

Public Document Pack

Mid Devon District Council

Environment Policy Development Group

Tuesday, 11 January 2022 at 5.30 pm
Council Chambers, Phoenix House, Tiverton

Next ordinary meeting
Tuesday, 8 March 2022 at 5.30 pm

PLEASE NOTE: - this meeting will take place at Phoenix House and members of the Public and Press are encouraged to attend via Zoom wherever possible. The Protocol for Hybrid Meetings explains how this will work. Please do not attend Phoenix House without contacting the committee clerk in advance, in order that numbers of people can be appropriately managed in physical meeting rooms.

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Membership

Cllr E J Berry

Cllr W Burke

Cllr D R Coren

Cllr Miss J Norton

Cllr R F Radford

Cllr R L Stanley

Cllr L D Taylor

Cllr B G J Warren

Cllr J Wright

AGENDA

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

- 1 **Apologies and substitute Members**
To receive any apologies for absence and notices of appointment of substitute Members (if any).

- 2 **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.

- 3 **Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.

Note: A maximum of 30 minutes is allowed for this item.

- 4 **Minutes of the Previous Meeting** *(Pages 5 - 8)*
Members to consider whether to approve the minutes of the last meeting of the Group as a correct record.

- 5 **Chairman's Announcements**
To receive any announcements that the Chairman may wish to make.

- 6 **Cabinet Member for the Environment**
To receive an update from the Cabinet Member for the Environment.

- 7 **Climate and Sustainability Update** *(Pages 9 - 22)*
To receive an update on the Climate Change Action Plan from the Climate and Sustainability Specialist.

- 8 **Budget Options for Climate Investment** *(Pages 23 - 32)*
A report from the Climate and Sustainability specialist presenting selected budget item proposals that might be prioritised, to help move ahead with the Council's Climate Action Plan (CAP).

- 9 **Budget update 2022/2023** *(Pages 33 - 50)*
To receive a report of the Deputy Chief Executive (S151) reviewing the revised draft budget changes identified and discussing further changes required in order for the Council to move towards a balanced budget for 2022/23.

- 10 **Bereavement Services Fees and Charges** *(Pages 51 - 64)*
To review and approve the Bereavement Services Fees & Charges for 2022-23.

- 11 **Waste and Recycling Options** (Pages 65 - 88)
A report from the Operations Manager Street Scene and Open Spaces presenting the findings from the waste and recycling trial that was carried out between July and October 2021.
- 12 **MDDC Draft Litter Strategy** (Pages 89 - 106)
To provide Members of the Environment PDG with an opportunity to review the proposed draft of the Mid Devon Litter Strategy.
- 13 **Contracted Out Enforcement Duties** (Pages 107 - 108)
To receive a final report on Members request to investigate the possibility of introducing contracted out enforcement duties to an external provider.
- 14 **Work Plan** (Pages 109 - 110)
To receive the current work plan for the Environment PDG.
- Members to agree and discuss additional items that they would like added to the work plan.

Stephen Walford
Chief Executive
Monday, 3 January 2022

Covid-19 and meetings

From 7 May 2021, the law requires all councils to hold formal meetings in person. However, the Council is also required to follow government guidance about safety during the pandemic. The Council will enable all people to continue to participate in meetings via Zoom.

You are strongly encouraged to participate via Zoom to keep everyone safe - there is limited capacity in meeting rooms if safety requirements are to be met. There are restrictions and conditions which apply to those in the building and the use of the building. You must not attend a meeting at Phoenix House without complying with the requirements in the new protocol for meetings. You must follow any directions you are given.

Please read the new meeting protocol which is available here:
<https://democracy.middevon.gov.uk/documents/s23135/MeetingProtocolUpdateOct2021nextreviewFeb2022.pdf>

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 would like a copy of the Agenda in another format (for example in large print) please contact Carole Oliphant on:

E-Mail: coliphant@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.

1.

MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **ENVIRONMENT POLICY DEVELOPMENT GROUP**
held on 2 November 2021 at 5.30 pm

Present

Councillors

J Wright (Chairman)
E J Berry, D R Coren, Miss J Norton,
R F Radford, R L Stanley and B G J Warren

Apologies

Councillor(s)

W Burke

Also Present

Councillor(s)

L D Taylor, S J Clist, Mrs C P Daw, R M Deed, R Evans,
Mrs E J Lloyd, C R Slade and R J Dolley

Also Present

Officer(s):

Andrew Jarrett (Deputy Chief Executive (S151)), Jill May (Director of Business Improvement and Operations), Andrew Busby (Corporate Manager for Property, Leisure and Climate Change), Matthew Page (Corporate Manager for People, Governance and Waste), Darren Beer (Operations Manager for Street Scene), Paul Deal (Corporate Manager for Finance), Jason Ball (Climate and Sustainability Specialist), Deborah Sharpley (Solicitor), Philip Langdon (Solicitor), Clare Robathan (Policy and Research Officer) and Carole Oliphant (Member Services Officer)

28 **APOLOGIES AND SUBSTITUTE MEMBERS (0.02.55)**

Apologies were received from Cllr W Burke who was substituted by Cllr R J Dolley and Cllr L Taylor who attended via ZOOM.

29 **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (0.03.23)**

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

30 **PUBLIC QUESTION TIME (0.03.43)**

There were no members of the public present.

31 **MINUTES OF THE PREVIOUS MEETING (0.04.05)**

The minutes of the meeting held on 7th September 2021 were agreed as a true record and were **SIGNED** by the Chairman

32 CHAIRMAN'S ANNOUNCEMENTS (0.04.40)

The Chairman announced that the MDDC Litter Strategy would come before the Group in January after further amendments had been made.

33 CABINET MEMBER FOR THE ENVIRONMENT AND CLIMATE CHANGE (0.05.20)

The Cabinet Member for the Environment and Climate Change gave an update on his portfolio and stated that he was pleased to announce that all waste collection rounds had been completed and continued to stay on track.

He stated that the 3 weekly bin trial was ongoing and that no decisions had been made on rolling this out across the district as analysis was required on the success of the trial.

He confirmed that the Litter Strategy would be further developed with input from the PDG.

In response to questions he confirmed that the Contracted Out Enforcement report would be presented to the PDG at the January meeting and that the PSPO signs would start to be put up this week by the Building Maintenance Team.

34 CLIMATE AND SUSTAINABILITY REPORT (0.09.52)

The Group had before it, and **NOTED**, the *Climate and Sustainability report from the Climate and Sustainability Specialist.

The Officer outlined the highlights of the Action Plan which included:

- Costings had been included and there was a further update on costs this month
- Over 600 trees had been planted on MDDC owned land
- A Community Orchard would be planted in December
- In talks with the Council's energy supplier to move to 100% renewable energy
- Bidding was underway for additional funding from the Public Sector Decarbonisation Scheme
- The Council's CO2 emissions had dropped from 20372 (tCO2-e) to 19122 (tCO2-e)

Consideration was given to:

- Increasing collections of pots and pans
- The membership of the project board for hydro-electric power
- The electricity network capacity ability to receive power from hydro-electric power
- Farmers not receiving funding for keeping woodland
- The timeframes for offsetting carbon through tree planting
- Digital connectivity in rural areas
- How the community was being supported with the Council's climate change ambitions

Note: *Report previously circulated and attached to the minutes

35 **PUBLIC SPACE PROTECTION ORDER - HEMYOCK (0.57.23)**

The Group had before it a *report from the Operations Manager for Street Scene and Open Spaces providing a proposed variation to the Mid Devon (Public Spaces Protection)(Dog Control) Order (PSPO) 2021 adding two additional locations.

The Officer explained the PSPO had been sealed on 7th October 2021 and the variation was to add two additional locations in Hemyock.

Therefore the PDG **RESOLVED** that the Cabinet:

Authorise for consultation on the proposed variation order to the PSPO which would designate the locations in Hemyock, as shown on the plans attached to the report at Appendix A and Appendix C, as areas where dogs were only allowed if on leads.

(Proposed by the Chairman)

Reason for the decision: To include the two areas in Hemyock known as Millhayes and Longmead within the Mid Devon (Public Spaces Protection)(Dog Control) Order 2021

Note: *Report previously circulated and attached to the minutes.

36 **DRAFT BUDGET - MEDIUM TERM FINANCIAL PLAN - GENERAL FUN (GF), HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL PROGRAMME (1.04.48)**

The Group had before it, and **NOTED**, the *Medium Term Financial Plan from the Deputy Chief Executive (S151) which covered the period 2022/2023-2026/2027 and provided options available in order for the Council to set a balanced budget.

The Deputy Chief Executive (S151) explained that the report had made some assumptions before the budget was announced and that a better settlement had been confirmed with a 3.8% increase to Local Authorities. He explained that this increase was likely to be wiped out if significant pay increases were announced. The business rate relief announcements for hospitality and leisure sectors did not apply to the Council's own leisure centres as legislation would not allow it.

The Corporate Manager for Finance explained that the Council was currently looking at a budget shortfall of £1.06m in the next financial year and he asked Members for their feedback on the proposals in front of them. He confirmed that a public survey had been launched regarding the budget and he encouraged Members to promote this to their constituents.

Consideration was given to:

- Potential savings from the trial 3 weekly bin collections had not been included and no assumptions had been made at this stage that the Council would move to 3 weekly collections
- The Climate Change commitment was a best guess at what would be required and what potential grant funding was available

- The underspend on recruitment for the previous financial year was down to various factors including turn over and issues with recruiting staff
- The last claim for Covid relief had been submitted to Government
- The Government was winding down the new homes bonus and the last payments would be received in 2022-2023

Note: *Plan previously circulated and attached to the minutes

37 **WORK PLAN (1.42.31)**

The Group had before it the *Work Plan.

The Group agreed that the following item could be removed from the work plan:

- Fly Tipping by the MDDC Grounds Maintenance Teams

The Group agreed the following:

- Electricity Distribution Network capacity for increased renewable energy – A report to be brought to the January meeting by the Climate & Sustainability Specialist giving details of the current and future capacity of the electricity network to support various initiatives such as increased electric vehicle charging and installation of heat source pumps
- Recycling Issues – A report to be brought to the January meeting by the Operations Manager for Street Scene and Open Spaces providing details of what can currently be recycled, current recycling points, costs of providing more recycling teams to accommodate collections of pots and pans and what other authorities were able to recycle that MDDC could not and reasons for this
- Sustainable Farming – A report to be brought to the January meeting by the Climate & Sustainability Specialist providing general research. (The role of sustainable farming and land use in Mid Devon. Examine the potential to learn from, and connect with, what has been done thus far on sustainable farming in Devon by existing and recent networks, studies and trials (e.g. ELMS pilot schemes).

Note: *Plan previously circulated and attached to the minutes.

(The meeting ended at 7.45 pm)

CHAIRMAN

ENVIRONMENT POLICY DEVELOPMENT GROUP

11 JANUARY 2022

REPORT – CLIMATE AND SUSTAINABILITY UPDATE

Cabinet Member(s): Cllr C R Slade - Cabinet Member for the Environment and Climate Change.

Responsible Officer(s): Andrew Busby - Corporate Manager Property, Leisure & Climate Change.
Jason Ball, Climate and Sustainability Specialist.

Reason for Report: To receive an update on the Climate Change Action Plan from the Climate and Sustainability Specialist.

Recommendation: That the Environment PDG notes and accepts this report as an update on the Council's response to the Climate Emergency – documenting progress with the Climate Action Plan (to reduce the Council's carbon footprint) and the wider Climate and Sustainability Programme.

Financial Implications: The financial implications associated with this report are the overall costs of the Climate and Sustainability Programme, budgets specifically linked to the Council's Corporate Plan, Climate Strategy and Climate Action Plan (CAP).

Budget and Policy Framework: Budgets specifically linked to the Council's Corporate Plan, Climate Strategy and Climate Action Plan (CAP).

Legal Implications: Full Council declared a Climate Emergency in June 2019 and as part of that commitment, the Council is to produce a carbon footprint in line with Environmental Reporting Guidelines published by HM Government. With regard to the Climate Emergency, the Environment Policy Development Group (PDG) is the initial owner of this policy activity and considers how best to determine the Council's own policy response(s) such as may then be subsequently recommended to Cabinet and Council. [Link to declaration decision.](#)

Risk Assessment: Progress on Performance Indicators (PI) is provided separately on the regular Performance and Risk Reports. There are 2 main risks (to the Council): 1) that the Council does not take sufficient actions to enable it to meet its Climate Emergency declaration ambitions; and 2) that the financial implications of Climate Change are not adequately measured and reflected in the Council's decision making.

Equality Impact Assessment: There are no equality impact assessment implications associated with this report.

Relationship to Corporate Plan: Please refer to **Annex A** which shows the Council's Corporate Plan Aims (Table 1) and Climate Strategy priorities (Table 2).

Impact on Climate Change: The role of the Climate and Sustainability Specialist in support of the corporate officer team is central to the Council's Climate and

Sustainability Programme by actions such as the development of strategic positions and delivery of projects through internal, community and partnership work.

1.0 Introduction / Background

1.1.1. The Council has declared a Climate Emergency and aims to be climate neutral by 2030. Climate neutrality is a term used to describe the achievement of a balance, for any given period, for carbon dioxide and other greenhouse gases released into or removed from the atmosphere; because of the actions taken by organisations, businesses and individuals. The goal of climate neutrality is to achieve a net zero climate impact.

1.1.2. This report is divided into **community** and **corporate** strands (some overlap is possible). Aligned with the recent climate change declaration by councils across Devon, climate action for the Council falls into two work streams:

- an internal organisation focus to cut corporate greenhouse gas emissions to net zero;
- the wider agenda to enable emission reductions across Mid Devon communities.

Clearly, the first is a process the Council can manage / monitor and control to a significant degree, as it relates to our own assets and operations. For the wider agenda linked to the whole Mid Devon area, we will work as a partner with local businesses, organisations, community groups and other residents to support the district's journey to achieve net zero.

1.1.3. Throughout each priority area within our Corporate Plan, there is a strong emphasis on local level sustainability. Environmental sustainability matters in all aspects of the Council's work, linked to everything from procurement to promoting nature recovery.

1.1.4. The Climate and Sustainability Specialist - leads the development of the Council's *Climate and Sustainability Programme*, working with colleagues and Councillors, particularly the Corporate Manager Property, Leisure & Climate Change; and Cllr Colin Slade - the Cabinet Member for Environment and Climate Change.

2.0 Performance

2.1.1. Progress on Performance Indicators (PI) is provided separately.

2.1.2. Tables in this report's **Annex A** briefly summarise actions in relation to the Council's Corporate Plan *aims* and Climate Strategy *priorities*.

2.2. Climate Action Plan (CAP).

2.2.1. The Council's CAP collates projects and activities to address climate change (mitigation and adaptation). The Climate and Sustainability Specialist is coordinating a review of the Council's CAP to cost it, identify additional funding required, address gaps, and develop the plan.

2.2.2. The Corporate Management Team (and their officers) will maintain the CAP as a live management tool to enable budget planning and ensure a timely

cycle of reporting. Teams will prioritise the most imminent and impactful projects.

2.2.3. A timeline for costing the CAP was provided to Scrutiny Committee on 15 March 2021 with updates due (as outlined below in Table 1) in July, September and December.

2.2.4. Estimated costs thus far for the Internal Structures and Processes workstream are £645,638.

2.2.5. Estimated costs thus far for actions within the *Housing Energy and Assets* work stream is £18,564,210. (This includes HRA planned works and estimates for retrofitting and decarbonising the Council’s facility buildings.)

2.2.6. Estimated costs thus far for the *Transport and Vehicles* workstream are £418,000.

2.2.7. Estimated costs thus far for the *Community and Wider Context* workstream are £531,000.

2.2.8. Cost estimates may already be allocated within existing budgets, or may be additional; the CAP will show where additional funding is required in order to enable fundraising and budget planning.

2.2.9. **Caveats.** Robust caveats must be provided with any reporting on the CAP to cover factors such as estimation, forecast uncertainty and data gaps. Examples below.

- Analysis gap. We do not yet have a comprehensive list i.e. we have not identified all the projects required to reach Net Zero.
- Data gap. The majority of the CAP items require more information. Details will be enhanced by lead officers assigned to each prioritised project.
- Estimates. The majority of the costs are estimated. The majority of carbon savings are estimated, and not always based on an assessment.
- Forecasting. The further a project is planned, the less certain we can be about future costs.
- Scope. Many items show capital costs but do not always forecast running costs e.g. of new installations or vehicles, or disposal costs. Business cases for each project / activity must be evaluated on a case-by-case basis (do not assume projects have been approved simply by being listed as an option in the CAP).

Table 1 - A Timeline for Costings

Split by workstream	Date for Draft Figures	Date for Submission to Env PDG
Baseline (2018-2019) was 20,372 tCO ₂ e		
Housing, Energy and Assets	June '21	July '21
Internal Structures and Processes	Aug '21	Sep '21
Transport and Vehicles	Nov '21	Dec '21

3.0 Community and partnership activities

3.1. Devon Climate Emergency Response Group

3.1.1. The Council is a partner within Devon Climate Emergency Response Group (DCERG) and a signatory to the Devon Carbon Plan (DCP). The Climate and Sustainability Specialist role includes working with the DCERG Tactical Group and the over-arching Response Group (the Chief Executive also receives Response Group communications).

3.1.2. Partnership work serves 2 main purposes:

- Seek to ensure strong strategic alignment.
- To facilitate cooperation, learning and communication e.g. updates on current projects, consultation and the DCP.

3.1.3. The partnership will continue to implement the Interim Devon Carbon Plan and publish an updated Final Carbon Plan incorporating the actions from the Citizens' Assembly for August 2022. (The stage of publishing an updated Interim DCP has been removed.)

3.1.4. The Interim DCP has been, and continues to be, the subject of detailed public consultation.

3.1.5. The most recent public consultation stage was the [Devon Climate Assembly](#) (Citizen's Assembly) comprising a demographically representative sample of 70 Devon residents. [The report on Assembly results](#) was published 12th October 2021 and was circulated to all Council members.

- The resolutions respond to 3 challenging topics: retrofitting homes; the role of onshore wind power; and decarbonising transport (particularly with regard to encouraging less car use in Devon).
- This is an important milestone for the Devon Climate Emergency partnership, as the assembly results inform the next iteration of the DCP.
- The Council and fellow individual local authorities will now consult with their members (23/11/2021 - 27/01/2022) on how to respond to the Devon Climate Assembly, debating how to turn those resolutions into actions that will appear in the draft Final DCP.

3.1.6. Update: Cllr Colin Slade has initiated Council debate via the Net Zero Action Group, with members invited to read a briefing paper on the Devon Climate Assembly outcomes and give their views to the Climate and Sustainability Specialist. Views will be sought for feedback.

3.2. Engagement: The Mid Devon climate and sustainability website. (Corporate Plan aim: env 10.)

3.2.1. The Climate and Sustainability Specialist worked with colleagues to launch www.SustainableMidDevon.org.uk and has begun to cultivate this further as a Mid Devon community resource. Community contributions of resources, news, events and ideas are most welcome (some already received) and have been invited from local parish and town councils, sustainability groups etc.

3.2.2. The role of the website is to: 1) share updates on the Council's carbon reduction work; 2) provide information to residents, businesses, members and

others; and 3) share and signpost resources, opportunities, events and local groups active on the climate, sustainability and biodiversity agenda.

3.2.3. Update: an interactive [map](#) of Mid Devon sustainability resources and projects is now live, with an improved design.

3.3. Engagement: groups and partnerships. (Corporate Plan aim, env 10.)

3.3.1. Update: The Climate and Sustainability Specialist has continued outreach work through events, meetings and workshops, for example: helping to coordinate work with Tiverton Tree Team, a display at Phoenix House reception area with 'top tips' for householders, COP26 workshops and post-event discussions, a double webinar with Newton St Cyres parish council, meetings and correspondence with Blackdown Hills AONB, Connecting the Culm, Planet and People CIC, Sustainable Bradninch, Sustainable Crediton and Sustainable Tiverton.

3.3.2. The Climate and Sustainability Specialist has corresponded with parishes, ward members, and officers at Devon County Council / other local authorities. We have called for proposals and project ideas on e.g. tree planting and aftercare, biodiversity, energy saving campaigns, green innovation, EV chargepoints and other green transport, and knowledge sharing between parish / town councils.

3.4. Research and Expertise Support.

3.4.1. Update: The Council will now benefit from membership of South West Energy and Environment Group (SWEEG). This membership will give the Council discounted access to University of Exeter Consulting services, and officers can access data, past reports and fellow expertise through the network.

3.5. Strategic Project: Housing Advisors Programme. (CS priority: 1. CP aims: env02, env 05, h01, h02, h03, c04.)

3.5.1. The Forward Planning team secured £20k funding through the LGA's Housing Advisors Programme to develop an assessment tool to model low carbon interventions and consider how they can be implemented at scale, using the Post Hill site in Tiverton as a pilot.

3.5.2. Update: project initiation has begun. We will develop this tool with University of Exeter Consulting. (Adding value via SWEEG membership.)

3.6. Strategy. Housing sustainability. (CS priority 2+3. CP aims h01, h03.)

3.6.1. The Climate and Sustainability Specialist supported the Mid Devon Housing Strategy project team to help consider how it will help deliver the Council's 2030 Net Zero ambition and incorporate the aims and priorities of the Mid Devon Climate Strategy and the Corporate Plan. Now completed.

3.7. Strategic Project: Archetype housing - energy efficiency and low carbon performance. (CS priority: 2. CP aim: env01, env02, c04.)

- 3.7.1. Update: **Prospect Way in Lapford**. The housing team has completed a retrofit demonstration project at a pair of Council-owned houses. This shows how we can achieve the lowest carbon footprint possible, with a reasonable available retrofit, for this archetype. We now have a live data feed to monitor energy performance over the next 12 months. This project will inform costed plans to improve the rest of the Council stock of this type.
- 3.7.2. The package included fabric improvements such as new double glazed windows and doors, wall cavity insulation, and loft insulation improved to 300mm. A carefully specified heat pump (reversible) feeds a coil heat exchanger for air to air winter heating and summer cooling. Fresh air is filtered and circulated around the home for consistent ambience.
- 3.7.3. Following this success, in future the Council's in-house team can deliver most of the works to save costs, with the main heat pump system installed by an external specialist contractor. Training is now being organised.
- 3.8. Bid update: Social Housing Decarbonisation Fund. (CS priority: 2. CP aim: env01, env02, c04.)**
- 3.8.1. Update: The housing team expects to hear back about their Wave 1 bid by the end of 2021. Should they be successful, the team will then need to rapidly procure and coordinate the delivery of a formidable project.
- 3.9. Strategic Project: Electric Vehicle charging points. (CS priority: 3. CP aim: env 02.)**
- 3.9.1. As part of the Council's Climate Strategy 2020-2024, the Council seeks to facilitate the roll-out of electric vehicle (EV) charger locations across the district. The Climate and Sustainability Specialist has worked with colleagues and councillors to develop and assess a list of potential EV charging locations (rapid chargers can top up a modern EV by 80% in 40 minutes). A report to Cabinet presented an evaluated set of 3 options for this, to facilitate decision-making and aiming to achieve at least 5 to 15 additional EV charging locations through procurement during 2021. Each of the current options would be powered by renewable electricity.
- 3.9.2. At their meeting on 13th May 2021, Cabinet decided to delegate authority to the Deputy Chief Executive (S151), Cllr Colin Slade (Cabinet Member for the Environment and Climate Change) and Cllr Andrew Moore (Cabinet Member for Finance) as follows: *RESOLVED that: delegated authority be given to the Deputy Chief Executive (151) and the Portfolio Holder(s) for the Environment & Climate Change and Finance, in consultation with Property Services to facilitate the installation of additional electric vehicle charging points on Council land and across the District.*
- 3.9.3. Current EV charger provision can be viewed on this map: www.goultralow.com/ev-charging-point-map/
- 3.9.4. Western Power Distribution (WPD) has been informed of the potential extra power capacity needs in Mid Devon, linked to this project. Published plans for WPD's Green Recovery scheme indicate support for 250% growth in EV rapid charging capacity within their network.

- 3.9.5. The Climate and Sustainability Specialist has coordinated teamwork to enable actions delegated by Cabinet. Work included partnership liaison, submitting documentation for legal advice, clarifying parking fee policy, assessing risks, and steering charger locations.
- 3.9.6. Update: All 5 Council-owned locations for 10 fast charger points under the Deletti scheme are approved and the lead partner Devon County Council has prepared for procurement, installations will take place during 2022. The 5 locations are the car parks at: High Street and Market Street in Crediton; Forge Way at Cullompton; Westexe South and William Street in Tiverton.

4.0 Corporate activities

4.1. The Net Zero Advisory Group (NZAG). (CS priority: 1. CP aim: none.)

4.1.1. This advisory group set up after Cabinet approval on 23 April 2020 continues to consider topics including, but not limited to, climate and biodiversity. Chaired by Cllr Elizabeth Lloyd, NZAG meetings take place on alternate months to the Environment PDG to enable a regular feedback cycle.

4.1.2. The most recent meeting took place 07 December 2021, discussion included:

- The Sustainable Procurement Review (briefed by Paul Deal, Corporate Manager for Finance).
- The need to debate the outcomes of the Devon Climate Assembly.
- The Council's Climate Action Plan and a selection of potential opportunities to invest budget in addressing climate change. For example, the potential for a 'Community Climate & Biodiversity Support Fund'.
- Developing organisational culture to support sustainability and community prosperity through decision making aligned to e.g. Doughnut Economics.
- Policy to support communities and individuals to reduce their climate impact, and to reduce Scope 3 areas of the Council's carbon footprint, such as: policies to maximise the environmental and social benefits of home / blended working; policies to accelerate the improvement of energy performance in buildings; policies to promote sustainable construction; planning policies and practice in relation to heritage.

4.2. Working across service areas. (CS priorities: all. CP aims: all.)

4.2.1. As previously noted, the Climate and Sustainability Specialist agreed, in consultation with Andrew Jarrett, Andrew Busby and Councillor Colin Slade, to apply a Programme Management approach to develop and deliver the cross-cutting *Climate and Sustainability Programme*. This has now been initiated with the Corporate Management Team and will be developed.

4.2.2. Update: Recently the Climate and Sustainability Specialist has worked with and offered support to teams and officers e.g. Development Management, Forward Planning, Street Scene, Transport, Property Services.

4.3. Greener Procurement: Renewable Electricity. (CS priority: 2. CP aim: env02.)

4.3.1. The LASER Framework now delivers renewable electricity to 50% of corporate power supply as of October 2021; with the other 50% to be secured during 2022.

4.4. Ongoing energy efficiency work at Council-owned facilities. (CS priority 2+3. CP aims env01, h01, h03.)

4.4.1. Update: Spend-to-save projects include: occupancy-responsive lighting at Tiverton Multi Storey Car Park.

4.4.2. Update: The Phoenix House Building Management System will become remotely controllable. Phoenix House will have new occupancy-responsive light fittings to save money; design in progress; occupancy responsive, emergency lighting included in solution.

4.5. Project: Public Sector Decarbonisation Scheme (PSDS). (CS priority: 1, 2. CP aim: env01, env02, ec01.)

4.5.1. A brief update.

- Phase 1: Heat Decarbonisation Plan. Work is underway to assess and devise solutions for 4 key Council buildings: Phoenix House, and the 3 leisure centres.
- Phase 1: £310,821 grant being spent. Work in progress to install energy-efficiency and low-carbon improvements at the 3 leisure centres.
- Phase 2: no bid; grant fund exhausted within 2 weeks.
- Phase 3: bid submitted, update due very soon.

4.5.2. Update on Phase 3: Tim Powell - Property Services Corporate Projects Officer - submitted a bid on the day the fund opened to place us at the front of the queue (bid forms were accepted). The Heat Decarbonisation Plan (funded by Salix grants) helped to inform our Phase 3 bid detail.

- The grant would enable us to “decarbonise” heating at the Exe Valley and Lords Meadow Leisure Centres, primarily by replacing gas boilers with air-source heat pumps.
- Total bid value is £3,079,032, (of that £1,986,771 is for Exe Valley and £1,092,261 for Lords Meadow).
- Should we succeed, the grant does not require match funding, however the Council would be required to contribute the cost of what it would have been to replace gas boilers like-for-like. That value has been estimated at a total of £176,602 (£101,452 Exe Valley, £75,150 Lords Meadow).

4.5.3. Further assessments will be commissioned to inform future bids and works e.g. building fabric improvements.

4.6. Priority: tree planting and aftercare. (CS priority: 2. CP aim: env07.)

4.6.1. The team will plant over 600 trees on its own land this winter, and has outline plans to plant more during winter 2022-2023 subject to consultation.

- 4.6.2. We are working closely with Tiverton Tree Team, Sustainable Tiverton, Sustainable Crediton and others to achieve this and to engage the community in planting and aftercare. We have begun to liaise with other landowners where possible to expand potential on a wider scale, and this is subject to future agreements.
- 4.6.3. The Climate and Sustainability Specialist identified funding opportunities and has agreed to work with Devon County Council as a delivery partner (subject to agreement and confirmation of details).
- 4.6.4. Update: A new community orchard was planted at Mountbatten Way, Tiverton, on 4th December 2021, attended by the Council Chairman Cllr Ray Radford, and members Cllr Les Cruwys, Cllr Bob Evans, Cllr Ben Holdman and Cllr Colin Slade. We are grateful for neighbour cooperation and for the support of Tiverton Tree Team, Sustainable Tiverton and all volunteers.
- 4.7. Project: Mid Devon District Council's proposals for hydro-electric power on the River Exe at Tiverton. (CS priority: 2. CP aim: env02.)**
- 4.7.1. The Climate and Sustainability Specialist leads on this project, has set up a project board, and recently met with Environment Agency officers.
- 4.7.2. Western Power Distribution has been informed of the plan to connect 150kWp generation capacity.
- 4.7.3. Work is in progress to address the need for evidence and to resolve issues behind planning objections e.g. flood risk assessment modelling.
- 4.8. The Council's vehicle fleet. (CS priority: 2. CP aim: none).**
- 4.8.1. The Transport Manager and the Climate and Sustainability Specialist authored a report to promote the adoption of Ultra Low Emissions Vehicles (ULEV) on the Council fleet when suitable vehicles were due for replacement. This would reduce Scope 1 emissions and save on fuel costs. Costed options were presented to relevant managers.
- 4.8.2. Update: Further supported work between teams led to a decision and target to replace 8 small vans (diesel) with ULEV in 2022.
- 4.8.3. Update: A fleet transformation plan is now being developed. Operations Managers are now encouraged to adopt ULEV to the fleet. Costed options are considered on an ongoing basis. These are being facilitated by the Operations Manager – Street Scene and Open Spaces.
- 5.0 Conclusion**
- 5.1. That the Environment PDG notes and accepts this report as an update on the Council's response to the Climate Emergency, documenting progress with the CAP (to reduce the Council's carbon footprint) and the wider Climate and Sustainability Programme.

Contact for more Information: Andrew Busby - Corporate Manager Property, Leisure and Climate Change: Email ABusby@MidDevon.gov.uk Tel: 01884 255255. Jason Ball - Climate and Sustainability Specialist: Email: JBall@MidDevon.gov.uk Tel: 01884 255255.

Circulation of the Report: Cabinet Member for the Environment and Climate Change, Leadership Team.

List of Background Papers: The previous climate change and sustainability report provided to the [Environment Policy Development Group](#) on [02 November 2021](#). Link to [Report](#). Link to [Appendix A](#).

ENVIRONMENT POLICY DEVELOPMENT GROUP

11 JANUARY 2022

REPORT – CLIMATE AND SUSTAINABILITY UPDATE – ANNEX A

Cabinet Member(s): Cllr C R Slade - Cabinet Member for the Environment and Climate Change.

Responsible Officer(s): Andrew Busby - Corporate Manager Property, Leisure & Climate Change. Jason Ball, Climate and Sustainability Specialist.

1.0 Performance

1.1. Performance Indicators

1.1.1. Progress on Performance Indicators (PI) is provided separately, on the regular Performance and Risk Reports.

1.1.2. The tables below summarise actions and progress in achieving the Council's Corporate Plan *aims* and Climate Strategy *priorities*.

Table 1 - Relevant Aims from the Corporate Plan (CP)

ref	Aim	Notes on actions taken
	Environment	
env 01	Encourage retro-fitting of measures to reduce energy usage in buildings.	<p>The Climate & Sustainability Specialist (C&S Specialist) continues to support teams with projects and improvements in practice and policy.</p> <p>Public Sector Decarbonisation Scheme (PSDS): 2021 heat decarbonisation study completed for Phoenix House and leisure centres; the £300k project to help decarbonise those facilities is in progress; ongoing solar PV generation and export; ongoing effort to bid for further funding etc.</p> <p>Housing: archetypes project; retrofit projects; ongoing solar PV generation; bids for funding.</p> <p>Planning and Regeneration: The C&S Specialist works with teams to review Plans and Strategies e.g. Culm Garden Village.</p> <p>Forward Planning: C&S Specialist will help develop interim statements etc, to support Local Plan.</p>
env 02	Encourage "green" sources of energy, supply new policies and develop plans to decarbonise energy consumption in Mid Devon.	<p>C&S Specialist has encouraged Environment PDG to consider local renewable energy investments.</p> <p>Securing greener electricity procurement.</p> <p>Solar PV for householders - the Council is part of the Solar Together Devon project.</p> <p>The Council has facilitated the Green Homes Grant and others.</p> <p>Electric Vehicle charging points using renewable energy; the Council is facilitating more locations.</p>
env 03	Identify opportunities to work with landowners to secure additional	Ongoing work with colleagues, parishes and landowners etc, for opportunities and proposals.

	hedgerow planting, biodiversity and reforestation.	
env 04	Consider promoting the designation of the Exe Valley as an Area of Outstanding Natural Beauty (AONB).	The C&S Specialist will liaise with Policy Development Groups and officer teams e.g. Planning and Regeneration to examine this.
env 05	Encourage new housing and commercial developments to be “exemplars” in terms of increasing biodiversity and reducing carbon use.	The C&S Specialist is working with colleagues to promote the importance and benefits of Net Zero performance buildings, sustainable materials, biodiversity net gain, resource protection etc. The C&S Specialist will continue to work on this aim with Forward Planning (statements and policy guidance) and others in the Planning and Regeneration section (e.g. input to Town Centre Plans, Neighbourhood Plans and Master Plans).
env 06	Increase recycling rates and reduce the amounts of residual waste generated.	The C&S Specialist has worked with Street Scene to promote the <i>reduce-reuse-recycle</i> message and improvements in practice e.g. Mid Devon Show.
env 07	Explore large-scale tree-planting projects and re-wilding to enhance biodiversity and address carbon pressures.	The Climate and Sustainability Specialist has worked with Devon County Council (DCC) with a view to the Council being strategic partners in local tree planting, with additional external funding. Up to 1 hectare of Council land assessed for potential planting. The C&S Specialist proactively asked members, staff and parishes for planting proposals (ongoing). The C&S Specialist will work with others to seek external funding and partnership work to support nature recovery and habitat enhancements.
env 08	Promote sustainable farming practices in partnership with local farmers, district and county councils; including research into best practice re better soil management and animal husbandry.	The C&S Specialist attended the recent informal briefing by Andrew Butler (National Farmers Union) to the Economy PDG. The C&S Specialist will work with others to seek external funding and support partnership work with land managers (e.g. farming working group).
env 09	Work with parish and town councils to promote the development and retention of parks and play areas across the district.	Outwith the C&S Specialist role, but relevant to e.g. healthy lifestyles, green infrastructure, nature recovery, climate adaptation.
env 10	Support community activities that improve the environment	The new climate and sustainability website. Ongoing outreach with groups, partnerships and at district, town and parish level to support activity.
Homes		
h 01	Introduce zero carbon policies for new development.	The C&S Specialist worked with the Housing Strategy team to embed and respond to Council’s aim for Net Zero and to help deliver on this priority.
h 02	Encourage the piloting of Modern Methods of Construction (MMC) and self-build opportunities.	The Building Services team are commissioning modular Zed-Pod housing with SAP ‘A’ scores (Standard Assessment Procedure) with renewable energy installed to achieve Net Zero emissions. The Council is a supporter of the National Custom and Self Build Association and continues to invite proposals for custom and self-build projects.
h 03	Use new development as opportunities to help communities to become increasingly sustainable and self-sustaining at neighbourhood level (district heating, energy use, recycling	The C&S Specialist works with others e.g. Planning and Regeneration to help realise this aim. The C&S Specialist has provided input to help develop: Culm Garden Village Sustainability Strategy; Cullompton Town Centre Masterplan; Cullompton Heritage

	/ re-use systems etc.).	Action Zone ideas.
Economy		
ec 01	Promote zero carbon exemplar sites within commercial settings.	The C&S Specialist will work with others in the Property team and colleagues in Planning and Regeneration to realise this.
ec 02	Use car park pricing mechanism to effectively balance the needs of vehicular access with those of reducing car use.	This seems a natural next step after the 2021 Electric Vehicle (EV) charging units project.
ec 03	Promote the development of the farming economy and local food production.	Local sourcing and networks. (as above)
ec 04	Working in partnership with farmers to develop and grow markets on the principle of reducing carbon emissions and sustainability.	The C&S Specialist will work with others to seek funding, partnership work, and promote good practice exemplars.
Community		
c 01	Work with developers and DCC to deliver strategic cycle routes between settlements and key destinations.	The C&S Specialist will work with others in Planning and Regeneration to realise this.
c 02	Secure decent digital connectivity for all of Mid Devon.	The C&S Specialist will encourage this via Planning and Regeneration teams.
c 03	Work with education providers to secure appropriate post-16 provision within the district to minimise the need to commute out for A/T level studies.	The C&S Specialist will encourage this via Planning and Regeneration teams.
c 04	Promote new, more integrated approaches to promoting good health and healthier living especially in the context of planned new developments.	The C&S Specialist will encourage this via Planning and Regeneration teams.

Table 2 - Climate Strategy (CS) 2020-24 Key Priorities

	Key Priorities	Notes on actions taken
1	Increase climate knowledge, literacy and capacity at Mid Devon District Council.	Net Zero Advisory Group (NZAG) active. Ongoing: the C&S Specialist is working with the learning and communications teams.
2	Identify schemes that will put us on track for net zero carbon by 2030.	Ongoing work to facilitate and manage the Council's Climate Action Plan. The Council has decided to procure greener electricity to reduce its climate impact.
3	Enable and encourage the use of renewable energy locally.	Solar PV scheme. EV chargers.
4	Create a 'Community Climate & Biodiversity Support Fund'.	The C&S Specialist will seek funding from internal and external sources. The NZAG has begun to consider how best to set up a grant.
5	Identify cycling and walking priorities and opportunities	TBC. The C&S Specialist will work with colleagues to seek funding and partnership opportunities. Must link into Devon level plans.
6	Review and update MDDC Procurement strategies.	The C&S Specialist has initiated a review and is working with key managers on this.

1.2. Monitoring the Council's Carbon Footprint.

- 1.2.1. The Council reports its 'Greenhouse Gas Inventory' or 'Carbon Footprint' which is an assessment of its climate change impact as an organisation, measured in tonnes of carbon dioxide equivalent (tCO₂e). The tCO₂e is based on the Global Warming Potential (GWP) of different greenhouse gases over a 100-year period in comparison to carbon dioxide (CO₂).
- 1.2.2. Carbon Footprint assessments were carried out by the University of Exeter using internationally accepted methods, and cover Scopes 1, 2, and 3.
- 1.2.3. For the reporting period inclusive of April 2018 to March 2019: gross emissions were 20,372 tCO₂e. This was the 'baseline' year.
- 1.2.4. Net emissions are calculated based on reductions in greenhouse gas emissions linked to e.g. the generation of renewable energy. Net emissions will be estimated in retrospect for 2018-2019.

Table 3 - Mid Devon District Council - Carbon Footprint

Year	Gross (tCO ₂ e)	Net (tCO ₂ e)
Apr 2018 - Mar 2019	20,372	(TBC)
Apr 2019 - Mar 2020	19,754	19,439
Apr 2020 - Mar 2021	19,407	19,122

Contact for more Information: Andrew Busby - Corporate Manager Property, Leisure and Climate Change: Email ABusby@MidDevon.gov.uk Tel: 01884 255255. Jason Ball - Climate and Sustainability Specialist: Email: JBall@MidDevon.gov.uk Tel: 01884 255255.

Circulation of the Report: Cabinet Member for the Environment and Climate Change; Leadership Team.

List of Background Papers: The previous climate change and sustainability report provided to the [Environment Policy Development Group](#) on [02 November 2021](#). Link to [Report](#). Link to [Appendix A](#).

ENVIRONMENT POLICY DEVELOPMENT GROUP

11 JANUARY 2022

REPORT – BUDGET OPTIONS FOR CLIMATE AND SUSTAINABILITY INVESTMENT

Cabinet Member(s): Cllr C R Slade - Cabinet Member for the Environment and Climate Change.

Responsible Officer(s): Andrew Busby - Corporate Manager Property, Leisure & Climate Change.
Jason Ball, Climate and Sustainability Specialist.

Reason for Report: Cllr Josh Wright, as Chairperson of the Environment Policy Development Group, requested a briefing about selected budget item proposals that might be prioritised, to help move ahead with the Council's Climate Action Plan (CAP).

Recommendation: The Environment PDG recommends to Cabinet, the potential additional budget requirements linked to some or all of the climate investment opportunities within this report.

Financial Implications: The financial implications associated with this report are the overall costs of the Climate and Sustainability Programme. The items considered in this report may impact on budgets specifically linked to the Council's Corporate Plan, Climate Strategy and Climate Action Plan.

Budget and Policy Framework: Budgets specifically linked to the Council's Corporate Plan, Climate Strategy and Climate Action Plan.

Legal Implications: Full Council declared a Climate Emergency in June 2019 and as part of that commitment, the Council is to produce a carbon footprint in line with Environmental Reporting Guidelines published by HM Government. With regard to the Climate Emergency, the Environment Policy Development Group (PDG) is the initial owner of this policy activity and considers how best to determine the Council's own policy response(s) such as may then be subsequently recommended to Cabinet and Council. [Link to declaration decision.](#)

Risk Assessment: Progress on Performance Indicators (PI) is provided separately on the regular Performance and Risk Reports. There are 2 main risks (to the Council): 1) that the Council does not take sufficient actions to enable it to meet its Climate Emergency declaration ambitions; and 2) that the financial implications of Climate Change are not adequately measured and reflected in the Council's decision making.

Equality Impact Assessment: There are no equality impact assessment implications associated with this report. Any actions taken will be subject to individual assessment.

Relationship to Corporate Plan: Please refer to **Annex A** of the main Climate Change update report, for Corporate Plan Aims (Table 1) and Climate Strategy priorities (Table 2). Link to [Appendix A](#).

Impact on Climate Change: The role of the Climate and Sustainability Specialist in support of the corporate officer team is central to the Council's Climate and Sustainability Programme by actions such as the development of strategic positions and delivery of projects through internal, community and partnership work.

1.0 Introduction / Background

- 1.1. Cllr Josh Wright, as Chairperson of the Environment Policy Development Group, and further to the last Net Zero Advisory Group (NZAG) meeting 07 December 2021, requested a briefing about selected budget item proposals that might be prioritised, to help move ahead with the Council's Climate Action Plan (CAP).
- 1.2. This paper presents outline proposals / potential actions to address climate change and sustainability. These are divided as follows: Table 1 - Actions. Table 2 - Preparation Work.
- 1.3. Numerous proposals arise as part of the ongoing Climate Action Plan development process, whereby officers devise and identify ways to reduce the Council's carbon footprint and support the wider Climate and Sustainability Programme. Officers estimate and research the potential costs and carbon savings for each activity or project in the CAP to enable subsequent prioritisation, fundraising and implementation.
- 1.4. Certain types of budget proposal were excluded:
 - 1.4.1. Proposals already subject to a Cabinet or Full Council decision.
 - 1.4.2. Actions expected to happen anyway, e.g. actions that managers / budget holders already plan to implement.
 - 1.4.3. Projects for the Housing Revenue Account (HRA) which already has an established funding mechanism.

2.0 Context and guidance notes

- 2.1. Notes herein are intended as guidance only, and do not constitute technical or legal advice.
- 2.2. Capital versus Revenue.
 - 2.2.1. If the costs (consultancy or officer time) are directly attributable to a Capital project they can be capitalised as long as the project goes ahead. If the project is ceased, those costs incurred will be charged back to Revenue. Those costs would need to be demonstrably attributable to specific projects.
- 2.3. Keynotes
 - All figures are estimates.
 - All items are listed on the Climate Action Plan.
 - Capital items on the Medium Term Financial Plan (MTFP) are noted.
- 2.4. Abbreviations
 - A tonne of carbon dioxide equivalent = tCO₂e.

- Climate Change impact (CC impact) is noted as tCO₂e saved annually.

2.5. Red / Amber / Green colour codes

- Red [] = Problematic but worth considering for future. Less cost-effective.
- Amber [] = Potentially cost-effective. Reliant on e.g. partnerships, additional support or external funds.
- Green [] = Recommended, affordable and can be done soon.
- also: Grey [] = Estimates unavailable.

2.6. Format

2.6.1. Each item has estimates of cost, the climate change impact (how much it reduces our Carbon Footprint annually, measured in tonnes of Carbon Dioxide equivalent, noted as tCO₂e annual), and the cost-effectiveness (the relative cost to achieve that impact, noted as £/tCO₂e annual).

2.6.2. *An example:* Half the electricity supply to Council facilities is now renewable power. During 2022, the Corporate Manager for Property, Leisure and Climate Change will procure 100% renewable power for the second half.

- The impact to our Carbon Footprint will be around 256 tCO₂e per year.
- The estimated additional cost is £10k per year.
- Relative estimated cost (£/tCO₂e annual) is very low, at £374 per tonne.

2.7. How are opportunities identified?

2.7.1. Opportunities identify the potential for corporate or community benefit.

2.7.2. Corporate opportunities:

- take us towards our Net Zero 2030 goal
- present ways to invest in cutting our Carbon Footprint
- present ways to invest in corporate capacity and skills
- align with our Climate Strategy
- align with Council priorities e.g. waste reduction, biodiversity gain

2.7.3. Community opportunities:

- present benefit or interest for communities
- present co-benefits in other areas e.g. Community, Homes, Economy
- align with our Climate Strategy
- align with Council priorities e.g. waste reduction, biodiversity gain

2.8. Capacity to achieve priority actions

- 2.8.1. The Council continuously identifies and applies for additional external funding to enable investments. Failure to attract sufficient funding could result in withdrawal of the proposal.
- 2.8.2. None of the measures herein relate to the Council's [Strategic Grants](#).
- 2.8.3. Currently we have major funding bids of approximately £2m for HRA, plus £3m for the Exe Valley and Lords Meadow leisure centres to decarbonise heating etc. This is in addition to the £310k already received from Salix as awarded under the Public Sector Decarbonisation Scheme.
- 2.8.4. Within the existing Climate Change PS950 cost centre, for 2022-2023 there is £74k allocated (indicative).
- 2.8.5. Proposed budgetary provision in order to meet the Council's Carbon Pledge by 2030 is outlined within the *Budget Options to address Carbon Zero Target* (a work in progress, covering 2022/2023 to 2026/2027) there is a £50k annual uplift in Revenue Budget Options and £89,045,000 in Capital Programme Options (around £15m to £20m per year) including HRA and IT investment.
- 2.8.6. Finance will take a paper to all PDG committees in January (based on the report to [04 January 2022 Cabinet](#)) to update on the budget position and prompt a discussion on identifying further budget savings options to be recommended to Cabinet.

2.9. Typical constraints or considerations

2.9.1. Whether an action can go ahead depends on a number of factors. When work is already budgeted for, in current and future budget cycles, it is usually straightforward to carry out. Less straightforward situations affect implementation:

- When there is no allocated budget, officers must seek additional internal or external funding.
- Officers might need Committees to endorse project / activity decisions.
- External funding sources available to support sustainability challenges are often highly constrained, centralised and competitive. Therefore not always predictably accessible.
- We might not always have the ability or capacity to achieve certain proposals e.g. they might require transformational change, technological solutions, training, external partners / expertise, or new policy to enable a project or new procedure to go live.

2.10. Ways to decide priorities and recommendations

2.10.1. Should we focus on cost, or on carbon reduction?

- The size of the annual carbon reduction (tonnes of CO₂ equivalent) and relative costs (cost per tonne) are key to *prioritising opportunities* by their impact and cost-effectiveness.

2.10.2. How will this discussion help? What happens next?

- Net Zero Advisory Group views will be noted for the purpose of further discussions by The Environment Policy Development Group.

- The Environment Policy Development Group will make recommendations as a way to steer the Council's priorities.
- Once the Council or Cabinet has selected an opportunity as a priority action, the current budget limits will dictate whether expenditure can be implemented.
- External expertise may be valuable to enable detailed assessment or design.
- Cabinet or Council could delegate to officers and Portfolio Holders to make a specific, detailed decision on how to achieve a particular project.
- Procurement decisions are consistently led by best value.

3.0 Challenges

- 3.1. Challenges to achieving climate action plans highlight the need for a creative, broad and bold approach. The Climate Change Committee (CCC) advising the UK Government has noted that strategies such as the Net Zero Strategy are well aligned with national targets, but gaps and uncertainties remain e.g. the funding frameworks necessary to realise them.¹

4.0 Caveats

- 4.1. Savings and Costs are all based on estimates.
- 4.2. All opportunities discussed above are subject to acceptable Business Case / Financial Appraisal.
- 4.3. Being listed on the Climate Action Plan *does not mean* an action has approval.
- 4.4. Being listed on the Climate Action Plan *does not mean* an action has budget allocated. (Officers must note on the Climate Action Plan whether additional funding is required.)

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Tel: 01884 255255.

Circulation of the Report: Cabinet Member for the Environment and Climate Change, Leadership Team.

List of Background Papers:

Please refer to Appendix A for the latest climate change and sustainability report.

¹ www.theccc.org.uk/2021/10/26/governments-net-zero-strategy-is-a-major-step-forward-ccc-says/

Table 1 - Actions

	Description (Actions are split by work stream.)	Costs & Subtotal (up to 2030)	On the Capital MTFP?
	Housing, Energy and Assets		
A1 amber	2022-2024. MDDC commercial rental property, 3 steps: insulate flat roof when replaced £60k; solar PV £80k; energy ratings review / action plan £100k. CC impact: 100 tCO ₂ e per year. Cost of impact (£/tCO ₂ e annual): £2,400.	Capital. Subtotal: £240k. Revenue/Resource: in-house projects officer.	No.
A2 green	2022-2025. Allocate a budget for planting and aftercare of new trees on the MDDC estate. CC impact. Negligible. (Challenge: explore the potential to bank our carbon capture via trees etc.)	£5k for 4 years. Subtotal: £20k. Revenue/Resource: in-house Open Spaces Officer.	No
A3 amber	2022-2030. MDDC estate. Nature recovery and biodiversity engagement project. (See A6, A7, A8.) CC impact. Negligible.	£3k x 8 years. Subtotal: £24k. Revenue/Resource: in-house specialist and support officer.	No
	Transport		
A4 amber	2022-2030. Allocate budget to invest in adopting Electric Vehicles (EV) or other green transport solutions onto the Council fleet. a. Revenue. £8k-£10k/year depending on deals. b. Capital. Purchase fast chargers. CC impact = 2.5 tCO ₂ e annual per small van (at 8k mileage) if charged on renewable electricity. Cost of impact (£/tCO ₂ e annual): £3,400 for the first wave of small van replacements. This provides an indicative value baseline for future comparison. Possible alternative: order diesel replacements and invest the budget in woodland carbon offsets?	Subtotal: £80k. Costs to be advised with each round of replacements, and considered by Operations Managers on a case-by-case basis. Revenue/Resource: in-house transport officers; hire and maintenance fees.	No
A5 green	2025. Upgrade vehicle live monitoring system. Benefits include fault alerts, data on driver efficiency, costings etc. Ideal for data we need to assess and plan transition to electric vehicles. CC impact: 5 tCO ₂ e annual. Cost of impact (£/tCO ₂ e annual): £23,195.	£14k-16k annually. Subtotal: £115k. (Payback expected via fleet savings.) Revenue/Resource: subscription; in-house transport officers.	No
	Community and Wider Context		
A6 amber	2022-2027. Climate and Sustainability Grants. Require applicants to match-fund / add value. CC impact. Depends on projects.	Up to £20k/year. 5 year trial. Subtotal: £100k.	No

	Description (Actions are split by work stream.)	Costs & Subtotal (up to 2030)	On the Capital MTFP?
		Revenue/Resource: in-house specialist and support officer.	
A7 amber	2022-2030. Parish Wildlife Wardens project support. Partnership approach with parishes who agree to raise match funds? MDDC seed fund? CC impact. Negligible. Biodiversity focus.	£5k annually. 8 years to 2030. Subtotal: £40k. Revenue/Resource: in-house admin.	No
A8 amber	2022-2024. Community engagement project to generate and record data on behavioural change. Either subscribe to app / online reward points scheme; or a supported engagement scheme via mailing list with surveys, PR and online events. CC impact: potentially 3,000-6,000 tCO ₂ e annual? Community climate impacts only. Measurable. Cost of impact (£/tCO ₂ e annual): Under £10? TBC based on data.	Subtotal: £22k - £30k for a 3-year engagement scheme. Revenue/Resource: in-house support by communications team and specialist.	No

Table 2 - Preparation Work

	Description (Actions are split by work stream.)	Costs & Subtotal (up to 2030)	On the Capital MTFP?
	Housing, Energy and Assets		
Pr1 amber	2022-2023. Cost assessment of best options for fabric improvements at Phoenix House & all leisure centres. CC impact: project preparation only. Potential CC impact in tCO ₂ e per year: Exe 44; Lords Meadow 12; Culm 15; Phoenix 5.	Subtotal: £33k Revenue/Resource: external.	£900k for works on Capital MTFP.
Pr2 amber	2022-2023. Feasibility assessment: Ground Source Heat Pump, Lords Meadow Leisure Centre. CC impact: project preparation only.	Subtotal: £20k Revenue/Resource: external.	Yes
Pr3 amber	2022-2023. Hydro Electric Power. Evidence & feasibility. (Feasibility detail required before Capital commitment.) CC impact: project preparation only.	Subtotal: £70k. Revenue/Resource: external consultants; in-house specialist and support officer.	£1.2m on Capital MTFP
Pr4 amber	2022-2023. Engage consultancy support to develop our decision-making framework. CC impact: project preparation only. Wider benefits / influence.	Subtotal: £6k. Seek funding. Revenue/Resource: external plus in-house officers.	No
Pr5 green	2024. An independent assessment of energy performance on MDDC new-builds (existing Zed-Pods vs proposed units). Understand how close we are to 2025 target, identify any issues. Costs? Extra costs linked to Net Zero designs can be balanced by construction savings, avoiding retrofit, health benefits, socio-economic benefits, local spend, etc. CC impact = project preparation only. Potential depends on new home designs. MDDC Housing Strategy for Mid Devon 2021-2025 states: "100% of all new build Council homes to be net zero by 2025 and meet a defined comfort and energy use standard".	Subtotal: £8k. Seek funding. Revenue/Resource: external consultancy; in-house operations manager and officers.	No
	Internal Structures and Processes		
Pr6 amber	2022-2025. Biodiversity and Carbon Capture. Landscape enhancements to offset MDDC carbon footprint (Climate Act 2008) and safeguard Biodiversity Net Gain (Environment Act 2021). Develop a commercial venture or partnership to create, manage and monitor sites.	Subtotal: £70k. Potential bid to e.g. Natural Environment Investment Readiness Fund.	No

	Description (Actions are split by work stream.)	Costs & Subtotal (up to 2030)	On the Capital MTFP?
	Study: Examine investment potential in land use changes for nature recovery and carbon capture. Devise business model. Compare with off-the-shelf offsetting e.g. wildlife charity or Woodland Carbon Code. CC impact: project preparation only.	Revenue/Resource: external consultancies; in-house specialist and support officer.	
	Community and Wider Context		
	Food, Farming and Natural Capital		
Pr7 amber	<p>2022-2025. Explore options for Net Zero and Natural Capital partnerships. CC impact: project preparation only.</p> <p><i>Example 1:</i> Partner with other districts and a local sustainable farming / land co-operative to achieve large scale habitat restoration. Funding model to benefit partners and achieve climate adaptation, carbon banking, biodiversity banking.</p> <p><i>Example 2:</i> Devon County Council & MDDC cooperate at Tiverton future school complex. Outline feasibility assessments and infrastructure designs: district heating network; rain water capture, flood alleviation pools with wild swimming, reedbed waste water treatment; sustainable food; country park, access links for active travel and tourism, etc.</p>	<p>Subtotal: £35k.</p> <p>Apply for additional funding.</p>	No
Pr8 green	<p>Now. MDDC contribution to a Devon Local Nature Partnership priority project e.g. to develop habitat link modelling for Devon's Nature Recovery Network (NRN). CC impact: project preparation only. Biodiversity focus.</p> <p>2022-2023. Train key staff to prepare for the statutory obligations such as a Nature Recovery Strategy for Mid Devon. (Environment Act 2021) CC impact: project preparation only. Biodiversity focus.</p>	<p>Subtotal: £6k. £5k.</p> <p>Up to £1k. Revenue/Resource: external plus in-house teamwork with specialist and key officers.</p>	No

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ENVIRONMENT POLICY DEVELOPMENT GROUP 11 JANUARY 2022

BUDGET 2022/23 - UPDATE

Cabinet Member Cllr Andrew Moore, Cabinet Member for Finance
Responsible Officer Andrew Jarrett, Deputy Chief Executive (S151)

Reason for the report: To review the revised draft budget changes identified and discuss further changes required in order for the Council to move towards a balanced budget for 2022/23.

RECOMMENDATION: To consider the updated budget proposals for 2022/23 for the General Fund and Capital Programme and identify additional budget savings options within the Environment PDG's service areas to be formally recommended to Cabinet and Council.

Reason for the recommendation: The Local Government Finance Act 1992 places a legal requirement on the Council to approve a balanced budget. The first draft of the General Fund budget for 2022/23 indicated a deficit of £1.072m. This report updates that deficit to the current position of £1.427m and proposes measures to consider to achieve the statutorily required neutrality.

Relationship to the Corporate Plan: To deliver our Corporate Plan's priorities within existing financial resources.

Financial Implications: The current budget for the General Fund shows a deficit of £1.427m. In addition, as shown in the November report, a funding deficit is also projected in future years. This highlights the need to take steps to plan for further reductions to our ongoing expenditure levels. The Capital Programme shows over £20m investment is planned for the General Fund and a further £11m for the Housing Revenue Account.

Legal Implications: None directly arising from this report, although, as above, 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: In order to comply with the requirement to set a balanced budget, management must ensure that the proposed savings are robust and achievable. We must also ensure that the assumptions we have used are realistic and prudent. Failure to set a robust deliverable budget puts the Council at risk of not being able to meet its commitments and casts doubt on its "going concern" and VFM status.

Equality Impact Assessment: There are no Equalities Impact implications relating to the content of this report.

Climate Change Assessment: The General Fund and Capital Programme contain significant investment in order to work towards the Council's Carbon Reduction Pledge.

1.0 Introduction

- 1.1 On 26 October, the first draft of the Medium Term Financial Plan covering the period 2022/23 to 2026/27 for the General Fund (GF), Capital Programme and Housing Revenue Account (HRA) was presented to Cabinet. The GF indicated a deficit of over £1.6m by the end of the 5-year timeframe. The Capital Programme showed significant investment, subject to appropriate business cases and funding available, in the decarbonisation of our estate and investment in the development of additional housing, and therefore an associated increase in the capital financing requirement. The HRA showed a balance position in the early years of the MTFP, but a budget deficit in the latter years.
- 1.2 This report provides an updated position across the General Fund and Capital Programme following a detailed budgetary review. It also includes the outcomes of the “Provisional local government finance settlement: England, 2022 to 2023” published (16 December).
- 1.3 Within this report is also a summary of the results of the budget section within the Residents Survey recently undertaken. This meeting should consider the budget feedback when reviewing the movements in the budget and when reviewing and identifying new budget options to propose to Cabinet. All of the other feedback from the survey will be reviewed (including any associated action plans) in a Cabinet report in March 2022.
- 1.4 The “Provisional local government finance settlement: England, 2022 to 2023” has just been published (16 December) giving further funding information for next year. The government have indicated that Core Spending Power will rise by an average of 6.88% on the assumption that Councils raise their council tax by the maximum permitted without a referendum. This includes social care authorities who may raise Council Tax by up to 3%, and so the benefit to District Councils is demonstrably lower. For MDDC, our specific increase in Core Spending Power is 0.82% including increasing Council Tax by £5. Therefore, after accounting for inflation, which is currently running at 5.1%, and lost income due to Covid-19, the true impact is a reduction in spending power.

2.0 2022/23 General Fund Budget – Revised Position

- 2.1 The draft budget deficit for 2022/23 has increased to £1.427m. The main reasons for this is:
- Income levels recovering from Covid-19 slower than originally anticipated;
 - Increased assumptions around inflationary uplifts;
 - Reduced income from investments – particularly due to slippage in 3Rivers;
 - Investment in IT systems and vehicle fleet being funded by Revenue instead of Capital;
 - Partially offset by increases in Grant funding, one-off utilisation of Earmarked Reserves and Council Tax income.
- 2.2 The current position is included with **Appendix 1**, which shows the movement at service level.

- 2.3 Although the Chancellor announced an end to the Public Sector Pay freeze in 2022/23, there is no clarity on what the agreed pay award for 2021/22 will be, and negotiations for the 2022/23 uplift have yet to begin. Therefore, the assumptions within the budget remain as before.
- 2.4 The Council has a 30-year cyclical programme of essential property maintenance. After close scrutiny, it is felt that elements of this programme can be delayed until future years and further use of Earmarked Reserves can mitigate any increase in the budget requirement for 2022/23. As the deferred expenditure will still need to be incurred, it is not an overall saving and will not be a benefit during the period of the MTFP.
- 2.5 In 2021/22, a vacancy management factor of £150k was included. This has been removed due to the in-year monitoring showing that the cost of agency cover exceeds the value of salary savings.

3.0 Local Government Funding Settlement

- 3.1 It was expected that the funding settlement would cover a multi-year period, most likely 2022/23 to 2024/25. However, the settlement announced covers only 2022/23 and is largely a roll forward of previous year's settlements.
- 3.2 The New Homes Bonus grant has previously been announced to cease after 2022/23. The Government remains committed to reforming New Homes Bonus to improve how housing growth is incentivised, and their response to the consultation on the New Homes Bonus will be published in the coming months. The 2022/23 allocation increased to £719k from £460k as previously announced. This is due to the inclusion of a further year's allocation. The increase of £259k has been utilised to reduce the current budget deficit.
- 3.3 The Rural Services Delivery Grant will be £490k, frozen at the same level as in 2021/22. There is no clarity on this funding stream beyond 2022/23.
- 3.4 The Lower Tier Services Grant introduced in 2021/22 has been decreased to £99k. This is a loss to the GF of £80k due to amending the distribution mechanism to ensure that no authority receives less in their overall Core Spending Power. There was no commitment for this funding in future years.
- 3.5 A new grant was announced, named 2022/23 Services Grant with MDDC's allocation being £153k. This is similar to the Lower Tier Services Grant newly announced in 2021/22 in that it is unring-fenced and provides funding in recognition of the vital services delivered by Local Government. Although it also includes funding to cover the ongoing cost of the increase in employer National Insurance Contributions, it is announced as one-off.
- 3.6 A summary of these grants is as follows:

	2021-22	2022-23	Movement
	£ millions	£ millions	£ millions
New Homes Bonus	0.959	0.719	- 0.240
Rural Services Delivery Grant	0.490	0.490	-
Lower Tier Services Grant	0.179	0.099	- 0.080
2022/23 Services Grant	-	0.153	0.153
Total Grant Funding	1.628	1.461	- 0.168

Change (£ Millions)	- 0.257	- 0.168	
Change (% Change)	- 13.63%	- 10.28%	

Note: In addition to these core funding streams shown above, it should also be noted that the one-off Covid-19 Grant of £408k has not be reissued in 2022/23. Furthermore, the Income Compensation Claim scheme ceased in Qtr 1 2021/22, which we had estimated £570k. **Therefore the level of government support has actually reduced by £1,146k year-on-year.**

- 3.7 It was confirmed that Councils could raise Council Tax by 1.99% or £5 whichever is higher. The previous assumption was based upon the 1.99% increase, and therefore increasing by £5 instead of 2% provides an additional £22k. Adding to this, the collection rate has been increased to 97.5% (from the previously assumed 97%) based on current performance. This has contributed an additional £33k. The taxbase has increased by over 4% providing additional income of £124k. Finally, the assumptions included within the 2021/22 budget have proven to be prudent and therefore we are forecasting to collect £377k more than anticipated – this will be used to aid the 2022/23 budget.
- 3.8 Government have confirmed that no further funding relating to Covid-19 will be provided. This leaves the Council exposed to the reductions in service income, particularly within Leisure and Car Parking which currently sum to approximately £500k on pre-covid levels.
- 3.9 The Funding Settlement was silent on details of how the Business Rates reset / revaluation, due in 2023/24, will happen. However, the continuation of the Devon Business Rates Pool was confirmed, which should benefit the Council through paying a lower levy on any growth. A refinement of the current Business Rates forecast has reduced the growth by £115k. However, this remains subject to further revision when the NNDR1 form is completed in January. This will then be available for the final draft of this budget.

4.0 Resident’s Survey – Budget Results Summary

- 4.1 During November, the Council undertook a Resident’s Survey. The feedback from which will be reviewed (including any associated action plans) in a Cabinet report in March 2022.
- 4.2 However, part of that survey included specific consultation on the 2022/23 budget. The budget feedback will be considered at the next round of Cabinet and PDG meetings in January. A summary of the budget related responses is included below:
- Over 40% of responses indicated they agreed that the Council’s services provide value for money
 - 38% said the most important priority when making spending decisions was providing basic statutory services, 21% tackling climate change, 19% said providing affordable housing.
 - 46% said when making spending plans the council should protect services even if it means it will need to increase council tax and fees and charges. 29% said the Council should share services with other organisations.

- 52% think the Council should seek to generate additional income from commercial investments while 49% think this should come from planning and building control.
- Of the discretionary services provided by MDDC there was a fairly even balance about which services should be protected. 67% favoured parks and open spaces, 63% public toilets, 52% town centre regeneration.
- Of our statutory services 93% felt waste and recycling service was most important service followed by food and water sampling with 68%, and homelessness at 60%.

4.3 The current proposed budget reflects much of this, through:

- Protecting services – no service reductions are currently included, although there clearly remains a significant deficit to offset;
- Significant investment in decarbonisation of our estate and additional housing;
- New Partnership arrangements have been established for service delivery.

4.4 Income generation is however difficult in the current climate as highlighted in paragraph 3.8 above. This is further constrained by the restrictions Government have placed upon Councils investing in Commercial Income. In most circumstances inflationary increases are applied to service fees and charges.

4.5 Income from Planning Development is largely controlled by Government as planning fees are set nationally. However, it has long been the view that all development service activity, including enforcement, should be funded by the fees paid by those who benefit from development proposals. In light of the residents’ survey, we will write again to our MPs to seek support for allowing local authorities the ability to charge a variable rate for planning matters in order that local Council Tax payers don’t have to subsidise development activity.

5.0 Next Steps

5.1 A significant GF budget deficit still remains and therefore further action is required. The Cabinet and PDG committees will therefore be challenged to find further budget reductions to the value of £500k. Budget reductions can consist of reductions to expenditure or increases in income. This value is apportioned over the various committees in line with the value of the baseline budget of the services reporting to them, as follows:

	2021/22 Budget	% Share	Share of £500k Requirement
Cabinet	5,070,767	37%	185,600
Community	4,330,771	32%	158,400
Environment	4,163,771	30%	152,300
Economy¹	(314,682)	-2%	(11,500)
Homes	416,787	3%	15,200
	13,667,414		500,000

¹ The Economy PDG has a credit baseline budget, therefore any saving or additional income identified will increase the credit, hence the credit target.

- 5.2 This further budget review process can be assisted by reviewing the service unit draft budget proposals shown in **Appendix 2**.
- 5.3 In addition to the above challenge for budget reductions the following options are being considered:

Current (Round 1) budget gap	£1,427k
Less: Cabinet / PDG Budget Challenge	£500k
Release of Earmarked Reserves	c.£250k
Increased income recovery from Covid-19	c.£300k
Reintroduce a Vacancy Factor	c.£100k
Use 2022/23 NHB Allocation to support budget	£???
Further savings yet to be identified	£???

5.4 It is critical that the challenge to find £500k of additional budget reductions is embraced. Without these new options, the Council may be forced to consider taking more from reserves and risks leaving the Council in an imprudent position. **Appendix 3** provides the current assumptions of monies being put into and monies being taken from Earmarked Reserves.

6.0 Capital Programme

6.1 A revised version of the Capital Programme is included in **Appendix 4**. This includes the latest forecast from services, the updated business plan for 3 Rivers Development Limited, and refinement of the Housing Development programme within the HRA. Specifically:

- Items related to ICT infrastructure and systems have been refined. The proposed move to hosting systems and software on cloud based solutions as opposed to on premise servers has resulted in a shift from Capital to Revenue;
- The refreshed Business Plan from 3 Rivers has been reflected – this has delayed investment and the associated returns due to delays in the Council committing to further developments while it reviewed the governance and financial arrangements of the company.
- The delivery of housing development has been refined following further work and the latest survey assessments. This has reduce the borrowing requirement and the associated impact on the HRA.

7.0 Conclusion

7.1 Along with many Local Authorities, the financial challenges facing this Council are immense. A difficult position with significant uncertainties surrounding future funding, has been compounded by the need to maintain essential services whilst losing critical income streams.

7.2 Councils, however, need clarity and certainty about how all local services will be funded over the next few years and beyond. The opportunity for a multi-year settlement has been lost for another year at least. Furthermore, the Council is now left to deal with the lasting impact the COVID-19 pandemic has had on both service demands and revenue raising.

- 7.3 The significant budget deficit remaining is a challenge and the identification of a further £500k of budget reduction is critical to balancing the budget for 2022/23.
- 7.4 Moving forward Members and officers need to look to the pressures over the next few years reflected in our MTFP and our need to address ongoing pressures which cannot be satisfactorily addressed by the one-off use of reserves.
- 7.5 In order to conclude the statutory budget setting process, the PDG's are asked to review and identify further budget options to help balance the budget. These will be proposed to the final meeting of the Cabinet before being agreed at Full Council on the 23 February 2022. During this period officers will continue to identify and examine further savings possibilities that can reduce the longer term budget gap.

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Background Papers: [2022/23 LGA Provisional Local Government Finance Settlement¹](#)

Circulation of the Report: Leadership Team, Cabinet Member for Finance, and Group Managers

¹ <https://www.gov.uk/government/consultations/provisional-local-government-finance-settlement-2022-to-2023-consultation>

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General Fund Budget Summary

Appendix 1

Notes	MDDC - MTFP Summary	Agreed Base Budget 2021/22 £	Indicative Base Budget 2022/23 £	Movement £
1	Cabinet	5,561,182	6,205,486	644,304
	Community	4,083,712	3,937,033	(146,679)
	Economy	(296,730)	(69,788)	226,942
	Environment	3,926,239	4,495,664	569,425
	Homes	393,010	468,285	75,275
	Net Direct Cost of Services	13,667,413	15,036,680	1,369,267
2	Net recharge to HRA	(1,501,410)	(1,557,713)	(56,303)
3	Provision for the financing of capital spending	731,720	753,460	21,740
	Net Service Costs	12,897,723	14,232,427	1,334,704
4	Net Interest Costs / (Receipts)	(539,050)	(581,848)	(42,798)
	Finance Lease Interest Payable	159,410	152,600	(6,810)
5	Transfers To Earmarked Reserves	2,361,372	1,766,264	(595,108)
	Transfers (From) Earmarked Reserves	(3,124,501)	(2,590,868)	533,633
	Net Budget Requirement	11,754,954	12,978,576	1,223,622
	Funded By:			0
6	Retained Business Rates	(3,150,000)	(3,190,000)	(40,000)
7	Lower Tier Services Support Grant	(179,252)	(99,272)	79,980
8	Covid-19 Related Grant	(407,699)	0	407,699
	Covid-19 Related Income	(570,000)	0	570,000
9	Rural Services Delivery Grant	(489,742)	(489,742)	0
10	2022/23 Services Grant	0	(152,564)	(152,564)
11	New Homes Bonus	(958,750)	(719,072)	239,678
12	Council Tax–MDDC	(6,114,620)	(6,523,930)	(409,310)
	Council Tax prior year (surplus)/deficit	115,109	(376,874)	(491,983)
	Total Funding	(11,754,954)	(11,551,454)	203,500
	Annual Shortfall	0	1,427,122	1,427,122

Notes:

- 1 Further detail of the movement with the PDG Service areas can be found in Appendix 2
- 2 The recharge to the HRA is yet to be finalised. This assumes an increase in line with the increase in salary costs
- 3 The Provision for the financing of capital spending incorporates the financial implications of the proposed Capital Programme shown in Appendix 3. Prudent assumptions for increases in interest rates are included.
- 4 The reduction in Net Interest Costs/(Receipts) reflects a prudent assumption of the interest earned from 3 Rivers Developments Ltd. Once each new loan becomes live, the true interest due will be incorporated into the assumptions, until such point only 60% is included to offset the cost of the loan.
- 5 Net Transfers to/(from) Earmarked Reserves reflects planned contributions to, or drawdowns from, reserves.
- 6 The Retained Business Rates income shows a forecast for modest growth. The final position will be calculated in January.
- 7 Lower Tier Services Grant is as revised by the 2022/23 Local Government Finance Settlement
- 8 All funding for Covid-19 support has ceased.
- 9 Rural Services Delivery Grant is as revised by the 2022/23 Local Government Finance Settlement
- 10 2022/23 Services Grant is new as per the 2022/23 Local Government Finance Settlement
- 11 New Homes Funding is as revised by the 2022/23 Local Government Finance Settlement

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Service Unit	Direct Costs Detail	2021/2022 Annual Budget £	Reversal of One-off Adjustments £	Inflation £	New Pressures / Savings £	2022/2023 Forecast Budget £	Movement £	+/- %
Cabinet								
SCM01	Leadership Team	406,590	-	14,765	113,718	535,073	128,483	32%
SCM02	Corporate Functions	95,740	-	3,491	1,020	100,251	4,511	5%
SCM03	Corporate Fees	152,450	-	609	114,293	267,352	114,902	75%
SCM06	Pension Backfunding	779,690	-	-	21,790	801,480	21,790	3%
SES01	Emergency Planning	8,150	-	-	(650)	7,500	(650)	-8%
SFP01	Accountancy Services	533,720	-	15,243	(48,601)	500,362	(33,358)	-6%
SFP02	Internal Audit	94,410	-	-	3,070	97,480	3,070	3%
SFP03	Procurement	113,470	-	3,871	(16,508)	100,833	(12,637)	-11%
SFP04	Purchase Ledger	45,840	-	1,634	1,003	48,477	2,637	6%
SFP05	Sales Ledger	44,770	-	1,634	943	47,347	2,577	6%
SHR01	Human Resources	387,360	-	12,959	96,749	497,068	109,708	28%
SHR02	MDDC Staff Training	29,870	-	-	(4,870)	25,000	(4,870)	-16%
SHR03	Payroll	36,370	-	1,356	3,270	40,996	4,626	13%
SHR04	Learning And Development	47,500	-	1,391	4,577	53,468	5,968	13%
SIT01	IT Gazetteer Management	70,500	-	2,504	3,422	76,425	5,925	8%
SIT03	IT Information Technology	968,430	-	20,476	272,694	1,261,600	293,170	30%
SLD01	Electoral Registration	230,820	(45,000)	4,016	28,756	218,592	(12,228)	-5%
SLD02	Democratic Rep And Management	504,460	-	20,344	20,030	544,834	40,374	8%
SLD04	Legal Services	368,503	-	12,697	44,175	425,375	56,872	15%
SPR01	Building Regulations	59,430	-	8,168	(74,283)	(6,685)	(66,115)	-111%
SPR04	Local Land Charges	(16,970)	-	2,647	(10,160)	(24,483)	(7,513)	44%
SRB01	Collection Of Council Tax	442,380	-	14,069	(95,541)	360,908	(81,472)	-18%
SRB02	Collection Of Business Rates	(105,380)	-	14	6,496	(98,870)	6,510	-6%
SRB03	Housing Benefit Admin & Fraud	126,270	(9,960)	9,278	55,413	181,001	54,731	43%
SRB04	Housing Benefit Subsidy	65,000	-	-	-	65,000	-	0%
SRB06	Debt Recovery	71,810	-	2,625	4,669	79,104	7,294	10%
TOTAL CABINET PDG		5,561,183	(54,960)	153,788	545,475	6,205,486	644,303	12%
Community PDG								
SCD01	Community Development	138,500	-	-	-	138,500	-	0%
SCS20	Customer Services Admin	23,350	-	-	370	23,720	370	2%
SCS22	Customer First	751,010	-	26,151	(51,655)	725,506	(25,504)	-3%
SES03	Community Safety - C.C.T.V.	45,200	-	67	(25,360)	19,907	(25,293)	-56%
SES04	Public Health	3,990	-	-	-	3,990	-	0%
SES11	Pool Cars	280	-	689	915	1,884	1,604	573%
SES16	ES Staff Units/Recharges	750,610	-	26,515	15,350	792,475	41,865	6%
SES17	Community Safety	6,220	-	-	(150)	6,070	(150)	-2%
SES18	Food Safety	(24,200)	-	311	(1,451)	(25,340)	(1,140)	5%
SES21	Licensing	48,480	-	5,064	(29,487)	24,057	(24,423)	-50%
SES22	Pest Control	5,000	-	-	(2,500)	2,500	(2,500)	-50%
SES23	Pollution Reduction	(580)	-	311	7,519	7,250	7,830	-1350%
SPR02	Enforcement	91,780	-	3,011	(2,010)	92,781	1,001	1%
SPR03	Development Control	825,420	(281,290)	40,240	78,909	663,279	(162,141)	-20%
SPR09	Forward Planning	263,550	-	8,812	34,634	306,996	43,446	16%
SPR11	Regional Planning	248,103	(74,463)	-	60,705	234,345	(13,758)	-6%
SRS01	Recreation And Sport	906,999	-	83,503	(71,387)	919,115	12,116	1%
TOTAL COMMUNITY PDG		4,083,712	(355,753)	194,673	14,402	3,937,034	(146,678)	-4%
Economy PDG								
SCD02	Economic Development	79,420	-	4,319	(13,394)	70,345	(9,075)	-11%
SCP01	Parking Services	(529,250)	-	2,626	41,944	(484,680)	44,570	-8%
SPR06	Economic Development	554,160	(34,000)	10,794	109,433	640,387	86,227	16%
SPS12	Gf Properties Shops/Flats	(401,060)	-	786	104,434	(295,840)	105,220	-26%
TOTAL ECONOMY PDG		(296,730)	(34,000)	18,525	242,417	(69,788)	226,942	-76%
Environment PDG								
SES02	Cemeteries	(62,630)	-	1,116	(5,705)	(67,219)	(4,589)	7%
SES05	Open Spaces	200,854	-	566	61,288	262,708	61,854	31%
SGM01	Grounds Maintenance	555,436	-	24,874	(21,004)	559,306	3,870	1%
SPS01	Asset Management	40,000	-	-	75,000	115,000	75,000	188%
SPS03	Flood Defence And Land Drain	26,430	-	-	(410)	26,020	(410)	-2%
SPS04	Street Naming & Numbering	7,810	-	235	21	8,066	256	3%
SPS05	Administration Buildings	262,420	-	3,939	158,661	425,020	162,600	62%
SPS06	MDDC Depots	74,990	-	950	65,250	141,190	66,200	88%
SPS07	Public Transport	(15,280)	-	126	9,044	(6,110)	9,170	-60%
SPS09	Property Services Staff Unit	738,890	-	27,998	(32,795)	734,093	(4,797)	-1%
SPS11	Public Conveniences	63,980	-	1,267	(23,987)	41,260	(22,720)	-36%
SWS01	Street Cleansing	420,440	-	18,662	34,175	473,277	52,837	13%
SWS02	Waste Collection	229,459	75,000	68,887	52,330	425,676	196,217	86%
SWS03	Recycling	1,017,000	-	56,252	(93,259)	979,993	(37,007)	-4%
SWS04	Waste Management	366,440	-	11,450	(506)	377,384	10,944	3%
TOTAL ENVIRONMENT PDG		3,926,239	75,000	216,322	278,104	4,495,664	569,425	15%
Homes PDG								
SES15	Private Sector Housing Grants	(3,630)	-	-	2,140	(1,490)	2,140	-59%
SHG03	Homelessness Accommodation	396,640	(66,850)	13,647	126,338	469,775	73,135	18%
TOTAL HOMES PDG		393,010	(66,850)	13,647	128,478	468,285	75,275	19%
GRAND TOTAL		13,667,414	(436,563)	596,954	1,208,875	15,036,681	1,369,267	10%

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2022/23 BUDGETS

Transfers To Earmarked Reserves

SERVICE	EMR		Total
IE435	EQ653	New Homes Bonus Grant	460,264
PS990	EQ685	Fore Street Maintenance Sinking Fund	5,000
PS992	EQ685	Market Walk Maintenance Sinking Fund	20,000
CP540	EQ686	Paying Car Parks (Machine Replacement Sinking Fund)	3,000
LD201	EQ720	Election Costs - District	25,000
LD300	EQ721	Democratic Rep & Management	5,000
PR810	EQ728	Statutory Development Plan	100,000
EQ754	EQ754	Phoenix Printers Equipment Sinking Fund	2,200
EQ755	EQ755	ICT Equipment Sinking Fund	189,500
EQ756	EQ756	Fleet Contract Fund	624,600
GM960	EQ760	Grounds Maintenance	16,500
EQ761	EQ761	Recycling Plant Sinking Fund	30,000
EQ763	EQ763	Recycling Maintenance Sinking Fund	2,700
PS880	EQ765	Bus Station	5,000
ES100	EQ766	Cemeteries	25,000
ES450	EQ767	Parks & Open Spaces	25,000
RS140	EQ837	Leisure Sinking Fund	75,000
WS700	EQ839	Waste Pressure Washer	2,500
PS980	EQ837	Property Maintenance	100,000
IT500	New	Business Systems Migration	50,000
TOTAL			1,766,264

2022/23 BUDGETS

Transfers (From) Earmarked Reserves

SERVICE	EMR	Description	TOTAL
CD200	EQ653	Community Development	(45,000)
EQ638	EQ638	Dev Cont Linear Park	(4,170)
EQ640	EQ640	W52 Popham Close Comm Fund	(1,950)
EQ641	EQ641	W67 Moorhayes Com Dev Fund	(1,630)
EQ642	EQ642	W69 Fayrecroft Willand Ex West	(4,620)
EQ643	EQ643	W70 Developers Contribution	(6,650)
EQ644	EQ644	Dev Cont Winswood Credition	(3,080)
EQ755	EQ653	ICT Equipment Sinking Fund	(189,500)
EQ756	EQ756	Fleet Contract Fund	(493,230)
HG320	EQ742	Homelessness EMR	(163,180)
IE420	EQ777	C/Tax Smoothing EMR	(62,401)
IE440	EQ659	NNDR Reserve	(152,020)
PR225	EQ824	Garden Village Project	(310,130)
PR400	EQ653	Business Development	(80,000)
PR400	EQ728	Crediton Masterplan	(60,000)
PR400	EQ722	Staffing For Economic Recovery Work	(23,750)
PR402	EQ653	Cullompton HAZ	(168,420)
PR402	EQ652	Cullompton HAZ	(110,000)
PR600	EQ821	Neighbourhood Plans	(15,560)
PR810	EQ728	Statutory Development Plan	(173,500)
PR810	EQ726	Brownfield Project	(36,260)
PR810	EQ729	Custom Build Project	(25,000)
RB100	EQ787	Council Tax Staffing	(32,622)
RB100	EQ776	Customer Welfare Officer	(2,308)
IT900	EQ655	IT Project Managers X 2 - IT600 And IT900	(87,887)
PS992/PS991	EQ838	GF Shops EMR	(87,000)
RS100/PS810	EQ837	General Property Maintenance Sinking Fund	(251,000)
TOTAL			(2,590,868)

Net Transfer To / (From) Earmarked Reserves

(824,604)

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2022/23 Draft Capital Programme

	Estimated Capital Programme 2022/23 £k	Notes
General Fund Estates Management		
Culm Valley sports centre		
Ceiling - asset review	260	
Total Leisure	260	
Other MDDC Buildings		
Cemetery Lodge - Structural solution for damp	62	
MDDC Depot sites		
Depot Design & Build - Waste & Recycling	250	Subject to identification of appropriate site
MDDC Shops/Industrial Units		
36 & 38 Fore Street including Flat above structure & cosmetic works	150	This is in addition to the £47k identified in 2021/22.
Other Projects		
Hydromills Electricity generation Project - Tiverton Weir	420	Funding options to be explored - subject to acceptable Business Case/Financial appraisal. This is in addition to £800k identified in 2021/22 that is forecast to slip into 2022/23.
Total Other	882	
HIF Schemes		
Cullompton Town Centre Relief Road (HIF bid)	8,414	Revised Project costs/funding have been incorporated per Cabinet Report 03/08/21 and latest forecast from DCC (July 2021). Revised total project costs £24.9m. 'Levelling Up' funding bid has been submitted for £13.6m, if successful this funding will be used to partially fund costs in this forward looking MTFP but also budgeted costs in 2021/22 (which depending on the speed in which this project progresses may slip into 2022/23). Total project costs in this plan take into account monies already spent in 2019/20 & 2020/21 and the budgeted spend in 2021/22 Capital Programme. Levelling up bid unsuccessful - alternative funding source being explored.
Tiverton EUE A361 Junction Phase 2 (HIF bid)	4,640	Additional £1.9m projected costs assumed in 2023/24 per Cabinet Report 03/08/21 (Total revised project forecast £10.1m). At this stage for illustrative purposes to be funded by borrowing until tendering process complete and revised report brought back to Cabinet regarding delivery contract and associated funding and revised estimated profile of spend.
Total HIF Schemes	13,054	
ICT Projects		
Laptop/desktop refresh - Workstation	150	
Secure WIFI Replacement	60	
Network Switch/Firewall Refresh (all sites except P/House)	50	
Total ICT	260	
Private Sector Housing Grants		
Disabled Facilities Grants-P/Sector	577	
Total PSH Grants	577	
TOTAL GF PROJECTS	15,033	
Other General Fund Development Projects		
3 Rivers Scheme - Bampton	1,206	Linked to 3 Rivers Business Plan that was presented at 30/11/21 Cabinet
3 Rivers Scheme - Riverside Development (rear of Town Hall) Tiverton	99	Linked to 3 Rivers Business Plan that was presented at 30/11/21 Cabinet
* 3 Rivers Schemes - Future Projects	2,229	Linked to 3 Rivers Business Plan that was presented at 30/11/21 Cabinet * These schemes require signed loan agreements before they can be progressed further
Park Road	1,265	Delivery of this project is yet to be determined until conclusion of marketing exercise & therefore maybe a Capital Receipt
Regeneration Project 2	500	Funding options to be explored - subject to acceptable Business Case/Financial appraisal
TOTAL GF OTHER DEVELOPMENT PROJECTS	5,299	
GRAND TOTAL GF PROJECTS	20,332	

	Estimated Capital Programme 2022/23 £k	Notes
HRA Projects		
Existing Housing Stock		
Major repairs to Housing Stock	2,255	
*Renewable Energy Fund	250	* 2023/24 & 2024/25 are dependent on SHDF Funding bid in 2021/22 - if successful this spend will be b/fwd to 2022/23
Home Adaptations - Disabled Facilities	300	
** Housing Schemes (1:4:1 Receipt) Projects		
Housing Scheme - Project 1	35	Subject to acceptable Business Case/Financial appraisal - 40% Funded through 1:4:1 Monies, additional funding options to be explored
Housing Scheme - Project 2	130	Subject to acceptable Business Case/Financial appraisal - 40% Funded through 1:4:1 Monies, additional funding options to be explored
Affordable Housing/ Purchase of ex RTB	400	Subject to acceptable Business Case/Financial appraisal - 40% Funded through 1:4:1 Monies, additional funding options to be explored
** Housing Development Schemes		
** Proposed Council House 1:4:1 & Housing Development schemes subject to full appraisal		
Housing Scheme - Project 11	1,500	Subject to acceptable Business Case/Financial appraisal - Assumed 45% Homes England Funding in respect of additional units created, additional funding options to be explored
Housing Scheme - Project 14	800	Subject to acceptable Business Case/Financial appraisal - Assumed 45% Homes England Funding in respect of additional units created, additional funding options to be explored
Housing Scheme - Project 16	900	Subject to acceptable Business Case/Financial appraisal - Assumed 45% Homes England Funding in respect of additional units created, additional funding options to be explored
Housing Scheme - Project 18	900	Subject to acceptable Business Case/Financial appraisal - Assumed 45% Homes England Funding in respect of additional units created, additional funding options to be explored
Housing Scheme - Project 19	1,400	Subject to acceptable Business Case/Financial appraisal - Assumed 45% Homes England Funding in respect of additional units created, additional funding options to be explored
Westex - Structural Communal area work (stairwells, steps)	100	Funding options to be explored - subject to acceptable Business Case/Financial appraisal
Garages Block - Redevelopment	92	This is in addition to the £408k identified in 2021/22, the majority of which is projected to slip into 2022/23
Post Hill, Tiverton	2,200	Original timescales/costs have been assumed - subject to scheduling of delivery provider. Planning application to be submitted Jan/Feb 2022
Old Road Depot remodelling options - forecast expenditure to maintain	50	Assumed Costs to keep building operational
GRAND TOTAL HRA PROJECTS	11,312	
GRAND TOTAL GF + HRA Projects	31,644	

	Estimated Capital Programme 2022/23 £k	Notes
FUNDING		
MDDC Funding Summary		
General Fund		
	2022/23	
EXISTING FUNDS	£k	
Capital Grants Unapplied Reserve	577	
Capital Receipts Reserve	5	
NHB Funding	81	
Other Earmarked Reserves	308	
HIF Funding (Tiverton & Cullompton schemes)	6,465	
Levelling Up funding bid (Cullompton Relief Road Project)	6,436	Levelling up bid unsuccessful - alternative funding source being explored
DCC Funding (Cullompton Relief Road Project)	153	
Subtotal	14,025	
NEW FUNDS		
PWLB Borrowing (50 years)	750	
PWLB Borrowing (25 years)	758	
PWLB Borrowing (3 years)	4,799	
Tiverton HIF Scheme - Assumed funded through borrowing from Public Works Loan Board		Funding options to be explored - subject to acceptable Business Case/Financial appraisal
Subtotal	6,307	
Total General Fund Funding	20,332	
Housing Revenue Account		
	2022/23	
EXISTING FUNDS	£k	
Homes England Funding	2,160	
Capital Grants Unapplied Reserve	170	
Capital Receipts Reserve	1,080	
NHB Funding	21	
HRA Housing Maintenance Fund	0	
Other Housing Earmarked Reserves	2,804	
Subtotal	6,235	
NEW FUNDS		
	2022/23	
NEW FUNDS	£k	
PWLB Borrowing (50 years)	5,077	
Subtotal	5,077	
Total Housing Revenue Account Funding	11,312	
TOTAL FUNDING	31,644	

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ENVIRONMENT PDG

11 January 2022

Bereavement Services Fees and Charges

Cabinet Member Cllr Colin Slade Cabinet Member for the Environment and Climate Change

Responsible Officer: Andrew Busby Corporate Manager for Property, Leisure and Climate Change

Reason for Report: To review and approve the Bereavement Services Fees & Charges for 2022-23.

RECOMMENDATION(S): To recommend approval to Cabinet the proposed charges for 2022-23 set out on Table A.

Relationship to Corporate Plan: Environment

Financial Implications: Bereavement Services total income for 2020/2021 was £104,434.25 in a full year; the proposed increases in fees could generate an additional £2,088.69.

Budget and Policy Framework: The Council remains committed to operating the two cemeteries it has responsibility for in Tiverton and Crediton and providing the best standard of service and support to bereaved residents within the financial constraints that exist.

Legal Implications: By virtue of section 214 of the Local Government Act 1972 and of the provisions of the Local Authorities' Cemeteries Order 1977, the Council is the burial authority. Paragraph 15 of the said 1977 Order provides burial authorities with the power to charge such fees as they think are proper – "(a) for or in connection with burials in a cemetery; 3 (b) for any grant of a right to place and maintain a tombstone or other memorial in a cemetery...(c) for any grant of a right to put an additional inscription on such a tombstone or other memorial".

A burial authority is obliged to keep a table showing the matters in respect of which fees or other charges are payable to them, and the amount of each such fee or charge, and the table shall be available for inspection by the public at all reasonable times.

Risk Assessment: Failure to increase charges will affect the financial constraints the Council

Equality Impact Assessment: An equality impact assessment has been undertaken and is attached as Annex A.

1.0 Introduction

- 1.1 In previous years price increases within the Bereavement Service were necessary for the Council to reduce the estimated cost of service provision. The focus remains on providing the best possible standards of service, which includes not only the maintenance of our two cemeteries but the ongoing aim of ensuring the long-term needs of burials are met. Our two cemeteries provide places for quiet reflection where people are treated with dignity and respect at all stages of their lives.
- 1.2 The Council remains committed and continues to ensure that re-investment is made for various maintenance works across the Council's two cemeteries in Crediton and Tiverton that also includes buildings.
- 1.3 It is proposed to increase bereavement charges from 1 April 2022 by 2%, as set out in Table A. The fee for use of the Chapels has clearly lost pace with that of neighbouring authorities and it is proposed to increase that fee by 100%. This increased fee will still not cover cleaning cost or contribute to wider maintenance costs of the Chapels or the Cemeteries generally, but does set a fee similar to neighbouring authorities. Chapel use is infrequent and Table C sets out the usage and income for the last 5 years (Covid having prevented use in 2020/ 21).
- 1.4 In the case of a death with no next of kin, or should some members of the public be unable to meet these new charges through financial hardships or other such circumstances, support is available to bereaved families. There are three main means of support: Social Services, the hospital where the death occurred and Funeral Payments, available via the Department of Work and Pensions.
- 1.5 In addition under Section 50 of the National Assistance Act 1948 a local authority will meet the costs of a basic funeral where the deceased or the next of kin are not in a position to meet the expenses. In 2020-2021 the cost of providing national assistance burials was £1,050.00, of this we managed to recover £455.00 leaving a cost of £595.00 to the Council.
- 1.6 Among the broader financial considerations, the Council continues to face on - going budget pressure.

2.0 Background

- 2.1 There is a risk that budget targets will not be met due to increased costs of providing the service and therefore this decision is important in ensuring the sustainability of burial provision.
- 2.2 The Council apply a range of fees and charges associated with burials. The existing fees and charges are presented on Table A.

3.0 Table A

3.1 Column 'A' lists the current charges that were set in 2021-22.

3.2 Column 'B' shows proposed charges for 2022-23 that includes an increase of 2% (excluding the charge increases for Chapel hire and Exhumation).

Table A

A			B		
'A' - Current charges 2021-22			'B' - Proposed charges 2022-23		
Interment fees of a coffin		Ashes	Interment fees of a coffin		Ashes
Adult (+18 yrs)	£1076.50	£176.50	Adult	£1098.00	£180.00
Under 18 Stillborn/NVF/	Nil	N/A	Stillborn/NVF/ Under 18	Nil	N/A
Inter ashes into tree cremation plot (this charge includes 30 year Exclusive Rights of Burial and Right to erect a Memorial					
£552.00			£563.00		
Exclusive Rights of Burial and Right to Erect a Memorial					
	30 years	75 years		30 years	75 years
Adult grave	£1163.50	£2850.00	Adult grave	£1187.00	£2907.00
Childs grave	FOC	£623.00	Childs grave	FOC	£635.50
Cremation plot	£334.50	£842.50	Cremation plot	£341.25	£859.50

Sundry charges		
Hire of Chapel followed by interment (Half an Hour)	£82.50	£165.00
Exhumation- Standard administration fee. Total charge quoted upon request and on a case -by -case basis.	£75.00	£125.00
To carry out a trial dig	£155.00	£158.00
Saturday/Bank holiday supplement (Ashes only interments)	£186.50	£190.25
Administration fees for Transfer of Rights/Assignments, etc.	£35.00	£36.00

Table A Continued

A		B
‘A’ - Current charges 2021-2022		‘B’ - Proposed charges 2022-23
Additional costs are required when the grave was purchased before 1 April 2003		
Erect a Headstone	£181.00	£184.50
Headstone & Kerbing	£449.00	£458.00
Additional Inscription	£110.00	£112.25
Place Tablet (18x18) Vase	£110.00	£112.25
Tablet/Ledger (18x36)	£209.50	£213.50
Tablet/Ledger larger than (18x36)	£331.50	£338.00
Place open kerbing up to (7x3)	£289.50	£295.25
Place open kerbing larger than (7x3)	£529.00	£539.50
Place fully enclosed kerbing	£621.00	£633.50

4.0 Financial Implications

- 4.1 The proposed charges from 1st April 2021 would increase income by circa £2,088.69 and the schedules of charges are listed at Table A within this report.
- 4.2 A comparison of the cemeteries and crematorium fees currently charged by other surrounding Local Authority and Private providers’ shows fees across the area vary (Table B). It is acknowledged that all authorities will review their bereavement service charges in the coming months and each one will differ in terms of the current level of service provision they choose to make. Therefore, it is difficult to make a true like for like comparison with other neighbouring authorities.
- 4.3 If a Funeral Director requires any changes or an exhumation that requires a licence prior to disturbing an existing grave, it is proposed to increase the fee to £125.00 for every application that the Council has to make, with a quotation being provided on a case-by case basis. Whilst it is acknowledged that these applications are not made on a regular occurrence, they are time consuming in the administration and pursuance of the said licence.

5.0 Table B

5.1 Column 'A' compares current Mid Devon charges with three neighbouring authorities and a Town Council.

5.2 Column 'B' compares increased Mid Devon charges with three neighbouring authorities and a Town Council.

Table B **A** **B**

		MDDC	MDDC+2%	Exeter City 21/22	East Devon 21/22	Cullompton Town Council 21/22	Taunton West & Somerset 21/22
Costs from April 2021							
Burial Interment fees	Juvenile	FOC	FOC	FOC	FOC	FOC	FOC
Burial Interment fees	Adult	£1076.50	£1098.00	£1230.00	£491.00	£1240.00	£845.00
Ashes Interment fees	Casket	£176.50	£180.00	£615.00 incl 30y EROB	£143.00	£241.00	£80.00
Ashes Interment fees	Scatter	£176.50	£180.00	£150.00	£102.00	£241.00	£80.00
Saturday and BH supplement	Saturday	£186.50	£190.25	N/A	N/A	£315/£157	£237/£90
(Ashes only)	Bank Hol	£186.50	£190.25		N/A	£315/£157	£237/£93
EROB 30Yrs	Adult	£1163.50	£1187.00	£1230.00	(50)EROB £870.00	£1200.00	-
EROB 30Yrs	Child	FOC	FOC	FOC	FOC	£Nil	-
EROB 30Yrs	Ashes	£334.50	£341.25	£615 incl interment.	£205.00	£404.00	-
EROB 75 Years	Adult	£2,850.00	£2,907.00	-	-	£2794.00	£1076.00
EROB 75 Years	Child	£1048.00	£1069.00	-	-	£Nil	N/A
EROB 75 Years	Ashes	£842.50	£859.50	-	-	£965.00	£778.00
Chapel Hire		£82.50	£165.00	£165	£123		£200

6.0 Table C – Chapel usage 2015 – present

** please refer to para 1.3*

Year	Tiverton No./ Income £		Crediton No/ Income £		Total No./ Income £	
2015/ 16	1	67.00	3	244.55	4	311.55
2016/ 17	4	294.00	1	73.50	5	367.50
2017/ 18	4	294.00	1	73.50	5	367.50
2018/ 19	6	463.50	2	154.50	8	618.00
2019/ 20	3	243.00	Nil	Nil	3	243.00
2020/ present	Nil / due to Covid-19		Nil / due to Covid-19		Nil / due to Covid-19	

7.0 Conclusion

7.1 If the 2% increase on cemetery fees & charges are approved for 22-23, this would generate additional income at circa £2,088.69. A 100% increase in the Chapel use fee may generate £500 additional income and contribution toward their operational costs.

Contact for more Information: Andrew Busby, Group Manager Corporate Property & Commercial Assets - 01884 234948 (abusby@middevon.gov.uk).

Circulation of the Report: Leadership Team, Cabinet member

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Equality Impact Assessment Form and Action Table 2017

(Expand the boxes as appropriate, please see guidance)

"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is **more than having a cursory glance** at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is **proportionate in the circumstances**, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be **considered rigorously and with an open mind.**"

What are you completing the Impact Assessment on (which policy, service, MTFP reference etc.)?

Review a 2% increase in charges for Bereavement Services and higher increases for exhumation and Chapel hire.

Version

1

Date

21/12/21

Section 1 – Description of what is being impact assessed

The increase of 2% on fees and higher increases for exhumation and Chapel hire, for Bereavement Services ahead of the financial year 2022-23.

Section 2A – People or communities that are targeted or could be affected (taking particular note of the Protected Characteristic listed in action table)

Communication will be necessary with the funeral directors who use our two cemeteries, as their customers will be affected that include.

- Age
- Disability

Section 2B – People who are delivering the policy or service

Potential of direct/indirect customer dis-satisfaction of an increase in fees leading to challenging phone calls to the Corporate Property and Commercial Assets team who are based at Phoenix House.

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)

Attached report includes benchmarking fees and charges with other authorities.

Section 4 – Conclusions drawn about the equalities impact (positive or negative) of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

The increases in fees are necessary to maintain standards at our two cemeteries and are comparable with other authorities.

If you have identified any negative impacts you will need to consider how these can be mitigated to either reduce or remove them. In the table below let us know what mitigation you will take. (Please add rows where needed)

Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions? When will the action be completed?	How will it be monitored? What is the expected outcome from the action?
Age			
Different approaches and mechanisms are required for engaging with and representing, people of different ages, in particular children and young people.	The specification requires the Provider to not only comply with the Equality Act 2010 and related duties, but to strive for best practice.	Communication with funeral directors regarding the increase in fees that will be carried out by the Corporate Property and Commercial Assets team upon Cabinet approval.	This would be directly monitored by the service, increased income is expected that is required to maintain current service levels.

Disability			
Different approaches and mechanisms may be required for engaging with and representing, people with a range of disabilities depending on their individual needs.	The specification requires the Provider to not only comply with the Equality Act 2010 and related duties, but to strive for best practice.	Financial assistance with burials is available in the event that families do not have the means to bury relatives.	This would be directly managed by the service detailed in section 2B.
Gender Reassignment			
N/A	N/A	N/A	N/A
Marriage and Civil Partnership			
No issues identified	N/A	N/A	N/A
Pregnancy and Maternity			
N/A	N/A	N/A	N/A
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)			
N/A	N/A	N/A	N/A

Religion and Belief			
N/A	N/A	N/A	N/A
Sex			
N/A	N/A	N/A	N/A
Sexual Orientation			
N/A	N/A	N/A	N/A
Other (including caring responsibilities, rurality, low income, Military Status etc)			
Rurality It is important that the service is able to engage with and represent individuals who live in rural areas and / or have limited access to public transport.	The specification requires the Provider to meet the needs of all people in Mid Devon, to have a presence in local communities and ensure that communications plans reflect the rurality of Mid Devon. The Provider is required to ensure that the service represents the diverse population of Mid Devon and that reasonable adjustments are made to all services / activities to ensure individuals are able to access the service. Operational commissioning of the service will ensure that the service is being delivered according to the service specification and quality standards and will take account of customer feedback.	Communication with funeral directors and helpline number on Mid Devon District Council web site.	This would be directly managed by the service detailed in section 2B.

Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment?

The Corporate Property and Commercial Assets team will implement, in the event of Cabinet resolving to approve the attached report

Completed by:	Andrew Busby
Date	21/12/21
Signed off by:	
Date	
Compliance sign off Date	
To be reviewed by: (officer name)	
Review date:	

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ENVIRONMENT PDG 11 JANUARY 2022

WASTE AND RECYCLING OPTIONS

Cabinet Member(s): Cllr Colin Slade, Cabinet Member for the Environment and Climate Change
Responsible Officer: Darren Beer Operations Manager Street Scene & Open Spaces

Reason for Report: A decision was made at the Environment PDG November 2020 to conduct a trial to measure the effect of residual waste being collected at three weekly intervals. The report presents the findings from the trial which was carried out between July and October 2021.

RECOMMENDATIONS:

1. Consider the options in the report
2. Recommend to cabinet the preferred option – Option 2

Financial Implications: Continuing with the current regime will ultimately incur additional costs to the council; the existing fleet is nearing capacity limit to accommodate present property numbers. Additional housing developments will mean that ultimately funding an extra vehicle and crew will become necessary.

A transition to collecting non-recyclable waste at three weekly intervals (Option 2) would enable the current property numbers to be serviced with a reduction of one vehicle. Modelling carried out by WYG Consultancy estimated this cost saving to be £143K per annum. For this option recycling was predicted to increase by 17.4%, however this increase occurred during the lockdown period March 2020 to August 2020 (prior to baseline measurement recording). The additional material has been accommodated within the current fleet.

Option 2 and 3 will incur a one off cost of circa £650K to provide and deliver wheeled bins. WYG predict that Options 3 and 4 (weekly recycling collections) will incur an annual cost of circa £950K.

Budget and Policy Framework: There will be budget implications with regards to any potential change in service and these are included in this report. Waste and recycling remains a statutory service provided to the residents of the district.

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: The waste and recycling performance indicators are provided separately in the regular Performance and Risk Reports. There are risks if the Council does not take sufficient actions to enable it to meet its Climate Emergency declaration ambitions. Secondly that it does not meet the targets set by Government over the coming years and thirdly not meeting the future housing developments.

Equality Impact Assessment: The service continued to provide assisted collections according to the current policy and supplied customers with alternative containment if they were unable to manage or accommodate a wheeled bin. Provision for large families and other specific needs were addressed.

Relationship to Corporate Plan: This report identifies with the 'Environment' priority area of the Corporate Plan 2020-2024 *'increase recycling rates and reduce the amount of residual waste generated'*. Supporting and enabling customers to recycle and reduce residual waste contributes to Mid Devon District Councils' commitment to the Devon Climate Emergency.

Impact on Climate Change: The impact of carbon emissions will be detailed in the report. All Customers taking part in the trial were supported, encouraged and equipped to reduce carbon footprint in relation to waste and recycling, enabling a contribution towards the MDDC commitment to be carbon neutral by 2030.

1.0 Executive Summary

1.1 Our Waste and Recycling Service is our most visible and front line, statutory service in the Council. It is responsible for providing best practice front line services including refuse collections, recycling and litter collection for customers and has a wider commitment to support our community and environment objectives.

1.2 The latter include reducing our rates of refuse collection and increasing our recycling so we can help reduce our carbon footprint. We are also committed to helping the public take ownership of disposing of litter in better and innovative ways through education, campaigns and soft enforcement.

1.3 There are several critical elements to our Waste and Recycling Strategy which include but are not limited to:

- Delivery of best practice services to our customers; the trial of three weekly residual waste collections in both urban and rural areas of the district
- A Litter Strategy to help raise awareness of the public to dispose of litter (and take ownership of its disposal) in better ways which support our targets
- To use soft enforcement to educate and reinforce key practices and changes to the public with more effective hard enforcement used to deal with serious offences and serial offenders. The latter to be developed through a corporate approach
- To develop and upskill an effective workforce which can sustain the delivery of vital services to the public at a time of national shortage in key workers
- To develop and evolve our fleet and use of vehicles so unnecessary travel is minimised and we purchase electric vehicles in the future.

1.4 Context

- 1.4.1 As part of our commitment to help deliver these changes we have piloted the implementation of 3 weekly waste collections over a three month period in both a rural and urban area to assess the impact of such a change being introduced in the district.
- 1.4.2 Between early July and mid-October trials of three weekly residual waste collections were piloted in Holcombe Rogus and Westleigh as well as the area in and around Canal Hill in Tiverton. During this period the team regularly visited the areas being piloted to offer advice and education in person where required.
- 1.4.3 At the end of the trial all residents were surveyed to collect feedback and to assess attitudes towards the trial of three weekly waste collections. In this paper we have detailed both the results achieved in the urban and rural areas of going from two to three weekly waste collections and the feedback from the public who have been involved in these pilots. There has also been some good examples of education and soft enforcement to draw upon which will be shared.
- 1.4.4 We have then put forward five options for consideration (with a clear recommendation for approval) together with next steps regarding how we best take forwards the results of the trial for the benefit of the District.

2.0 Introduction/Background

- 2.1 The November 2020 Environment PDG gave authorisation for a Recycling and Waste trial covering approximately 1000 properties to be carried out in Mid Devon. A Project Board was established comprising of responsible representatives from contributing services (Customer Services, Operations, Communications, Finance, Climate & Sustainability and ICT). The board was set up to plan, provide resources and brief their respective teams.
- 2.2 The trial was divided into four sections accommodating both rural and urban settings.

Table 1: Trial Locations

Setting	Location	Number of Properties	Containment
Urban	Canal Hill Area	581	Customers receptacle/sacks
Urban	Wilcombe Area	530	180L Wheeled bin (provided) -Limited containment
Rural	Holcombe Rogus	151	Customers receptacle/sacks
Rural	Westleigh	151	180L Wheeled bin (provided) -Limited Containment

Sample areas were identified to provide appropriate representation of the district. The chosen areas close proximity to the Willand Depot enabled efficient monitoring and operational control. The utilisation of an existing round ensured less disruption to business as usual with Wednesday collections allowing time for follow up.

2.3 Baseline weight recording was conducted during May and June 2021 with customers unaware. Results presented a comparison against trial weights and demonstrated the metric effect of the trial whilst providing insights into people's recycling and waste habits.

2.3.1 Baseline results suggested the greatest impact would occur in higher density housing groups. These groups are likely to need the most encouragement and education through visits.

2.3.2 Results demonstrated that high density housing groups put out fewer food caddies, which suggested food is being deposited with residual waste and revealed higher tonnages.

2.4 Letters were hand delivered to all four areas of the trial detailing the following:

- reasons for the trial
- a schedule of collections
- an explanation of how waste should be presented at the kerbside (capacity limit in wheeled bin area)
- wheel bin delivery details (if applicable)
- contact details for any questions or requests for support
- the opportunity to feedback to MDDC via an online survey or by contacting Customer Services if no internet access was available

2.4.1 A dedicated web page was created to provide guidance and information to customers including a 'FAQ' section as well as topical social media posts. The collection day lookup facility on the Mid Devon District Council web site was updated to include the change in schedule for those customers chosen to take part in the trial.

2.4.2 Customers were assured assisted collections, collections for garden waste subscription holders and clinical waste customers would continue as normal.

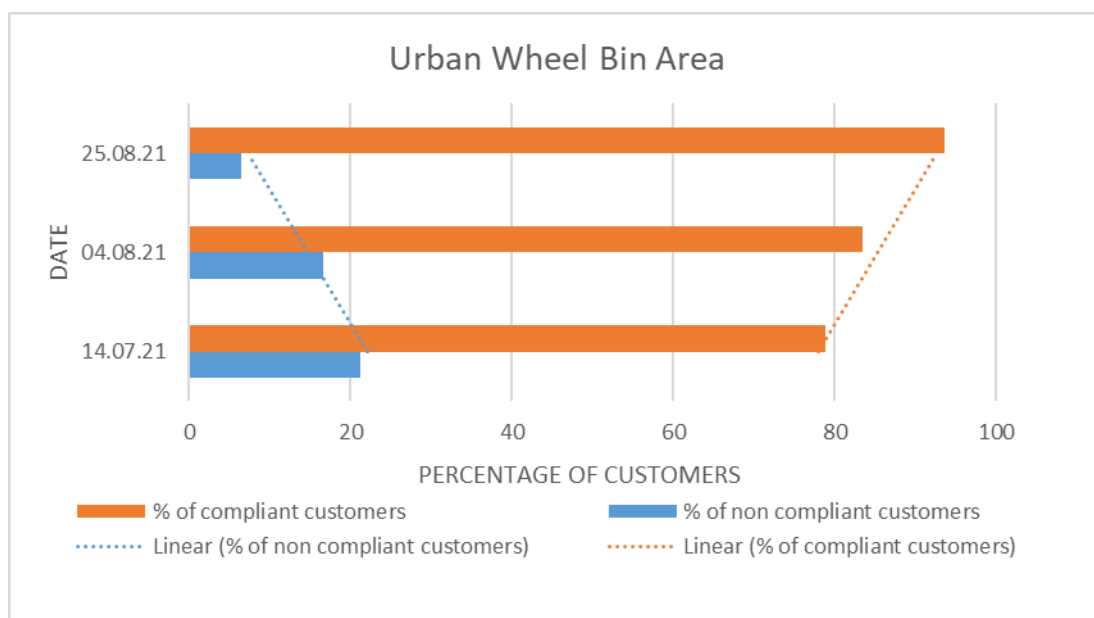
2.4.3 Customers in the wheeled bin sections of the trial received a delivery after the final collection of the pre-trial schedule had taken place. Those customers who were unable to accommodate or physically deal with a wheeled bin were provided with seagull proof sacks.

3.0 **The Trial**

3.1 Communications and engagement were a high priority throughout the trial but in the initial stages it was the central focus especially in the areas where bin capacity was limited to 180L. In the urban wheel bin area 21% of customers had presented additional waste for collection on the first day of the trial. The Project Board had committed to not collecting side waste (therefore this additional waste was left at the kerbside).

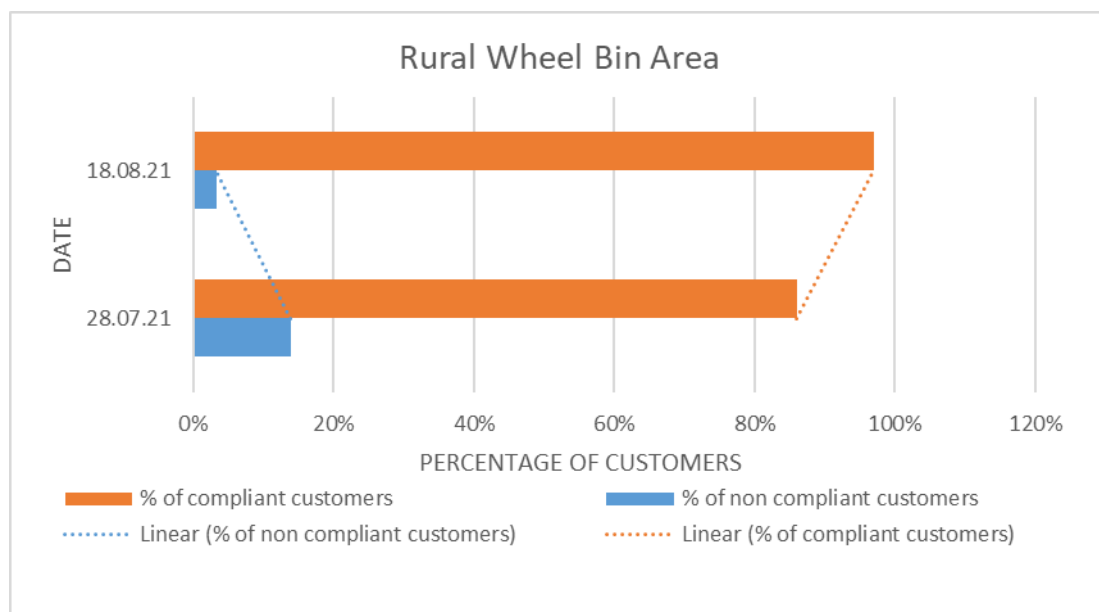
- 3.1.1 Officers were present in the trial areas prior to the arrival of the refuse vehicle on collection day and recorded all properties with a side waste issue. These customers received a letter thanking them for their participation and reminding them of the limited capacity element; they were invited to contact Customer Services to request a second wheel bin if they felt they did not have sufficient capacity due to special circumstances like a large family or children using nappies.
- 3.1.2 Upon request Customer Services arranged for Waste & Recycling Officers to perform on site 'Waste Audits'. This identified materials that were present in residual waste that should have been recycled. These visits proved popular with customers and provided an opportunity to feedback and discuss any difficulties they were having. If it was agreed that a second wheeled bin was necessary the 'side waste' was removed when the bin was delivered.
- 3.1.3 The process continued on each residual waste collection day in both urban and rural settings until a satisfactory rate of compliance was achieved and sustained.
- 3.1.4 Customers in the areas where there was no limited capacity also received advice and visits and were identified as putting out excessive amounts of residual waste or by not presenting recycling or food on collection day. In the main, these areas have proven to be high performing with committed recyclers.
- 3.1.5 The urban wheeled bin area chart illustrates how emphasis on communications and engagement reduced non-compliance to an acceptable level in the urban wheeled bin area. Initially non-compliance was 21% and fell to an acceptable level of 6% after the third collection.

Fig 1: Urban Wheel Bin Area



The rural wheel bin area chart illustrates reduction in non-compliance in the rural wheeled bin area. Initially non-compliance was 14% and fell to an acceptable level of 3% after the second collection.

Fig 2: Rural Wheel Bin Area



3.2 A total of 57 second bins were delivered to customers; 7% of all wheeled bin customers on the trial. Emphasis was communicated to the public on increasing recycling and removing materials from the residual waste stream. It was encouraging to receive requests for 50 recycling boxes which were ordered by 23 customers with 5 customers requesting additional food caddies. This indicated that customers were proactive in ensuring they had the containers available to fully engage in the trial.

3.3 The amount of litter and waste strewn at the kerbside on collection day has been a source of complaints. On occasions gulls have ripped open waste sacks, scattering litter. Waste sacks can impede pedestrian access especially for wheel chair users and parents with push chairs. A considerable improvement on these issues has been witnessed during the trial especially in communal areas where customers are using wheeled bins to contain waste.



Temple Crescent Tiverton



Ford Road Tiverton



A considerable improvement has been seen on collection day in the areas where customers are provided with containment

Holcombe Rogus- Where customers are using their own receptacle/sacks



Westleigh- wheeled bin containment



4.0 Communications

4.1 Communication strategy is key to successfully implementing a modification to waste collection. During the trial customers rapidly adapted with an acceptable level of compliance being achieved within three collection cycles in the urban area and two in the rural area.

4.1.1 Face to face communication proved to be the most effective method of engaging with customers. Dedicated officers who were approachable to the public provided advice and guidance. This gave customers the opportunity to discuss specific requirements.

4.1.2 Most encounters were 'by appointment' however some were ad hoc. Officers were approached on the job and were a visible presence in the community. Encounters with the public were reported to be positive experiences.

- 4.1.3 Internet support and dedicated social media accounts were available to customers. Details were communicated in the pre-trial and follow up letters.
- 4.2 Acting upon customer feedback is critical to achieving engagement from the community, particularly with any change to waste collections. Feedback invitations have been included in all correspondence. Feedback media included an on line survey, post or a doorstep 'door knocking' exercise carried out by the Recycling Officer. Findings from the survey are detailed below. The full survey results can be found in Appendix A – Full Survey Results.
- 4.3 From the survey the following key responses were received:-
- 4.3.1 71% of those surveyed thought that reducing the carbon footprint was most important to them when asked about the benefits of collecting non-recyclable waste every three weeks.
- 4.3.2 When asked how satisfied they were in having their non-recyclable waste collected every three weeks, households responded as follows; 56% were either satisfied or very satisfied, 21% were neither satisfied nor dissatisfied and 23% were dissatisfied or very dissatisfied.
- 4.3.3 When asked whether the householder thought they had reduced the amount of non-recyclable waste put out, 75% said they had not.
- 4.3.4 When asked whether the householder thought they had recycled more, 68% thought they had not. This does not correspond with the results of the trial suggesting the question was misinterpreted. Those surveyed may have thought that recycling did not include food waste.
- 4.3.5 When asked which statement best reflected their view of the trial; 40% were happy with three weekly collections, 30% were not affected while the remaining 30% struggled with it.
- 4.3.6 When asked whether there was an improvement in the way that non-recyclable waste was presented on collection day, those issued with bins saw a significant improvement in the tidiness of the area outside their homes where waste was presented. Nearly all respondents using their own receptacles or sacks saw no improvement.
- 4.3.7 216 surveys were completed, which equated to 16% of all households in the trial.

5.0 Trial Results

Table 2: Percentage Change

Setting	Option	Food Tonnage	Recycling Tonnage	Residual Tonnage
Urban Sack	1	+29%	- 1%	-24%
Urban Bin	2	+25%	+1%	-44%
Rural Sack	1	+7%	+5%	-6%
Rural Bin	2	+15%	+9%	-30%

These results are also shown in the graphs in Appendix C - Graphs

5.1 Residual Waste

5.1.1 Promoting recycling, limiting volume of residual waste to 180L per household and reducing the frequency of collections has enabled a reduction in tonnage in the urban setting. To a lesser extent allowing customers to use their own receptacle or sacks with no limit has also resulted in a decline.

5.1.2 Reduction seen in the area where customers used their own receptacle or sacks was 24% compared to a reduction of 44% in the area where capacity was limited. This significant reduction indicates that customers have used the waste collections services provided by MDDC; in addition have practiced waste prevention (top priority in the waste hierarchy) as well as local recycling centres.

5.1.3 Results from the rural setting are similar to urban but to a lesser extent. The reduction seen where customers used their own receptacle or sacks reduced residual waste output by 6% and those with limited capacity by 30%.

5.2 Recycling

5.2.1 The WYG report produced for Mid Devon District Council predicted an increase in recycling of 17.3%; the report was compiled pre pandemic. During the lockdown period when baseline measurements were taken recycling increased by 17% compared to the same period in the previous year (non-lockdown). This suggests that if baseline measurements were taken outside of lockdown a similar % increase would have occurred in line with the WYG report prediction.

5.2.2 During the trial there was a very slight decline in recycling materials put out in the urban area where customers are using their own receptacle or sacks (-1%). Baseline results indicated that these customers were high performers pre-trial. An increase of 1% occurred in the area where customers are using wheel bins.

5.2.3 A greater uptake in recycling occurred in the rural setting; customers using their own sack or receptacle produced 5% more recycling whilst those with wheeled bin containment produced an additional 9%.

5.3 Food Waste

5.3.1 The increase in food waste placed in food caddies in all settings was substantial. Baseline weight analysis indicates that food has been diverted from residual waste and is the main contributor to the impressive decline in residual waste presented during the trial. Customers in the urban setting using their own receptacle or sacks increased food waste placed in food caddies by 29% and those with wheeled bins by 25%.

5.3.2 Customers in the rural setting using their own receptacle or sacks increased food waste placed in caddies by 7% and those with wheeled bins by 15%.

5.4 Applying Trial Results District Wide

Table 3: District Wide Estimation

	Recycling Rate	Residual Household Waste per HH (tonnes)	Household Residual % Change	Waste Arisings % Change	Food Waste % Change	Household Recycling % Change
Current	54%					
Sacks	61%	301.94	-20%	-7%	+24%	+4%
Wheeled Bins	68%	222.82	-41%	-16%	+23%	+5%

6.0 Carbon Impact

6.1 Eunomia were commissioned to calculate the carbon impact from the three weekly waste trial and the full results can be found in Appendix B - Mid Devon District Council: Three-Weekly Residual Waste Collections Carbon Emissions Analysis.

6.2 Customers are given the opportunity to contribute to sustainability. A reduction of 0.85 tonnes of CO₂eq result was achieved each week in the wheeled bin section of the urban area, 0.11 tonnes of CO₂eq in the rural wheeled bin area. This is a substantial contribution to the Net Zero commitment if rolled out district wide. The provision of waste services to new housing developments under the current regime will increase carbon emissions considerably; this would need to be monitored and offset.

7.0 Options

Option	Residual	Garden	Food	Recycling	Residual Waste Containment
Option 1	3 Weekly	Chargeable -2 Weekly	Weekly	2 Weekly	Customers receptacle/sacks
Option 2	3 Weekly	Chargeable -2 Weekly	Weekly	2 Weekly	180L Wheeled Bin (provided)Limited Capacity
Option 3	3 Weekly	Chargeable -2 Weekly	Weekly	Weekly	180L Wheeled Bin (provided)Limited Capacity
Option 4	3 weekly	Chargeable -2 Weekly	Weekly	Weekly	Customers receptacle/sacks
Option 5	2 Weekly	Chargeable -2 Weekly	Weekly	2 Weekly	Customers receptacle/sacks

8.0 Conclusion and recommendations

- 8.1 The trial indicates that using limited capacity containment for residual waste coupled with an effective communication strategy yields the greatest benefit in reducing residual waste.
- 8.2 Food waste being placed in the caddy instead of residual waste has contributed to a decline in residual tonnage. Food waste increased dramatically during the trial. A Review of Waste Services undertaken by WYG on behalf of MDDC suggested that food waste would increase by 21% based on results from Authorities already undertaking a three weekly residual waste service. The trial at Mid Devon confirmed this with a food waste average increase of 19% over all settings.
- 8.3 A decline in residual waste was most significant in the urban wheeled bin containment area (-44%). Side waste not being collected most likely diverted some waste to recycling centres or encouraged waste prevention. This area contained an elevated percentage of high density housing (terraced); baseline results show increased residual tonnage in this category. Not all urban areas are typical of the setting.
- 8.4 Waste presented at the kerbside in wheeled bins reduces the amount of litter on collection day. Streets are more accessible to pedestrians. Cleanliness of the neighbourhood improves. Customer survey results confirm this.
- 8.5 Option 2 brings MDDC in line with the 'super aligned' option documented in the 'Devon and Torbay Waste Strategy'. This will create opportunities for joint working in the future and be a potential source of savings. The focus of the 'Devon and Torbay Waste Strategy' is prevention and reuse. Customers taking part in the trial with limited capacity for residual waste have discovered ways of reducing their waste, evidenced by the trial results.

8.6 In total the trial saved MDDC 1.3 tonnes of CO₂eq per week. This is the equivalent of driving a standard car to Spain and back 3 times a week.

Contact for more Information: Darren Beer, Operations Manager – Street Scene and Open Spaces (01884 244635; dbeer@middevon.gov.uk)

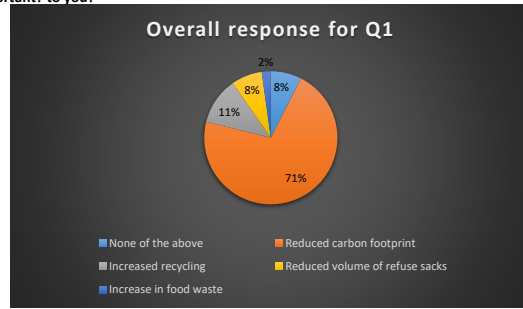
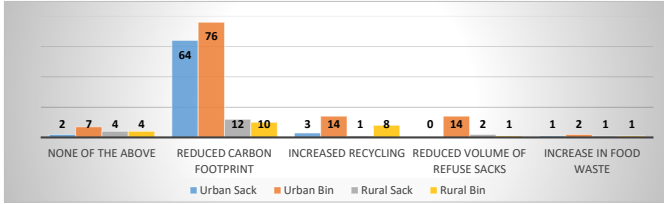
Circulation of the Report: Cllr Colin Slade, Cabinet, Leadership Team

List of Background Papers:

	Urban Sack	Urban Bin	Rural Sack	Rural Bin	Total
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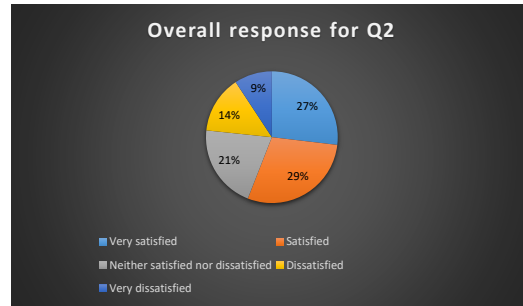
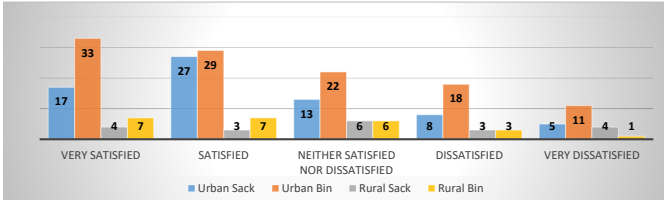
Q1. The benefits of collecting non-recyclable waste every three weeks are reduced carbon footprint, increased recycling, reduction in the amount of refuse sacks and increased volume of food waste collected, which of the above is most important? to you?

None of the above	2	7	4	4	17
Reduced carbon footprint	64	76	12	10	162
Increased recycling	3	14	1	8	26
Reduced volume of refuse sacks	0	14	2	1	17
Increase in food waste	1	2	1	1	5



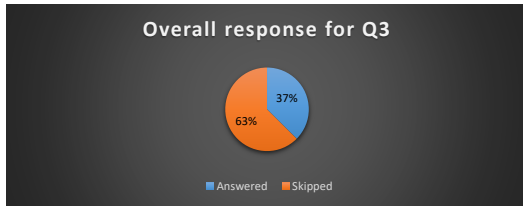
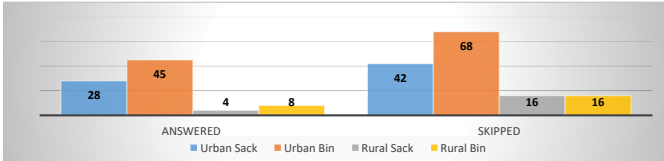
Q2. How satisfied were you with having your non-recyclable waste collected every three weeks?

Very satisfied	17	33	4	7	61
Satisfied	27	29	3	7	66
Neither satisfied nor dissatisfied	13	22	6	6	47
Dissatisfied	8	18	3	3	32
Very dissatisfied	5	11	4	1	21



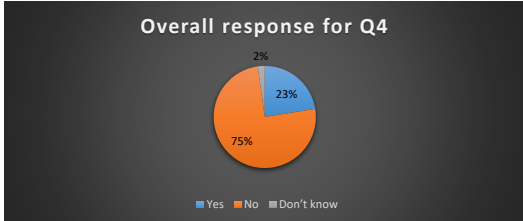
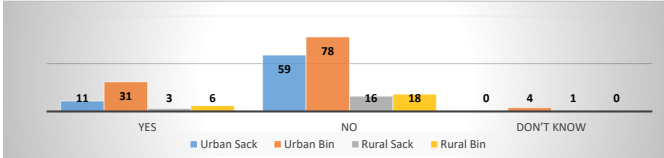
Q3. If you have any additional feedback please enter it here:

Answered	28	45	4	8	85
Skipped	42	68	16	16	142



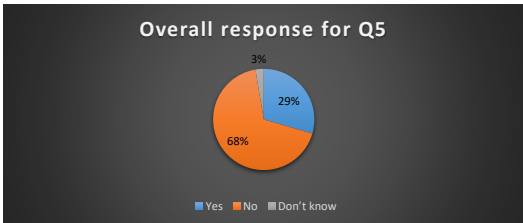
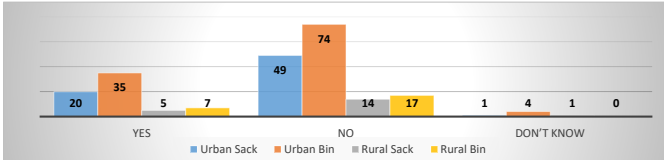
Q4. Do you think you have produced less non-recyclable waste since it has been collected every three weeks?

Yes	11	31	3	6	51
No	59	78	16	18	171
Don't know	0	4	1	0	5



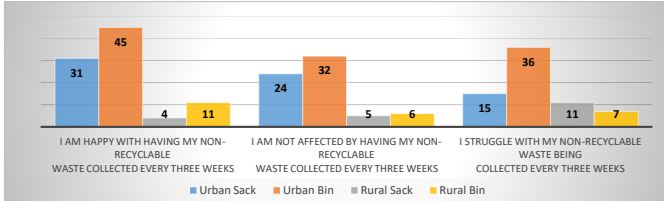
Q5. Do you feel you recycled more during the trial?

Yes	20	35	5	7	67
No	49	74	14	17	154
Don't know	1	4	1	0	6

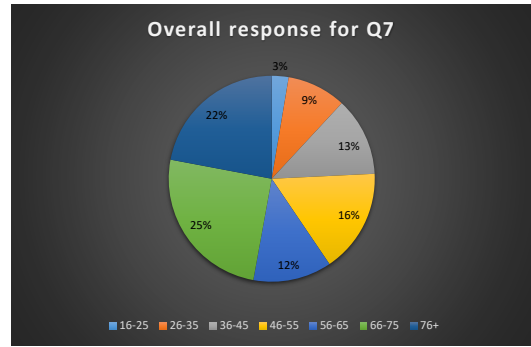
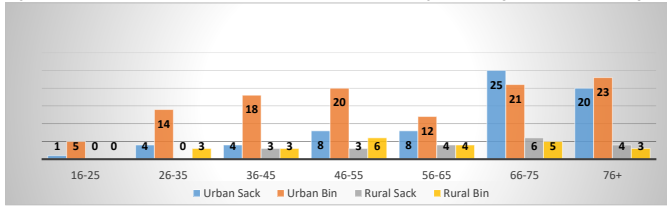


Q6. Which statement do you agree with most?

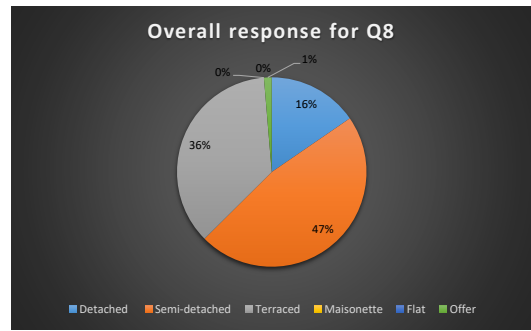
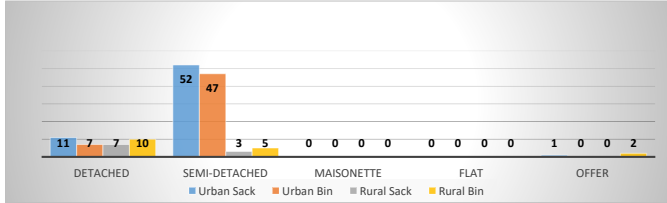
I am happy with having my non-recyclable waste collected every three weeks	31	45	4	11	91
I am not affected by having my non-recyclable waste collected every three weeks	24	32	5	6	67
I struggle with my non-recyclable waste being collected every three weeks	15	36	11	7	69



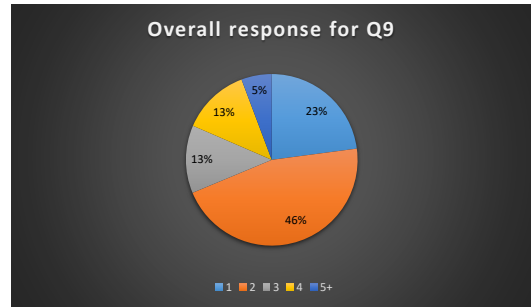
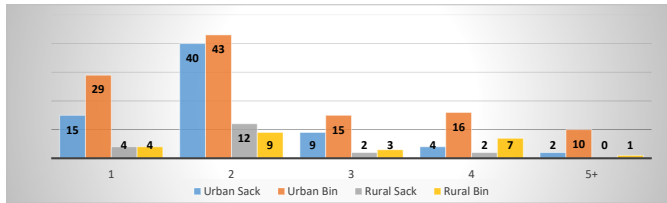
	Urban Sack	Urban Bin	Rural Sack	Rural Bin	Total
Q7. What age range are you?					
16-25	1	5	0	0	6
26-35	4	14	0	3	21
36-45	4	18	3	3	28
46-55	8	20	3	6	37
56-65	8	12	4	4	28
66-75	25	21	6	5	57
76+	20	23	4	3	50



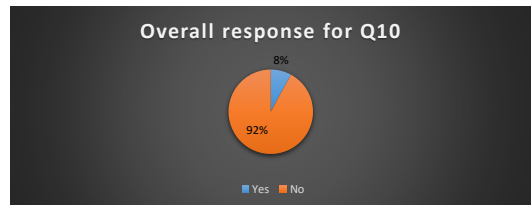
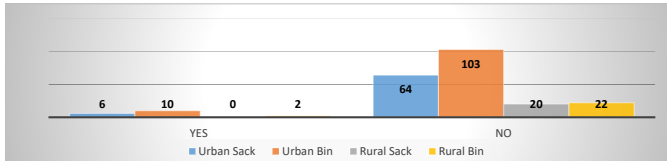
Q8. What sort of property do you live in?					
Detached	11	7	7	10	35
Semi-detached	52	47	3	5	107
Terraced	6	59	10	7	82
Maisonette	0	0	0	0	0
Flat	0	0	0	0	0
Other	1	0	0	2	3



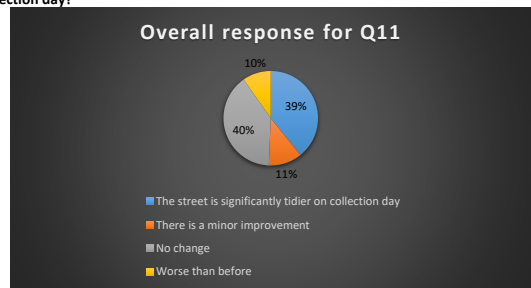
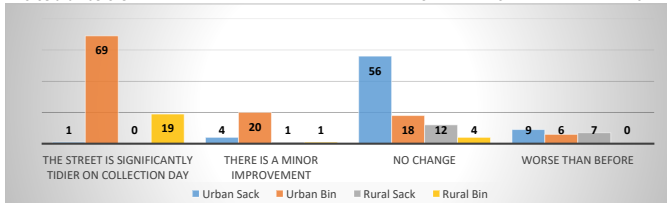
Q9. How many people live within your property?					
1	15	29	4	4	52
2	40	43	12	9	104
3	9	15	2	3	29
4	4	16	2	7	29
5+	2	10	0	1	13



Q10. Do you currently receive an assisted collection?					
Yes	6	10	0	2	18
No	64	103	20	22	209



Q11. Do you feel there has been an improvement in the way non-recyclable waste is presented at the kerbside on collection day?					
The street is significantly tidier on collection day	1	69	0	19	89
There is a minor improvement	4	20	1	1	26
No change	56	18	12	4	90
Worse than before	9	6	7	0	22



Total amount of properties that took part in the trial 1412
 Total amount of surveys completed 227
 Percentage of residents that took part in the survey 16%

Mid Devon District Council: Three-Weekly Residual Waste Collections Carbon Emissions Analysis

Date: 9th November 2021

Author: Will Wilson

1.0 Introduction

Eunomia calculated the reduction in carbon emissions achieved through the implementation of a three-weekly residual waste collection trial undertaken by Mid Devon District Council (MDDC).

The trial aimed to measure the impact of a reduced residual waste collection frequency in two types of area:

- rural, where recycling rates were already relatively high; and
- urban, where recycling rates were generally lower.

Two different sets of rules were trialled:

- a “wheeled bin” trial where residents were not allowed to present any residual waste outside their wheeled bin (a ‘no side-waste’ policy), placing a firm limit on capacity; and
- a “normal” trial where capacity restrictions did not apply, and residents could present any extra waste alongside their bin.

The calculations were based on residual waste and recycling arisings data collected from the trial period, (July to August), and baseline data captured in mid-2021 (May to June). We have applied specific carbon factors to the changes in residual waste arisings based on the type of material collected and the method of disposal, as well as calculating carbon emissions reductions from recycling.

2.0 Assumptions

The following assumptions were taken from Eunomia’s recent carbon analysis for Devon County Council (DCC):

- the composition of residual waste;
- the disposal methods; and
- the compositional split of mixed plastics and cans.

It is important to note that the MDDC baseline data provided was collected during a Covid-19 lockdown, whilst the trial took place at a point when fewer restrictions were in place and residents likely produced less waste at home. MDDC therefore supplied additional data from 2019 so that a comparison of arisings could be made between periods of lockdown in 2021 (‘Covid conditions’) and normal circumstances (‘non-Covid conditions’). This 2019 data was assumed to be representative of the non-Covid conditions in the trial areas. We have

compared the carbon emissions resulting from collections during the trial period against both a non-Covid baseline and Covid baseline. This allows MDDC to see both the actual differences between the baseline and trial period, and the difference that implementing three-weekly collections might make under non-Covid conditions.

3.0 Results

The areas modelled are described in Table 1. The number of households and the 2021 waste arisings baselines for residual and recycling waste are also shown.

Table 1: Description of modelled areas

Area		Households	2021 baseline fortnightly tonnage	
			Residual waste (weekly average)	Recycling (weekly average)
Urban	Wheeled Bin	530	5.25	1.85
	Normal	581	3.23	2.00
Rural	Wheeled Bin	151	0.95	0.66
	Normal	151	0.66	0.68

Our analysis of the effects of the trial indicate that the trial brought about considerable carbon emissions reductions per week compared to the Covid baseline, especially in the urban trial area. The results of the modelling are presented in Tables 2 to 4. The total reductions per week for each trial period are presented in Figure 1, which compares the trial results to the non-Covid influenced baseline.

Table 2: Residual waste arisings and carbon emissions reductions per week, tonnes CO₂ per week

Residual Waste	Area	Covid Baseline - Average tonnes of waste per week	Trial - Average tonnes of waste per week	Difference – tonnes of waste	Carbon Emissions reductions per week - Tonnes CO ₂ eq
Urban	Wheeled Bin	5.25	2.94	-2.31 (-44%)	-0.85
	Normal	3.23	2.45	-0.78 (-24%)	-0.28
Rural	Wheeled Bin	0.95	0.67	-0.28 (-30%)	-0.11
	Normal	0.66	0.62	-0.04 (-6%)	-0.02
			Total	-3.41 (-34%)	-1.25

Table 2 shows that the trial saw decreases in residual waste arisings in three of the four trial areas. The greatest decrease in residual waste collected was in the urban wheeled bin area

(-2.31 tonnes per week, or a 44% decrease) where side-waste was not allowed. This resulted in a carbon emissions reduction of roughly 0.85 tonnes of CO₂eq per week. The only area in which no real decrease was achieved was in the rural, normal area, where recycling performance was already good. This area saw a very slight decrease in residual arisings, although the figure (40 kgs per week) is so small that this is effectively “no change”. The total carbon emissions reduction as a result of reduced residual waste arisings across all areas was 1.25 tonnes of CO₂eq per week.

Table 3: Recycling material arisings and carbon emissions reductions per week, tonnes CO₂ per week

Residual weeks	Area	Covid Baseline - Average tonnes of recycling per week	Trial - Average tonnes of recycling per week	Difference – tonnes of recycling	Carbon Emissions reductions per week - Tonnes CO ₂ eq
Urban	Wheeled Bin	1.85	1.86	0.02 (1%)	-0.14
	Normal	2.00	1.99	-0.01 (-1%)	0.07
Rural	Wheeled Bin	0.66	0.72	0.06 (9%)	-0.01
	Normal	0.68	0.71	0.03 (5%)	0.02
			Total	0.10 (2%)	-0.04

Table 3 shows that there were smaller increases in the amount of recyclable material collected per week in all areas apart from in the urban, normal area. Additional recycling results in carbon emissions reductions, as it reduces the need for carbon-intensive primary production of materials. The total carbon emissions reduction as a result of additional recycling across all areas was 0.1 tonnes of CO₂e per week.

Under lockdown, household residual waste in MDDC increased by 0.64%, leading to higher emissions. Additionally, the quantity of recycling increased substantially for all material types, apart from paper, which saw a 23% decrease. Notably, there was a substantial increase (+71%) in aluminium cans collected under lockdown conditions. Recycling aluminium brings the greatest carbon emissions reduction per tonne of any of the materials MDDC collects for recycling, because primary production is highly energy intensive while the secondary production of aluminium has a substantially (~95%) lower energy requirement.

Table 4: Total carbon emissions reductions under Covid conditions versus non-Covid conditions, tonnes CO₂ per week

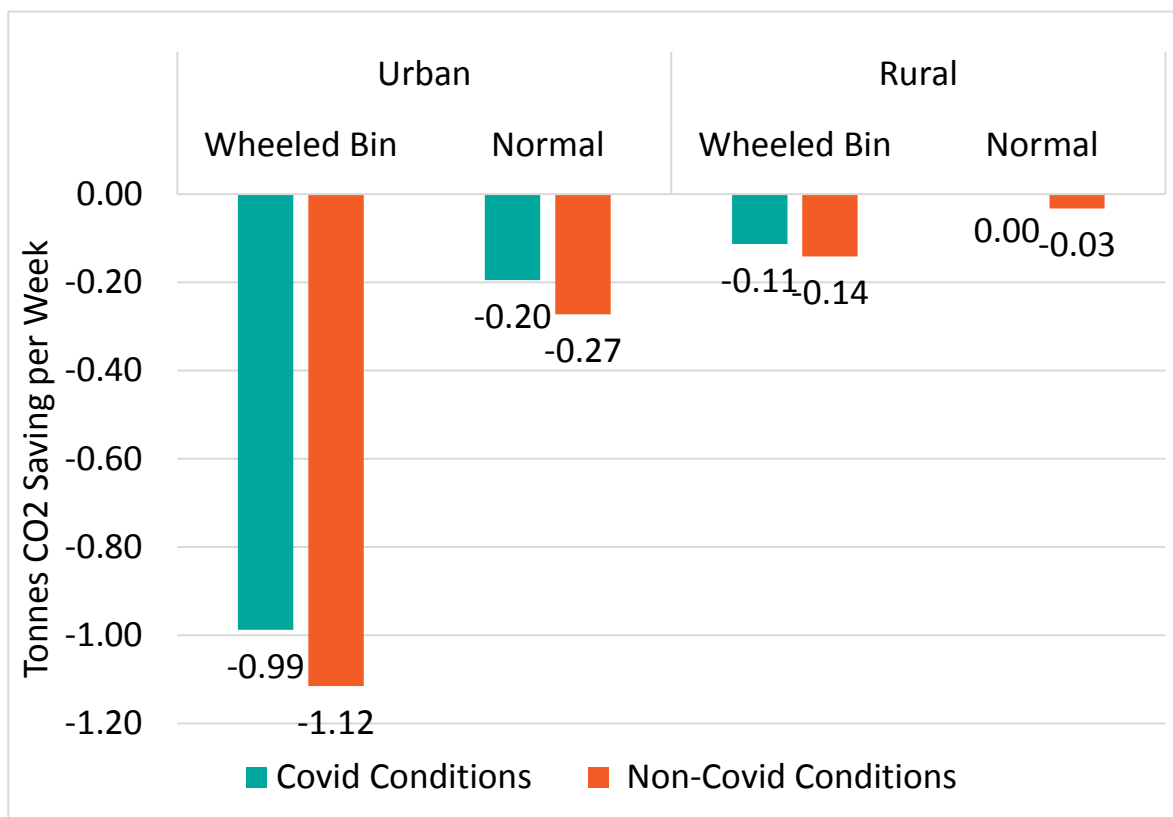
Recycling + Residual weeks		Total carbon emissions reductions, tonnes CO ₂ eq per week (Covid conditions)	Total carbon emissions reductions, tonnes CO ₂ eq per week (Non-Covid conditions)	Difference, tonnes CO ₂ eq per week
Urban	Wheeled Bin	-0.99	-1.12	0.13
	Normal	-0.20	-0.27	0.08

Rural	Wheeled Bin	-0.11	-0.14	0.03
	Normal	0.00*	-0.03	0.03
Total		-1.30	-1.56	0.26

Note: *0.0002 tonnes CO₂eq per week rounds down to 0.00

Table 4 and Figure 1 show that the difference between Covid and non-Covid conditions means that when the data is compared against the Covid baseline, the carbon savings are lower (by 0.26 tonnes of CO₂ per week) than when compared against the non-Covid baseline. However, three-weekly collections result in a substantial decrease in carbon emissions per week, whichever baseline is chosen for comparison.

Figure 1: Total carbon emissions reductions for trial areas under Covid versus non-Covid conditions, tonnes CO₂eq per week



4.0 Conclusions

The results of the trial show that three-weekly collections resulted in a reduction in residual waste of 3.41 tonnes of waste (-34%) and an increase in recycling of 0.10 tonnes (+2%). It is unclear whether the 3.32 tonnes difference represents waste prevented or waste diverted to other disposal routes such as HWRCs.

The reduction in residual waste was greatest (44%) in the urban, wheeled bin trial area. This is likely to be because where side-waste is not allowed, there is a greater incentive for residents to decrease the amounts of material they put in the residual waste. There was no

reduction in residual waste in the rural, normal area, where recycling performance was high and side-waste was permitted. It is likely that in this area, residents were already making good use of their recycling containers and few people were meaningfully constrained by how much residual waste they could present.

There was an increase in recycling in all trial areas. The increase was greatest in the rural areas, increasing by 9% in the rural, wheeled bin area and 5% in the rural, normal area. There was no significant reduction in residual waste in the rural areas; this is less likely to be due to the space constraint imposed by the three-weekly collection trial than to the communications surrounding it. The increase in recycling in the two urban trial areas was very similar.

In total, the trial has saved MDDC's waste service 1.3 tonnes of CO₂e per week. This is the equivalent of driving a standard car¹ to Spain (c.1000 miles) and back, 3 times each week.

Overall, the trial suggests that three-weekly collections, if rolled out across the district, would decrease residual waste and increase recycling, resulting in savings in CO₂e emissions and that the effect would be greatest if side-waste is not allowed.

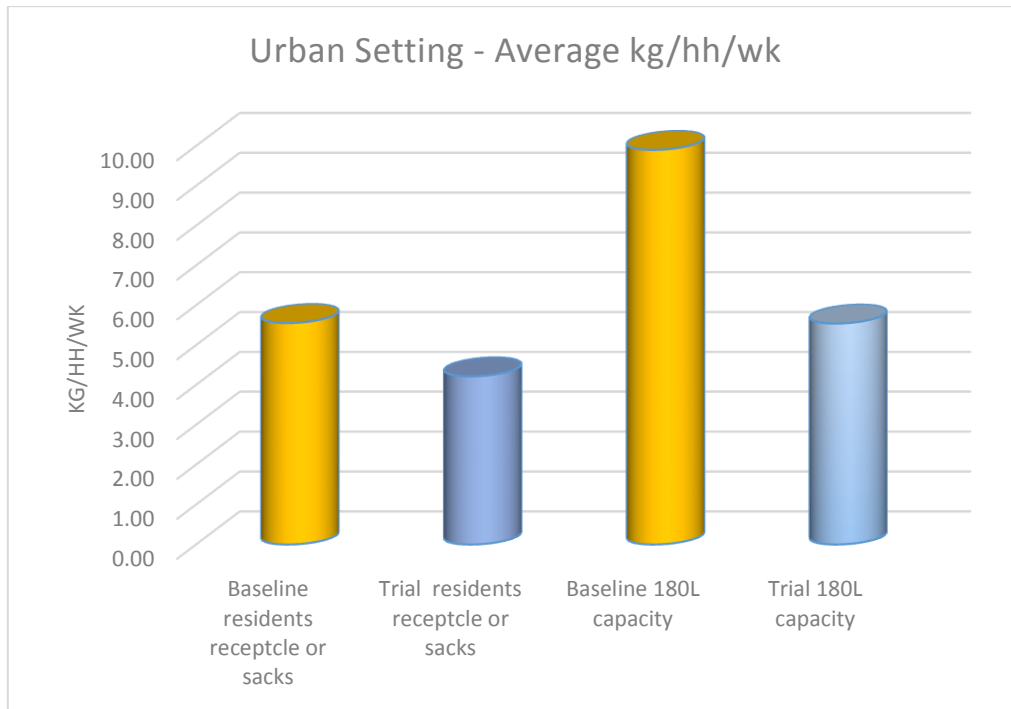
¹ A standard car emits roughly 0.228 kg CO₂ / mile <https://www.nimblefins.co.uk/average-co2-emissions-car-uk>

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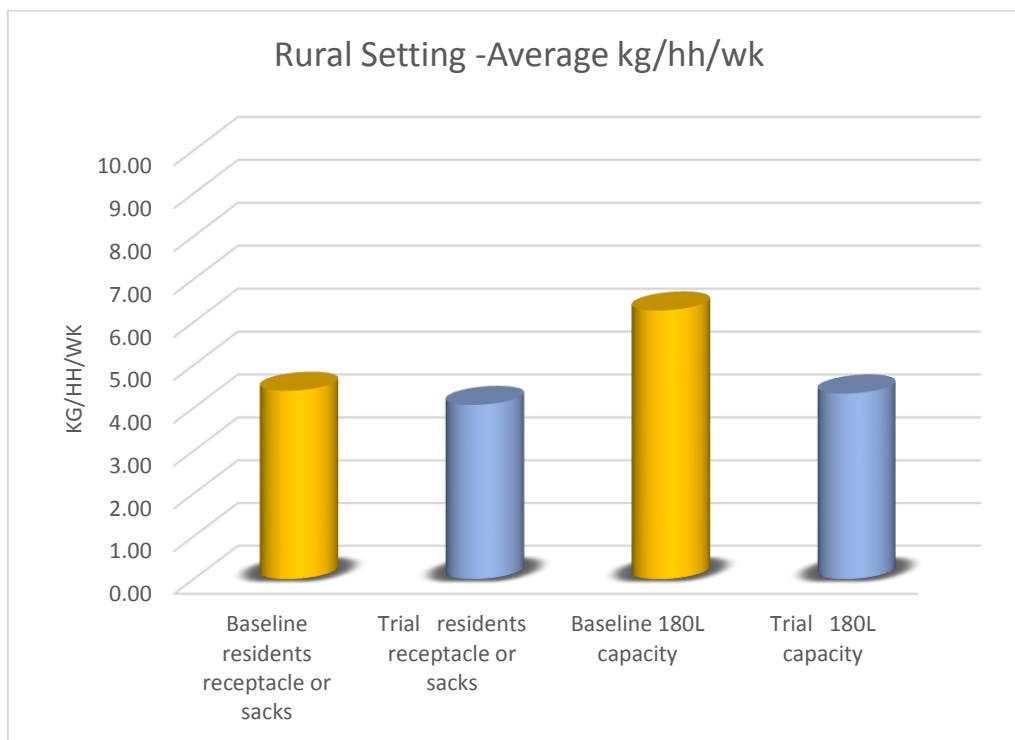
Appendix C

Residual Waste

Urban Setting

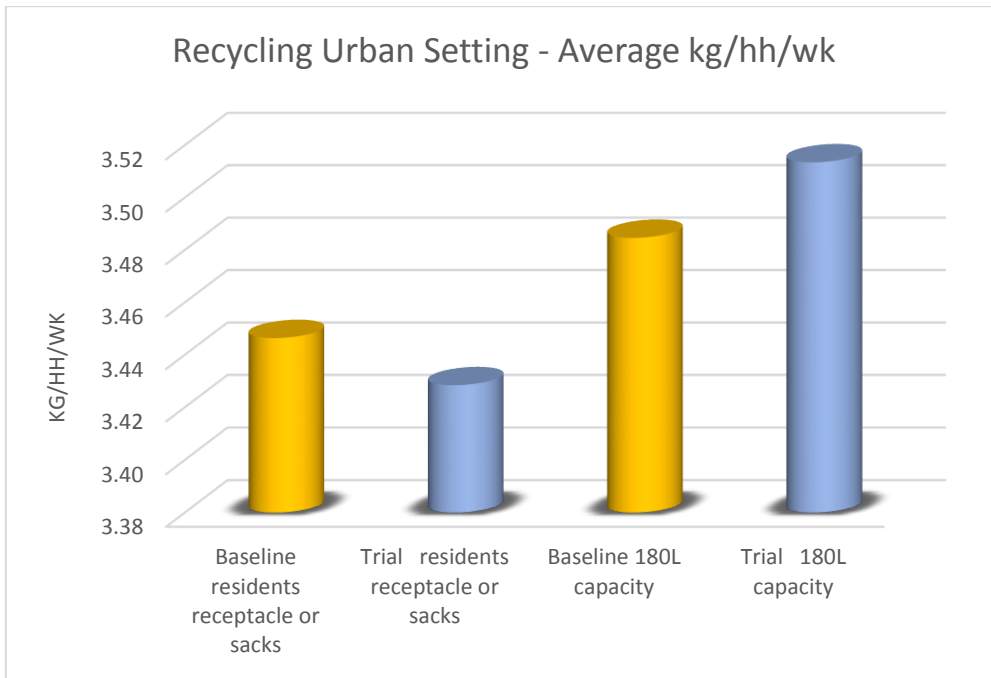


Rural Setting

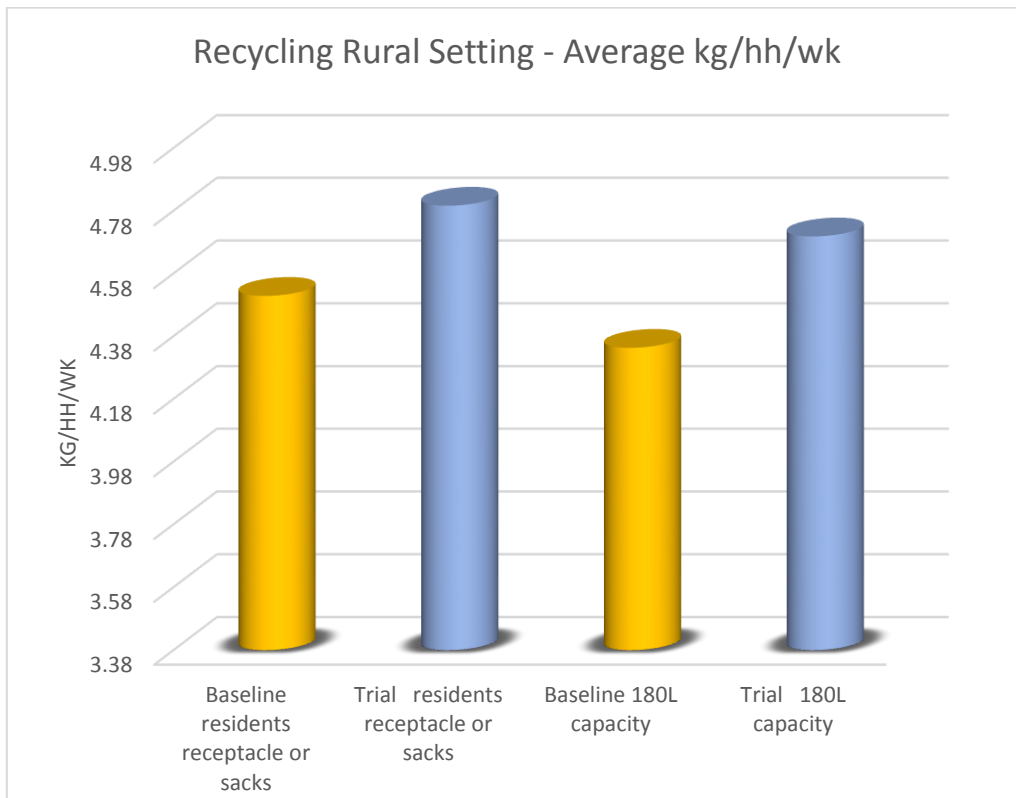


Recycling

Urban Setting

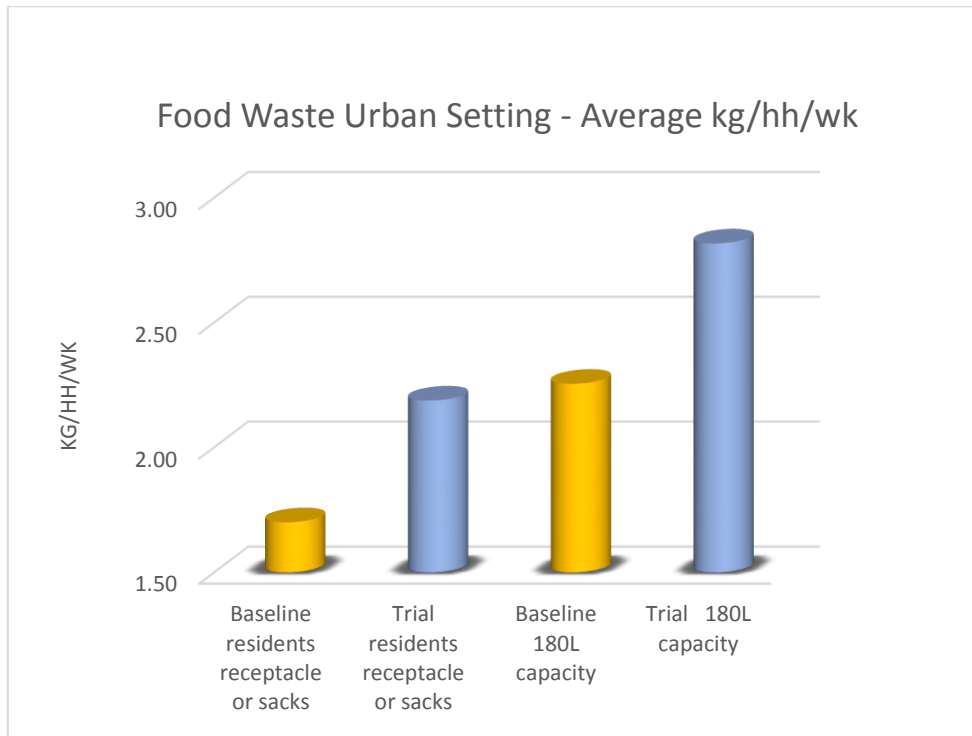


Rural Setting

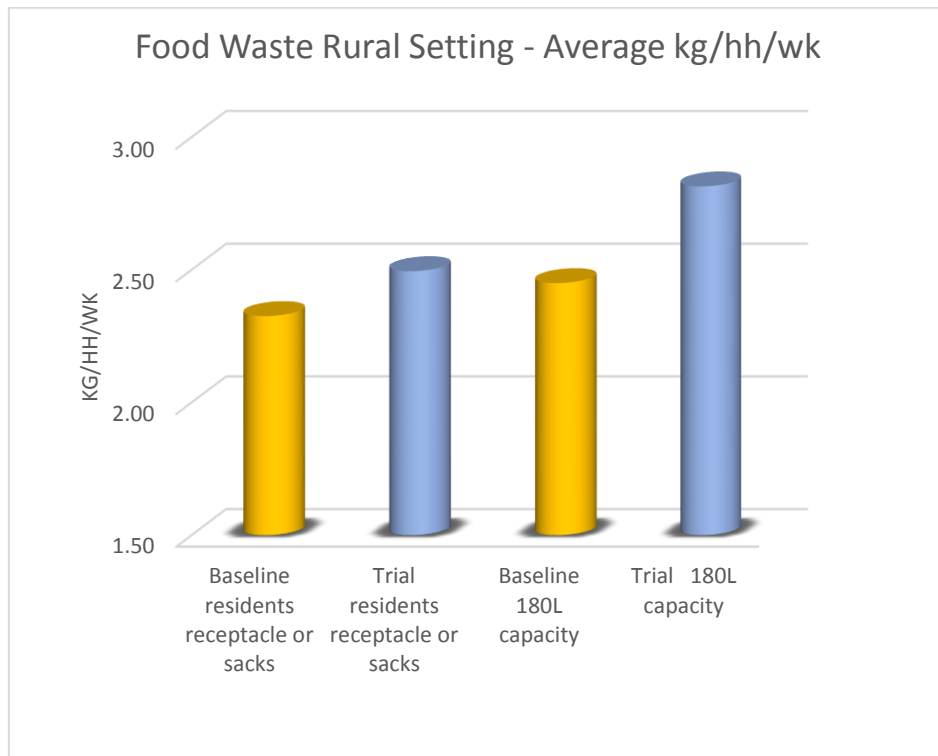


Food Waste

Urban Setting



Rural Setting



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ENVIRONMENT PDG
11 JAN 2022

MDDC DRAFT LITTER STRATEGY

Cabinet Member(s): Cllr Colin Slade, Cabinet Member for the Environment and Climate Change
Responsible Officer: Darren Beer, Operations Manager for Street Scene and Open Spaces

Reason for Report: To provide Members of the Environment PDG with an opportunity to review the proposed draft of the Mid Devon Litter Strategy.

Recommendation: The PDG considers the contents of this report and the attached draft Mid Devon Litter Strategy – Appendix 1 and recommends it to Cabinet for adoption.

Financial Implications: There are no financial implications as a result of this report. Funding will be dealt with via separate business cases and within council budget setting processes.

Budget and Policy Framework: This report sits within the current budget and policy framework.

Legal Implications: The Environmental Protection Act 1990 (“the Act”) extends the powers and duties of local authorities in respect of litter. Mid Devon District Council is a principal litter authority for the purposes of the Act. Section 89(1) of the Environmental Protection Act 1990 places a duty on principal litter authorities to ensure that their land (or land for which they are responsible) is, so far as is practicable, kept clear of litter. There are several key parts of the legislation that underpin the application of enforcement regarding potential littering offences by the public. Section 87, decrees it to be an offence for litter to be thrown or dropped from a car or vehicle and Section 88 of the Act sets out how an Authority can challenge a member of the public who we have reasonable belief has caused a littering offence. The technical aspect of initiating an enforcement action in relation to littering would be implemented through a Fixed Penalty Notice (FPN).

Risk Assessment: Failure to comply with the said legal duties will damage the Council’s reputation as well as expose it to potential legal action in the courts.

Equality Impact Assessment: It is considered that there are no equality issues raised.

Relationship to Corporate Plan: Priorities within the Corporate Plan are economy, homes, community and environment. The Mid Devon Litter Strategy through current operations and future plans will assist in upholding these priorities.

Impact on Climate Change: There are no climate change implications associated with this strategy, although an increase in recycling from the utilisation of recycling

bins may reduce the carbon impact. There is also the potential to use bin sensors that could reduce bin emptying and thus reduce the mileage of our fleet.

1.0 Introduction/Background

- 1.1 Waste and recycling is responsible for delivering critical statutory front line services to the public but also for helping deliver critical environment targets. These targets include reducing refuse collection rates and increasing recycling rates, both of which are crucial to the reduction of our carbon footprint. The development of an effective workforce and appropriate transport plan are also vital components of our waste and recycling strategy.
- 1.2 Another key component of our waste and recycling strategy is to combine education and enforcement to ensure litter is better deposited in Mid Devon. This is critical to achieving our objective around reducing our carbon footprint.
- 1.3 This paper details the key components and steps of our Mid Devon litter strategy. Below we have detailed the current context to our litter strategy as well as the challenges that we face to achieve the better depositing of litter in the district of Mid Devon. We have then put forward practical steps for consideration on next steps and how we best take these forwards for the benefit of the district of Mid Devon.
- 1.4 It is now commonplace for grants in respect of street cleansing and environmental initiatives to require a Litter Strategy to be supplied as part of the grant application process. In a recent grant application the council has been successful in obtaining funds to update our bins including the installation of 'recycling on the go' recycling bins. The publication of a Mid Devon strategy in relation to litter and bin infrastructure will assist and support any future funding bids.
- 1.5 Mid Devon District Council clearly has a significant role to play to help reduce litter and currently dedicates a large amount of resource (approximately £420,000) in supplying Street Cleansing services to both provide and empty bins and help pick up litter. There is more to be done however and this work will form the basis for this report and strategy.

2.0 Context and challenges for Mid Devon

- 2.1 Litter is a big drain on Council resources. It looks unsightly, can impact on investment and tourism as well and be a potential hazard for wildlife. Finance, will always be an issue but we need to be creative within existing budgets.
- 2.2 The challenges that Mid Devon District Council experiences around the depositing of litter are wide and varied. The towns and villages in Mid Devon are all focal points for litter depositing and it is vital to ensure that these areas continue to have the necessary bin infrastructure for litter to be collected in an effective way. Outside of the towns and villages the district can be affected by

litter being thrown from cars and by pedestrians without proper scrutiny so enforcement practice needs to be effective to ensure that the relevant legislation is properly applied.

3.0 The Way Forward

- 3.1 Key to the success in reducing litter is changing the behaviour of those who currently feel that it is acceptable to drop litter. The development of an effective litter strategy needs to combine education and enforcement together so they complement each others approach but also sends the right message and precedent to the public that the proper depositing of litter is an important priority for the district.
- 3.2 The Mid Devon Litter Strategy in line with the National strategy covers:
- Education and awareness
 - Better cleaning and litter infrastructure
 - Improving enforcement
- 3.3 Whilst one would hope that education can pre-empt enforcement action in most cases, in others education does commence with enforcement action having to be taken. So the two approaches need to go hand in hand and reinforce one another.
- 3.4 It is vital that we effectively raise the awareness and knowledge of the public so we improve practice regarding the depositing of litter. There is a wide pool of accessible resource including; National campaigns, strategies and those that have been implemented by other local authorities and voluntary organisations to draw upon. These are predominantly around changing behaviours and to share; expertise, intelligence and ideas. These can be seen in the Litter Strategy (Table 1 – MDDC Litter Strategy Action Plan).
- 3.5 There are a number of components which underpin the effective application of enforcement. A separate short discussion paper has started to be compiled which sets out some of the key learning that has arisen from recent enforcement cases and where there are opportunities for improvements to be made regarding our enforcement practice in the future. Priorities include:
- The streamlining and simplification of Enforcement practice and correspondence using flowcharts and template letters
 - Empowering and encouraging Officers to take difficult Enforcement related action where it is necessary to do so
 - The publishing of data to show where we have initiated enforcement action and the success of its implementation and subsequent follow through.
- 3.6 We will look to work more closely with our neighbouring authorities to share ideas and develop best practice.

4.0 Outcomes and Recommendations

- 4.1 The lack of clear strategy could lead to inconsistencies in the Council's approach to provision of litter infrastructure, enforcement and education.
- 4.2 There have been calls for use of body cameras to be worn by council officers, which will be considered as part of a review to our work on enforcement by the new Environment and Enforcement Manager who will start in February. As part of this review, consideration will also be given to the views of staff regarding how we protect them with regards health and safety. It is important that the council has a consistent position that can be applied across the council.
- 4.2 The Environment PDG considers the contents of this report and the attached draft Litter Strategy and recommends it to Cabinet for adoption so we can start to implement the proposed actions that will help make a positive difference to the District.
- 4.3 Once adopted, the Mid Devon Litter Strategy will be reviewed periodically to ensure:
- It is in step with the changes to the environment which may increase levels and types of litter
 - Changes to relevant legislation are brought into the strategy
 - Enforcement action is reviewed to assess effectiveness of implementation together with new technology and innovation
 - We involve and empower the community to take ownership of their litter (and related behaviour)

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

Circulation of the Report: Cllr Colin Slade, Leadership team

List of Background Papers:

Litter strategy for England:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/630999/litter-strategy-for-england-2017-v2.pdf

Litter strategy for England: Annual Report (2017-2018)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/727987/litter-strategy-annual-report-2017-2018.pdf

Litter strategy for England: Annual Report (2018-2019)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/836953/litter-strategy-annual-report-2018-2019a.pdf

Code of Practice of Litter and Refuse:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/834331/pb11577b-cop-litter1.pdf

Resource and Waste Strategy:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/765914/resources-waste-strategy-dec-2018.pdf

Environmental Protection Act 1990:

<https://www.legislation.gov.uk/ukpga/1990/43/contents>

Draft Resource and Waste Management Strategy for Devon and Torbay 2020 – 2030:

[Draft Resource and Waste Management Strategy for Devon and Torbay 2020 - 2030 - Waste and Recycling](#)

A Green Future: Our 25 Year Plan to Improve the Environment:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/693158/25-year-environment-plan.pdf

Clean Devon

<https://cleandevon.org/>

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Mid Devon District Council Draft Litter Strategy

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1.0 Introduction

- 1.1 Litter blights the local environment, reduces overall quality of life, influences people's choice of where to live, discourages investment and visitors to our area and can be damaging to wildlife and habitats. We want Mid Devon to be a place that people want to live and visit to enjoy our towns, villages and beautiful countryside.
- 1.2 We all need to look ahead to protect our future. Our nation's future prosperity will greatly depend on how well we manage our environment and therefore it is important that we all play our part in reducing litter and stop people from dropping litter in the first place. This is about everyone taking ownership of their behaviour.
- 1.3 Mid Devon's Litter Strategy focuses on community change and sits within our waste and recycling strategic targets of reducing and reusing waste, increasing recycling, which in turn are key to reducing our carbon footprint. It is aimed at delivering best practice to both residents and visitors and delivery of community and environment objectives.
- 1.4 Our vision is to raise the awareness of the public and providing the education, infrastructure and enforcement for behaviour change to reduce litter in our community.

2.0 Aims and objectives

- 2.1 In order to help deliver our pledge to tackle climate change and cut carbon emissions it will be useful to look at the litter strategy under the following aims:
 1. **Education and awareness** – By supporting positive behaviour and ownership
 2. **Better cleaning and litter infrastructure** – By making it easier to dispose of litter
 3. **Improve enforcement** - By exercising council powers to deal with anyone who drops litter. Types of enforcement action can be found in Appendix A
- 2.2 The six key objectives to support the aims are:
 1. Create a culture where it is unacceptable to drop litter through an effective communication and engagement plan
 2. Facilitate strong and consistent anti-litter education with children and young people
 3. Collaborate with community action groups and local businesses to develop actions to prevent and clear litter
 4. To develop a bin infrastructure and bin emptying review
 5. Understand the issues to create cleaner places
 6. To provide efficient and effective enforcement services

2.3 The aims, key objectives to deliver along with the actions and measures to monitor improvements are listed in Table 1 – MDCC Litter Strategy Action Plan below:

Table 1 – MDDC Litter Strategy Action Plan

Aim	Objective	Actions	Measures
1. Education and awareness - Supporting positive behaviour and ownership	1. Create a culture where it is unacceptable to drop litter through an effective communication and engagement plan	Promote National campaigns including the Great British Spring Clean	Number
		Pool resources to introduce efficiencies in Clean Devon campaigns, including Devon is beautiful, keep it that way	Number
		Innovative campaigns advertised/viewed on the high street and areas such as cinema screens to get the public to take ownership of their surroundings so they see littering as their responsibility	Locations and media
		Set up a stall in Tiverton Market to promote awareness around litter and good practice around disposal supported by Officers and Councillors	Number of visits and enquiries
		Use nudge type interventions by using positive messages and images during campaigns	
	2. Support strong and consistent anti-litter education with children and young people	Work with school leaders to develop a programme to reduce litter in and around the schools such as litter patrols and litter picking	Feedback and inspections
		Go into schools and deliver presentations to educate pupils in the impact of litter	Feedback
		Develop Primary School competitions around the theme of anti littering and sponsor a prize to award best ideas for promoting awareness	Interest
		Work with youth groups to understand the issues in the local community	
	3. Collaborate with community action groups (including CAG and Sustainable Tiverton/Crediton) and local businesses to develop actions to prevent and clear litter	Raise the profile of litter picking completed through social media and website	Number and weight of collections and compare
		Collaborating with community groups to formulate actions to reduce and clear litter	
		Partnership working on actions to prevent litter with fast food outlets	Number of partnerships
Clear signposting to MDDC litter picking content on website		Number of visits	
2. Better cleaning and litter infrastructure - Making it easier to dispose litter	4. To develop a bin infrastructure and emptying review	Examine the location of bins, along with the emptying frequency to determine the correct number and type	Bin emptying statistics, service costs and inspections
		Install recycle on the go bins to increase recycled waste collected	Weigh collections and compare
		MDDC Litter Strategy adopted to be best placed for future funding opportunities	
		Review, trial and cost new technologies and innovations including; bin with sensors and solar compaction bins	Trial
		Work with other local authorities to review and implement best practice with regards bin provision	Compare and evaluate plans
	5. Understanding the issues to create cleaner places	Review data available along with feedback from the public and staff to better understand littering hotspots to direct resources	Number and location for complaints and inspections
		Partnership working with Highways England and Devon County Council to reduce litter on highways and roads	Number and location for complaints and inspections
		Review operational procedures to reduce wind-blown and dropped items	Number and location for complaints and inspections
3. Improving enforcement - Exercise council powers	6. To provide efficient and effective enforcement services	Publishing enforcement results and show follow through to implementation and subsequent payment of fines	
		Review enforcement arrangements for dealing with littering	
		Issue FPNs for littering and dog fouling	Number issued
		Identify serial offenders through working with stakeholders	
		Use the police to support with the implementation of enforcement measures	

3.0 Measuring and Monitoring

3.1 We need to look at ways to monitor and evaluate progress through collection of data on littering hotspots, along with inspection routines and street cleansing reports/complaints. Part of this strategy is to construct a system of monitoring and recording that can inform future planning and direct current activity and operations.

3.2 Therefore we will review:

- The number of litter complaints received
- The number of FPNs issued
- Litter tonnages collected
- Litter picks including; number, location and tonnages
- The number of bins, type, location and emptying frequency
- Results of inspections/gradings completed (Appendix B)
- Perceptions and understanding through feedback and surveys
- The cost of providing a Street Cleansing service, which is approximately £420,000

We will use this information to compare and ensure best practice amongst our neighbouring authorities and available national statistics.

4.0 Priorities and Sustainability

4.1 The MDDC Corporate Plan is a document which sets out what we want to achieve in the district to support and enrich our communities and businesses and the environment we are in. Our Corporate Plan for 2020-2024 retains the four key priority areas that were identified in 2016 and for the next four years our elected members and officers will work together to ensure these areas continue to be the focus of our work, these priorities are:

- Homes
- Environment
- Community
- Economy

4.2 Within the Corporate Plan you will see the key areas of work the Council aspires to deliver over the next three years, but also how each of these priorities can be delivered in a way that supports our focus on sustainability, be it through creating sustainable and prosperous communities, a sustainable planet or by encouraging sustainable participation.



4.3 The Litter Strategy aims to support the council pledge to tackle climate change and cut carbon emissions and facilitate the achievement of the four priorities, which includes:

- Homes - Use new development as opportunities to help communities to become increasingly sustainable and self-sustaining at neighbourhood level (district heating, energy use, recycling/re-use systems etc.)
- Environment - Increase recycling rates and reduce the amounts of residual waste generated
- Environment - Support community activities that improve the environment such as litter-picks, guerrilla gardening, or community adoption of assets
- Community - Promote community involvement in Council activity
- Economy - Develop and deliver regeneration plans for all three main towns in partnership with town and parish councils, private and third sector and communities

5.0 Current Provisions

5.1 Street Cleansing currently provides services across the district, including:

- Bin provision and emptying - There are around 850 bins in the District split into three zones that are audited and emptied at frequencies dependant on location and use. Within Mid Devon dog waste can be bagged and deposited in dog bins or in litter bins (not in a childrens play area) as there is an existing 'Any Bin Will Do' Policy. An audit of litter and dog bin provision has been completed with photographs of all bins and locations entered onto a GIS mapping system. This audit also includes a condition survey and fill levels.
- Street cleaning in the three town centres of; Tiverton, Cullompton and Crediton
- Litter picking of parks, open spaces and road side verges – This also includes clearing of litter blown or dropped from council waste and recycling vehicles
- Street sweeping of the district using two mechanical sweepers
- Clearing of fly tipping
- Bulky Waste collections

We also provide organised litter picking groups with; litter picking sticks, advice and risk assessments and picking up the litter collected by these groups.

5.2 The Street Scene Education and Enforcement Service is a frontline service which works throughout the District ensuring cleanliness and attractiveness of our public realm through both education and enforcement. The role of the four District Officers is to protect, promote and improve the health and environment of the district and all its people through education, guidance and enforcement. Related activities include patrols where District Officers can detect and deal with littering incidents and dog fouling related issues for which they may issue Fixed Penalty Notices (FPNs). Cleansing Inspections are carried out at the same time.

6.0 Future provisions – delivering the strategy

6.1 It is important that we do not look at education, infrastructure and enforcement in isolation. There will always be an overlap and one may compliment and support another. We will blend education with enforcement and promote how these two areas can work closely together. For some people enforcement is preceded by education, whilst with others education is preceded by enforcement. The key thing is to ensure these measures are linked and complement each other.

6.2 Education and awareness measures will embed a culture which views littering as socially unacceptable and we recognise that prevention is more effective than cleaning up after the event - the clean-up costs are a huge drain on our resources. Enforcement is a necessary tool to address the behaviour of habitual litterers by sending a clear message to the public. We will use existing prosecution powers where appropriate including the issuing of Fixed Penalty Notices.

6.4 Mid Devon District Council wants to create a culture where it is totally unacceptable to drop litter. This means generating strong and lasting social pressure against littering, making it socially unacceptable to drop litter. A compelling communications plan is a common feature of almost all successful approaches to tackling litter. Mid Devon District Council believes that there is now a need for a more joined up approach led by Government to develop a national anti-litter campaign to help deliver sustained behavioural change for this generation.



6.5 Mid Devon District Council will look at innovative ways to engage the community, groups and businesses to share their experiences of what works to reduce littering to assist in the future direction and thinking for tackling littering in our District. We need to understand the cause of littering and focus on what works. Stakeholder groups will be crucial to convey the message to change behaviours and assist in reducing litter in our District. Nudge-type interventions are often small changes that are relatively cheap to implement, compared to traditional behaviour-change tools like large-scale campaigns or enforcement. For example, there is no difference in cost between using positive social norm messages (e.g. “be part of a clean community”) rather than negative instructions (e.g. “don’t drop litter”), yet nudge theory suggests that positive messages should be more effective.

- 6.6 Mid Devon District Council will work with schools in teaching about litter, working with Partnership Directors and Ambassadors. Education and work with young people will be a consistent theme to our approaches in reducing littering and bring about long lasting behavioural changes so that good habits learned in school are followed through into homes and the community. We will work with the Devon Waste Education Programme to look at how we engage school children with anti-littering campaigns.
- 6.7 Mid Devon District Council needs to understand why littering is more common in certain age groups than others. Mid Devon District Council needs to look at the motivations and barriers that influence littering behaviour and proper disposal behaviour. Mid Devon District Council needs to understand how individual's feelings about and relationship to their community can also affect their behaviour. Mid Devon District Council will need to work with youth groups and the National Citizen Service to understand and develop interventions that engages youth to take personal responsibility and ownership and pride in their local area. This could be conveyed through; social media, peers and even the cinema.
- 6.8 Mid Devon District Council will use our position as the local authority to spread the message about the financial and environmental cost of litter through the use of social media and the Council website. Advise residents on the correct disposal of household waste and appropriate methods for disposing of household items using; reuse services, bulky waste collections or waste disposal contractors with the correct waste carrier licence. We will periodically review systems used for the public to report instances of littering.
- 6.9 Mid Devon District Council will assess the effectiveness of developing technologies and new innovations along with local authority interventions with regards the three areas of; education, infrastructure and enforcement.

Appendix A – Types of enforcement action

Type of enforcement action	Purpose
No further action	All actions of observed littering and reports of littering will be investigated by the District Officers. It may be decided that enforcement action is not proportionate to the level of harm caused by a breach. This may be for cases where the member of public is unaware that they have littered, but will be told their responsibilities regarding littering and that a Fixed Penalty Notice will be issued for any future offences.
Fixed Penalty Notice (FPN)	Fixed Penalty Notices (FPNs) are a means of punishing offenders for unlawful behaviour and offer a quick, flexible means of dealing with certain offences. It avoids overloading the judicial system with unnecessary cases. The Council can issue a fixed penalty notice as permitted by section 88 of the Environmental Protection Act 1990. A fixed penalty notice sets a penalty of £150 to be paid but it is not a fine or a criminal conviction. The recipient can opt for the matter to be dealt with in court instead of paying. No proceedings will be taken for the offence before the expiration of 14 days following the date of the notice. The offender will not be liable to conviction for the offence is payment of the fixed penalty is received during the period of 14 days.
Prosecution	Section 87 of the Environmental Protection Act 1990, as amended, makes it a criminal offence to “throw down, drop or otherwise deposit any item, and leave it”. The offence applies to all land (or water) that is publicly accessible (with or without payment) and open to the air. An area is open to the air if it is open on one side, even if the area is covered. It is not an offence to drop litter if it is authorised by law or if it is done with the consent of the owner or occupier of the area where the litter is dropped (except in the case of ponds, lakes or watercourses, where the owner or occupier giving permission for litter to be dropped must have control of the whole area of water for no offence to be committed.) The maximum fine for littering is £2,500 .
Fly Tipping	Fly tipping is the illegal dumping of any waste onto land that has no licence to accept waste. It can vary in scale significantly from a bin bag of rubbish to a large quantity of waste dumped from a truck. Enforcement legislation is embodied within the Environmental Protection Act 1990 sections 33 and 34. The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 came into force on 9 May 2016 which amends the Environmental Protection Act 1990 to allow the issuing of fixed penalties of £400 for waste deposit offences. The adopted Fly-Tipping Policy can be found under item 162 (Environment Education Policy) of the MDDC Cabinet meeting of 23 April 2020
Littering From Vehicles	Mid Devon District Council is committed to reducing litter on

	<p>roadsides and verges and will take enforcement action against those who litter from their vehicles. It is recognised that it can be particularly difficult for District Officers in the Environmental Enforcement Team to identify which person in the vehicle committed the offence. Recently introduced powers allow Mid Devon District Council to hold the keeper of a vehicle responsible for littering offences committed from the vehicle.</p> <p>The amount of a fixed penalty is the amount specified under Section 88(6A) of the EPA 1990 for the fixed penalty for the offence of leaving litter which has been thrown from a vehicle. Mid Devon District Council has set this sum at £150. If this fixed penalty is not paid in full within the fixed penalty payment 14 days, the amount of the fixed penalty increases by 100% with effect from the day after the last day of the fixed penalty payment period.</p> <p>These FPNs will be issued when District Officers in the service Environmental Enforcement Team observe offences whilst on patrol, on a pure chance basis whilst engaged on other duties, or following an approach by members of the public willing to stand as witness in any subsequent Court action.</p>
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There are no current national metrics in place although locally District Officer hours are used to grade roads/streets etc. in our district. Sites are assessed using a grading system based on the same principles previously used in Defra's Code of Practice on Litter and Refuse (NI 195). These are graded A-D:

- grade A meaning no litter is present
- grade B meaning - the area is predominantly free with some minor instances of litter
- grade C meaning widespread distribution of litter and refuse, with minor accumulations
- grade D meaning heavily affected with litter, with significant accumulations

Grades A and B are classed as meeting an acceptable standard.

In 2017 to 2018 the average number of sites that were graded as acceptable or higher was 86% - 96% from data supplied by Keep Britain Tidy and APSE.

MDDC data from 2020-2021

	Number		Percentage	
	Litter	Detritus	Litter	Detritus
Number of Wards Surveyed	27	27		
Total Number of Transects Surveyed	820	829		
Transects Graded A	445	202	54.27	24.37
Transects Graded B	355	566	43.29	68.28
Transects Graded C	19	54	2.32	6.51
Transects Graded D	1	7	0.12	0.84
Percentage graded A or B:				
			97.56%	92.64%

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ENVIRONMENT PDG 11 JANUARY 2022

UPDATE ON STREET SCENE SERVICES – CONTRACTED OUT ENFORCEMENT DUTIES

Cabinet Member(s): Cllr Colin Slade, Cabinet Member for the Environment and Climate Change
Responsible Officer: Darren Beer, Operations Manager for Street Scene and Open Spaces

Reason for Report: Members requested that the provision of private/external enforcement to be reviewed.

Recommendation: That Members note the contents of this report.

Financial Implications: None as this is an information report only.

Budget and Policy Framework: The Street Scene and Enforcement policies previously agreed set out the key aims, principles, priorities and options which secure regulatory compliance and both investigate and, where necessary, undertake enforcement action following breaches of regulations.

Legal Implications: None as this is an information report only.

Risk Assessment: This report is for information only.

Equality Impact Assessment: There are no equality issues identified in this report.

Relationship to Corporate Plan: Priorities within the Corporate Plan are economy, homes, community and environment. The Street Scene Service is a frontline service, which works throughout the district ensuring cleanliness and attractiveness of our public realm through collection of waste and recycling. This is assisted through education and enforcement.

Impact on Climate Change: None as this is an information report only.

1.0 Introduction/Background

1.1 At the Environment PDG on 12th January 2021 it was requested that the service provide an update on private/external enforcement

2.0 Private enforcement

2.1 The Environment and Enforcement Manager contacted two enforcement companies to provide quotations for both cost neutral and chargeable services.

2.2 East Hampshire District Council confirmed they would not be able to carry out enforcement on our behalf as they would require other local authorities to join the scheme with Mid Devon District Council to enable the trial to go ahead. No neighbouring authority have engaged in a partnership.

2.3 3GS provided both a cost neutral and chargeable service quote in 2020 that was not viable at the time. This has not changed since the update in January 2021.

3.0 **Conclusion**

3.1 It can be concluded that it is not viable to procure an external/private enforcement provider to supplement the service the department currently provide.

Contact for more Information:

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Circulation of the Report:

Cllr Colin Slade, Leadership Team

ENVIRONMENT PDG WORK PLAN 2021-2022 - 2021 TO 2022

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
8th March 2022				
8.03.22	<p>Electricity Distribution Network capacity for increased renewable energy Members to discuss the issue and to provide a steer to Officers on how the PDG wishes to proceed to investigate the subject.</p>		Jason Ball	
8.03.22	<p>Sustainable Farming Members to discuss the issue and to provide a steer to Officers on how the PDG wishes to proceed to investigate the subject.</p>		Jason Ball	
8.03.22	<p>Sustainable Procurement - Net Zero Advisory Group To receive the final recommendations on Sustainable Procurement from the Net Zero Advisory Group</p>		Andrew Busby	
8.03.22	Chairman's Annual Report		Clare Robathan	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
8.03.22	<p>Work Plan To receive the current work plan for the Environment PDG.</p> <p>Members to agree and discuss additional items that they would like added to the Work plan</p>		Clare Robathan	
Items for further discussion				
Page 1 of 10	<p>Recycling Issues Members to discuss the issue and to provide a steer to Officers on how the PDG wishes to proceed to investigate the subject.</p>		Darren Beer	
Items deferred to Net Zero Advisory Group for investigation				
	<p>Sustainable Procurement NZAG to investigate Sustainable Procurement and bring any suggestions to the PDG for recommendation to the Cabinet</p>		Jason Ball	
	<p>Planning Heritage Policy NZAG to investigate the Planning Heritage Policy and bring any suggestions to the PDG for recommendation to the Cabinet</p>		Jason Ball	