover costs expected in 2021/22	(22,500)	(22,500)	(45,000)		Cabinet
		(15,220)	4,020	(11,200)		
C	Car Parks					
	P&D income shortfall due to reduction of users in our car parks across the District due to lockdown & free parking for 2 months in 3 of our short stay car parks. The	271,700	179,380	451,080		Economy
	Reduction in income from Off-Street fines as enforcement was stopped during lockdown and free parking within 3 short stay car parks for 2 months.	14,800	10,200	25,000		Economy
		286,500	189,580	476,080		
D	Public Health combined					
	Salary saving in Environmental Enforcement from keeping vacant District Officer post during lockdown, now being recruited	(6,000)	(6,000)	(12,000)		Community
	Licensing income - forecasting a 25% reduction due to the pandemic.	11,790	22,110	33,900		Community
	S106 - AQ net expenditure/income to be transferred to S106 earmarked reserves	(19,303)	0	(19,303)		Community
	Reduction in Private water sampling income due to the pandemic	14,620	13,130	27,750		Community
	Scores on the doors income not achievable due to unlikely uptake	1,300	700	2,000		Community
	Income reduction across Private Sector Housing, Fixed penalties, Notice charging & HMO licence due to the impact of the pandemic	5,750	6,400	12,150		Homes
	Cemetery Income showing down against budget, will review month by month.	13,830	6,170	20,000		Environment
		21,987	42,510	64,497		
E	Grounds Maintenance					
	Salary savings - delay in recruiting for vacant posts	(15,000)	(19,000)	(34,000)		Environment
	Agency - less seasonal cover due to the pandemic	(3,000)	(4,000)	(7,000)		Environment
	Town Councils now paying for plants and shrubs	(6,900)	(6,100)	(13,000)		Environment
	Plant Planned maintenance - mowers now included in fleet contract	(4,000)	0	(4,000)		Environment
	Fuel - underspend due to reduced vehicle usage	(3,000)	0	(3,000)		Environment
		(31,900)	(29,100)	(61,000)		
F	Open Spaces					
		0	0	0		
G	Property Services					
	Reduction in rental income on Fore Street flats due to postponed Tiverton Regeneration Project	11,000	11,000	22,000		Economy
	Market Walk rates & service charges for void units	10,000	5,000	15,000		Economy
	Phoenix House air conditioning works to be funded by EMR (see below)	13,600	0	13,600		Homes
	Vacant post in Caretaking Services	(11,000)	(9,000)	(20,000)		Homes
		23,600	7,000	30,600		
H	Waste Services					
	Trade Waste - reduced income due to businesses closing during the pandemic	42,670	38,830	81,500		Environment
	Trade Waste - disposal charges are down due to less collections	(37,000)	(13,000)	(50,000)		Environment
	Garden waste - increase in permit sales	(53,460)	(140)	(53,600)		Environment
	Recycling materials - reduced price and tonnage for paper/plastic	36,355	30,645	67,000		Environment
	Fleet Management - 12 month delay in recruiting shared Transport Manager with Exeter City Council	10,000	10,000	20,000		Environment
	Agency costs - additional rounds and back filling staff due to COVID-19	65,000	0	65,000		Environment
	Salaries - savings mainly due to a delay in recruiting posts	(26,000)	(3,500)	(29,500)		Environment
	Fuel savings - due to new and more efficient vehicles and lower price for fuel	(29,400)	(8,600)	(38,000)		Environment
	Additional vehicle hire costs, fuel and PPE due to COVID-19	14,000	0	14,000		Environment
		0	0	0		

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 30 SEPTEMBER 2020

Note	Description of Major Movements	Variance relating to P1 to P6 Actuals	Forecast variance relating to P7 onwards	Full year variance (net of transfer to EMR)	QRO lines	PDG
		22,165	54,235	76,400		
I	Community Development					
	Community Development Grants - saving from claim no longer being made	(3,000)	(3,000)	(6,000)		Community
	Salaries - net overspend from moving market manager salary 100% to markets (50% previously paid from Economy & Dev) and 6 mth delay in recruitment of vacant post	0	2,500	2,500		Economy
	Supplies & services - minor savings from reduced advertising and special events	(3,500)	0	(3,500)		Economy
	Market income - reduced income due to a suspension of Market tolls during Q1 and a reduction in traders due to shielding	24,000	15,000	39,000		Economy
		17,500	14,500	32,000		
J	Recreation And Sport					
	Reduced salary costs up to P4 due to Covid-19 & vacancies, additional staffing costs in P5 onwards offset by expected savings from vacancies	(48,000)	0	(48,000)		Community
	Job Retention Scheme funding received for furloughed staff	(269,500)	0	(269,500)		Community
	Reduced operating costs whilst leisure centres were closed, followed by an increase to costs once centres reopened	(3,200)	4,700	1,500		Community
	Cash collections not required whilst leisure centres were closed, and centres have gone cashless upon reopening	(1,400)	(2,100)	(3,500)		Community
	Saving against vending stock and equipment for resale	(25,000)	(20,300)	(45,300)		Community
	Reduction in income due to Covid-19 - leisure centres closed for 4 months, then running at reduced capacity from August with second closure in November	1,430,000	696,000	2,126,000		Community
	Savings against advertising budget - no promotions to be carried out whilst leisure centres are not accepting new members	(11,000)	0	(11,000)		Community
	Utilities underspend across Leisure due to the impact of Covid-19	(40,000)	(45,200)	(85,200)		Community
		1,031,900	633,100	1,665,000		
K	Finance And Performance					
	Finance & Procurement salary variance due to vacant Group Managers post and reduction in hours.	(33,470)	(45,790)	(79,260)		Cabinet
	Addition salary costs within finance and exchequer to help cover sickness, increased workload & year end overtime.	6,530	17,270	23,800		Cabinet
	Agency costs to cover vacant Group Managers post - this is partly offset by £17k being the release of ear marked reserves relating to 19/20 costs	87,070	29,970	117,040		Cabinet
	Procurement Subscription overspend	6,300	0	6,300		Cabinet
		66,430	1,450	67,880		
L	Revenues And Benefits					
	Housing Benefit Subsidy & Overpayment recovery	15,000	15,000	30,000		Cabinet
	Various New Burdens grants from DWP in respect of Housing Benefits initiatives delivered within existing resource	(43,190)	0	(43,190)		Cabinet
	NNDR New Burdens Grant for Grant administration	(170,000)	0	(170,000)		Cabinet
	HB New Burdens Grant for Grant administration - Test & Trace	(24,538)	0	(24,538)		Cabinet
	Additional CTB admin Grant than Budgeted	(9,430)	0	(9,430)		Cabinet
	Additional HB admin Grant than Budgeted	(6,850)	(6,850)	(13,700)		Cabinet
	Overtime across Revenues & Benefits to cope with the demands of COVID19 & effects on ongoing workload	17,455	22,545	40,000		Cabinet
	Forecast under recovery of Single Occupancy Discount Penalties	7,500	7,500	15,000		Cabinet
	Forecast under recovery of Court Costs for C/Tax & NNDR	20,000	20,000	40,000		Cabinet
		(194,053)	58,195	(135,858)		
M	General Fund Housing					
	Piper life line income - unable to install any new piper life lines since lockdown	7,600	5,400	13,000		Homes
	Piper life line equipment- purchase of smart hubs to cope with the demands of COVID19, partially offset by reduced call management fees	3,000	0	3,000		Homes
	Salary savings - full year apprentice vacancy and delay in recruitment for an Housing Options Officer and Young Person Support Worker	(15,000)	0	(15,000)		Homes
	Consultancy savings	(15,000)	0	(15,000)		Homes
		(19,400)	5,400	(14,000)		
N	Planning And Regeneration					
	Enforcement - savings on salaries role moved to Development Management	(8,000)	(8,500)	(16,500)		Community
	Development Management - net savings from delay in recruiting for vacant roles and post moved from Enforcement	(9,500)	0	(9,500)		Community
	Development Management - supplies & services overspend on defending appeals, consultancy, advertising fees and other minor variances	14,500	66,500	81,000		Community
	Development Management - reduced income due to COVID19, a reduction in the developer applications with the larger fees	43,000	91,000	134,000		Community

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 30 SEPTEMBER 2020

Note	Description of Major Movements	Variance relating to P1 to P6 Actuals	Forecast variance relating to P7 onwards	Full year variance (net of transfer to EMR)	QRO lines	PDG
	Economic Development - savings from delay in recruiting for vacant roles and market manager post costs moved 100% to markets, previously 50% paid from here	(17,500)	(11,500)	(29,000)		Economy
	Economic Development - 3 x £5k COVID19 Town Centre Grants paid to be funded by earmarked reserve Love Your Town Centre	15,000	0	15,000		Economy
	Economic Development - reduced income due to COVID19, a reduction in the developer applications requiring planning performance agreements and pre-app advice	3,000	2,000	5,000		Economy
	Economic Development - High Street Innovator Grants - funded by earmarked reserve release	1,349	0	1,349		Economy
	Forward Planning - savings from delay in recruiting for vacant roles	(38,000)	(11,000)	(49,000)		Community
	Statutory Plan - 1 year saving on GESP membership as a fallow year	(37,500)	0	(37,500)		Cabinet
	Statutory Plan - Delay of Crediton Masterplanning. Return funds to EMR to fund spend in 2021/22	(60,000)	0	(60,000)		Cabinet
	Statutory Plan - spend on Local Plan - fully funded by EMR release	44,765	0	44,765		Cabinet
	Building Control - reduced income due to COVID19, a reduction in the developer applications with the larger fees although market share of smaller domestic applications has increased	11,800	22,200	34,000		Cabinet
	Building Control - savings from furloughing staff due to reduced work levels as a result of COVID19	(5,000)	0	(5,000)		Cabinet
	S106 - POS net expenditure/income to be funded by by transfer to/ from S106 earmarked reserves	(6,422)	0	(6,422)		Community
	Garden Village - expenditure funded by capacity funding held on earmarked reserves	37,160	24,500	61,660		Community
	Tiverton EUE - expenditure funded by capacity funding held on earmarked reserves	0	6,300	6,300		Community
	Forward Planning -Consultancy,delivering Gypsy and Traveller pitches on urban extensions, funded from earmarked reserves	7,000	0	7,000		Community
	Forward Planning - Wessex Community Assets support - 4th year of support for community led housing project, funded from earmarked reserves	3,125	0	3,125		Community
	Forward Planning - Independent review of the draft Cullompton Neighbourhood Plan, funded from earmarked reserves	3,050	0	3,050		Community
		1,827	181,500	183,327		
O	Customer Services					
	Salary savings - delay in recruiting for vacant posts, receipt of job retention scheme income off set by other salary overpends	(8,000)	(4,000)	(12,000)		Community
		(8,000)	(4,000)	(12,000)		
P	Human Resources					
	Salary savings due to vacant posts to be reviewed during the year	(36,100)	(18,430)	(54,530)		Cabinet
		(36,100)	(18,430)	(54,530)		
Q	I.T. Services					
	Salaries - post holder on lower grade than budgeted.	(2,270)	(5,230)	(7,500)		Cabinet
	The project to introduce voice Skype has been delayed, meaning we are incurring maintenance costs for the phone switch. Depending on the progress of this project the forecast overspend could be less.	3,390	7,140	10,530		Cabinet
	Additional laptops and docking stations.	10,500	0	10,500		Cabinet
	Internet - additional bandwidth to cope with remote working.	1,350	1,650	3,000		Cabinet
	Additional hardware required for virtual committee meetings.	0	7,000	7,000		Cabinet
	Reduction in printing due to COVID	(1,620)	(3,000)	(3,000)		Cabinet
	Additional software costs and CMT enhancement	3,450	4,350	7,800		Cabinet
		14,800	11,910	28,330		
	FORECAST (SURPLUS)/DEFICIT AS AT 31/03/2020	1,160,036	1,134,870	2,296,526		

Cabinet	(232,078)	62,345	(168,113)
Community	1,069,220	824,840	1,894,060
Homes	(11,050)	2,800	(8,250)
Environment	4,095	31,305	35,400
Economy	329,849	213,580	543,429
	1,160,036	1,134,870	2,296,526

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 30 SEPTEMBER 2020

Fees and Charges	2020/21	2020/21	2020/21	2020/21	Full Year	Variance
	Annual Budget	Profiled Budget	Actual	Variance	Forecast	
	£	£	£	£	Variation	
Building Control Fees	(240,000)	(120,000)	(108,135)	11,865	34,000	-14%
Planning Fees	(796,500)	(398,250)	(355,338)	42,912	134,000	-17%
Land Search Fees	(120,000)	(60,000)	(54,048)	5,952	0	0%
Car Parking Fees - See Below	(865,922)	(405,061)	(133,575)	271,486	451,080	-52%
Leisure Fees & Charges	(3,112,540)	(1,576,722)	(424,232)	1,152,490	2,126,000	-68%
Trade Waste Income	(802,000)	(797,188)	(745,146)	52,042	81,500	-10%
Garden Waste	(492,100)	(191,520)	(234,600)	(43,080)	(30,000)	6%
Licensing	(137,930)	(56,420)	(45,100)	11,320	33,900	-25%
Market Income	(83,350)	(42,803)	(18,610)	24,193	39,000	-47%
	(6,650,342)	(3,647,964)	(2,118,784)	1,529,180	2,869,480	-43.1%

Car Parking Fees					Spaces	Bud Income pa per space
Beck Square, Tiverton	(79,500)	(41,340)	(16,970)	24,370	40	(1,988)
William Street, Tiverton	(26,280)	(13,403)	(5,771)	7,632	45	(584)
Westexe South, Tiverton	(49,000)	(26,460)	(12,637)	13,823	51	(961)
Wellbrook Street, Tiverton	(14,000)	(6,720)	(3,168)	3,552	27	(519)
Market Street, Crediton	(37,500)	(19,875)	(3,052)	16,823	39	(962)
High Street, Crediton	(75,000)	(36,750)	(17,034)	19,716	190	(395)
Station Road, Cullompton	(33,500)	(15,745)	(5,283)	10,462	112	(299)
Multistorey, Tiverton	(146,980)	(67,611)	(36,843)	30,767	631	(233)
Market Car Park, Tiverton	(210,000)	(105,000)	(18,924)	86,076	122	(1,721)
Phoenix House, Tiverton	(5,500)	(2,530)	(367)	2,163	15	(367)
Additional Inc from Increased Tariff's	(112,632)	(56,316)	0	56,316	0	0
P&D Shorts & Overs	0	0	0	0	0	0
Total Pay and Display	(789,892)	(391,750)	(120,048)	271,701	1,272	(8,027)
Day Permits	(16,000)	(520)	(1,939)	(1,419)		
Allocated Space Permits	(41,500)	(4,907)	(1,644)	3,263		
Overnight Permits	(200)	(90)	(200)	(110)		
Day & Night Permits	(10,700)	(1,180)	(4,001)	(2,821)		
Other Income	(7,630)	(6,615)	(5,743)	872		
Total Permits	(76,030)	(13,311)	(13,527)	(216)		
Total Car Parking	(865,922)	(405,061)	(133,575)	271,486		
Standard Charge Notices (Off Street)	(48,000)	(21,600)	(6,767)	14,833	25,000	-52%

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 30 SEPTEMBER 2020

Employee Costs	2020/21 Annual Budget £	2020/21 Profiled Budget £	2020/21 Actual £	2020/21 Variance £
General Fund				
Community Development	59,010	29,505	22,980	(6,525)
Corporate Management	1,248,111	624,056	890,204	266,148
Customer Services	667,510	333,755	246,331	(87,424)
Environmental Services	900,060	450,030	358,656	(91,374)
Finance And Performance	564,970	282,485	207,490	(74,995)
General Fund Housing	324,720	162,360	106,549	(55,811)
Grounds Maintenance	470,200	235,100	172,412	(62,688)
Human Resources	399,400	199,700	135,651	(64,049)
I.T. Services	589,540	294,770	265,688	(29,082)
Legal & Democratic Services	554,190	277,095	221,115	(55,980)
Planning And Regeneration	1,874,950	937,475	683,914	(253,561)
Property Services	668,860	334,430	269,625	(64,805)
Recreation And Sport	1,975,540	987,770	757,049	(230,721)
Revenues And Benefits	692,210	346,105	305,939	(40,166)
Waste Services	2,563,530	1,281,765	968,077	(313,688)
Total General Fund	13,552,801	6,776,401	5,611,679	(1,164,722)
Housing Revenue Account				
BHO09 Repairs And Maintenance	1,140,770	570,385	423,811	(146,574)
BHO10 Supervision & Management	1,508,730	754,365	603,864	(150,501)
BHO11 Special Services	0	0	0	0
Total Housing Revenue Account	2,649,500	1,324,750	1,027,675	(297,075)
Total Employee Costs	16,202,301	8,101,151	6,639,354	(1,461,797)

Agency Staff (within Employee costs)	2020/21 Annual Budget £	2020/21 Profiled Budget £	2020/21 Actual £	2020/21 Variance £
General Fund				
Car Parks	0	0	0	0
Community Development	0	0	0	0
Corporate Management	0	0	0	0
Customer Services	0	0	15,695	15,695
Environmental Services	0	0	0	0
Finance And Performance	0	0	64,320	64,320
General Fund Housing	0	0	0	0
Grounds Maintenance	26,240	13,120	8,171	(4,949)
Human Resources	0	0	0	0
I.T. Services	0	0	0	0
Legal & Democratic Services	0	0	0	0
Planning And Regeneration	0	0	(1,568)	(1,568)
Property Services	0	0	15,236	15,236
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	0	0
Waste Services	98,120	49,060	167,885	118,825
Total General Fund	124,360	62,180	269,739	207,559
Housing Revenue Account				
BHO09 Repairs And Maintenance	0	0	98	98
BHO10 Supervision & Management	0	0	0	0
BHO11 Special Services	0	0	0	0
Total Housing Revenue Account	0	0	98	98
Total Agency Costs	124,360	62,180	269,836	207,656

HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO
30 SEPTEMBER 2020

Planned Works extract				
Planned Works - Capital		2,285,000	(769,000)	-33.7%
Planned Works - Revenue		1,325,500	(269,000)	-20.3%

		2020/2021 Annual Budget	Forecast	Variance
Housing Revenue Account (HRA)	Notes	£	£	%
Income				
SHO01 Dwelling Rents Income	A	(12,366,750)	29,076	-0.2%
SHO04 Non Dwelling Rents Income	B	(595,720)	37,042	-6.2%
SHO06 Tenant Charges For Services	C	0	0	0.0%
SHO07 Leaseholders' Service Charges	D	(21,640)	0	0.0%
SHO08 Contributions Towards Expenditure	E	(29,220)	(94,000)	321.7%
SHO09 Alarm Income - Non Tenants	F	0	0	0.0%
SHO10 H.R.A. Investment Income	G	(53,000)	26,000	-49.1%
SHO11 Miscellaneous Income	H	(7,350)	0	0.0%
Services				
SHO13A Repairs & Maintenance	I	3,593,980	(384,000)	-10.7%
SHO17A Housing & Tenancy Services	J	1,485,620	583,000	39.2%
Accounting entries 'below the line'				
SHO29 Bad Debt Provision Movement	L	53,000	147,000	277.4%
SHO30 Share Of Corporate And Democratic	M	162,640	1,000	0.6%
SHO32 H.R.A. Interest Payable	N	1,115,180	0	0.0%
SHO34 H.R.A. Transfers between earmarked reserves	O	2,072,410	0	0.0%
SHO36 H.R.A. Revenue Contribution to Capital	P	0	0	0.0%
SHO37 Capital Receipts Reserve Adjustment	Q	(26,000)	13,000	-50.0%
SHO38 Major Repairs Allowance	R	2,260,000	0	0.0%
SHO45 Renewable Energy Transactions	S	(89,000)	0	0.0%
		(2,445,850)	358,118	14.6%

HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE
PERIOD FROM 01 APRIL TO 30 SEPTEMBER 2020

Appendix F

Note	Description of Major Movements	Corrective Action	Forecast Variance £
A	The rents raised in-year are lower than budgeted due to void levels increasing during Covid	TBC	29,076
B	Garage tenancies are lower than budgeted since new lets haven't been occurring during Covid	TBC	37,042
E	The workforce have carried out non-HRA work (such as in Leisure Centres) and recovered costs in excess of the budgeted amount.	N/A	(94,000)
G	It is assumed the investment income will yield less than budgeted.	N/A	26,000
I	<u>Repairs Underspends arising from less work taking place due to Covid (main variances)</u> - staffing vacancies & delay in redevelopment team commencing (£393k) - Standby contracts coming to an end (£45k) - non-staffing savings in Planned Maintenance (£259k) - non-staffing savings in Responsive & Voids (£175k) - reduced DLO recharge for revenue and capital works £289k - forecast under- recovery on Disabled Facilities works £40k - forecast under-recovery on Private Sector DFGs £150k	N/A	(384,000)
J	Contract dispute	N/A	624,000
J	Various staffing savings and some minor cost variances	N/A	(41,000)
L	Projected increase to bad debt provision	N/A	147,000
	Minor variances		14,000
		TOTAL	358,118

**MID DEVON DISTRICT COUNCIL
MONITORING OF 2020/21 CAPITAL PROGRAMME**

Code	Scheme	Budgeted Capital Programme 2020/21	Total Deliverable Programme 2020/21	Actual Expenditure 2020/21	Committed Expenditure 2020/21	Total Actual & Committed Expenditure 2020/21	Variance to Deliverable Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 21/22	Notes
		£	£	£	£	£	£	£	£	
General Fund Projects										
Leisure										
CA642	Reception infrastructure review - All sites	120,000	0	0	0	0	0		120,000	This project will slip to 22/23
CA643	All Leisure Etarmis - Security Swipe - (linked to security project)	30,000	0	0	0	0	0		30,000	This project will slip to 22/23
Phoenix House										
CA487	Etarmis - Security Swipe - (linked to security project)	50,000	0	0	0	0	0		50,000	This project will slip to 22/23
CA488	Boiler replacement & controls	90,000	80,000	78,153	5,683	83,836	3,836	(3,836)		It is envisaged this project will be complete by Q3 20/21
General Car parks										
CA489	MSCP Capital Project - Phase 2	589,000	560,000	556,831	90,877	647,708	87,708	102,000		} } As per Cabinet report Aug 2019 overspend to be met by Revenue EMR's. It is envisaged this project will be complete by Q3 20/21. This project will be reviewed in terms of where expenditure should correctly sit in Capital or Revenue }
CA709	MSCP improvements (refer to Matrix condition report)	133,000	133,000	133,000	0	133,000	0			
CA718	MSCP-Top Deck surfacing	120,000	120,000	122,000	0	122,000	2,000			
MDDC Depot Sites										
CA830	Carlu Close - Interceptor upgrade	10,000	10,000	0	0	0	(10,000)			This project will be under £20k Dimimimis & will be charged to Revenue
CA833	Carlu Close - Water containment for Water Transfer Station	80,000	13,000	0	0	0	(13,000)	(80,000)		This project will be under £20k Dimimimis & will be charged to Revenue
CA831	Carlu Close - Solar PV options	18,000	18,000	0	32,081	32,081	14,081			It is envisaged this project will be complete by Q3 20/21
Play Areas										
CA472	Open Space Infrastructure (incl Play Areas) - Tiverton	50,000	40,000	1,200	0	1,200	(38,800)	(10,000)		It is envisaged this project will be complete by Q3 20/21 - will revenue
CA632	Tiverton	49,000	49,000	0	0	0	(49,000)		100,000	It is envisaged this project will be complete by Q1 21/22
CA628	Play area refurbishment - West Exe Recreation Ground Tiverton	50,000	50,000	28,419	47,146	75,565	25,565			It is envisaged this project will be complete by Q3 20/21 - It is anticipated that the additional spend here will be funded by S106
MDDC Shops & Industrial Units										
CA583	Market Walk - Flat roof replacement	30,000	30,000	0	0	0	(30,000)			It is envisaged this project will be complete by Q4 20/21
Other Projects										
CA491	Fire Dampeners - Corporate sites	80,000	80,000	0	0	0	(80,000)			It is envisaged this project will be complete by Q4 20/21
CA485	GP Practice NHS Hub Building	2,175,000	0	0	0	0	0		2,175,000	MDDC loan contribution now due towards end of scheme
CA490	parking spaces	90,000	90,000	0	0	0	(90,000)		90,000	This project will slip to 21/22
CA473	Hemyock	50,000	50,000	0	0	0	(50,000)		50,000	It is envisaged this project will be complete by Q3 21/22
CA420	Park Bampton	87,000	87,000	0	0	0	(87,000)		87,000	It is envisaged this project will be complete by Q3 21/22
CA574	Fore Street Flats refurbishment	47,000	0	0	0	0	0		47,000	This project will slip to 22/23
CA476	Tiverton Cemetery - Infrastructure extension	47,000	47,000	45,958	4,988	50,945	3,945	3,945		This project is complete
CA576	Tiverton Town Centre improvements	140,000	50,000	104	0	104	(49,896)		90,000	Phase 1 expected to be complete by 31/03/21 - phases 2 - 4 will slip into 2021/22
CA832	Land acquisition for operational needs	1,000,000	0	0	0	0	0		1,000,000	This project will slip to 21/22
HIF Schemes										
CA719	Cullompton Town Centre Relief Road (HIF) bid	3,884,000	3,884,000	0	0	0	(3,884,000)			Revised schedule of spend expected from DCC in Mid Dec & will therefore be reflected in Q3 Monitoring
CA720	Tiverton EUE A361 Junction Phase 2 (HIF) (bid)	284,000	284,000	62,450	0	62,450	(221,550)	19,927		This projects spans 4 yrs 19/20 to 22/23 - Actual spend profile slightly higher than that budgeted

Code	Scheme	Budgeted Capital Programme 2020/21	Total Deliverable Programme 2020/21	Actual Expenditure 2020/21	Committed Expenditure 2020/21	Total Actual & Committed Expenditure 2020/21	Variance to Deliverable Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 21/22	Notes
		£	£	£	£	£	£	£	£	
	<u>Economic Development Schemes</u>									
CA582	* Hydro Mills Electricity Project acceptable Business Case	680,000	0	924	0	924	924	(679,000)		This Project is included in the forthcoming MTFP, total forecast cost is £800k proposed to be funded by borrowing, unless any other external grant funded sources can be secured.
	<u>ICT Projects</u>									
CA492	Final phase of Desktop estate replacement/refresh	50,000	50,000	0	0	0	(50,000)			It is envisaged this project will be complete by Q4 20/21
CA456	CRM replacement	175,000	88,000	0	0	0	(88,000)		175,000	This project will slip into 2021/22. This will be cloud based and highly likely to be revenue in nature.
CA433	Unified Communications/telephony	74,000	74,000	7,707	0	7,707	(66,293)			It is envisaged this project will be complete by Q4 20/21
CA425	Server farm expansion/upgrades	84,000	84,000	0	0	0	(84,000)		60,000	It is envisaged this project will be complete by Q2 21/22. This will be cloud based and highly likely to be revenue in nature.
CA437	Digital Transformation	33,000	33,000	0	0	0	(33,000)			It is envisaged this project will be complete by Q4 20/21
CA480	Lalpac Licensing System replacement	80,000	0	0	0	0	0		80,000	To be considered in conjunction with the CRM Project (CA456), This project will therefore slip into 21/22
	<u>Other General Fund Development</u>									
CA493	Other projected 3 Rivers Borrowing	2,399,000	0	0	0	0	0		1,853,000	Loan agreement required for this project prior to commencement
CA462	3 Rivers Scheme - Riverside Development (rear of Town Hall) Tiverton	3,923,000	2,915,000	164,111	2,750,889	2,915,000	0		1,638,000	A proportion of this project will slip into 2021/22
CA486	3 Rivers scheme - Knowle Lane, Cullompton	8,002,000	0	0	0	0	0		7,739,000	Loan agreement required for this project prior to commencement of build
CA581	Waddeton Park, Post Hill, Tiverton	3,605,000	1,099,000	10,960	98	11,058	(1,087,942)		2,506,000	A proportion of this project will slip into 2021/22
CA483	3 Rivers Loan - Threwstones, Tiverton	23,000	0	0	0	0	0	(23,000)		Project complete
CA484	3 Rivers Loan - Orchard House, Halberton	446,000	495,000	0	495,000	495,000	0	49,000		It is envisaged this project will be complete by Q3 20/21
		28,877,000	10,513,000	1,211,816	3,426,762	4,638,578	(5,874,422)	(620,964)	17,890,000	
	<u>Private Sector Housing Grants</u>									
CG201	Disabled Facilities Grants-P/Sector	572,000	572,000	117,142	191,295	308,438	(263,562)		172,000	It is envisaged that a total of £400k will be spent in 20/21
CG208	Wessex Reinvestment Trust Grants Scheme	75,000	0	0	0	0	0			
		647,000	572,000	117,142	191,295	308,438	(263,562)	0	172,000	
	Total General Fund Projects	29,524,000	11,085,000	1,328,958	3,618,057	4,947,015	(6,137,985)	(620,964)	18,062,000	
	<u>HRA Projects - Existing Housing Stock</u>									
CA100	Major Repairs to Housing Stock	2,561,000	2,285,000	927,093	798,404	1,725,497	(559,503)		769,000	Issues associated with COVID 19 have impacted on contract delivery, it is anticipated that this will slip into 21/22
CA111	Renewable Energy Fund	250,000	100,000	74,039	0	74,039	(25,961)	(150,000)		Forecast £100k spend on this project in 20/21
CG200	Home Adaptations - Disabled Facilities	314,000	314,000	161,700	0	161,700	(152,300)		40,000	Issues associated with COVID 19 have impacted on DFG delivery, it is anticipated there will be some slippage into 21/22
	<u>Housing Development Schemes</u>									
CA146	HRA Regeneration Scheme 1	2,000,000	0	0	0	0	0		2,000,000	This project will slip to 21/22
CA145	RTB Buyback 103 Queensway			159,995		159,995	159,995			Please see budget on line below CA145
CA147	Affordable Housing/Purchase of ex RTB	500,000	410,000	0	0	0	(410,000)	(90,000)		Deliverable budget here set at £410k, although hard to predict the ability to repurchase ex RTB properties in the correct locations. 1 Buyback to date, please see line above CA145
CA124	Queensway (Beech Road) Tiverton (3 units)	287,000	200,000	915	0	915	(199,085)		87,000	A proportion of this project will slip into 21/22
CA141	Round Hill Tiverton- Site	1,500,000	50,000	0	0	0	(50,000)		1,450,000	A large proportion of this project will slip into 21/22
	<u>HRA Other Projects</u>									
CA126	Sewerage Treatment Works - Washfield	25,000	25,000	0	0	0	(25,000)			It is envisaged this project will be complete by Q4 20/21
	Total HRA Projects	7,437,000	3,384,000	1,323,742	798,404	2,122,145	(1,261,855)	(240,000)	4,346,000	
	TOTAL	36,961,000	14,469,000	2,652,700	4,416,461	7,069,161	(7,399,839)	(860,964)	22,408,000	

CABINET
03 DECEMBER 2020

MEDIUM TERM FINANCIAL PLAN – GENERAL FUND (GF) AND CAPITAL PROGRAMME

Cabinet Member Cllr Andrew Moore
Responsible Officer Andrew Jarrett – Deputy Chief Executive (S151)

Reason for Report: To produce an updated Medium Term Financial Plan (MTFP) which takes account of the Council's key strategies (i.e. the Corporate Plan, Business Plans, Treasury Management Plan, Asset Management Plan, Work Force Plan and Capital Strategy) and demonstrates it has the financial resources to deliver the Corporate Plan. This models potential changes in funding levels, new initiatives, unavoidable costs and proposed service savings.

RECOMMENDATION: Members note the updated MTFP and endorse the proposals outlined in paragraph 8.2.

Relationship to Corporate Plan: The Medium Term Financial Plan (MTFP) sets out the financial resources available to deliver the Council's ongoing Corporate Plan pledges/objectives.

Financial Implications: By undertaking an annual review of the MTFP the Council can ensure that its Corporate Plan pledges/objectives are affordable.

Budget and Policy Framework: The Council has an annual legal requirement to set a balanced budget. The MTFP provides an overarching steer of what the Council can afford to deliver over a rolling five year period and is instrumental in setting the budgetary context for next year's budget setting process.

Legal Implications: None directly arising from this report, although there is a legal obligation to balance the budget. There are legal implications arising from any future consequential decisions to change service provision, but these would be assessed at the time.

Risk Assessment: The MTFP makes a number of financial assumptions based on a sensible/prudent approach, taking account of the most up to date professional advice that is available. However, many of these assumptions are open to challenge and due to this fact Appendix 1, included within this report, shows the financial effect on key items in the plan if assumptions were to change (this is referred to as sensitivity analysis).

Equality Impact Assessment: It is considered that the impact of this report on equality related issues will be nil.

Climate Change Assessment: The allocation of resources will impact upon the Council's ability to implement/fund new activities linked to climate change, as the MTFP sets the broad budgetary framework for the Council over the coming years. However, some initial provision has already been included in the draft 2021/22 budget

and further evaluation/consideration will be made as the draft budget passes through the PDGs over the next few months.

1.0 Introduction and Purpose of the Medium Term Financial Plan

- 1.1 The main purpose of the MTFP is to show how the Council will strategically manage its finances over the next four financial years, in order to support the delivery of the pledges/objectives detailed in the Corporate Plan.
- 1.2 The MTFP links the financial requirements, constraints and objectives included in all the key planning documents of the Council (i.e. Asset Management Plan, Treasury Management Strategy, Work Force Plan, and Business Plans) which culminate in the Corporate Plan.
- 1.3 The MTFP has been a key corporate requirement for a number of years and is an essential part of the budget setting process. It provides a financial model which forecasts the cost of providing Council services over a rolling four year period (four years forward plus current year), together with an estimate of the financial resources that will be available. This model provides an early warning mechanism if there is a significant budget gap between estimated costs and available resources.
- 1.4 The MTFP helps strategically plan the budget setting process, but of equal importance, gives Management and Members an overview of future budget gaps so strategic decisions can be made over levels of future spending, council tax levels, policies for fees/charges, asset investment or disposal, etc.
- 1.5 In addition to considering the General Fund financial position, the MTFP also reviews the affordability of the Council's capital programme over the same four year period. Again it predicts required capital projects (in the main focusing on essential asset replacement and health & safety items) matched against potential capital receipts and grant funding. This plan focuses on known capital commitments. However, at some point in the future we may well have to consider new items which will be subject to formal prioritisation (including spend to save capability).
- 1.6 In addition to these two key areas of Council expenditure we also prepare an MTFP for our Housing Revenue Account. This is reported separately and shows a four year programme, based on costs and income streams for our properties from April 2021 onwards.

2.0 Framework for the Medium Term Financial Plan

- 2.1 The starting base for the MTFP is the 2020/21 approved budget, which is then adjusted for any supplementary estimates approved by the Council or any significant budget variances identified in the monthly budget monitoring report to the Cabinet.

- 2.2 This base then has to be adjusted for unavoidable costs, such as, pay increases, inflation, service pressures associated with new legislation, a growing property base or improving performance, etc. The MTFP will also consider forecasts for investment receipts and fee/charges levels.
- 2.3 Finally the MTFP considers and makes assumptions regarding future levels of council tax (including the potential growth in tax base) and the likely level of future Central Government funding.
- 2.4 The MTFP models an overall aggregated position for the Council based on a range of assumptions. This then predicts an overall budget position, which can highlight a potential budget gap and then propose remedial action which can be taken to resolve it. Clearly, these assumptions can be challenged. They will vary due to changes in the local, national and international economic position and of course, the ongoing consequences of the Covid 19 crisis will have implications, not only for the current year, but also for the years to come. As a consequence, Appendix 1 illustrates possible risks within the plan and the potential financial sensitivity to changes in the assumptions.
- 2.5 The development of a four year financial model is based on a number of assumptions and perceived risks. These become more difficult to predict the further into the future you consider. In general terms a prudent/reasonable approach has been taken regarding forecasts, professional accounting guidance has been followed and external technical opinion has been sought where necessary.
- 2.6 The following underlying caveats have been adopted as a base assumption during the life of the MTFP:
- 2.6.1 Each year the Council will target a balanced revenue budget without the use of reserve balances. The level of predicted deficits over the period of this plan may ultimately require the application of reserves to achieve the mandatory balance. However, this option is not reflected in the numbers presented.
- 2.6.2 We will attempt to ensure that the General Fund Balance does not fall below our current minimum agreed level (£2m). However, as above, this floor may well be breached as a last resort to achieve a balanced budget.
- 2.6.3 Resources will be directed to high priority services and hence away from low priority services. With the exception of spend to save projects on lower priority services that can either cut future costs or increase revenue to enable cross subsidisation of higher priority services.
- 2.6.4 Council tax increases will be kept within Government set guidelines. In reality this now gives the Council very little scope to significantly increase council tax levels as the current nationally prescribed referendum rate is likely to be a maximum of 2% or £5 for the 2021/22 financial year. This plan assumes that the current rate will remain unaltered throughout the five year cycle.

- 2.6.5 Further efficiency/procurement savings will be secured and then factored into future spending plans.
- 2.6.6 We will continue to explore new commercial opportunities (as a 'business as usual' model is clearly no longer deliverable).
- 2.6.7 Prudential borrowing will only be made during the life of the MTFP after the production of a fully costed business case with a reasonable payback period.
- 2.7 With regard to the Capital Programme, the Council will continue to prioritise schemes, for instance to generate income, to meet corporate objectives and to enhance its asset base. The draft capital programme will also be reviewed/challenged by the Capital Strategy Asset Group (CSAG). In addition we will also look to dispose of surplus assets in order to maximise capital receipts and reduce ongoing revenue maintenance costs associated with holding the asset. Careful consideration will also need to be used to ensure we achieve the maximum market value when disposing of assets.

3.0 Current status and strategy for the Medium Term Financial Plan

- 3.1 The Medium Term Financial Plan (MTFP) has been developed to provide a financial framework within which the Council can deliver the pledges/objectives in the Corporate Plan. This strategy focuses on the forward financial issues/pressures facing the General Fund and Capital Programme.
- 3.2 There are still some issues that have not been resolved or are still to be fully evaluated. These issues may either improve or worsen the summary budget position currently reported and can be summarised as follows:
 - 3.2.1 Continuing impact of rollout of Universal Credit
 - 3.2.2 Impact of the Provisional Settlement in November/December
 - 3.2.3 Ongoing service reviews (including changes to fees/charges)
 - 3.2.4 Changes to New Homes Bonus and Business Rate allocations/mechanics
- 3.3 With the Fair Funding Review being pushed back again in 2020/21, we are only expecting to receive a one year settlement for 2021/22. This clearly makes forecasting for future years very difficult. We have previously been advised that not only would Revenue Support Grant (RSG) be reduced to nil in 2019/20 we may have to pay some monies back to Central Government, namely **negative** RSG. So far this requirement has been removed and due to the inequity of this we are hopeful that this will not re-emerge. We have therefore not included negative RSG in our assumptions.
- 3.4 The MTFP shows the strong inter-relation between the General Fund and delivering a sustainable capital programme. The MTFP model predicts an estimated cumulative shortfall on the General Fund budget of £8.556 (made up of the cumulative amounts required to balance the budget each year). Without

any action the General Fund reserve of £2.251m would be insufficient to absorb the deficits over this period. There is some small mitigation in that the forecast outturn for 2020/21 is expected to be around the breakeven mark. The budget gap in 2021/22 is forecast to be £3,012k, which reduces to £1.148m in 2024/25. These predictions have included amounts to fund our future capital programme and future proposed savings and cost movements.

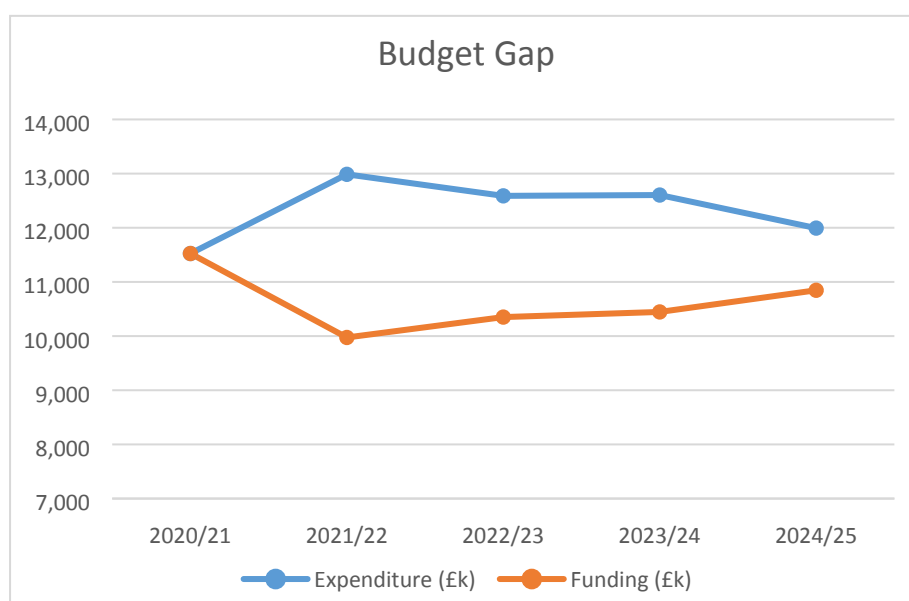
- 3.5 Members will appreciate that some of the proposed savings will require political support and therefore if some suggestions are deemed to be unacceptable then other savings will need to be proposed.
- 3.6 At this point it is still worth stressing that against a backdrop of an aggregate cut in Central Government Grant of c£5m between 2010/11 and 2020/21, the Council continues to deliver a wide range of well performing services.

4.0 Summary of the Medium Term Financial Plan

- 4.1 Table 1, shown below, gives a summary position for the MTFP, over the next 4 years. This shows an overall deficit of £1.148m over the life of the plan. This is clearly a challenge based upon a number of assumptions, caveats, decisions and is now made even harder by the volume of related risks that the Government has transferred to councils with the changes to Council Tax Benefit and Business Rate localisation. As well as cuts direct to the Council's budget from Central Government we have and will continue to suffer indirectly from cuts to Devon County Council's budget and from other public sector bodies such as the Department of Work and Pensions.
- 4.2 Clearly, any major variations in these assumptions would require a fundamental review of the Council's MTFP and would be reported back to Cabinet and the wider Membership as soon as practical, coupled with proposed courses of action that could be implemented.
- 4.3 Table 1 shown below gives an overall summary of the Council's General Fund MTFP position (which includes a wide range of assumptions that have been realistically decided upon based on external advice and the most up to date information available to us).

Table 1 – MTFP General Fund Summary

	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £
Net Service Costs	10,334,257	12,777,797	12,312,191	12,285,845	11,491,602
Net Interest Costs	(129,104)	(274,400)	(343,352)	(331,122)	(341,122)
Provision for Repayment of Borrowing	1,052,154	868,010	881,871	886,508	920,281
Earmarked Reserves - New Homes Bonus	1,418,189	776,752	460,264	0	0
Earmarked Reserves - Other	(1,151,052)	(1,161,672)	(721,825)	(237,108)	(77,108)
General Reserves	0	0	0	0	0
Total Budget Requirement	11,524,444	12,986,487	12,589,149	12,604,123	11,993,653
Funded By:					
Retained Business Rates	(3,210,478)	(3,312,730)	(3,310,480)	(3,410,480)	(3,510,480)
Business Rates prior year surplus/deficit	(102,250)	439,767	255,323	0	(50,000)
Pooling Dividend	(150,000)	0	0	(50,000)	(100,000)
Revenue Support Grant	0	0	0	0	0
Rural Services Delivery Grant	(466,695)	(466,695)	(466,695)	(466,695)	(466,695)
BR Levy Surplus Grant	0	0	0	0	0
New Homes Bonus	(1,418,189)	(776,752)	(460,264)	0	0
Council Tax–MDDC	(6,064,832)	(6,038,700)	(6,368,700)	(6,518,700)	(6,668,700)
Council Tax prior year surplus/deficit	(112,000)	180,653	0	0	(50,000)
Total Funding	(11,524,444)	(9,974,457)	(10,350,816)	(10,445,875)	(10,845,875)
Gap – Increase/(Decrease) In-year	(0)	3,012,030	(773,697)	(80,085)	(1,010,470)
Gap – Cumulative	(0)	3,012,030	2,238,333	2,158,248	1,147,778



- 4.4 The table and graph above show that our projected budget gap is £3.012m in 2021/22, falling to an estimated £1.148m by 2024/25. The future budget gap of £1.148m is equivalent to 10% of the projected budget requirement in 2024/25. Due to the cumulative nature of this plan, if we balance our revenue spend to our available funding, each subsequent year will only then need to find the difference. We do however, have additional one-off maintenance spend in 2022/23 which is currently unfunded. This limits the post pandemic recovery in our budget gap in that year.
- 4.5 The Council has a legal requirement to set a balance budget and needs to ensure its overall costs are affordable i.e. they can be funded through income and planned use of reserves. Members therefore need to take the necessary decisions and actions to manage net spending within affordable limits.
- 4.6 A key point is that if no remedial action is taken to reduce our overall level of spend our General Fund balance would be insufficient to deal with the deficit arising during 2021/22. So clearly “business as usual” is an unsustainable option.

5.0 Capital Overview

- 5.1 There is no revenue contribution to the capital programme. As in previous years, the New Homes Bonus is earmarked for funding elements of the capital programme.
- 5.2 Table 2 below, shows the capital funding position during the life of the MTFP. A more detailed analysis of the overall schemes and potential funding is attached as Appendix 2.
- 5.3 The capital programme includes ‘rolling’ items already highlighted in the current year capital programme (i.e. Affordable Housing/Private Sector Housing Grants, the Major Repairs Account and the 30 year modernisation programme). The available receipts are based on a prudent basis, with no major asset sales (other than right to buy sales) factored into the model. If additional receipts are generated we could revisit our capital prioritisation list and bring forward new schemes into the programme or decrease the contribution from New Homes Bonus or begin to repay any outstanding borrowing.

Table 2 – MTFP Capital Programme

	2021/22	2022/23	2023/24	2024/25
	£000	£000	£000	£000
Total Capital Requirement (GF)	11,470	11,944	5,802	957
Total Capital Requirement (Other GF Projects)	1,009	10,384	2,650	2,645
Total Capital Requirement (GF)	12,479	22,328	8,452	3,602
Total Capital Requirement (HRA)	3,733	6,698	5,285	5,310
Total Capital Requirement (HRA)	3,733	6,698	5,285	5,310

Total Capital Requirement	16,212	29,026	13,737	8,912
Funded by:				
General Fund				
Existing Funds				
Capital Grants Unapplied Reserve	577	581	666	671
Capital Receipts Reserve	88	87	87	87
New Homes Bonus Reserve	1,014	509	158	77
Other Earmarked Reserves	150	116	91	41
HIF Funding	8,358	8,857	0	0
Total from Existing Funds (GF)	10,187	10,150	1,002	876
New Funds				
PWLB Borrowing	2,292	12,178	7,450	2,726
Total from New Funds (GF)	2,292	12,178	7,450	2,726
Total Funding (GF)	12,479	22,328	8,452	3,602
Housing Revenue Account				
Existing Funds				
Capital Receipts Reserve	951	1,551	1,551	1,551
New Homes Bonus Reserve	21	21	21	21
Housing Maintenance Fund EMR	88	2,536	1,128	1,128
Other Housing Reserves (MRA, Renewable Energy etc.)	2,673	2,590	2,585	2,610
Total from Existing Funds (HRA)	3,733	6,698	5,285	5,310
Total Capital Funding	16,212	29,026	13,737	8,912

6.0 Balances and Reserves

- 6.1 The Council started 2020/21 with an available General Fund Balance (GFB) of £2.251m which is very slightly above the current balance of £2m set by Full Council. On that basis, in “normal” times, it would be imperative that we look to match on-going spending plans to our available in-year resources.
- 6.2 A Council holds a GFB for a number of reasons, firstly to deal with any short term cash flow or funding issues, secondly to provide a contingency for exceptional one-off acts (i.e. flooding, fire, terrorism, business rate failure, etc.) and, thirdly to provide a buffer for known circumstances whose final effect is unknown (i.e. changes in legislation or major funding changes). Clearly, the more uncertainty that exists, the higher the balance required to mitigate this risk. This level of minimum reserves is assessed annually to ensure it is adequate.
- 6.3 With recent vaccine news, it is increasingly hopeful that the years ahead will be a post pandemic recovery period. Even so, this plan suggests that some utilisation of reserves will be necessary.

7.0 Risk, Opportunities and Uncertainty

7.1 Ongoing risks and uncertainty for the budget at this stage include:

7.1.1 **Local Government Finance Settlement (LGFS)** – we await the Provisional Settlement in November/December for 2021/22 which will be a one-year settlement. The previous four year offers gave us some certainty over the level of grants and we are mindful that while we await the Fair Funding Review, there will be further risks. We are also aware that the Settlement may bring further changes which will affect 2021/22 budget setting.

7.1.2 **New Homes Bonus (NHB)** – The calculation of NHB was changed in the 2017/18 Finance Settlement and a “top-slice” of 0.4% of growth was introduced alongside the reduction from six years to five years. The allocation was reduced to four years in 2018/19 and we now expect receipts under this scheme to expire in 2022/23.

7.1.3 **Council Tax** – The MTFP is based on the assumption of a £5 increase on a Band D property each year. This may of course not be possible due to Central Government restrictions and we are only likely to know this on an annual basis as the Settlement is announced.

7.1.3 **Council Tax Base** – The provisional estimates will be completed by the end of November and these will be added to the forecast as soon as they can be verified.

7.1.4 **Capital Programme** – the attached programme covers the next four years. Any amendment to spending proposals could contain further revenue budget implications such as borrowing costs.

7.1.5 **100% Business Rates Retention** – In the Autumn Statement 2015 the Government confirmed its intention to allow local authorities to keep 100% of business rates income by 2020. Since that time, we made a successful bid alongside our Pool authorities to be a 100% Pilot Authority for 2018/19. Unfortunately, this was for one-year only and we have reverted to losing 50% of our Business Rates growth to Central Government. The current Brexit deliberations have delayed the progress to 100% retention and we await the Fair funding Review and the Business Rates Reset to give us clarity about the way forward.

7.1.6 **Covid 19** – These numbers have been prepared on the basis that the current recovery trends in the income that we receive from the delivery of our services, will continue into next year. The November lockdown indicates how quickly things can change. Further, we now have news of a vaccine. Despite this uplifting development much uncertainty remains. How quickly will the vaccine relieve pressures? What further lockdown measures may be necessary before it is fully rolled out? How quickly will habits revert to pre pandemic routines? What level of financial support will local authorities receive after the current

schemes expire? The answers to these questions will all affect our finances in the years ahead.

7.2 Other Uncertainties:

- 7.2.1 Growth of property and commercial base – stepped cost impact but additional revenue based on current Government incentives (payment by results of delivery).
 - 7.2.2 Government funding – RSDG removal, Possible negative RSG, Fairer Funding Review, Business Rates uncertainty (including rebasing). Changes to Housing Benefit Admin Grant, etc.
 - 7.2.3 Further cuts to Welfare system and impact of the roll-out of Universal Credit Scheme.
 - 7.2.4 Risk of spend to save projects and commercial investments – will projected savings and incomes materialise?
 - 7.2.5 Changes to DCC funding provision of specific services that could have a knock on effect to Mid Devon (e.g. Grounds Maintenance contributions, support for recycling activities and changes to municipal tips).
 - 7.2.6 Any upfront revenue costs associated with the Eastern Urban Extension / new properties in Cullompton/Garden Village.
 - 7.2.7 Changes to the referendum limits.
 - 7.2.8 “Spend to save” costs associated with the business and digital transformation project and ongoing savings delivered in subsequent years.
 - 7.2.9 Inflows and outflows of monies in respect of substantial property transactions.
 - 7.2.10 New commercial opportunities and regeneration programmes.
 - 7.2.11 Potential future partnership working with other authorities.
 - 7.2.12 Possible impact of BREXIT on the economy including changes in interest rates, inflation, etc.
- 7.3 All of the above items highlight once again just how difficult it is to forecast ahead with any degree of accuracy. Nevertheless the MTFP helps us examine the likely trends to assist in setting realistic capital and revenue budgets going forward.

8.0 Approach to closing the Budget Gap

- 8.1 Many of the issues, assumptions and sensitivity of items included within the MTFP are complex, often inter-related and will undoubtedly be subject to

variation and ultimately fundamental review depending on the levels of future Formula Grant reductions. However, strategic decisions have been ongoing to reduce our current and future operational costs.

8.2 We are mindful that the level of uncertainty in funding and external pressures e.g. from Homelessness legislation and Universal Credit as just two examples, makes forecasting difficult and with it a need to highlight risks and the need to push for further efficiencies within services. The MTFP shows an overall funding gap of £1.148m up to 2024/25 with a spike in 2021/22 of £3.012m. In order to reduce this deficit the Council will strive to constantly manage its costs and revenues by:

8.2.1 A continued reduction of service and employee costs – which may incur short term upfront costs.

8.2.2 Ensure fees/charges are revisited regularly and that we are charging for all items possible.

8.2.3 Continue and expand partnership working where practical.

8.2.4 Investigation of a number of spend to save projects.

8.2.5 Review our current and future property asset requirements.

8.2.6 Maximise procurement efficiencies.

8.2.7 Explore new commercial opportunities.

8.2.8 Examine different ways of delivering services to reduce costs.

8.2.9 Continued benchmarking and learning from best practice.

8.2.10 Consideration of growing the commercial property base to align delivery with Government funding priorities.

8.3 The above plans will require all service areas to play an active role in securing future savings and we will also continue to consult with all of our major stakeholders, especially the tax payers, to ensure all future budgetary decisions accord with their priorities.

9.0 The Corporate Plan

9.1 Clearly there is a very strong link between finance and corporate/service performance. By integrating the MTFP, the Work Force Plan and the Corporate Plan the Council can demonstrate how it will afford to deliver its key objectives. This will also shape the ongoing priorities of the Council, as with finite resources it will need to decide on what its key priorities are.

10.0 On-going Delivery of a MTFP

- 10.1 The MTFP will continue to be updated on an annual basis. This will ensure that it will be a live document, subject to amendment and review by Leadership Team and Members and will provide a clear guide prior to commencing the annual budget setting process in future years.

11.0 Conclusion

- 11.1 Like all councils, Mid Devon is facing an ongoing and very challenging financial future. One of the many implications of the pandemic is the effect it will have on our finances. The Corporate Plan will need to be aligned to available financial resources (which will include a regularly updated Work Force Plan) so that the District can be placed to maximise cost effective delivery of its services that are so valued by its residents.
- 11.2 It should also be noted that Management will continue to play a pro-active role in both reducing ongoing service costs and exploring new possibilities to raise additional income.
- 11.2.1 Having a realistic financial plan for the next four years will enable the Council to ensure it is allocating its limited financial resources to its key priorities. Our current Corporate Plan sets out our goals/objectives over a four year period and must clearly be matched by the financial resources that are available. The Government's move from a relatively fixed core funding system to more of a '*payment by results*' process has introduced a lot more uncertainty and volatility for the future of our funding streams, which makes medium term financial planning an even more challenging process.
- 11.3 Like any strategic plan, the MTFP has been compiled based upon all available information at a fixed point in time. Clearly, as time moves on assumptions will change, Central Government will set new targets, bring in new legislation and adjust funding levels. We are aware that the Fair Funding Review may bring significant changes in our core funding including a Baseline reset or partial reset in Business Rates. Residents expectations will change, Member priorities will alter and therefore any plans must be flexible enough to cope with major changes. As we were already in a period of major financial uncertainty, now compounded by Covid 19, it is not only prudent but imperative that we seek to maintain our reserve levels to the fullest extent possible. Moving forward members must be provided with regular updates on the financial impact of any variation to what has been previously assumed.

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Appendix 1

Key Assumptions used in Medium Term Financial Plan

A number of assumptions have been made in formulating the strategy. Clearly some of these are harder to predict than others and in addition the magnitude of the “error” of prediction may be greater in certain specific areas. Detailed below are the main assumptions made and importantly an analysis of the sensitivity to variance.

Formula Grant

We have used the indicative forecast figures provided each year by the Ministry of Housing, Communities and Local Government. We await the Provisional Settlement in December and the Final Settlement in the following February for the definitive figures to use in our final budget calculations. These invariably change from the previous year’s future forecasts.

Inflation

Future inflation is of course an unknown quantity. The level of inflation assumed in this plan is moderate and it could come to pass that the actual inflation figures are higher, having a significant impact on our medium terms projections.

The Pay inflation also includes an increase in respect of the Apprenticeship Levy and pension contributions.

Investment Return

The model assumes that interest rates will remain relatively static. It is possible that they could decrease, even into negative territory, if the economic effects of the pandemic deepen and are compounded with the implementation of Brexit. We do not know yet if there will be an agreed deal for Brexit which would assist any recovery. This has been confirmed by looking at a broad spectrum of advice from a number of treasury specialists. Inflation is currently below the Bank of England’s target of 2%.

Council Tax Income

We have also assumed a relatively small growth in properties throughout the life of the MTFP. Clearly if any major residential building projects are agreed/advanced over the next 2-3 years they will then be factored into future MTFP (but it should be noted that extra housing also affects the Council’s cost base too).

Covid 19

The pandemic and the measures taken to combat it create an extremely volatile environment in which to make financial forecasts. In such times the need for financial planning becomes even more critical whilst acknowledging that it is probable that there will be significant swings in the numbers as events unfold. In order to understand and track these movements, it is important that we have clear assumptions.

The unprecedented nature of the pandemic is that we cannot refer to historic data to make future predictions and so can only rely on unfolding data to fine tune our expectations.

The basic assumption that has been applied in this model is one of steady recovery in service activity (and so also in the income arising). The efficacy of this approach has been challenged by the November lockdown but also bolstered by news of a vaccine. Despite this good news, many risks remain and we must be led by a prudent approach.

The impact on the Collection Fund offers further challenges. The immediate effects of pandemic restrictions have been mitigated by the furlough scheme (Job Protection Scheme) and the various business support schemes including the 100% relief from NDR for the retail, hospitality and leisure sectors in 2020/21. There is some doubt as to how businesses will cope when these schemes come to an end, with potential secondary impacts on local household incomes. The Collection Fund would then suffer deficits in respect of both Council Tax and NDR. This delayed response has been modelled with losses continuing into 2021/22, followed by a relatively flat year before a return to growth thereafter.

Finally, we referred above to the Covid 19 funds support that have been made available by government in the current year. However, as described, even assuming a steady recovery in income streams, there will be losses in 2021/22 and in some areas likely beyond this. The deficit effect to the Collection Fund is expected to last even longer. There is currently no indication from government that it will continue to support LAs after next March and that is reflected in this model. However, given the parlous financial state many Authorities will find themselves in, through no fault of their own, it is conceivable that some level of government support will be forthcoming. This could be to benefit LAs directly, whilst any ongoing support to businesses will not only assist the local economy but also reflect in Collection Fund performance.

Sensitivity Analysis

As previously mentioned, many of the assumptions could be subject to challenge and may well alter during the life of the MTFP. Therefore, it is important to show the magnitude (or sensitivity) in financial terms of minor alterations to assumptions made. A change in the inflation factors causes the following movements:

2022/23	£k	1% Change £k	5% Change £k
Staffing	14,005	140	700
NDR on Council Properties	717	7	36
Gas	99	1	5
Electric	297	3	15
Water	149	1	7
Members Allowances	330	3	17
Insurance	213	2	11
Fuel	385	4	19

Risk

All of the assumptions made in the MTFP have been examined for risk and estimates of expenditure and income have been made on a prudent/most likely occurrence. This has been based on previous experience, evidence in the current financial year, consultation with specialist advisers and taking account of all known market factors at the time of finalising the plan.

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	Estimated Capital Programme 2021/22 £k	Estimated Capital Programme 2022/23 £k	Estimated Capital Programme 2023/24 £k	Estimated Capital Programme 2024/25 £k	Total £k
Estates Management					
Leisure - Site Specific					
Lords Meadow Leisure Centre					
Lmlc - Dance Studio space challenge (Relocation of dance studio)			902		902
Lmlc - New AHU - improved changing room ventilation				43	43
Lmlc - Fitness Studio renewal of equipment			159		159
Lmlc - Main boilers x2		83			83
Lmlc - ATP Carpet			159		159
Exe Valley Leisure Centre					
Evlc - ATP replacement 50% share with DCC				162	162
Evlc - Boilers and CHP	122				122
Evlc - Fitness Studio renewal of equipment	153				153
Culm Valley sports centre					
Cvsc - remodelling dance studio	153				153
Cvsc - Squash court conversion to fitness	204				204
Cvsc - ATP replacement, incl shock pad 50/50 split DCC			159		159
Cvsc - Ceiling - asset review		260			260
Cvsc - Fitness Studio refurbishment of equipment				162	162
Total Leisure	632	343	1,379	367	2,721
Other MDDC Buildings					
Cogans Well - Windows			64		64
Cemetery Lodge - Structural solution for damp		62			62
Phoenix House					
Cooling options Air Handling Unit		156			156
MDDC Depot sites					
Depot Design & Build - Waste & Recycling		250	3,500		3,750
MDDC Shops/Industrial Units					
Market Walk Unit 17 - remodelling options	510				510
36 & 38 Fore Street including Flat above structure & cosmetic works		156			156
Parks & Play Areas					
Amory Park - Hard Court Area			64		64
Public Conveniences					
Phoenix Lane Toilets - new construction in fresh position		125			125
Market Car Park Toilets, Tiverton- Re modelling		156			156
Westex Rec Toilets - Replacement			159		159
Other Projects					
Hydromills Electricity generation Project - Tiverton Weir	800				800
Tiverton Market Paving - Permanent Solution		156			156
Total Other	1,310	1,061	3,787	0	6,158
HIF Schemes					
Cullompton Town Centre Relief Road (HIF bid)	4,141	6,504			10,645
Tiverton EUE A361 Junction Phase 2 (HIF bid)	4,700	3,200			7,900
Total HIF Schemes	8,841	9,704	0	0	18,545
ICT Projects					
Additional Unified Communications budget	30				30
Laptop/desktop refresh		50			50
Hardware replacement of Network Core Switch	80				80
Workstation refresh			50		50
Secure WIFI Replacement		25			25
Other ICT Service related projects					
Replacement Access Database - Property Services		100			100
Replacement HR Data base		80			80
Total ICT	110	255	50	0	415
Private Sector Housing Grants					
Disabled Facilities Grants-P/Sector	577	581	586	590	2,334
Total PSH Grants	577	581	586	590	2,334
TOTAL GF PROJECTS	11,470	11,944	5,802	957	30,173
Other General Fund Development Projects					
Other projected 3 Rivers Borrowing	651	434	0		1,085
3 Rivers Scheme - Riverside Development (rear of Town Hall) Tiverton	358	178			536
3 Rivers scheme - Knowle Lane, Cullompton (note slippage from 20/21 will fund planned spend in 21/22)	0	3,272			3,272
Waddeton Park, Post Hill, Tiverton (note slippage from 20/21 will fund planned spend in 21/22)	0	6,500	2,650	2,645	11,795
TOTAL GF OTHER DEVELOPMENT PROJECTS	1,009	10,384	2,650	2,645	16,688
GRAND TOTAL GF PROJECTS	12,479	22,328	8,452	3,602	46,861

	Estimated Capital Programme 2021/22 £k	Estimated Capital Programme 2022/23 £k	Estimated Capital Programme 2023/24 £k	Estimated Capital Programme 2024/25 £k	Total £k
HRA Projects					
Existing Housing Stock					
Major repairs to Housing Stock	2,275	2,240	2,235	2,260	9,010
Renewable Energy Fund	250	250	250	250	1,000
Home Adaptations - Disabled Facilities	300	300	300	300	1,200
* Housing Development Schemes					
HRA Building Schemes - to be identified (note slippage from 20/21 will fund schemes in 21/22)	0	2,000	2,000	2,000	6,000
Westex - Structural Communal area work (stairwells, steps)		208			208
Garages Block - Redevelopment	408				408
Affordable Housing/ Purchase of ex RTB	500	500	500	500	2,000
* Proposed Council House Building / Other schemes subject to full appraisal					
Old Road Depot remodelling options - asset near end of life		1,200			1,200
GRAND TOTAL HRA PROJECTS	3,733	6,698	5,285	5,310	21,026
GRAND TOTAL GF + HRA Projects	16,212	29,026	13,737	8,912	67,887

FUNDING

MDDC Funding Summary

General Fund

	2021/22 £k	2022/23 £k	2023/24 £k	2024/25 £k	Total £k
EXISTING FUNDS					
Capital Grants Unapplied Reserve	577	581	666	671	2,495
Capital Receipts Reserve	88	87	87	87	349
NHB Funding	1,014	509	158	77	1,758
Other Earmarked Reserves	150	116	91	41	398
HIF Funding	8,358	8,857	0	0	17,215
Subtotal	10,187	10,150	1,002	876	22,215
NEW FUNDS					
PWLB Borrowing	2,292	12,178	7,450	2,726	24,646
Subtotal	2,292	12,178	7,450	2,726	24,646
Total General Fund Funding	12,479	22,328	8,452	3,602	46,861

Housing Revenue Account

	2021/22 £k	2022/23 £k	2023/24 £k	2024/25 £k	Total £k
EXISTING FUNDS					
Capital Receipts Reserve	951	1,551	1,551	1,551	5,604
NHB Funding	21	21	21	21	84
HRA Housing Maintenance Fund	88	2,536	1,128	1,128	4,880
Other Housing Earmarked Reserves	2,673	2,590	2,585	2,610	10,458
Subtotal	3,733	6,698	5,285	5,310	21,026
Total Housing Revenue Account Funding	3,733	6,698	5,285	5,310	21,026
TOTAL FUNDING	16,212	29,026	13,737	8,912	67,887

CABINET

3 DECEMBER 2020:

PERFORMANCE AND RISK REPORT

Cabinet Member Cllr Bob Deed
Responsible Officer Catherine Yandle, Group Manager for Performance, Governance and Data Security

Reason for Report: To provide Members with an update on performance against the corporate plan and local service targets for 2020-21 as well as providing an update on the key business risks.

RECOMMENDATION: That the Cabinet reviews the Performance Indicators and Risks that are outlined in this report and feeds back any areas of concern.

The Cabinet is invited to approve the measures suggested for inclusion in the Corporate Plan Performance framework. (Appendix 8)

Relationship to Corporate Plan: Corporate Plan priorities and targets are effectively maintained through the use of appropriate performance indicators and regular monitoring.

Financial Implications: None identified

Budget and Policy Framework: Produced in accordance with the Risk and Opportunity Management Strategy.

Legal Implications: None

Risk Assessment: If performance is not monitored we may fail to meet our corporate and local service plan targets or to take appropriate corrective action where necessary. If key business risks are not identified and monitored they cannot be mitigated effectively.

Equality Impact Assessment: No equality issues identified for this report.

Impact on Climate Change: No impacts identified for this report.

1.0 Introduction

- 1.1 Appendices 1-5 provide Members with details of performance against the Corporate Plan and local service targets for the 2020-21 financial year.
- 1.2 Appendix 6 shows the higher impact risks from the Corporate Risk Register. See 3.0 below.
- 1.3 Appendix 7 shows the risk matrix for the Council.

1.4 All appendices are produced from the Corporate Service Performance And Risk Management system (SPAR).

1.5 When benchmarking information is available it is included.

2.0 Performance

Please note that for all areas of the Council the results since March will have been understandably impacted by the effects of the Covid 19 pandemic. There are specific comments on the attached appendices reflecting this.

Environment Appendix 1A

2.1 Regarding the Corporate Plan Aim: **Increase recycling and reduce the amount of waste**; Covid 19 had an impact on the amount of waste created by households particularly for Q1. The recycling rate is also very slightly below target.

2.2 The number of garden waste has conversely benefited from the “Stay at Home” guidance so the target has been increased.

2.3 A campaign is being undertaken over the next few weeks to promote recycling called “Make Your Metal Matter” the Council has teamed up with Devon County Council and AluPro to launch this campaign.

Climate Change Appendix 1B

2.4 Progress is being made on the Climate Change agenda; a set of proposed measures is included as appendix 1B to this report. These are all new measures reflecting the new corporate plan aims so there are no comparatives with last year.

Homes Portfolio - Appendix 2

2.5 Regarding the Corporate Plan Aim: **Deliver Housing**: The targets for annual housing completions of most types have been updated to reflect the Local Plan targets.

2.6 Regarding the Corporate Plan Aim: **Private Sector Housing: Bringing Empty homes into use** is a now well above target. **Inspections of HMOs** are now up to date.

2.7 Drivehall Ltd, the owner of 1B Brook House, in Cullompton has been fined £18,000 plus costs for breaches in regulations pertaining to the Housing Act 2004, following a hearing on 7 August 2020. The case was put forward for prosecution by the Council’s Legal and Public Health teams following an inspection of the flat in January 2020. Private Sector Housing Officers found that the four-bedroomed flat was occupied by up to 16 migrant workers.

- 2.8 Regarding the Corporate Plan Aim: **Council Housing**: all measures are either at or just below target. In terms of gas servicing compliance this has been affected by Covid 29 and we currently have 19 properties with expired LGSRs. This was 25 properties when last reported, access continues to be difficult.
- 2.9 Regarding the Corporate Plan Aim: **Support and grow active tenancy engagement**: The tenant census has had a good response. Work has commenced on analysing the results.

Economy Portfolio - Appendix 3

- 2.10 Regarding the Corporate Plan Aim: **Identify strategic and tactical interventions to create economic and community confidence and pride in the places we live. This includes a continued focus on Town Centre Regeneration: Empty shops**; we are now giving data on retail units owned by MDDC, occupancy rates are reasonable.
- 2.11 There has been positive movement on the number of Business rate accounts and empty NNDR properties.
- 2.12 Regarding the Corporate Plan Aim: **Work with local stakeholders to initiate delivery of the new garden village at Culm**: Engagement with the various stakeholder groups has re-started with 2 Stakeholder Forum events on the subjects of Building with Nature, held on 11 August and Connecting the Culm project (9 September). The project team will be focusing on preparing a draft masterplan over the next 6-12 months, and considering the planning policy context.
- 2.13 Regarding the Corporate Plan Aim: **Work with developers and DCC to deliver strategic cycle routes between settlements and key destinations**: Walking and cycling provision needs to be prioritised as set out in the Culm garden village vision and objectives.

Community Portfolio - Appendix 4

- 2.14 We now have some KPIs identified for this PDG as shown at appendix 4 and on the Corporate Plan spreadsheet at appendix 8. These are mostly new PIs and progress on most has been affected by Covid 19. It is to be hoped that more progress will be seen over the next few months.
- 2.15 Several of the corporate plan aims will require partnership working with Devon County Council, the NHS and Town and Parish Councils and lobbying activity. Targets for these remain to be developed.

Corporate - Appendix 5

- 2.16 **Working days lost due to sickness** is better than expected for the first 2 quarters of 2020 despite the Covid 19 pandemic, it has been suggested that this is due in part to the number of members of staff working from home.

- 2.17 The **Response to FOI requests** have been 100% on time since April 2019.
- 2.18 The **% total Council Tax collected** and **% total NNDR collected** are both slightly below target. This has deteriorated due to the pandemic. Staff have concentrated on processing small business grants and the council tax relief hardship fund for the first 6 months of the year.

3.0 Risk

Some risk scores have increased due to the Covid 19 pandemic especially as regards financing, homelessness and the economic outlook.

- 3.1 The Corporate risk register is regularly reviewed by Group Managers and Leadership Team and updated as required.
- 3.2 Risk reports to committees include strategic risks with a current score of 10 or more in accordance with the Risk and Opportunity Management Strategy. (Appendix 6)
- 3.3 Appendix 7 shows the risk matrix for MDDC for this quarter. If risks are not scored they are included in the matrix at their inherent score which will be higher than their current score would be.
- 3.4 Operational risk assessments are job specific and flow through to safe systems of work. These risks go to the Health and Safety Committee biannually with escalation to committees where serious concerns are raised.

4.0 Conclusion and Recommendation

- 4.1 That the Cabinet reviews the performance indicators and any risks that are outlined in this report and feeds back any areas of concern.
- 4.2 The Cabinet is invited to approve the measures suggested for inclusion in the Corporate Plan Performance framework. (Appendix 8)

Contact for more Information: Catherine Yandle Group Manager for Performance, Governance and Data Security ext 4975

Circulation of the Report: Leadership Team and Cabinet Member

Corporate Plan PI Report Environment

Monthly report for 2020-2021
 Arranged by Aims
 Filtered by Aim: Priorities Environment
 For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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* Indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Environment																
Priorities: Environment																
Aims: Increase recycling and reduce the amount of waste																
Performance Indicators																
Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Residual household waste per household (measured in Kilograms) (figures have to be verified by DCC)</u>	177.00 (6/12)	362	35	64	96	129	158	189							Darren Beer	(April - September) Covid-19 'Stay at Home' guidance impacted on the amount of residual waste created by households during the first quarter. Residual waste is not restricted as long as it meets criteria. There are limited opportunities to reduce residual waste per household at present. (LD)
<u>Number of Fixed Penalty Notices (FPNs) Issued (Environment)</u>	10 (6/12)	No Target	0	0	4	4	4	5							Darren Beer	(September) The new District Officer has completed training and is fully operational. (LD)
<u>% of Household Waste Reused, Recycled and Composted (figures have to be verified by DCC)</u>	54.71% (6/12)	54.5%	52.5%	53.7%	54.3%	54.3%	54.1%	54.5%							Darren Beer	(September) Similar result to Sept 2019 with 534 tonnes of dry recycling collected compared to 539 in Sept 2019. Paper tonnage is reduced following the national trend; this is offset by a 31% increase in card tonnage. (LD)
<u>Number of Households on</u>	10,241 (6/12)	11,100	10,007	10,837	10,928	11,088	11,154	11,245							Darren Beer	(September) An additional 91 new

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Print Date: 16 October 2020 16:23

Corporate Plan PI Report Environment																
Priorities: Environment																
Aims: Increase recycling and reduce the amount of waste																
Performance Indicators																
Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Chargeable Garden Waste</u>																customers since last month. (LD)
<u>% of missed collections reported (refuse and organic waste)</u>	0.02% (6/12)	0.03%	0.01%	0.02%	0.02%	0.01%	0.01%	0.02%							Darren Beer	(September) Remaining within target (LD)
<u>% of Missed Collections logged (recycling)</u>	0.03% (6/12)	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%							Darren Beer	(September) Remaining on target (LD)

Corporate Plan PI Report Climate Change

Monthly report for 2020-2021
Arranged by Aims
Filtered by Aim: Priorities Climate Change
For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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* indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Climate Change

Priorities: Climate Change

Aims: Green Sources of Energy

Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Electric Car Charger Units</u>	n/a	n/a	8	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	None	(Quarter 2) Potential sites for bids being compiled (CY)
<u>New Solar Initiatives</u>	n/a	n/a	250	n/a	n/a	n/a	n/a	211	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Andrew Busby	(Quarter 2) Numbers registered with MDDC direct. Numbers likely to increase when DCC registrations allocated. (CY)
<u>Electric Car Charger usage</u>	n/a	n/a	2,000													Andrew Busby	

Aims: Biodiversity

Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Corporate Tree Planting Scheme</u>	n/a	n/a	Develop corporate tree planting scheme by end 20/21	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Andrew Busby	
<u>Community climate and biodiversity grants</u>	n/a	n/a	Funding agreed is first stage	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Andrew Busby	

Aims: Retro-fitting measures

Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Corporate</u>	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Andrew	(2020 -

Corporate Plan PI Report Climate Change																	
Priorities: Climate Change																	
Aims: Retro-fitting measures																	
Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Renewable Energy Projects</u>																Busby	2021) Carlu Close Solar (CY)
<u>ECO Flex</u>	n/a	n/a	600						424							Simon Newcombe	
<u>Housing Assistance Policy</u>	n/a	n/a	5						2							Simon Newcombe	
<u>Home Improvement Loans</u>	n/a	n/a	5	1					2							Simon Newcombe	(September) Covid adversely affected ability to do surveys and inspections in homes and availability of contractors. Activity has increased in Q3 and we expect the number of loans to increase (SN)

Aims: Other																	
Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Community Schemes</u>	n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a		Andrew Busby	
<u>Council Carbon Footprint</u>	n/a	n/a	19,000	n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a		Andrew Busby	(Quarter 2) Baseline 20402 (CY)

Corporate Plan PI Report Homes

Monthly report for 2020-2021
 Arranged by Aims
 Filtered by Aim: Priorities Homes
 For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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* Indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Homes

Priorities: Homes

Aims: Deliver Housing

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Net additional homes provided</u>	n/a	n/a	393	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford, Simon Newcombe	
<u>Self Build Plots</u>	n/a	n/a	5	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford	
<u>Gypsy & Traveller Pitches</u>	n/a	n/a	2	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford	
<u>Number of affordable homes delivered (gross)</u>		133	94	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford	
<u>Build Council Houses</u>	0 (3/12)	26		n/a	n/a	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Andrew Busby, Simon Newcombe	
<u>Number of Homelessness Approaches</u>	n/a	n/a	721 for 2019/20	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Simon Newcombe	

Aims: Community Land Trusts

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Community Land Trusts Assisted</u>	n/a	n/a	2	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford	

Aims: Private Sector Housing

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Deliver homes by bringing Empty Houses into use</u>	84 (6/12)	138	72	1	9	26	31	34	44							Simon Newcombe	
<u>Houses in Multiple Occupation (HMOs)</u>	n/a	n/a	100%						100%							Simon Newcombe	(September) Covid meant inspections did not recommence until July. Therefore no data for April - June. However have caught back with backlog by end of September so currently 100% for year to date (SN)
<u>Landlord engagement and Support</u>	n/a	n/a	9	n/a	n/a	4	n/a	n/a	7	n/a	n/a	n/a	n/a	n/a	n/a	Simon Newcombe	(Quarter 2) x2 pinpoint x1 C-19 HMO specific communication (multi-language) (SN)

Aims: Council Housing

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
%	100.0% (6/12)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%						Simon	

Corporate Plan PI Report Homes																	
Priorities: Homes																	
Aims: Council Housing																	
Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Complaints Responded to On Time</u>																Newcombe	
<u>Tenant Census</u>	n/a	n/a	34%	n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a		Simon Newcombe	
<u>% Emergency Repairs Completed on Time</u>	100.0% (5/12)	100.0%	95.0%	100.0%	100.0%	100.0%	100.0%	100.0%								Simon Newcombe	
<u>% Urgent Repairs Completed on Time</u>	100.0% (5/12)	100.0%	95.0%	100.0%	100.0%	100.0%	100.0%	100.0%								Simon Newcombe	
<u>% Routine Repairs Completed on Time</u>	100.0% (5/12)	99.3%	95.0%	100.0%	100.0%	100.0%	100.0%	98.4%								Simon Newcombe	
<u>% Repair Jobs Where an Appointment Was Kept</u>	100.0% (5/12)	98.9%	95.0%	100.0%	100.0%	99.8%	100.0%	99.0%								Simon Newcombe	
<u>% Properties With a Valid Gas Safety Certificate</u>	99.96% (5/12)	99.82%	100.0%	99.6%	99.4%	98.9%	98.9%	99.2%								Simon Newcombe	

Corporate Plan PI Report Economy

Monthly report for 2020-2021
Arranged by Aims
Filtered by Aim: Priorities Economy
For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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* indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Economy

Priorities: Economy

Aims: Incubator and start-up space

Performance Indicators

Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Incubator and Start-up space</u>	n/a	Target not yet set as initial work required													Jenny Clifford	
<u>Sites for Commercial Development</u>	n/a	2						0							Andrew Busby	(October) New target no movement to report yet (CY)

Aims: Improve and regenerate our town centres

Performance Indicators

Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Number of business rate accounts</u>	3,155 (6/12)	3,250						3,339							Dean Emery	
<u>Business Rates RV</u>	n/a							£45,519,079							Dean Emery	
<u>Empty Business Properties</u>	n/a							267	258						Dean Emery	
<u>Tiverton Town Centre Masterplan</u>	n/a	Masterplan subject to consultation to start in first quarter 2021	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford, Adrian Welsh	
<u>Cullompton Town Centre Masterplan</u>	n/a		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford, Adrian Welsh	(2020 - 2021) Due to Cabinet 4 February (CY)
<u>Pannier Market Regular Traders</u>	n/a	Varies from 75 to 80% depending on the day							77.7%						Adrian Welsh	(October) Tuesday 77% (target occupancy 75%) Friday 82% (target occupancy 80%)

Corporate Plan PI Report Economy																
Priorities: Economy																
Aims: Improve and regenerate our town centres																
Performance Indicators																
Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
																Saturday 74% (target occupancy 80%) (CY)
<u>West Exe North and South</u>	n/a		n/a	n/a	13	n/a	n/a	13	n/a	n/a		n/a	n/a		Andrew Busby	(Quarter 2) 92% 1 vacant (CY)
<u>Fore St Tiverton</u>	n/a		n/a	n/a	4	n/a	n/a	4	n/a	n/a		n/a	n/a		Andrew Busby	(Quarter 2) 80% 1 vacant (CY)
<u>Market Walk Tiverton</u>	n/a		n/a	n/a	13	n/a	n/a	13	n/a	n/a		n/a	n/a		Andrew Busby	(Quarter 2) 87%, 2 vacant; 1 under offer (CY)

Aims: Community Land Trusts																
Performance Indicators																
Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Community Land Trusts Assisted</u>	n/a	2	n/a	n/a		n/a	n/a	1	n/a	n/a		n/a	n/a		Jenny Clifford	(Quarter 2) Actively working with Chawleigh (CY)

Corporate Plan PI Report Community

Monthly report for 2020-2021
 Arranged by Aims
 Filtered by Aim: Priorities Community
 Filtered by Flag: Exclude: Corporate Plan Aims 2016 to 2020
 For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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* Indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Community

Priorities: Community

Aims: Health and Wellbeing

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Annual Community Safety Partnership (CSP) Action Plan</u>	n/a	n/a	Actions identified in plan delivery affected by Covid													Simon Newcombe	
<u>Safeguarding standards for drivers</u>	n/a	n/a	100%						100%							Simon Newcombe	
<u>Mental Health First Aiders</u>	n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a		Matthew Page	
<u>National and regional promotions</u>	n/a	n/a	5						1							Simon Newcombe	(September) x1 national event promoted. A number of regular events we engage with including Clear Air Day, Noise Action etc have been rescheduled due to Covid into Q3 and Q4 this year so we expect this to improve. It may however be 2021/22 before we fully meet target. (SN)

Aims: Community Involvement

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>% of complaints resolved w/in timescales (10 days - 12 weeks)</u>	96% (6/12)	94%	90%	100%	100%	96%	91%	88%	83%							Lisa Lewis	(September) 16 closed at 1st check (021020) will check again at 8 wks (RT)

Corporate Plan PI Report Community																	
Priorities: Community																	
Aims: Community Involvement																	
Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
Number of Complaints	188 (6/12)	313		5	21	45	64	97	122							Lisa Lewis	(July) figure amended from 23 to 19 as 4 are either SRs or not MDDC (RT)

Aims: Leisure Centres																	
Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
Health Referral Initiative starters	n/a	n/a	15													Corinne Parnall	(October) Schemes were suspended due to Covid restart November (CY)
Health Referral Initiative completers	n/a	n/a	15													Corinne Parnall	
Health Referral Initiative conversions	n/a	n/a	5													Corinne Parnall	

Corporate Plan PI Report Corporate

Monthly report for 2020-2021
 Arranged by Aims
 Filtered by Aim: Priorities Delivering a Well-Managed Council
 For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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* indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Corporate

Priorities: Delivering a Well-Managed Council

Aims: South West Mutual Bank

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>South West Mutual Bank</u>	n/a	n/a	Funding provided monitor progress	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Andrew Jarrett	

Aims: Commercial Opportunities

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Tiverton Other</u>	n/a	n/a		n/a	n/a	8	n/a	n/a	8	n/a	n/a		n/a	n/a		Andrew Busby	(Quarter 2) 100% (CY)
<u>Industrial Units Cullompton</u>	n/a	n/a		n/a	n/a	15	n/a	n/a	14	n/a	n/a		n/a	n/a		Andrew Busby	(Quarter 2) 93%, 1 vacant (CY)

Aims: Other

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Sickness absence %</u>	2.91% (6/12)	3.27%	2.78%	n/a	n/a	2.17%	n/a	n/a	1.99%	n/a	n/a	n/a	n/a	n/a	n/a	Matthew Page	
<u>Appraisals completed</u>	(1/2)	75%	100%	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a	n/a	n/a	Matthew Page	
<u>New Performance Planning Guarantee determine within 26 weeks</u>	99% (2/4)	100%	100%	n/a	n/a	100%	n/a	n/a	100%	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford, Eileen Paterson	(1/1) (1/1)
<u>Major applications overturned at appeal (over last 2 years)</u>	2% (2/4)	2%	10%	n/a	n/a	4%	n/a	n/a	5%	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford, Eileen Paterson	
<u>Major applications overturned at appeal % of appeals</u>	20.00% (2/4)	10.00%		n/a	n/a	100%	n/a	n/a	56%	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford, Eileen Paterson	
<u>Minor applications overturned at appeal (over last 2 years)</u>	0% (2/4)	0%	10%	n/a	n/a	0%	n/a	n/a	0%	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford, Eileen Paterson	
<u>Minor applications overturned at appeal % of appeals</u>	21% (2/4)	13%		n/a	n/a	0.25%	n/a	n/a	0.25%	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford, Eileen Paterson	
<u>Response to FOI Requests</u>	100% (6/12)	100%	100%	100%	100%	100%	100%	100%	100%							Catherine Yandle	

Corporate Risk Management Report - Appendix 6

Report for 2020-2021

Filtered by Prefix: Exclude Risk Prefix: OP, PR, EV

Filtered by Flag: Include: * Corporate Risk Register

For MDDC - Services

Filtered by Performance Status: Exclude Risk Status: Low

Not Including Risk Child Projects records, Including Mitigating Action records

Key to Performance Status:

Mitigating Action:	Milestone Missed	Behind schedule	In progress	Completed and evaluated	No Data available
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Risks:	No Data (0+)	High (15+)	Medium (6+)	Low (1+)
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Corporate Risk Management Report - Appendix 6

Risk: Affordable and Council Housing Demand Housing supply does not meet local demand or reflect demographic shifts like increased demand for single occupancy

Service: Housing Services

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Detailed Analysis of Housing Need	Provision of 'heat map' to show where housing need is gathered by geographical area	Claire Fry	28/05/2013	16/09/2020	Fully effective (1)
In progress	Review of Housing Register	The register is regularly reviewed to minimise the incidence of fraud and to ensure that it represents a true picture of housing need. We also participate in the NFI waiting list matches.	Claire Fry	31/12/2019	16/09/2020	Positive(2)

Current Status: High (16) Current Risk Severity: 4 - High Current Risk Likelihood: 4 - High

Service Manager: Claire Fry

Corporate Risk Management Report - Appendix 6

Risk: Climate Change Declaration The implications to the Council's strategic, budget and medium term financial plans are not yet fully explored and understood. This introduces an increased level of uncertainty. Impact of climate change on the financial viability of the Council.

Service: Climate Change

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Cabinet Member for Climate Change	Was appointed in January 2020 with specific responsibility for the climate change agenda.	Catherine Yandle	17/02/2020	04/09/2020	Fully effective (1)
In progress	Consideration by the Environment PDG	This PDG has been tasked with considering the Council's own policy response (s) to the Climate Change Declaration made at Full Council on 26 June 2019.	Catherine Yandle	19/07/2019	04/09/2020	Positive(2)
Completed and evaluated	Devon Climate Emergency – Tactical Group	MDDC are part of the tactical group for the climate emergency that has strategic links to our own plans.	Catherine Yandle	18/05/2020	04/09/2020	Fully effective (1)
In progress	Net Zero Advisory Group	This was approved by Cabinet on 23 April terms of reference to be progressed for the group, membership confirmed and first meeting held remotely.	Catherine Yandle	18/05/2020	04/09/2020	Positive(2)
Current Status: High (20)	Current Risk Severity: 5 - Very High		Current Risk Likelihood: 4 - High			
Service Manager: Catherine Yandle						

Corporate Risk Management Report - Appendix 6

Risk: Commercial Land supply Insufficient diversity in commercial land provided to meet changing business needs

Service: Planning

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Business and landowner engagement	Continued brokering of sites and identification of creative opportunities to meet business demands can be very effective in addressing this risk	Adrian Welsh	10/06/2019	19/08/2020	Positive(2)
In progress	Incubator/Flexible workspace project	This project should help identify opportunities to help the delivery of new flexible workspace	Adrian Welsh	10/06/2019	19/08/2020	Positive(2)
In progress	Plan for recovery	Develop a recovery plan/ strategy in conjunction with partners	Jenny Clifford	12/05/2020	19/08/2020	Positive(2)
Current Status: Medium (10)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 2 - Low		
Service Manager: Jenny Clifford						

Corporate Risk Management Report - Appendix 6

Risk: Coronavirus Pandemic There is now a significant risk to MDDC's ability to conduct business as usual

Service: Governance

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Business Continuity Planning (BCP)	BCPs have been reviewed. Regular updates are being obtained from Public Health England and the Local Resilience Forum. Fortnightly meetings of managers and Leadership Team via Skype.	Catherine Yandle	06/03/2020	27/10/2020	Fully effective (1)
In progress	Financial and Economic effects monitoring	To ensure that local authorities including MDDC are reimbursed in full for the Covid 19 response by Central government. At present we have been given approx. £1.2M to date in extra funding in 4 tranches.	Catherine Yandle	13/05/2020	27/10/2020	Positive(2)
In progress	Local Escalation Planning	Planning has now started on the risks to service delivery in different scenarios Tier1/2/3/local lockdown etc.	Catherine Yandle	27/10/2020	27/10/2020	Positive(2)
Current Status: High (15)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 3 - Medium		
Service Manager: Simon Newcombe						

Corporate Risk Management Report - Appendix 6

Risk: Culm Garden Village Possible discontinuance of Government funding support

Service: Planning

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Further bids for capacity funding	To continue to secure external funding to support the project	Jenny Clifford	29/03/2019	04/11/2020	Positive(2)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		
Service Manager: Jenny Clifford						

Corporate Risk Management Report - Appendix 6

Risk: Cyber Security Inadequate Cyber Security could lead to breaches of confidential information, damaged or corrupted data and ultimately Denial of Service. If the Council fails to have an effective ICT security strategy in place.

Risk of monetary penalties and fines, and legal action by affected parties

Service: I C T

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Email and Protective DNS	ICT have applied the all levels of the government secure email policy, which ensures secure email exchange with government agencies operating at OFFICIAL. PSN DNS has been configured at the Internet gateway, which ensures the validity of websites and blocks known sites.	Lisa Lewis	06/06/2019	02/10/2020	Fully effective (1)
Completed and evaluated	Information Security Policy in place, with update training	Information Security Policy reviewed. LMS (online policy system) included in induction.	Catherine Yandle	22/10/2015	02/10/2020	Fully effective (1)
In progress	Regular user awareness training	Staff and Member updates help to reduce the risk	Catherine Yandle	03/01/2019	02/10/2020	Positive(2)
Completed and evaluated	Technical controls in place	Required to maintain Public Sector Network certification	Lisa Lewis	03/01/2019	02/10/2020	Fully effective (1)
Current Status: High (20)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 4 - High		
Service Manager: Lisa Lewis						

Corporate Risk Management Report - Appendix 6

Risk: Economic Development Service The macro economic position might necessitate a reactive response, impacting on the Council's resourcing and reducing its ability to deploy resources as planned.

Service: Growth, Economy and Development

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Distribution and processing of Gov business support funding.	To assist businesses through these difficult initial stages.	Adrian Welsh	12/05/2020	19/08/2020	Positive(2)
In progress	Hardship funding	To support individuals/households but also crucial for self employed and furloughed staff	Adrian Welsh	12/05/2020	19/08/2020	Positive(2)
In progress	Recovery plans	Work underway to develop recovery plans to assist positive impacts on local economy.	Adrian Welsh	12/05/2020	19/08/2020	Positive(2)
Current Status: High (25)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 5 - Very High		
Service Manager: Adrian Welsh						

Corporate Risk Management Report - Appendix 6

Risk: Economic Strategy Failure to deliver projects/outcomes in Economic Strategy

Service: Growth, Economy and Development

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Continue to seek out existing and new funding opportunities	To assist in ensuring adequate funding for delivery.	Adrian Welsh	10/06/2019	12/05/2020	Positive(2)
In progress	partnership working	Continue to work closely with delivery partners to gain advance warning of difficulties so as to seek to mitigate	Adrian Welsh	10/06/2019	12/05/2020	Positive(2)
In progress	Project Management	Continue rigorous project management, monitoring and reporting	Adrian Welsh	10/06/2019	12/05/2020	Positive(2)
In progress	Recovery Plans	Recovery Plans will be put in place to aid recovery.	Adrian Welsh	12/05/2020	12/05/2020	Positive (2)
In progress	Review and re-prioritisation	Part of review of projects for Year 2 actions. This will consider maximising investment and prioritising officer time.	Adrian Welsh	31/01/2020	12/05/2020	Positive(2)
Current Status: High (20)		Current Risk Severity: 4 - High		Current Risk Likelihood: 5 - Very High		
Service Manager: Jenny Clifford, Adrian Welsh						

Corporate Risk Management Report - Appendix 6

Risk: Funding Insufficient resources (including funding) to deliver growth aspirations of Corporate Plan.

Service: Growth, Economy and Development

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Lobbying	Officers will continue to review funding opportunities and seek opportunities to work closely with local partners and the HotSWLEP to seek additional funding support for key infrastructure.	Adrian Welsh	12/05/2020	12/05/2020	Positive (2)
In progress	Officers have reprioritised work programmes to explore new funding opportunities	End of European funding sources	Adrian Welsh	10/06/2019	12/05/2020	Positive(2)
Current Status: High (16)						
Service Manager: Adrian Welsh			Current Risk Severity: 4 - High		Current Risk Likelihood: 4 - High	

Corporate Risk Management Report - Appendix 6

Risk: GDPR compliance That the Council cannot demonstrate that we are compliant with GDPR requirements.

Service: Governance

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	IDOX Records Handling Plan	To utilize IDOX bulk data handling tool across the Council services using Uniform	Catherine Yandle	01/03/2019	26/10/2020	Positive(2)
In progress	Records Management Action Plan	To improve identified issues with records management	Catherine Yandle	15/06/2018	26/10/2020	Positive(2)
Current Status: Medium (10)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 2 - Low		
Service Manager: Catherine Yandle						

Risk: Health and Safety Inadequate Health and Safety Policies or Risk Assessments and decision-making could lead to Mid Devon failing to mitigate serious health and safety issues

Service: Governance

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Risk Assessments	Review risk assessments and procedures to ensure that we have robust arrangements in place. In progress ready for September reports.	Catherine Yandle	28/05/2013	20/11/2019	Fully effective (1)
In progress	Risk assessments	Group Managers contacted with request to update the outstanding risk reviews	Catherine Yandle	20/09/2019	20/11/2019	Positive(2)
Current Status: Medium (10)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 2 - Low		
Service Manager: Catherine Yandle						

Corporate Risk Management Report - Appendix 6

Risk: Homelessness Insufficient resources to support an increased homeless population could result in failure to meet statutory duty to provide advice and assistance to anyone who is homeless.

Service: Housing Services

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Computer System	New ICT system for recording homelessness data procured and fully functional including reporting facility.	Claire Fry	05/09/2017	16/09/2020	Fully effective (1)
Completed and evaluated	Staff Support	Officers are trained and knowledgeable and the structure of Housing Options team to be reviewed to build resilience. Homelessness strategy was reviewed Autumn 2019.	Claire Fry	22/06/2017	16/09/2020	Fully effective (1)

Current Status: High (16) Current Risk Severity: 4 - High Current Risk Likelihood: 4 - High
Service Manager: Claire Fry

Corporate Risk Management Report - Appendix 6

Risk: Information Security Inadequate data protection could lead to breaches of confidential information and ultimately enforcement action by the ICO.

Service: Governance

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Awareness and Training	Attend team meetings and other meetings such as Tenants Together to provide training and answer questions on request. Articles in the Link on an ad hoc basis.	Catherine Yandle	09/08/2019	26/10/2020	Positive(2)
In progress	Breach notification	Security breaches are logged via the helpdesk and monitored for developing trends. Training and advice is offered in response to items logged.	Catherine Yandle	09/08/2019	26/10/2020	Positive(2)
Current Status: Medium (10)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 2 - Low		
Service Manager: Catherine Yandle						

Corporate Risk Management Report - Appendix 6

Risk: Infrastructure delivery Inability to deliver, or delay in delivering, key transport infrastructure to unlock planned growth

Service: Growth, Economy and Development

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Partnership working	Close working with delivery partners to attempt to mitigate risks.	Adrian Welsh	12/05/2020	12/05/2020	Positive (2)
In progress	Partnership working with infrastructure providers and statutory bodies	Reduce risk of delays and communication.	Adrian Welsh	10/06/2019	12/05/2020	Positive(2)
In progress	target funding opportunities	To seek to bring forward delivery	Adrian Welsh	10/06/2019	12/05/2020	Positive(2)

Current Status: High (16) Current Risk Severity: 4 - High Current Risk Likelihood: 4 - High
Service Manager: Jenny Clifford, Adrian Welsh

Risk: Localism Act - Community Right to Buy / Challenge Transference of services to the community could enable the Council to identify cost savings

Service: Financial Services

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	This is an opportunity - Communication with third parties needed		Ian Chilver	02/08/2019	06/09/2020	Positive(2)

Current Status: Medium (12) Current Risk Severity: 4 - High Current Risk Likelihood: 3 - Medium

Service Manager: Ian Chilver

Corporate Risk Management Report - Appendix 6

Risk: Overall Funding Availability Changes to Revenue Support Grant, Business Rates, New Homes Bonus and other funding streams in order to finance ongoing expenditure needs.

Service: Financial Services

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Engaging in commercial activities	To provide additional revenue streams	Ian Chilver	28/09/2017	09/11/2020	Positive(2)
Behind schedule	Medium term planning	Due to Cabinet in December 2020. Gap in excess of £5M A range of options are being considered but Covid, business rates and uncertainty over fair funding review make the situation extremely challenging	Ian Chilver	28/09/2017	09/11/2020	Poor - action required(3)
In progress	We continue to work with managers to reduce costs and explore new income streams	To close the budget gap of £3M and maintain services	Ian Chilver	07/02/2019	09/11/2020	Poor - action required(3)
Current Status: High (25)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 5 - Very High		
Service Manager: Ian Chilver						

Corporate Risk Management Report - Appendix 6

Risk: Reduced Funding - Budget Cuts We are subject to continuing budget reductions. If we concentrate on short term cost savings, it may increase long term impact of decisions

Service: Financial Services

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Business Plans	Service Business Plans are reviewed each financial year with suggestions for revised performance targets based on budget to be agreed by Cabinet Member and PDG.	Andrew Jarrett	28/05/2013	15/05/2020	Positive(2)
In progress	Identify Efficiencies	Taking proactive steps to increase income and reduce expenditure through efficiencies, vacancies that arise and delivering services in a different way.	Andrew Jarrett	28/05/2013	15/05/2020	Positive(2)
In progress	Reserves	Cabinet have taken the decision to recommend a minimum general reserve balance of 25% of Net annual budget.	Andrew Jarrett	28/05/2013	15/05/2020	Positive(2)
In progress	Set Budget	Each year as part of the budget setting process, members are consulted via PDGs in time to evaluate savings proposals, ahead of the November draft budget.	Andrew Jarrett	28/05/2013	15/05/2020	Positive(2)

Current Status: No Data **Current Risk Severity: 4 - High** **Current Risk Likelihood: 4 - High**

Service Manager: Ian Chilver, Chris Davey

Corporate Risk Management Report - Appendix 6

Risk: Reputational damage - social media impact of reputational damage through social media is a significant risk that warrants inclusion on the Authority's risk register.

Service: Communications

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
No Data available	Monitoring social media	Two members of the communications team monitor the main corporate social media accounts on a rota basis. Alerts are also set up so the team receives notification of comments and can respond as appropriate. This is monitored in office hours only and the team does not provide 24 hour monitoring or a call out function. The Comms Team also works with other local authorities and takes part in social media training with other local authorities as the opportunities arise budgets permitting.	Jane Lewis	05/06/2019	18/05/2020	No Score(0)
Current Status: Medium (10)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 2 - Low		
Service Manager: Jane Lewis						

Corporate Risk Management Report - Appendix 6

Risk: S106 Agreement Inability of the legacy systems to provide a full overview of the 'trigger points' for all of the s106 agreements

Service: Planning

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	S106 improvement project	A S106 improvement project is taking place to build a new system that will be able to effectively manage the process and provide better visibility over the information on S106 agreements and monies held/spent/expected.	Jenny Clifford	04/10/2019	19/08/2020	Positive(2)
Current Status: Medium (10)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 2 - Low		
Service Manager: Jenny Clifford						

Corporate Risk Management Report - Appendix 6

Risk: SPV - 3 Rivers - Failure of the Company This will depend on Economic factors and the Company's success in the marketplace commercially.

For MDDC the impacts will be:

3 Rivers are unable to service and repay the loan from MDDC

Not receiving the forecast additional income

Not supporting corporate objectives.

Service: Financial Services

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Cabinet	Monthly meetings with Cabinet ambassadors and monthly update to Cabinet on progress with the recommendations action plan and projects.	Catherine Yandle	09/11/2020	09/11/2020	Positive(2)
In progress	Regular monitoring	The Board of 3 Rivers deliver a half yearly report to the Cabinet which provides an update on their delivery against their business plan. We charge interest to them at a commercial rate in order to maintain an "arms-length" relationship and the interest provides some mitigation to the outstanding principal.	Andrew Jarrett	30/05/2019	09/11/2020	Positive(2)
Current Status: High (15)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 3 - Medium		
Service Manager: Ian Chilver						

Corporate Risk Management Report - Appendix 6

Risk: SPV Governance Arrangements - 3 Rivers Not being able to demonstrate robust challenge and decision-making.

Service: Governance

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	External Review	Several recommendations have been recommended. All have been approved between Cabinet, Audit and Scrutiny. Action Plan is in place and progress is steady.	Catherine Yandle	06/07/2020	26/10/2020	Positive(2)
In progress	Included on AGS	This issue has been included on the Annual Governance Statement Action Plan so we do not lose sight of the issue throughout the year.	Catherine Yandle	15/07/2019	26/10/2020	Positive(2)
In progress	Openness and Transparency	Regular reports to Cabinet in open session where possible. Need to balance commercial interests with Nolan principles.	Catherine Yandle	20/05/2019	26/10/2020	Positive(2)

Current Status: High (15)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

Service Manager: Catherine Yandle

Corporate Risk Management Report - Appendix 6

Risk: Tiverton Pannier Market Failure to maximise the economic potential of Tiverton Pannier Market

Service: Growth, Economy and Development

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Continue to retain and prioritise market budget	To ensure most efficient use of resources	Adrian Welsh	10/06/2019	12/05/2020	Positive(2)
In progress	continue to work with traders on promotion	To increase footfall.	Adrian Welsh	10/06/2019	12/05/2020	Positive(2)
In progress	Implement and review market strategy	Implementation of strategy will increase market's financial success and help fulfill its function as a key driver for the town.	Adrian Welsh	10/06/2019	12/05/2020	Positive(2)
In progress	Masterplan Implementation	To realise benefits from the Masterplan to increase visibility of market and increase footfall.	Adrian Welsh	10/06/2019	12/05/2020	Poor - action required(3)

Current Status: High (16) Current Risk Severity: 4 - High Current Risk Likelihood: 4 - High

Service Manager: Jenny Clifford

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Print Date: 09 November 2020
09:34

Risk Matrix

Report

Filtered by Prefix: Exclude Risk Prefix: OP, EV
 For MDDC - Services
 Current settings

Risk Likelihood	5 - Very High	No Risks	No Risks	No Risks	1 Risk	2 Risks
	4 - High	No Risks	No Risks	No Risks	7 Risks	2 Risks
	3 - Medium	1 Risk	1 Risk	8 Risks	5 Risks	3 Risks
	2 - Low	No Risks	1 Risk	12 Risks	12 Risks	6 Risks
	1 - Very Low	5 Risks	1 Risk	2 Risks	1 Risk	2 Risks
	1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High	
	Risk Severity					

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Print Date: 09 November 2020 09:35

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Draft Key Performance Indicators 2020-24

Corporate References			KPI Details			Context / Narrative			Lead Officer	Approvals		
KPI ref	PDG or Corporate	Cabinet Member	Description of Indicator	Measurement	Proposed Target	Current / Historical Performance	Benchmarking	Any other Comments	Responsible Officer	Approved by LT	Approved by PDG	Approved by Cabinet
		<i>Name of relevant member</i>	<i>Written description</i>	<i>How it is measured? (RAG, %, weight, number, deadline?)</i>	<i>insert</i>	<i>Give last year's data, or previous trend, or explain new indicator?</i>	<i>Why have we proposed the target at this level? Comparison with Devon districts PLUS LG benchmarking family (not just Devon!)</i>	<i>Any other relevant comments from the service</i>	<i>Name of relevant Manager</i>	<i>Needs to go green before PDG/Cab</i>	<i>Needs to go green before Cab</i>	<i>Goes green once new performance framework is adopted</i>
01	ENV	Colin Slade	Residual Waste per Household	Weight	362 kg	365 (365) kg	Devon average 351.5KG we are third highest	Improvement unlikely without round changes: Work on education and enforcement	Darren Beer			
02	ENV	Colin Slade	% Waste Reused, Recycled & Composted	%	54.50%	53 (54) %	Devon average 51% we are third lowest. DCC Stretch target 70% by 2025		Darren Beer			
03	ENV	Colin Slade	Number of FPNS Issued	Number	None	18	Responsive	Target not appropriate	Darren Beer			
04	ENV	Colin Slade	Missed collections waste	%	0.03%	0.02 (0.03) %	L-T target	1st exceeded 19/20	Darren Beer			
05	ENV	Colin Slade	Missed collections recycle	%	0.03%	0.02 (0.03) %	L-T target	1st exceeded 18/19	Darren Beer			
06	ENV	Colin Slade	Garden Waste Customers	Number	11100	10007 (10000)	Internal 2016/20 CP target	5% new customers 19/20	Darren Beer			
07	Climate	Elizabeth Wainwright	Council Carbon Footprint	Number	19000 CO2t	20402 baseline	Initiatives identified for 20/21 from the action Plan	Refer to Adopted Climate Change Action Plan	Andrew Busby			
08	Climate	Elizabeth Wainwright	New Solar Initiatives	Number	250	211	Sign-ups to Solar Together	2500 Devon wide so far	Andrew Busby			
09	Climate	Elizabeth Wainwright	Corporate Renewable Energy Projects	Number	1	New	Carlu close 20/21		Andrew Busby			
10	Climate	Elizabeth Wainwright	Electric Car Charger usage	Number	2000	2000	Number of uses per year		Andrew Busby			
11	Climate	Elizabeth Wainwright	Electric Car Charger units	Number	8	New	2 per main town and 2 more		Andrew Busby			
12	Climate	Elizabeth Wainwright	Eco Flex sign ups	Number	600	New	Each LA sets its own grant criteria (Statement of Intent) based on their local circumstances	May cease after 21/22 target 300 next year	Simon Newcombe			
13	Climate	Elizabeth Wainwright	Home Improvement Loans Lendology CIC scheme	Number	5	New	Will be 10 in future. MDDC currently third highest in number of loans approved.	Subject to ongoing capital injections via surplus BCF funding	Simon Newcombe			
14	Climate	Elizabeth Wainwright	Housing Assistance Policy	Number	5	New	Major schemes ECO Flex top-ups. See ECO Flex for benchmarking challenges	Vulnerable persons only	Simon Newcombe			
15	Climate	Elizabeth Wainwright	Corporate Tree Planting Scheme	RAG	Yes/No	New	Develop scheme/Secure funding	Numbers to be reported in future target 500-1000	Andrew Busby			
16	Climate	Elizabeth Wainwright	Community Climate & Biodiversity Grants	RAG	Yes/No	New	Agreeing funding is the first stage	Numbers to be reported in future	Andrew Busby			
17	Climate	Elizabeth Wainwright	Community Schemes	Number	4	New	Work with TCs to improve public assets	Climate conversations	Andrew Busby			
18	ECON	Richard Chesterton	Tiverton Town Centre Masterplan	RAG	Yes/No	New	Suite of town centre health check indicators to be developed which will aid understanding of health in relation to others and impact of recovery/ regeneration efforts	Review of TC vision, reassess geographic areas for intervention, prioritiation and id of quick win projects, adoption of SPD and delivery plan	Jenny Clifford			
19	ECON	Richard Chesterton	Cullompton Town Centre Masterplan	RAG	Yes/No	New	Suite of town centre health check indicators to be developed which will aid understanding of health in relation to others and impact of recovery/ regeneration efforts	Adopt the masterplan following stage 2 consultation	Jenny Clifford			
20	ECON	Richard Chesterton	Incubator/Start-up Space planning applications	Number	see note	New	Sites already in operation in Cullompton and Tiverton	Target not yet set as initial work required with the business community to better understand the extent of need over and above sites already in operation	Jenny Clifford			

21	ECON	Bob Evans	Sites for Commercial Development	Number	2 acres	New	Acreage acquired		Andrew Busby			
22	ECON	Richard Chesterton	Business Rates Accounts	Number	3250	3241 (3150)	Proxy for business births and deaths	To monitor change	Dean Emery			
23	ECON	Richard Chesterton	Rateable Value NNDR	£	None	New	Financial measure	To monitor change	Dean Emery			
24	ECON	Richard Chesterton	Empty Properties (EPR)	Number	None	New	Instead of Empty shops	To monitor change	Dean Emery			
25	ECON	Richard Chesterton	Pannier Market Regular traders	%	None	New	Varies between markets on different days. 75% trader occupation Tues, 80% trader occupation	To monitor change	Adrian Welsh			
26	ECON	Richard Chesterton	Community Land Trusts assisted	Number	1	New	There are few CLTs operating in the District currently	Monitor CLT activity	Jenny Clifford			
27	ECON	Bob Evans	Corporate Retail Units Occupancy rates	Number	None	New	3 separate PIs for MDDC units	To monitor change	Andrew Busby			
28	HOMES	Bob Evans/Richard chesterton	Net Additional Homes	Number	393	New	National benchmarking via Housing Delivery Test and Local Plan Review annual delivery rate. HDT target exceeded last 2 years	Link to Housing Delivery Test and monitoring of Local Plan delivery	Jenny Clifford			
29	HOMES	Bob Evans	Affordable Homes	Number	94	94 (100)	Local Plan and Housing Strategy	Target derived from Local Plan	Jenny Clifford/ Simon Newcombe			
30	HOMES	Bob Evans	Build Council Houses	Number	None	26 (26)	Secure Planning permission	Numbers to be reported from 21/22	Andrew Busby/Simon Newcombe			
31	HOMES	Richard Chesterton	Self build plots	Number	5	New	Number of plots delivered	Local Plan	Jenny Clifford			
32	HOMES	Richard Chesterton	Gypsy & traveller pitches	Number	2	New	Number of pitches	Local Plan	Jenny Clifford			
33	HOMES	Bob Evans	Empty Homes brought back into use	Number	72	138 (72)	Comparison with national average benchmark of 0.85% of all registered properties	May cease after 21/22	Simon Newcombe			
34	HOMES	Bob Evans	HMOs investigations	Number	None	New	All potential HMOs reported investigated	Average period to date	Simon Newcombe			
35	HOMES	Bob Evans	Landlord Engagement	Number	9	New	Events/webinars		Simon Newcombe			
36	HOMES	Bob Evans	Homeless Approaches	Number	None	721	Benchmarking is done on prevention duty accomodation secured for 6+ months we are 74% v South West 61%	Monitor due to increased risk	Simon Newcombe			
37	HOMES	Bob Evans	Tenant Census Response Rate	%	34%	New	Census is based on a selection of agreed national Qs.	Carry out and analyse results	Simon Newcombe			
38	HOMES	Bob Evans	% Properties With a Valid Gas Safety Certificate	%	100%	99.9 (100)%	Statutory Target		Simon Newcombe			
39	HOMES	Bob Evans	Complaints responded to on time	%	100%	100 (100)%	Housing Ombudsman Service Complaints Handling Code		Simon Newcombe			
40	HOMES	Bob Evans	Emergency Repairs	%	100%	100 (100)%	Other Councils >95%		Simon Newcombe			
41	HOMES	Bob Evans	Urgent Repairs	%	95%	100 (100)%	Other Councils >95%		Simon Newcombe			
42	HOMES	Bob Evans	Routine repairs	%	95%	99.3 (100)%	Other Councils >95%		Simon Newcombe			
43	HOMES	Bob Evans	Repairs appointments kept	%	95%	98.9 (100)%	Other Councils >95%		Simon Newcombe			
44	COMM	Dennis Knowles	Community Safety Partnership Action Plan	Number	None	New	Actions identified in plan		Simon Newcombe			
45	COMM	Dennis Knowles	Safeguarding Standards for Drivers (Licensing)	%	100%	New	DBS checks/Safeguarding Training		Simon Newcombe			
46	COMM	Dennis Knowles	Mental Health 1st Aiders trained	Number	5	New	Estimate 15 (up from 10)		Matthew Page			
47	COMM	Dennis Knowles	National and Regional Promotions	Number	5	New	Monitor success in engagement with promotions through SM contacts and web hits	Re Health & Wellbeing	Simon Newcombe			
48	COMM	Dennis Knowles/Richard Chesterton	Digital Connectivity Super fast Coverage	%	>24 Mbps	New	Superfast broadband definition by Govnt >24 Mbps, CDS >30 Mbps	Superfast broadband coverage	Adrian Welsh			
49	COMM	Nikki Woollatt	Health Referral Initiatives Starters	Number	15	New	Suspended because of Covid	All Schemes: Cancer Rehab Escape Pain (not funded) Strength & Balance	Lee Chester			
50	COMM	Nikki Woollatt	Health Referral Initiatives Completers	Number	10	New	Suspended because of Covid	Cardiac Rehab & GP referrals	Lee Chester			

51	COMM	Nikki Woollatt	Health Referral Initiatives Conversions	Number	5	New	Suspended because of Covid		Lee Chester			
52	COMM	Nikki Woollatt	Complaints received	Number	None	313	A spike may indicate service delivery issues		Lisa Lewis			
53	COMM	Nikki Woollatt	Complaints resolved on time (stage 1)	%	90%	94 (90)%	Indications so far are other councils monitor satisfaction not time taken	Being reviewed may be more useful to monitor stage 2 complaints	Lisa Lewis			
54	CORP	Andrew Moore	South West Mutual Bank	RAG	None	New	Monitor Progress		Andrew Jarrett			
55	CORP	Bob Evans	Corporate Commercial Units Occupancy rates	Number	None	New	2 separate PIs MDDC units	To monitor change	Andrew Busby			
56	CORP	Nikki Woollatt	Working days Sick	Number	7 days	8 (7)	National Average public sector		Matthew Page			
57	CORP	Nikki Woollatt	Sickness Absence	%	2.78%	2.78 (3.27)%	SW Councils		Matthew Page			
58	CORP	Nikki Woollatt	Staff Turnover	%	14%	18%	SW Councils	Staff Retention strategy	Matthew Page			
59	CORP	Nikki Woollatt	Appraisals completed	%	100.00%	New	By 30 September annually	Collection starting	Matthew Page			
60	CORP	Andrew Moore	Council Tax Collection rate	%	98.50%	98.5 (98.5)%	Broadly the same across Devon/Somerset		Dean Emery			
61	CORP	Andrew Moore	NNDR Collection rate	%	99.20%	99.2 (99.2)%	Broadly the same across Devon/Somerset		Dean Emery			
62	CORP	Dennis Knowles	FOI on time	%	100%	100 (100)%	Statutory target		Catherine Yandle			
63	CORP	Richard Chesterton	Major applications overturned at Appeal	%	<10%	2 (10)%	National Target allowing benchmarking	Measured on a 2 year rolling basis	Eileen Patterson			
64	CORP	Richard Chesterton	Major Appeals	%	None	10%	% of appeals. Can be tracked, but as this is not a national indicator we are not able to benchmark against others	Locally requested	Eileen Patterson			
65	CORP	Richard Chesterton	Minor applications overturned at Appeal	%	<10%	0 (10)%	National Target allowing benchmarking	Measured on a 2 year rolling basis	Eileen Patterson			
66	CORP	Richard Chesterton	Minor Appeals	%	None	13%	% of appeals. Can be tracked, but as this is not a national indicator we are not able to benchmark against others	Locally requested	Eileen Patterson			
67	CORP	Richard Chesterton	Cost of Appeals	£	None	New	Cannot be benchmarked against other Councils. Data not readily available	Cost to MDDC arising from Planning Inspector decisions over appeal cost claims	Eileen Patterson			
68	CORP	Richard Chesterton	Performance Planning Guarantee	%	100%	99 (100)%	Statutory target. Widespread use of extensions of time across Councils to meet planning guarantee	Addressed through seeking extensions of time to reduce risk of planning fee return. Need to reduce reliance upon extensions of time and determine within target timescale of application	Eileen Patterson			

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MID DEVON DISTRICT COUNCIL – SCHEDULE OF MEETINGS – 2021/22

Ratified by Council on

MEETING	Normal day and Time	1	2	3	4	5 2022	6	Extra
Planning Committee <i>(first meeting of cycle)</i>	Wednesday	19 May	14 July	8 Sept	3 Nov	5 January	2 March	
Planning Committee <i>(second meeting of cycle)</i>	Wednesday	16 June	11 August	6 October	1 Dec	2 February	30 March	20 April
CABINET <i>(first meeting of cycle)</i>	Thursday	13 May	8 July	2 Sept	28 October	6 January	10 March	
CABINET <i>(second meeting cycle)</i>	Thursday	10 June	5 August	30 Sept	2 Dec	3 February	7 April	
Environment PDG	Tuesday	18 May	13 July	7 Sept	2 Nov	11 January	8 March	
Homes PDG	Tuesday	25 May	20 July	14 Sept	9 Nov	18 January	15 March	
Economy PDG	Thursday	20 May	15 July	9 Sept	4 Nov	13 January	17 March	
Community PDG	Tuesday	1 June	27 July	21 Sept	16 Nov	25 January	22 March	
Scrutiny <i>(first meeting of cycle)</i>	Monday	24 May	19 July	13 Sept	8 Nov	17 January	21 March	
Scrutiny <i>(second meeting cycle)</i>	Monday	21 June	16 August	11 October	13 Dec	14 Feb	**Tuesday 19 April	
Audit Committee	Tuesday	1 June	27 July	21 Sept	16 Nov	25 January	22 March	
Standards Committee	Wednesday	2 June		13 October		9 February		
Licensing Committee	Friday	11 June			10 Dec			
Regulatory Committee	Friday	11 June			10 Dec			
Away Days	Fri 9.30am			10 Sept				
COUNCIL	Wed 6.00pm	30 June	25 August	27 October	22 Dec	23 Feb	27 April	11 May 2022

Note: (i) * **Annual Meeting in 2021 is on 12 May**
(ii) ** Scrutiny Committee moved on one day because of Easter Monday.

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MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

January 2021

The Forward Plan containing Key Decisions is published 28 days prior to each Cabinet meeting

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Use of CCTV Policy and Guidance To receive and approve the Use of CCTV Policy and Guidance	Community Policy Development Group	17 Nov 2020	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
	Cabinet	7 Jan 2021			
	Council	24 Feb 2021			
Corporate Health and Safety Policy To receive the annual review of the Corporate Health & Safety Policy from the Director of Corporate Affairs and Business Transformation	Community Policy Development Group	8 Dec 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Nikki Woollatt)	Open
	Cabinet	7 Jan 2021			
Crediton NHS Hub Phase 2 To consider a funding request.	Cabinet	7 Jan 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open

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Agenda Item 16.

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Tiverton Town Centre Masterplan To consider a draft masterplan for public consultation	Cabinet	7 Jan 2021	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Cullompton Railway Station To provide a project update and next steps	Cabinet	7 Jan 2021	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Asbestos Surveying and Licensed Removal 2021 - 2024 To consider the outcome of the tender process	Cabinet	7 Jan 2021	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
Asbestos Surveying and Unlicensed Removal 2021-2024 To consider the outcome of the tender process	Cabinet	7 Jan 2021	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Beech Road, Tiverton - Design and Build Tender To consider the award of the tender	Cabinet	7 Jan 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Part exempt
Disposal of Park Road Nursery Depot To consider a review of options.	Cabinet	7 Jan 2021	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Part exempt
Draft Interim Devon Carbon Plan Group to discuss and review the draft plan with a view to recommend to Cabinet any minor amendments on behalf of the Council.	Environment Policy Development Group Cabinet	12 Jan 2021 4 Feb 2021	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Climate Change (Councillor Elizabeth Wainwright)	Open
Regulation of Investigatory Powers To receive the annual update of Regulation of Investigatory Powers	Scrutiny Committee Community Policy Development	18 Jan 2021	Kathryn Tebbey, Head of Legal (Monitoring Officer)	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
	Group	26 Jan 2021			
	Cabinet	4 Feb 2021			
Grass Verges on HRA Land Working Group report	Homes Policy Development Group	19 Jan 2021	Claire Fry, Group Manager for Housing Services Tel: 01884 234920	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
	Cabinet	4 Feb 2021			
HRA Medium Term Financial Plan To consider a MTFP for the HRA.	Homes Policy Development Group	19 Jan 2021	J P McLachlan, Principal Accountant	Cabinet Member for Finance (Councillor Andrew Moore)	Open
	Cabinet	4 Feb 2021			
Single Equalities Policy and Equality Objectives To receive the Annual review of the Single Equalities Policy and Equality Objective	Community Policy Development Group	26 Jan 2021	Catherine Yandle, Group Manager for Performance, Governance and Data Security Tel: 01884 234975	Cabinet for the Working Environment and Support Services (Councillor Nikki Woollatt)	Open
	Cabinet	4 Mar 2021			
Air Quality Action Plan To receive the 4 yearly review of the Air Quality Action Plan from the Group Manager for Public Health and Regulatory Services	Community Policy Development Group	26 Jan 2021	Simon Newcombe, Group Manager for Public Health and Regulatory Services Tel: 01884 244615	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
	Cabinet	4 Mar 2021			

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Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Community Engagement Strategy (Including Action Plan) To receive the 2 yearly review of the Community Engagement Strategy and Action Plan</p>	<p>Community Policy Development Group Cabinet</p>	<p>26 Jan 2021 4 Feb 2021</p>	<p>Lisa Lewis, Group Manager for Business Transformation and Customer Engagement Tel: 01884 234981</p>	<p>Cabinet Member for Community Well Being (Councillor Dennis Knowles)</p>	<p>Open</p>
<p>Grant payments to external organisations (the strategic grants review process) To receive the 4 yearly review of Grant Payments to external organisations from the Group Manager for Growth, Economy & Delivery</p>	<p>Community Policy Development Group Cabinet</p>	<p>26 Jan 2021 4 Feb 2021</p>	<p>John Bodley-Scott, Economic Development Team Leader</p>	<p>Cabinet Member for Community Well Being (Councillor Dennis Knowles)</p>	<p>Open</p>
<p>Corporate Anti Social Behaviour Policy To receive the 3 yearly review of the Corporate Anti Social Behaviour Policy</p>	<p>Community Policy Development Group Cabinet</p>	<p>26 Jan 2021 4 Feb 2021</p>	<p>Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381</p>	<p>Cabinet Member for Community Well Being (Councillor Dennis Knowles)</p>	<p>Open</p>
<p>Town and Parish Charter To receive the 3 yearly review of the Town and Parish Charter</p>	<p>Community Policy Development Group</p>	<p>26 Jan 2021</p>	<p>Jill May, Director of Corporate Affairs and Business Transformation Tel:</p>	<p>Cabinet Member for Community Well Being (Councillor</p>	<p>Open</p>

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
	Cabinet	4 Feb 2021	01884 234381	Dennis Knowles)	
Corporate Debt Recovery Policy	Audit Cabinet	26 Jan 2021 4 March 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open
Budget To receive proposals for the General Fund and Housing Revenue Account for 2021/22	Cabinet Council	4 Feb 2021 24 Feb 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open
Cullompton Conservation Management Plan To consider a draft Cullompton Conservation Management Plan for public consultation	Cabinet	4 Feb 2021	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Shopfront Design Guide To consider a draft shopfront design guide for public consultation	Cabinet	4 Feb 2021	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Asset Management and Capital Strategy Plan 2021-2025 To consider the revised strategy	Cabinet	4 Feb 2021	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
Cullompton Town Centre Masterplan To consider a report with regard to the stage 2 public consultation.	Cabinet	4 Feb 2021	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Capital Programme To seek approval of the 2021/22 Capital Programme and to note the draft 2022/23, 2023/24 and 2024/25 programmes	Cabinet Council	4 Feb 2021 24 Feb 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open
Review of Mid Devon Local Plan To consider issues and options for the next review of the Local Plan in Mid Devon	Cabinet	4 Feb 2021	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Local Development Scheme To update the Local Development Scheme	Cabinet	4 Feb 2021	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Capital Strategy To request agreement of the proposed Capital Strategy for 2021/22.	Cabinet Council	4 Feb 2021 24 Feb 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open
Treasury Management Strategy and Annual Investment Strategy To seek agreement of the proposed Treasury Management Strategy and Annual Investment Strategy for 2021/22.	Cabinet Council	4 Feb 2021 24 Feb 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open
Policy Framework To consider the Policy Framework	Cabinet Council	4 Feb 2021 24 Feb 2021	Stephen Walford, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Bob Deed)	Open
The Establishment Report of the Group	Cabinet	4 Feb 2021	Matthew Page, Group Manager for	Cabinet for the Working	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Manager for Human Resources informing Members of the overall structure of the Council showing the management and deployment of officers.	Council	24 Feb 2021	Human Resources	Environment and Support Services (Councillor Nikki Woollatt)	
Pay Policy To consider a report relating to senior pay in particular the role of the Chief Executive, Directors and other senior officers.	Cabinet Council	4 Feb 2021 24 Feb 2021	Matthew Page, Group Manager for Human Resources	Cabinet for the Working Environment and Support Services (Councillor Nikki Woollatt)	Open
3 Rivers Development Limited - Business Plan To consider the Business Plan	Cabinet	4 Feb 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Part exempt
Bereavement Services Fees & Charges To receive the annual review of Bereavement Services Fees & Charges from the Group Manager for Corporate Property and	Environment Policy Development Group Cabinet	9 Mar 2021 8 Apr 2021	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for the Environment (Councillor Colin Slade)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Commercial Assets					
EHOD Economic Development Strategy To consider a review strategy	Economy Policy Development Group Cabinet	11 Mar 2021 8 Apr 2021	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Options for Accelerating Affordable Housing Delivery in the District To consider additional governance arrangements for housing delivery	Scrutiny Committee Cabinet	15 Mar 2021 8 Apr 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
Housing Revenue Account Asset Management Strategy To receive a report providing a review of the Housing Revenue Account Asset Management Strategy.	Homes Policy Development Group Cabinet	16 Mar 2021 8 Apr 2021	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
Tree Policy 5 yearly review	Environment Policy Development Group	Not before 25th May 2021 Not before	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884	Cabinet Member for the Environment (Councillor Colin Slade)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
	Cabinet	30th Jun 2021	234948		
Outturn report 2020/21 To receive the outturn for the financial year 2020/21	Cabinet	Not before 10th Jun 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open
Annual Treasury Management Report To consider the annual report	Cabinet	Not before 16th Jun 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open

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**CABINET
3 DECEMBER 2020**

3 Rivers Developments Limited - Performance Update

Cabinet Members: Councillor Bob Evans - Housing & Property
Councillor Andrew Moore – Finance

Responsible Officers: Chief Executive – Stephen Walford

Reason for Report: To provide Cabinet an update on current project performance and any key risks.

RECOMMENDATION: That Cabinet note the update report on current performance and key risks.

Relationship to Corporate Plan: 3 Rivers Developments Limited's (3Rivers) primary objective is to generate future returns in order to grow the business and to recycle monies made back to the Council to mitigate some of the cuts in Government funding.

Financial Implications: The Council has a duty to obtain value for money. All financial interactions between the Council and 3Rivers are carried out at commercially evidenced rates and subject to individual loan agreements.

Legal Implications: None to this report, however this report is prepared in accordance with the Shareholder Agreement, Company's Memorandum and Articles of Association and currently Approved Business Plan.

Risk Assessment: Detailed within the report.

Equality impact assessment: No equality issues identified for this report.

Impact on climate change: 3 Rivers is a commercial organisation and where deliverable sustainable options are available they are utilised; however, as a commercial organisation it is acknowledged that where there is a significant cost differential and what the market will sustain that this plays heavily in the choices made.

1.0 Introduction

1.1 This is now the third in a series of monthly updates on the progress of 3 Rivers since the recommendations made by the Cabinet at its meeting on the 13 July 2020. This report continues to provide the Council with a regular update on company performance, including associated risks and also gives a progress update on the recommendations made at the aforementioned Cabinet meeting.

2.0 Company Update

- 2.1 Attached to this report is the company update provided by the Directors of 3 Rivers Developments Limited for Cabinet's consideration. In order to provide members and the public more insight into the company's operations this report continues with the new process including an overarching part 1 summary of activities and a detailed part 2 report from the company.
- 2.2 Below shows a brief overview of project progress and any associated issues as at the end of October, which is the last full financial month of company accounting information.

Current Projects

The Orchard, Halberton – 4 semi-detached market houses and a barn conversion - the 4 semis are substantially complete and offers are being received. Detailed construction drawings are now being worked on for the new replacement barn conversion.

St Georges Court, Tiverton – 39 market flats/houses – work is now progressing well, with the main podium deck estimated to be completed before the end of the calendar year.

Rental properties

Banksia Close/Cemetery Lodge, Tiverton – all rental payments up to date

Future Schemes

At the October Cabinet meeting a recommendation was made to advance the company £1.4m in order to provide sufficient working capital and undertake project recommencement and necessary due diligence on the 4 previously identified projects to progress actions for the remainder of the financial year.

Financial Overview

No sales have been made since the last update. However, the company is now receiving firm offers on properties at its Halberton project.

Project and Company Risk Analysis

This information is provided within the company report and reflects on changing markets, land availability, changes to the prevailing economic position, etc.

3.0 Progress on Cabinet Recommendations

- 3.1 Since the last Cabinet report the following actions have been progressed:

- Interviews were held for 2 key posts (Non-Exec and Finance Director). See separate item on this agenda.
- The 2 Cabinet ambassadors continue to hold detailed monthly progress meetings on all aspects of company activities.
- Quotes for additional internal and external audit work have been requested.
- Work on the revised Shareholder agreement is progressing.

3.2 Most if not all of the other recommendations are either a work in progress or are conditional upon a prior action being completed. Further progress will be provided at future Cabinet meetings.

4.0 Conclusion

4.1 As most Members will be aware the Company is working towards providing an updated Business Plan for Council consideration at the Cabinet meeting in February 2021.

Appendices

Appendix A – Part 2 Restricted Commercial Update

Contact for more information: Stephen Walford, Chief Executive

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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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