

Public Document Pack

Mid Devon District Council

Managing the Environment Policy Development Group

Tuesday, 24 November 2015 at 2.00 pm
Phoenix House, Phoenix Lane, Tiverton EX16 6PP

Next ordinary meeting
Tuesday, 12 January 2016 at 2.00 pm

Those attending are advised that this meeting will be recorded

Membership

Cllr D R Coren
Cllr Mrs C P Daw
Cllr R Evans
Cllr R F Radford
Cllr Mrs E J Slade
Cllr J D Squire
Cllr Mrs N Woollatt
Cllr R Wright
Cllr Mrs A R Berry

A G E N D A

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

- 1 **Apologies and substitute Members**
To receive any apologies for absence and notices of appointment of substitute Members (if any).
- 2 **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.
- 3 **Minutes of the Previous Meeting** (*Pages 5 - 10*)
To approve as a correct record the minutes of the last meeting.
- 4 **Chairman's Announcements**
To receive any announcements that the Chairman may wish to make.
- 5 **Financial Monitoring** (*Pages 11 - 24*)
To receive a report from the Head of Finance presenting a financial update in respect of the income and expenditure so far in the year.

- 6 **Draft Budget 2016-17** *(Pages 25 - 58)*
To receive a report from the Head of Finance to consider options available in order for the Council to set a balanced budget for 2016/17.
- 7 **Car Parking Working Group** *(Pages 59 - 90)*
To receive a report from the Head of Finance updating the Group with regard to proposals being recommended by the Car Parking Working Group.
- 8 **Planning Guidance for Waste Storage** *(Pages 91 - 102)*
To receive a report from the Head of Planning and Regeneration providing guidance for developers on how adequate refuse storage facilities can be incorporated into the design of new residential development schemes both for individual properties and also for communal schemes.
- 9 **Grass Cutting Consultation** *(Pages 103 - 148)*
To receive a report from the Head of Housing and Property Services updating Members on the consultation with Town and Parish Councils regarding the future arrangements of grass cutting of Devon County Council highway verges.
- 10 **Play Area Closures** *(Pages 149 - 164)*
To receive a report from the Head of Housing and Property Services providing Members with an update on consultation with Town and Parish Councils regarding play areas identified for potential closure. The report informs Members of the options and restrictions to be considered when identifying play areas for closure, and identifies play areas for closure.
- 11 **Performance and Risk** *(Pages 165 - 168)*
To receive a report from the Head of Communities and Governance providing Members with an update on performance against the corporate plan and local service targets for 2015-16 as well as providing an update on the key business risks.
- 12 **Fixed Penalty Notices**
At a meeting of the Scrutiny Committee on 5th October 2015 Members requested that the Managing the Environment Policy Development Group consider whether or not officers should be set a target for the issue of fixed penalty notices or whether the emphasis should be on prevention as a priority.
- 13 **Identification of Items for the Next Meeting**
Note: This item is limited to 10 minutes. There should be no discussion on the items raised.

Draft Budget Update
Climate Strategy and Action Plan

Clinical Waste

Kevin Finan
Chief Executive
Monday, 16 November 2015

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairman. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Member Services Officer in attendance so that all those present may be made aware that is happening.

Members of the public may also use other forms of social media to report on proceedings at this meeting.

Members of the public are welcome to attend the meeting and listen to discussion. Lift access to the Council Chamber on the first floor of the building is available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available. There is time set aside at the beginning of the meeting to allow the public to ask questions.

An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, or

If you would like a copy of the Agenda in another format (for example in large print) please contact Julia Stuckley on:

Tel: 01884 234209

Fax:

E-Mail: jstuckey@middevon.gov.uk

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MID DEVON DISTRICT COUNCIL

MINUTES of a MEETING of the MANAGING THE ENVIRONMENT POLICY DEVELOPMENT GROUP held on 22 September 2015 at 2.00 pm

Present

Councillors

R F Radford (Chairman)
Mrs A R Berry, D R Coren, R Evans,
Mrs E J Slade, J D Squire, Mrs N Woollatt
and R Wright

Apologies

Councillor(s)

Mrs C P Daw

Also Present

Councillor(s)

N V Davey and Mrs G Doe

Also Present

Officer(s):

Andrew Jarrett (Head of Finance), Stuart Noyce (Waste and Transport Manager), Gareth Evans (District Officer) and Julia Stuckey (Member Services Officer)

24 APOLOGIES AND SUBSTITUTE MEMBERS

Apologies were received from Councillor Mrs C P Daw.

25 PUBLIC QUESTION TIME

There were no questions from the members of the public present.

26 MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting of the Group were approved as a true record.

27 CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed the Group that an update from the Car Parking Working Group would be presented to the next meeting.

28 MEETING MANAGEMENT

The Chairman indicated that he intended to take item 10 on the agenda before item 5.

29 UPDATE ON THE CHANGES TO THE WASTE AND RECYCLING SCHEME

The Group had before it a report * from the Head of Finance updating it on progress with the roll-out of the new collection scheme for the waste and recycling service.

The Waste and Transport Manager outlined the content of the report, explaining the roll-out of boxes and leaflets that had taken place and the reception the scheme had received from the public.

Increases had been seen in the collection of dry recycling and this would have benefits both financially and environmentally.

He further explained that the roll out of the second phase of the scheme had started. A six page leaflet was being delivered to all households along with a blue container for the collection of food waste. The roll out would take eleven weeks to complete.

Discussion took place regarding:

- The landfill site at Broadpath and the longevity of its use;
- Round rescheduling had so far proved successful but further changes may be required when food waste was added to the collection;
- Tonnage was recorded when recyclable materials were sold, rather than on collection;
- To date, recycling tonnages were up and landfill tonnages had decreased;
- The last free collection of garden waste would take place when the blue food waste container had been delivered;
- The value of recyclable materials fluctuated.

The Chairman thanked the officer for the report and requested that a further update be provided in March 2016.

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

30 **WASTE EDUCATION AND ENFORCEMENT POLICY (00:22:00)**

The Group had before it a report * from the Head of Finance regarding a proposed Waste and Recycling Enforcement Policy.

The Waste and Transport Manager introduced the new District Officer to the Group, explaining that this officer had been appointed to assist with the draft and implementation of the policy. He explained that the main aim of the policy was to improve education regarding recycling so that as much material as possible could be recycled.

He informed the Group that every effort would be made to educate the public and that enforcement would only be used as a last resort when people were not recycling at all. A specific procedure had been put in place, including the issue of leaflets, letters and formal notices before a fixed penalty notice would be issued. Legislation to allow this had been in place since 1990 but had not been used by the Authority.

The Officer explained that just a 1% increase to tonnage recycled could generate savings of up to £10k, at no cost to the authority and with benefits to the environment.

Discussion took place regarding:

- Previous research had shown that up to 50% of waste in black sacks could have been recycled;
- Officer time spent dealing with enforcement of recycling would result in less officer time being spent dealing with dog fouling and littering issues;
- Care providers and housing associations should be contacted in order that carers were educated on waste and recycling.

It was **AGREED** that the draft policy be amended to show that:

1. Waste and recycling should not be put out for collection any earlier than 6.00pm the evening before collection and no later than 6.00am on the morning of collection;
2. Cut flowers and house plants could be disposed of in the blue food waste container;
3. Removal of the statement that waste could be put out for collection in 'black sacks provided by the council'.

It was **RECOMMENDED** to cabinet that:

Council approve the following:

- a. That the Waste and Recycling Enforcement Policy, with the following amendments, be adopted -
 - i) Waste and recycling should not be put out for collection any earlier than 6.00pm the evening before collection and no later than 6.00am on the morning of collection;
 - ii) Cut flowers and house plants could be disposed of in the blue food waste container;
 - iii) Removal of the statement that waste could be put out for collection in 'black sacks provided by the council'.
- b. That the level of Fixed Penalty Notice for not recycling be set at £75 with a reduction to £50, if paid within 14 days and where fixed penalty notices were not paid prosecution would be pursued
- c. That power to serve s46 Environmental Protection Act notices be delegated to the Head of Finance.

(Proposed by the Chairman)

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

31 **PLAY AREAS - RE CONSULTATION AND CLOSURE (00:55:45)**

The Group had before it a report * from the Head of Housing and Property Services informing members of the latest consultation with parishes, town council's and the public on-line consultation on the future provision of play areas.

The Open Spaces Manager informed the Group that a report had been presented to them on 10 March 2015, informing them of planned consultation with parish and town councils on the future provision of play areas and offering them the opportunity to take ownership. As a result of that report the Group had requested that officers

consult with town and parish council's regarding the future of 27 play areas listed in annex 5 of the report and set up a questionnaire on survey monkey to allow the public to comment on the future of the identified play areas.

The officer explained that 90 of Mid Devon's play areas were located within the parishes of Tiverton, Cullompton, Crediton and Willand; which accounted for 84% of the total number. Taking this into account, arrangements to meet with each of these councils had been made. Consultation with the remaining parishes had been through letters and emails.

Officers had met twice with the Tiverton Town Council's Finance Committee. The Town Clerk had confirmed that at a meeting of the Finance Committee on the 14 September the Town Council had agreed to make a contribution of £18,000 for the maintenance of Tiverton's play areas.

Officers had also met with Cullompton Town Council on one occasion and had received the following points in a letter from the clerk.

- Cullompton Town Council had no objections to the closure of the play areas at Ash Drive and Conifer Close.
- The Council's preference was that the play areas at Cross Parks and Swallow Way should remain open but it had no objections to the closure of any three of the following play areas: Spindlebury, Siskin Chase, Starlings Roost, Chaffinch Drive, Dove Close or Bullfinch Close.
- That Tufty Park and Headweir Road were protected from closure and that the Town Council would work with the authority to upgrade these play areas using Section 106 and Public Open Space monies and grant funding, with the proviso that Mid Devon kept the Town Council informed of what it intended to do.

The Officer confirmed that a meeting had taken place with Willand Parish Council and that clarification had been sought with regard to the lease or ownership of the play areas.

Crediton Town Council had yet to confirm their intentions.

Further feedback had been received from other parishes.

Information regarding the online survey, which had resulted in 490 responses, was provided within the report.

Discussion took place regarding:

- Further consultation was ongoing;
- The legal situation regarding sites that had been funded from Section 106 monies needed to be clarified;
- Possible covenants on land which meant it must be used as open space;
- The future use of land if play areas were decommissioned;
- The length of future lease agreements.

It was **AGREED** that a report be prepared for the next meeting of the Group with recommendations for proposed closures.

Notes: - * Report previously circulated and attached to Minutes.

32 **CYCLING IN THE PARK (01:23:40)**

The Open Spaces Manager informed Members that a complaint had been received from a member of the public stating that signs indicating that cycling was not allowed in People's Park had been removed when the gates were painted and not replaced. Officers were not aware that this was the case but on checking the bylaws had discovered that there was one which stated that 'no person shall ride a bicycle in the park without reasonable excuse'. A sign had subsequently been erected. However since then a number of complaints had been received, as well as some social media coverage, from parents objecting to the fact that they could no longer teach their children to ride a bike in the park.

The Officer asked for Members views on this. Discussion took place regarding:

- The difficulty in enforcing a bylaw;
- The possibility of allowing children to learn to ride by amending the sign;
- If an age range was specified the difficulty in knowing the actual age of a child;
- The fact that the sign must have been missing for up to nine years and only one complaint had been received.

It was **RESOLVED** that Officers be requested to erect signage stating 'no cycling except for young children'.

(Proposed by the Chairman)

33 **WILD FLOWER SEEDS (01:37:00)**

The Group had requested that the Open Spaces Manager update them on the possibility of using wild flowers within Mid Devon.

The Officer informed the Group that wild flowers grew best in poor soils and that Mid Devon had very good soil. He explained that grass was very dominant and grew well in good soil, stifling the growth and seeding of wild flowers. In order to sow wild flowers in Mid Devon it would be necessary to remove the top soil from the flower bed which would be labour intensive and would not save money.

It was **RESOLVED** that the Open Spaces Manager investigate the possibility of setting aside land within each of the authorities main public parks for a wild flower bed.

(Proposed by the Chairman)

34 **GRASS CUTTING CONSULTATION (01:45:52)**

The Property Services Manager informed the Group that consultation was currently taking place with Town and Parish Councils regarding grass cutting. Devon County Council had previously contracted the Authority to undertake the cutting of grass

verges in the towns and parishes but had removed the funding for the current financial year. It had been agreed that the authority would undertake the cutting for the current year at its own expense but that consultation would take place regarding future years.

Letters * had been sent to the Town and Parish Councils and some responses had been received.

Final results of the consultation would be reported to the next meeting of the Group.

Note: - * letter previously circulated and attached to Minutes.

35 IDENTIFICATION OF ITEMS FOR THE NEXT MEETING

Fixed Penalty Notices Update
Performance and Risk
Draft Budget
Financial Monitoring
Play Area Closures
Grass Cutting Consultation
Corporate Asbestos Policy
Car Parking Working Group
Planning – Waste Storage

(The meeting ended at 4.00 pm)

CHAIRMAN

**MANAGING THE ENVIRONMENT
22 NOVEMBER 2015**

AGENDA ITEM

FINANCIAL UPDATE FOR THE SIX MONTHS TO 30 SEPTEMBER 2015

Cabinet Member Cllr Peter Hare-Scott
Responsible Officer Head of Finance

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

RECOMMENDATION(S): The Cabinet note the financial monitoring information for the income and expenditure so far for the 2015/16 financial year.

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

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

Legal Implications: None.

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

1.0 Introduction

- 1.1 The purpose of this report is to highlight to Cabinet our current financial status and the likely reserve balances at 31 March 2016. It embraces both revenue, in respect of the General Fund and Housing Revenue Account, and capital and aims to focus attention on those areas which are unlikely to achieve budget. It is particularly important for next year's budget setting and, looking further ahead, with the medium term financial plan.
- 1.2 Favourable variances generating either increased income or cost savings are expressed as credits (negative numbers), whilst unfavourable overspends or incomes below budget are debits (positive numbers). This report only includes budget variances in excess of £10k as the purpose of the report is to concentrate on material issues that may require further investigation/action. Budget variances are expressed net of budgeted transfers to or from earmarked reserves, which were previously approved by Cabinet. A more detailed analysis will be provided with the final outturn report for the year.

2.0 Executive Summary of 2015/16

2.1 The table below shows the opening position of key operational balances of the Council, the forecasted in year movements and final predicted position at 31 March 2016:

Usable Reserves	31/03/2015	Forecasted in year movement	31/03/2016
	£k	£k	£k
Revenue			
General Fund – see note	(2,380)	157	(2,223)
Housing Revenue Account	(2,000)	(38)	(2,038)
Capital			
Major Repairs Reserve	0	(165)	(165)
Capital Receipts Reserve	(985)	471	(514)
Capital Contingency Reserve	(1,123)	580	(543)

3.0 The General Fund Reserve

3.1 This is the major revenue reserve of the Council. It is increased or decreased by the surplus or deficit generated on the General Fund in the year. This reserve held a balance of £2,380k as at 31/03/15.

3.2 The forecast General fund *deficit* for the current year is £157k as shown at Appendix A. The most **significant** service movements this month comprise:

	£k
GP surgery non domestic rates (see para 10)	100
More car park income from pay and display and off street fines	(33)
Improved position on Housing Benefit subsidy	(10)
Better recovery on General Fund housing debts	(20)
Increased planning and building control income	(20)
Leisure salaries and Exe Valley memberships	20
Newcombes Meadow urgent health & safety wall repair	20
New AV unit in Council Chamber more than estimate	20

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

4.0 Capital Programme

4.1 The status of this year's capital programme is shown at Appendix G.

4.2 Committed and Actual expenditure is currently £3,347k against a budgeted Capital Programme of £13,720k.

4.3 Forecast *net* underspends currently amount to (£89k), which are mainly comprised of the following (please see notes on appendix G):

- ICT software for 'Incab' re Waste & recycling vehicles (£60k)
- Various projects charged to revenue as under £20k Capital de minimis (£88k)
- Forecast additional spend on Council House building project at St Andrews Street £60k

4.4 Forecast slippage into 2016/17 currently amounts to £2,477k, this comprises the following projects (please see notes on appendix G):

- Land Drainage scheme – Ashleigh Park Bampton £67k
- Sewerage treatment works – Washfield £25k
- Works in relation to major repairs of our council houses £165k
- Renewable Energy fund - renewable wall insulation £70k
- Tiverton Pannier Market Roof £110k
- Various ICT projects £313k
- 5 Refuse vehicles £740k
- Council House Build Projects at Burlescombe & Beech Road Tiverton £987k

5.0 Capital Contingency Reserve

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

	£k
Capital Earmarked Reserve at 1 April 2015	(1,123)
Funding required to support 2015/16 Capital Programme	298
Earmarked Reserve for Private Sector Housing	282
Forecast Balance at 31 March 2016	(543)
	=====

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

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

	£k
Unapplied Useable Capital Receipts at 1 April 2015	(985)
Earmarked Reserve for Private Sector Housing	<u>194</u>
	(791)
Net Receipts to date (includes 5 RTB's)	(212)*
(* Forecast pending completion of Q2 pooling return)	
Current Balance	(1,003)
Forecast further capital receipts in year	(468)
Forecast capital receipts to be applied in year	957
Forecast Unapplied Capital Receipts c/fwd. 31 March 2016	(514)
	=====

- 6.2 Please note the majority of these balances on the capital Contingency Reserve and the Capital Receipts reserve will be required to enable a balanced Capital MTFP that will be brought to the October Cabinet.

7.0 Treasury Management

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

Interest Received:

	Budget	Forecast	Variance
	£k	£k	£k
Interest from HRA funding	(69)	(69)	0
Investment Income Received	(65)	(75)	(10)
	-----	-----	-----
Total Interest Receivable	(134)	(144)	(10)
	=====	=====	=====

The investment income from the CCLA property investment for 2015/16 has not been included in the figures above. The first dividend from this is due to be received in November, when we will have a better idea of the sum we might expect to receive.

8.0 Non Domestic Rates

In a recent high level appeal tribunal case, which considered the business rate valuation of GP surgeries, the District Valuer lost the case. The impact is that nationally GP surgeries after a revaluation of their business rates, will see their business rates fall and can request a refund of the excess of their business rates paid in earlier years. All Councils with GP surgeries will be affected.

Two refunds have already been arranged by Mid Devon but we have 46 in the District and the impact of this rerating exercise, in terms of refunds, for Mid Devon over the next two years could be in excess of £500k. We have currently estimated an impact this year of £100k. As well as paying out refunds the other impact of course will be reduced income year on year into the future. It is possible that after lobbying by the Local Government Association that central government might consider some form of compensation towards our losses, but this is not guaranteed.

In addition to this current business rate appeal outcome George Osborne has announced that in future Councils will be able to retain non domestic rates. Current indications are that this will be a phased process over the life of the current Parliament that will be matched to the elimination of the formula grant. Due to the complexity of Local Government funding it remains to be seen, whether we will be better or worse off in financial terms. Finance officers will provide Members with updates as this legislation emerges.

9.0 Conclusion

- 9.1 Members are asked to note the revenue and capital forecasts for the financial year. This report covers the first half of the year and begins to show the trends with which to identify end of year positions.
- 9.2 In the General Fund operations are much tighter and managers in some areas are struggling to meet their budgets. Overall the forecast for the year at this point is a deficit of £157k on a net budget of £8.7 million, a 1.8% variance.
- 9.3 Inevitably after achieving savings year on year some service areas have had difficulty in suggesting savings for next years budget, without compromising service delivery. The PDG budget reports showing the shortfall for 2016/17 will be issued shortly and also, looking further ahead, we are also compiling the medium term financial plan.
- 9.4 The situation is similar in the Housing Revenue Account (HRA), where future housing rent decreases, announced in the budget, will define a modified future housing plan. A revised HRA business plan report is also currently being drafted.
- 9.5 In due course Members will be required to consider various potential future scenarios and their potential impact on service delivery that will facilitate a balanced budget, of prioritised services, linked to the new corporate plan.

Contact for more information:

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Circulation of the Report:

Cllr Peter Hare-Scott, Management Team

**GENERAL FUND FINANCIAL MONITORING INFORMATION
FOR THE PERIOD 01 APRIL TO 30 SEPTEMBER 2015**

Com	General Fund Summary	Note	2015/16 Annual Budget £	Full Year Forecast (Net of Trf to Earmarked Reserves (EMR) (0 = On budget) £	Variance %
	Cllr C J Eginton				
CM	Corporate Management	A	1,197,130	(24,000)	-2.0%
LD	Legal & Democratic Services: Member/Election Services	B	1,027,290	63,000	6.1%
	Cllr N V Davey				
CP	Car Parks	C	(23,680)	(39,000)	-164.7%
ES	Cemeteries & Public Health	D	156,640	(15,000)	-9.6%
ES	Open Spaces	F	593,300	20,000	3.4%
GM	Grounds Maintenance	E	(16,870)	25,000	-148.2%
WS	Waste Services	H	2,287,120	50,000	2.2%
	Cllr C R Slade				
CD	Community Development	I	328,270	5,800	1.8%
ES	Environmental Services incl. Licensing	D	157,180	19,000	12.1%
IT	IT Services	Q	(12,040)	(45,900)	381.2%
PR	Planning - Land charges	N	(600)	(13,000)	2166.7%
RS	Recreation And Sport	J	662,400	120,000	18.1%
	Cllr P H D Hare-Scott				
FP	Finance And Performance	K	(180)	0	0.0%
RB	Revenues And Benefits	L	782,650	(134,000)	-17.1%
	Cllr R L Stanley				
ES	ES: Private Sector Housing Grants	D	112,120	10,000	8.9%
HG	General Fund Housing	M	317,150	(20,000)	-6.3%
PS	Property Services	G	253,800	(336,000)	-132.4%
	Cllr R J Chesterton				
CD	Community Development: Markets	I	60,550	10,000	-16.5%
PR	Planning And Regeneration	N	960,400	161,600	16.8%
	Cllr M Squires				
CS	Customer Services	O	15,730	60,000	381.4%
ES	Environment Services - Public Health	D	356,920	0	0.0%
HR	Human Resources	P	98,470	0	0.0%
LD	Legal & Democratic Services: Legal Services	B	(10)	21,500	
	All General Fund Services		9,313,740	(61,000)	-0.7%
IE260	Interest Payable		68,390	79,064	
IE290	Interest Receivable on Investments		(65,000)	(10,000)	
	Additional dividend re Heritable Investment			(43,958)	
	Interest from Funding provided for HRA		(69,090)	0	
	New Homes Bonus Grant		0	(1,612,725)	
	Sundry Grants		0	0	
ABFGF	Statutory Adjustments (Capital charges)		(905,860)	83,453	
TREMR	Net Transfer to/(from) Earmarked Reserves	APP B	424,170	1,622,125	
	TOTAL BUDGETED EXPENDITURE		8,766,350	56,959	0.6%
	Formula Grant (includes Non Domestic rates)		(3,767,480)	100,000	
	Council Tax		(4,955,540)	0	
	Collection Fund Surplus		(43,330)	0	
	TOTAL BUDGETED FUNDING		(8,766,350)	100,000	-1%
	Forecast in year (Surplus) / Deficit		0	156,959	
	General Fund Reserve 01/04/15			(2,380,180)	
	Forecast General Fund Balance 31/03/16			(2,223,221)	

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30
SEPTEMBER 2015

Note	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
A	Corporate Management		
	External audit fees have seen a significant reduction	(24,000)	Cabinet
		(24,000)	
B	Legal & Democratic Services		
	Salaries - uncovered maternity & restructure of Legal Services	8,500	Cabinet
	Income - Legal Section 106 work less than in previous years and fees & charges down	13,000	Cabinet
	Members' tablets, cost was budgeted as Capital Expenditure but as less than £20k falls as Revenue Expenditure (see appendix G)	12,000	Cabinet
	Cost of District Council Elections (covered by earmarked reserve)	60,000	Cabinet
	Various other minor variances	(9,000)	Cabinet
		84,500	
C	Car Parks		
	P&D income £19k up against budget at half year. Yearend forecast can be changeable month by month	(23,000)	MTE
	Increased income from off-street fines	(10,000)	MTE
	Other minor variances	(6,000)	MTE
		(39,000)	
D	Environmental Services combined		
	Salary underspends in Environmental Enforcement due to vacant post and overtime budget	(6,000)	CWB
	Licensing Unit salaries - Increase in hours and JE impact	15,000	CWB
	Cemetery income above profile on internments & exclusive burial rights	(15,000)	MTE
	Environmental Health salary overspend due to a service restructure and JE	10,000	CWB
	Private Sector Housing salary overspend due to restructure, increased hours and JE	10,000	DAAH
		14,000	
E	Grounds Maintenance		
	£25k cut in grass cutting budget from Devon County Council	25,000	MTE
		25,000	
F	Open Spaces		
	Urgent repairs works to play area wall at Newcombes Meadow	20,000	MTE
		20,000	
G	Property Services		
	Market Walk income not budgeted -Predicting £363k of net income at year end to be off-set by costs of PWLB loan and capital financing. The projected surplus £172k will be transferred into reserves for future economic development.	(363,000)	MTE
	The new AV unit in the Council Chambers has come in more than estimated	20,000	MTE
	Decrease in income received from Prospects leaving the rental space at Phoenix House	7,000	MTE
		(336,000)	

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 SEPTEMBER 2015

Note	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
H	Waste Services		
	Refuse - vehicle repairs, running aged fleet until replacement need is known.	50,000	MTE
		50,000	
I	Community Development		
	Salaries - variance in hours	(6,200)	CWB
	Market Income - proactive work is being carried out to try and meet this gap	10,000	CWB
	Grant spend covered by seed fund ear marked reserve.	12,000	CWB
		15,800	
J	Recreation And Sport		
	Exe Valley Leisure Centre (EVLC) salaries	15,000	CWB
	EVLC Income-Adult/Junior membership volumes down-new manager looking in to	70,000	CWB
	Culm Valley Sports centre (CVSC) salaries	5,000	CWB
	Lords Meadow Leisure Centre (LMLC) salaries	5,000	CWB
	Maintenance overspend -squash court roofs/ATP repairs at EVLC	25,000	CWB
		120,000	
K	Finance And Performance		
		0	
L	Revenues And Benefits		
	HB Fraud section transferred to DWP from 01/05/15	(62,000)	CWB
	Additional agency staff required in Housing Benefit net of salary savings (maternity leave, post changes & vacant hours)	18,000	CWB
	Housing Benefit Subsidy	(90,000)	CWB
		(134,000)	
M	General Fund Housing		
	Better recovery on DARs	(20,000)	DAAH
		(20,000)	
N	Planning And Regeneration		
	Enforcement-Direct Action costs (predominantly Harlequin Valet)	80,000	CWB
	Enforcement salary savings	(10,000)	CWB
	Development Control salaries (incl recruitment costs)	11,000	CWB
	Development Control income	(10,000)	CWB
	Local Plan consultancy costs	36,000	CWB
	Land charges fee income	(13,000)	CWB
	Building Control shared arrangement with NDDC/Consultancy costs	30,000	CWB
	Forward Planning salaries (incl recruitment costs)	5,000	CWB
	Business advice service for whole of Mid Devon (covered by earmarked reserve)	19,600	CWB
		148,600	
O	Customer Services		
	Staffing for Digital Strategy Projects funded by Ear Marked Reserve (see below)	66,000	CWB
	Franked Mail	(6,000)	CWB
		60,000	

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 SEPTEMBER 2015

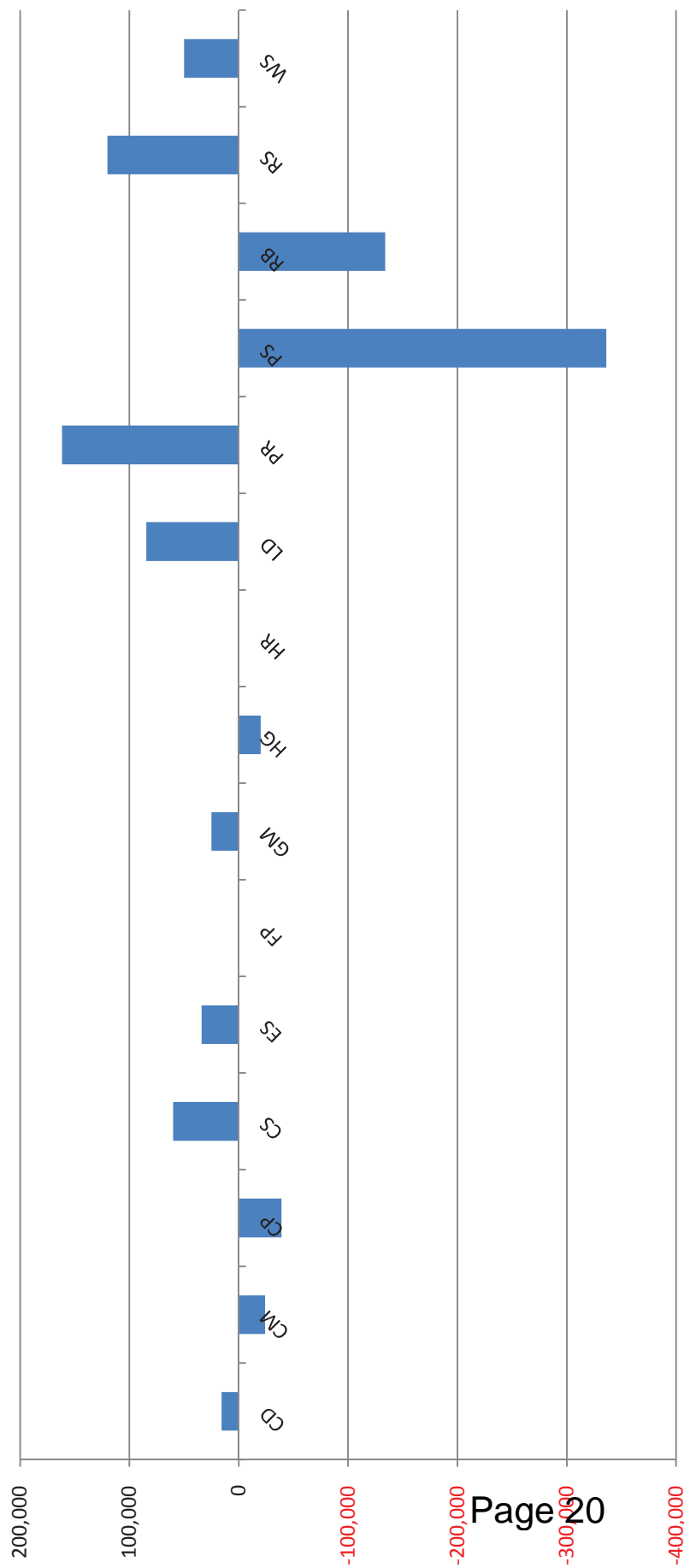
Note	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
P	Human Resources		
Q	I.T. Services		
	Other sundries	(5,900)	Cabinet
	Salary underspend due to employing apprentice	(10,000)	Cabinet
	Head of BIS recharge to NDDC, any savings however will be earmarked for digital transformation expenditure	(30,000)	Cabinet
		(45,900)	
	FORECAST (SURPLUS)/DEFICIT AS AT 31/03/16	(61,000)	

Cabinet	14,600
CWB	229,400
DAAH	(10,000)
MTE	(295,000)
	(61,000)

Net Transfers to / from Earmarked Reserves

New Homes Bonus monies earmarked for capital and economic regeneration projects	1,612,725
Transfer to digital transformation project	30,000
District Election Costs from earmarked reserve released	(60,000)
Local Plan consultancy costs	(35,000)
Projected surplus on Market Walk transfer to reserves earmarked for economic	172,000
Business advice and Town project spend covered by earmarked reserve released	(19,600)
Digital strategy staffing from New Homes Bonus	(66,000)
Grant spend from seed fund earmarked reserve released	(12,000)
Net Transfer to / (from) Earmarked Reserves	1,622,125

2015/16 General Fund Projected Outturn Variance £



Key + = Overspend / Income under target - = Savings / Income above budget

CD	Community Development	Interest Receivable	
CM	Corporate Management	IT	I.T. Services
CP	Car Parks	LD	Legal and Democratic
CS	Customer Services	PR	Planning and Regeneration
ES	Environmental Services	PS	Property Services
FP	Finance and Performance	RB	Revenues and Benefits
GM	Grounds Maintenance	RS	Recreation and Sports
HG	General Fund Housing	WS	Waste Services
HR	Human Resources		

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 SEPTEMBER 2015

	2015/16	2015/16	2015/16	2015/16
	Annual Budget	Profiled Budget	Actual	Variance
Total Employee Costs	£	£	£	£
General Fund				
Community Development	284,610	142,305	136,537	(5,768)
Corporate Management	859,280	429,640	420,113	(9,527)
Customer Services	686,030	343,015	363,344	20,329
Environmental Services	853,970	426,985	470,125	43,140
Finance And Performance	589,040	294,520	304,762	10,242
General Fund Housing	191,940	95,970	93,681	(2,289)
Grounds Maintenance	415,900	207,950	199,007	(8,943)
Human Resources	292,190	146,095	144,674	(1,421)
I.T. Services	544,220	272,110	246,540	(25,570)
Legal & Democratic Services	411,330	205,665	199,521	(6,144)
Planning And Regeneration	1,413,870	706,935	653,300	(53,635)
Property Services	359,220	179,610	133,939	(45,671)
Recreation And Sport	1,504,870	752,435	783,558	31,123
Revenues And Benefits	706,340	353,170	323,496	(29,674)
Waste Services	1,792,050	896,025	856,819	(39,206)
	10,904,860	5,452,430	5,329,414	(123,016)
Housing Revenue Account				
BHO09 Repairs And Maintenance	773,080	386,540	427,591	41,051
BHO10 Supervision & Management	1,448,740	724,370	669,285	(55,085)
BHO11 Special Services	61,760	30,880	49,849	18,969
	2,283,580	1,141,790	1,146,725	4,935
Total	£ 13,188,440	£ 6,594,220	£ 6,476,139	£(118,081)

	2015/16	2015/16	2015/16	2015/16
	Annual Budget	Profiled Budget	Actual	Variance
Agency Staff	£	£	£	£
General Fund				
Car Parks	0	0	0	0
Community Development	0	0	0	0
Corporate Management	0	0	0	0
Customer Services	34,000	0	4,174	4,174
Environmental Services	0	0	5,945	5,945
Finance And Performance	0	0	0	0
General Fund Housing	0	0	0	0
Grounds Maintenance	5,000	2,500	11,122	8,622
Human Resources	0	0	7,042	7,042
I.T. Services	0	0	0	0
Legal & Democratic Services	0	0	6,033	6,033
Planning And Regeneration	0	0	0	0
Property Services	0	0	18,052	18,052
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	23,873	23,873
Waste Services	88,510	44,255	77,910	33,655
	127,510	46,755	154,151	107,396
Housing Revenue Account				
BHO09 Repairs And Maintenance	0	0	0	0
BHO10 Supervision & Management	0	0	3,839	3,839
BHO11 Special Services	0	0	0	0
	0	0	3,839	3,839
Total	£127,510	£46,755	£157,990	£111,235

MID DEVON DISTRICT COUNCIL
MONITORING OF 2015/16 CAPITAL PROGRAMME

Appendix G

Code	Scheme	Adjusted approved Capital Programme 2015/16	Actual Expenditure	Committed Expenditure	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 16/17	Notes
		£	£	£	£	£	£	£	
	Estates Management								
	Leisure - Site Specific								
	Lords Meadow leisure centre								
CA624	Main car park resurfacing	50,000	0	0	0	(50,000)			Project due to be delivered in Q3 15/16
CA625	Squash Court roof improvements	20,000	0	0	0	(20,000)	(13,000)		This project will be delivered in Sept/Oct for circa £7k & will therefore be charged to Revenue as under the capital diminimis
	Exe Valley leisure centre								
CA626	Fitness gym extension	500,000	9,700	0	9,700	(490,300)			Figures included per Leisure consultants report - further work required & subject to Business Case demonstrating acceptable payback period
	Other MDDC Buildings								
CA403	Town Hall Redevelopment Project	46,000	14,682	0	14,682	(31,318)			Linked to New Build St Andrews Street CA113. Will be used for improvements to Ham Lane
	MSCP Improvements								
CA709	Planned expansion joint replacement	89,000	(7,098)	7,098	0	(89,000)			This work is on hold depending on the outcome of the proposed Premier Inn development. £7k retention payment on hold until remedial works completed
	Play Areas								
CA608	Play area refurbishment - Wilcombe Tiverton	50,000	0	0	0	(50,000)			Project due to be delivered in Q4 15/16. Possible S106 funding contribution
	Other Projects								
CA420	Land drainage flood defence schemes - Ashleigh Park Bampton	67,000	0	0	0	(67,000)		67,000	Project due to be delivered in Q1 16/17. Circa £75k with £25k DCC funding contribution
CA431	Public Conveniences - Lowman Green, Tiverton remodel for kiosk subject to payback period	100,000	2,021	92,896	94,917	(5,083)			Budget increased by £46k per Cabinet Report 30/07/15. Morgan Sindall will commence work in Sept/Oct
CA448	Angel Hill improvements	20,000	0	0	0	(20,000)			
	ICT Projects								
CA421	Replacement of PC estate 330s	40,000	0	0	0	(40,000)			Project due to commence Q4 15/16
CA423	Continued replacement of WAN/LAN	60,000	0	0	0	(60,000)			Project due to commence Q4 15/16
CA425	Server farm expansion/upgrades	88,000	0	0	0	(88,000)			Project due to commence Q4 15/16
CA433	Unified Comms/telephony	107,000	0	0	0	(107,000)			Project due to commence Q4 15/16
CA436	Web Transformation	26,000	(1,059)	1,059	0	(26,000)			
CA437	Digital Transformation	89,000	17,210	7,104	24,314	(64,686)		73,000	Project due to commence Q1 16/17
CA438	Digital Transformation - Customer Portal	45,000	0	0	0	(45,000)		45,000	Project due to commence Q1 16/17
CA439	Mobile Working NDL MX	70,000	81	40	121	(69,879)		70,000	Project due to commence Q1 16/17
CA440	Finance Cash Receipting upgrade	29,000	0	0	0	(29,000)		29,000	Project due to commence Q1 16/17
CA442	Arc Server Spatial	40,000	0	0	0	(40,000)		40,000	Project due to commence Q1 16/17
CA443	Members Mobile	25,000	0	0	0	(25,000)	(25,000)		This project has been delivered for circa £12k which is under our capital diminimis & therefore charged to revenue under Democratic Representation & Management
CA444	SQL/Oracles refreshes	20,000	4,000	0	4,000	(16,000)		16,000	Project due to commence Q1 16/17
CA445	InCab	60,000	0	0	0	(60,000)	(60,000)		Waste in Cab technology not required by for new scheme
CA446	E-Financials Technical refresh	20,000	0	0	0	(20,000)		20,000	Project due to commence Q1 16/17
CA447	Uniform Technical refresh	20,000	0	0	0	(20,000)		20,000	Project due to commence Q1 16/17
	Economic Development Projects								
CA504	Schemes as yet to be identified	270,000	0	0	0	(270,000)	(25,000)		Circa £80k will be spent on Tiverton Pannier Market Piggins (see comment on CA507 below). Also please note 25k spent in revenue on related projects will be funded from NHB & therefore reduce this budget to £165k
CA505	Tiverton Pannier Market Walkway Roof	110,000	0	0	0	(110,000)		110,000	Options currently being costed
CA507	Tiverton Pannier Market Piggins		3,608	3,800	7,408	7,408			This project will cost circa £80k to deliver, to be funded from budget identified on CA504 above
	Replacement Vehicles								
	Grounds Maintenance								
CA712	Iveco Tipper (or equivalent)	24,000	0	0	0	(24,000)			Due to be tendered in Q3
CA713	Tractor	34,000	28,500	0	28,500	(5,500)	(5,500)		Discount achieved in procuring this vehicle
	Street Cleansing								
CA819	Green Machine Ride-On Sweeper (or equivalent)	25,000	0	0	0	(25,000)			Decision to be replaced pending trial with Cullompton TC
CA820	Green Machine Ride-On Sweeper (or equivalent)	25,000	0	0	0	(25,000)			Due to be purchased in Q3/Q4

Code	Scheme	Adjusted approved Capital Programme 2015/16	Actual Expenditure	Committed Expenditure	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 16/17	Notes
		£	£	£	£	£	£	£	
Refuse Collection									
CA814	Dennis Eagle Terberg RCV 22-26t (or equivalent)	160,000	0	0	0	(160,000)			Due to be purchased in Q3/Q4
CA821	5 * Refuse Vehicles with Food waste capability	740,000	0	0	0	(740,000)		740,000	Review to be completed after Oct scheme implemented.
CA822	Iveco Tipper 7t (or equivalent)	35,000	0	0	0	(35,000)			Due to be purchased in Q3/Q4
Recycling									
CA816	1 No. very narrow access Cabstar recycling kerb loader 4.5t	65,000	0	0	0	(65,000)			Due to be purchased in Q3/Q4
CA823	Urban Recycling vehicle	81,000	0	85,530	85,530	4,530	4,530		
CCTV Initiatives									
CA449	Town centre/Market area fibre optic hub and camera system	40,000	0	0	0	(40,000)			Project being scoped anticipated spend Q4
Waste & Recycling									
CA824	New Refuse & Recycling scheme Oct '15	276,000	151,061	114,917	265,977	(10,023)			Garden waste project due to commence Oct '15
		3,566,000	222,705	312,444	535,149	(3,030,851)	(123,970)	1,230,000	
Private Sector Housing Grants									
CG216	Private Sector Housing initiatives to be prioritised	102,000	0	0	0	(102,000)			
CG201	* Disabled Facilities Grants-Private Sector	590,000	126,693	88,483	215,176	(374,824)			
CG202	Houses in Multiple Occupation Grants			4,072	4,072	4,072			
CG203	Home Repair Assisted Grants			606	606	606			
CG205	House Renovation Grants			752	752	752			
Please note where possible commitments are raised on the Finance Ledger. Currently the total commitment for Private Sector Housing Grants held outside the ledger is £94k. This underspend includes underspent budget on Private Tenant DFG's amounting to *£375k; these are effectively ring fenced, therefore leaving £96k uncommitted. (£471k - £375k) Commitments include all approved grants. The timing of when these are drawn down is dependent on the client (up to 1 year), therefore at year end although sums may be committed, some may be carried forward to 2016/17 as slippage.									
		692,000	126,693	93,914	220,606	(471,394)	0	0	
Affordable Housing Projects									
CA200	Affordable Housing 0.67 FTE	21,000	10,208	0	10,208	(10,792)			
CA200	Grants to Housing Associations to provide units (funded by commuted)	300,000	5,000	0	5,000	(295,000)			
		321,000	15,208	-	15,208	(305,792)	0	0	
HRA Projects									
CA100	Housing Maintenance Fund	2,900,000	697,538	952,204	1,649,741	(1,250,259)		165,000	£165k will be reprioritised for spending in 16/17
CA111	Renewable Energy Fund Spend	270,000	97,129	0	97,129	(172,871)		70,000	Wall Insulation works will be reprioritised for spending in 16/17
CA112	Birchen Lane - re development of unit for housing conversion	170,000	5,193	0	5,193	(164,807)			£80k HCA grant approved. Anticipated commencement of this project Q3 15/16 with completion likely Q4 16/17.
CA113	Council House Building - St Andrews Street	419,000	395,597	97,462	493,060	74,060	60,000		Project due to be complete end of Sept '15. Remaining £70k HCA grant (from total £280k) due on completion of scheme
CG200	Disabled Facilities Grants - Council Houses	291,000	249,641	0	249,641	(41,359)			Budget adjusted as £41k spent in Q4 14/15. HCA bid being worked on (26 Dwellings). Anticipated commencement of this project Q3 15/16 with completion likely Q4 16/17.
CA119	Palmerston Park Tiverton - affordable dwellings	3,959,000	54,107	21,450	75,557	(3,883,443)			Budget adjusted as £6k spent in Q4 14/15. Likely to be Tendered with CA124 see comment below. Anticipated start Q1 16/17
CA120	Old allotment site Burlescombe (6 units)	694,000	3,000	3,000	6,000	(688,000)		688,000	Budget adjusted as £1k spent in Q4 14/15. Scheme subject to planning permission. If granted likely to be tendered with CA120 (see above). Anticipated start Q1 16/17
CA124	Queensway (Beech Road) Tiverton (3 units)	299,000	0	0	0	(299,000)		299,000	Budget adjusted as £1k spent in Q4 14/15. Scheme subject to planning permission. If granted likely to be tendered with CA120 (see above). Anticipated start Q1 16/17
CA102	Sewage Pumping Stations	25,000	(525)	0	(525)	(25,525)	(25,000)		Smaller projects will be under minimis & therefore coded to revenue
CA126	Sewerage Treatment Works - Washfield	25,000	0	0	0	(25,000)		25,000	This Project is likely to commence during Q1 16/17
CA121	HRA Digital Transformation	30,000	0	0	0	(30,000)			
Replacement Vehicles - Housing Repairs									
CA122	Iveco Tipper 3.5t (or equivalent)	24,000	0	0	0	(24,000)			Due to be purchased in Q3
CA123	Iveco Tipper 7t (or equivalent)	35,000	0	0	0	(35,000)			Due to be purchased in Q3
		9,141,000	1,501,680	1,074,116	2,575,796	(6,565,204)	35,000	1,247,000	
CAPITAL PROGRAMME GRAND TOTAL		13,720,000	1,866,285	1,480,474	3,346,759	(10,373,241)	(88,970)	2,477,000	

Managing the Environment Policy Development Group 24 November 2015

Budget 2016/17

Cabinet Member Cllr Peter Hare-Scott
Responsible Officer Head of Finance

Reason for the report: To consider options available in order for the Council to set a balanced budget for 2016/17 and agree a future strategy for further budget reductions for 2017/18 onwards.

RECOMMENDATION: To consider the draft budget proposals for 2016/17 and start to plan for additional savings as identified in the Medium Term Financial Plan.

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

Financial Implications: Looking forward the current Government maintains its pledge to continue the austerity programme, with most public sector commentators estimating further cuts of between 25-40% over the life of the current Parliament. Once this is factored in to the Council's Medium Term Financial Plan we have predicted a funding deficit of circa £1.25m on our General Fund by 2019/20. Note the £1.25m includes savings targets of £467k from increased income from our Leisure Centres, £130k additional income from car parking and £130k from IT savings with a North Devon District Council partnership. This highlights the need to take steps to plan for further reductions to our ongoing expenditure levels.

It is a statutory requirement for the Local Authority to set a balanced budget each year.

Risk Assessment: Service Managers and Finance staff have assessed volatility in income and large contractor budgets, taking account of current and estimated future demand patterns. In addition prudent levels of reserves will also continue to be maintained.

1.0 Introduction

- 1.1 The press have recently reported that the Treasury have reached agreement with four government departments, including the Department for Communities and Local Government, for an *average* of 30% cut in government funding over the next four years.
- 1.2 There is no question that our formula grant will be cut and it is now likely that the Revenue Support Grant of £1.7m will disappear entirely by 2019/20.
- 1.3 It is worth reflecting that our budgets are affected in three principal ways:
 - a) The formula grant received from central government
 - b) Devon County Council's budget being cut leads to them cutting funding to us, and others, in a variety of ways

- c) Government departments such as Department of Work and Pensions and Department for Communities and Local Government also have lower budgets and reduce grants.
- 1.4 Although the priority is to balance next year's budget, strategic decisions will need to be made to accommodate this reduced funding going forward.
- 1.5 The summer savings exercise, that was first undertaken in the summer of 2010, which included Service Managers, Heads of Service, Accountants, the Head of Finance and the Chief Executive challenges all services to look at reducing costs/increasing income, but still deliver the same level of service (especially the front-line services).
- 1.6 This exercise didn't just focus on balancing the next financial year, it also looked at where savings could be delivered over a rolling three year period. Although this year's exercise has been successful in identifying £1,066k of savings for 2016/17 (see Appendix 3), there has been very little proposed for subsequent financial years (only £565k). We can no longer expect service managers to continue to reduce cost and still expect "business as usual". It is now clear that this "salami slicing" strategy for ongoing budget reductions will no longer be viable.
- 1.7 The proposed savings shown in Appendix 3 of £1,066k will need to be agreed by Members, as every proposed saving that is rejected will need to be matched by a suggestion of where a similar saving could be made. Members will be aware that the budget is an evolving process. We have already made a range of assumptions relating to: pay awards, inflation, fees/charges, demand for services, property increases, etc. More information may well change/alter our assumptions in the months leading up to February, when the budget has to be finalised. So the current budget gap of £827k will be revised over the next few months, but it is based on the most current information, in conjunction with professional guidance, that is available.
- 1.8 An updated Medium Term Financial Plan was presented to the Cabinet at its October meeting, which further explored the challenging financial position that the Council is facing over the next 4 years. However, it should be stressed that the Council has placed itself in a very strong position to deal with the situation and continues to look into opportunities to further reduce operational costs without immediately reducing service levels. But it remains a real possibility moving forward that some difficult decisions will have to be made relating to what the Council can and can't afford to deliver/support in the future. This is further evidenced by the low level of service savings estimated from 2017/18 onwards.

2.0 The Draft 2016/17 Budget

- 2.1 The first detailed draft budget figures have now been returned from all Service Managers. In compiling the draft 2016/17 budget, Service Managers and Finance Staff were acutely aware of the worsening financial environment that the Council was now going to have to operate within. A provisional Formula Grant cut of £597k has been estimated.

- 2.2 The initial aggregation of all service budgets (which also includes assumptions surrounding predictions of interest receipts, contributions to our capital programme, transfers from/to reserves and Council Tax levels) currently indicates a GFund budget gap of £827k (see Appendix 1).
- 2.3 At this point it is worth summarising how we have arrived at this deficit. The table shown below shows the main budget variances affecting the 2016/17 draft budget, which has included nearly all of the savings identified at Appendix 3.

Table 1 – Reconciliation of Major 2016/17 Budget Variances

Variances	Amount £000
<i>External items outside of our control</i>	
Reduced formula grant settlement	597
Increased pension contributions - auto enrolment	110
NIC rebate removed from contracted out pensions	180
NNDR GP surgery appeals	100
Pay award circa	100
Falling commodity prices for recycling	125
<i>Subtotal</i>	1,212
<i>Other changes</i>	
Deficit on our 2015/16 budget taken from reserves	187
Increase in sinking funds for asset replacement	132
Increased interest payable	78
Decrease in Collection Fund surplus	32
Income from garden waste scheme	(250)
Increased leisure income	(155)
Increased income from investments	(102)
Contributions from town and parish councils	(100)
Increase Council tax income	(95)
Other net savings	(112)
Draft budget gap for 2016/17	827

- 2.4 The above table clearly demonstrates how a budget gap of £827k has been arrived at and without the hard work undertaken by Service Managers to propose further savings during the summer months we would now be facing a budget deficit of £1,893k for 2016/17 (i.e. £827k + £1,066k). Appendix 3 shows those potential savings which were identified earlier in the year, amounting to £1,066k.
- 2.5 In compiling the 2016/17 draft budget we have also examined budget performance during 2015/16 and then made any relevant budget corrections for staffing changes, levels of income, changes in legislation, increases in inflation, etc. In some areas cost pressures have emerged since the summer meetings and these are now reflected in the draft budget figures, which is why the shortfall has increased.
- 2.6 Due to the need to get budget information to all of the PDG and Cabinet meetings during November and early December there are still a few key issues that have not been resolved or are still to be fully evaluated. These

issues may either improve or worsen the summary budget position currently reported.

3.0 The Future

- 3.1 It is clear that a lot of work has already been undertaken in order to deliver a draft budget gap of £827k. We now are set with two tasks: firstly, to deliver a balanced GFund budget by February 2016 in order to formally set the Council Tax and secondly, and of equal importance, begin to plan how our future spending plans can be financed. Work with town and parish councils will continue and a review of the success of the new waste service will be undertaken. The MTFP tabled at the October Cabinet meeting shows the challenge of balancing our ongoing revenue commitments with our available funding. The summary figures from the MTFP highlighted a £1.25m budget gap over the next 4 years assuming a continued reduction in Government funding year on year. (See table 2 below) This further assumes that all of the £1,066k saving proposals suggested by Service Managers are accepted by Members.
- 3.2 Due to the future uncertainty over the exact level of Formula Grant reduction going forward it is imperative that Management Team, Service Managers and Members give consideration to matching future service provision to likely levels of financial resources. Table 2 below summarises the projected shortfall over the next four years.

Table 2 – MTFP General Fund Summary

	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Total Gross Expenditure	35,865	36,286	36,387	36,601	36,992
Total Income	(27,832)	(28,777)	(29,042)	(29,396)	(29,746)
Net Cost of Services	8,033	7,509	7,345	7,205	7,246
Interest Payable	68	147	146	144	143
Interest Receivable	(134)	(171)	(178)	(154)	(191)
Capital Financing	375	361	354	353	430
New Homes Bonus	0	(1,613)	(1,810)	(2,055)	(2,114)
Net transfers to Earmarked reserves	424	2,396	2,592	2,837	2,896
Loan principal adjustment	0	0	0	0	28
Total Budget Requirement	8,766	8,629	8,449	8,330	8,438
<i>Funded by:</i>					
Revenue Support Grant	(1,705)	(1,108)	(665)	(332)	0
Non Domestic Rates	(2,062)	(1,962)	(1,962)	(1,962)	(1,962)
Council Tax Freeze Grant	(50)	0	0	0	0
Collection Fund Surplus	(43)	(40)	(40)	(40)	(40)
Council Tax	(4,971)	(5,066)	(5,116)	(5,172)	(5,223)
Reduction in CTR grant to TC/PCs	65	55	47	40	34
Total Funding	(8,766)	(8,121)	(7,736)	(7,466)	(7,191)
Cumulative Surplus)/Deficit	0	508	713	864	1,247

(1) Formula Grant in 2015/16 includes £50k of Council Tax Freeze grant awarded in respect of 2014/15.

3.3 In addition to this revenue funding pressure, is our ongoing commitment to future capital programmes, not helped by the current low levels of capital receipts. Even greater pressure may be placed on future programmes if additional borrowing was made to fund new Council Houses, Depots, Sport Centre enhancements, Town Centre enhancement works, vehicle replacements, etc.

3.4 The draft Capital Programme for 2016/17 is attached at Appendix 6. The size of our current and future capital programmes has substantially reduced, due to the reductions in funding and level of sale receipts and now only includes projects that are essential maintenance, or asset replacement or income generating/cost reducing.

4.0 The November/December PDGs and Cabinet meetings

4.1 The first round of draft budget meetings will allow discussions with Members, Senior Management, Service Managers and Finance Officers in order to review the proposed draft 2016/17 budget – see Appendix 2. This will include scrutinising and challenging the initial position (and confirming acceptance of all proposed savings put forward) and discussing any other budget areas that Members would like to see additional savings from.

4.2 Before the next round of PDGs and Cabinet in January the Council will receive formal confirmation regarding its; Formula Grant (n.b. active rural lobby on-going), Council Tax Freeze Grant, other emerging legislative changes, more information regarding the 2015/16 budget performance, etc. At this point if any of the initial assumptions/estimates significantly worsen, then we will need to bring further savings options forward for consideration.

5.0 Public Consultation

5.1 Earlier year's consultations have consistently highlighted the three most valued services:

- REFUSE COLLECTION & RECYCLING - First
- PARKS, OPEN SPACES & PLAY AREAS - Second
- ENVIRONMENTAL HEALTH - Third

The three services valued the lowest comprised:

- COMMUNITY GRANTS - First
- PUBLIC CONVENIENCES - Equal second
- COMMUNITY SAFETY - Equal second

5.2 With the Council having to make more challenging decisions with regard to service prioritisation these views and our Corporate Plan should be foremost in determining changes to the base budget.

6.0 Statutory, Discretionary Services and the Level of Service Provision

6.1 Whilst the Council has a legal obligation to perform some activities, others are at the discretion of the elected members, subject to funding. Although some undertakings are clearly statutory and others clearly discretionary, there are some service areas that have elements of both.

Finance has attempted to split the General Fund service areas, distinguishing between statutory, discretionary and running costs, both fixed and variable. It is not a definitive document, some elements are subjective and is only meant as a basis for discussion. The total net direct costs of £9.27m are analysed at Appendix 6.

6.2 The main *discretionary* services of the Council comprise:

- Business development (although a corporate priority)
- Community development (includes community group grants)
- Leisure facilities
- Parks and open spaces
- Shops and industrial units

What can we do to balance the budget?

6.3 An activity's net cost could be changed by one or more of these factors:

- a) Changing the frequency
- b) Changing the quality, instead of a "Platinum service" we may be forced to offer a "Silver service"
- c) Increasing fees or start charging for a service
- d) Reducing the overheads
- e) Stopping the activity entirely
- f) Different models of service delivery (including partnership)

6.4 Over the last five years the Authority has concentrated its efforts in maintaining frontline service levels across all sectors by reducing overheads. It is now clear that following those budgetary cuts some service areas are struggling to deliver their service plans, within their existing budgets. Indeed in a few cases external reviews have necessitated increasing the resources in a particular service area to meet our legal obligations.

What options are available if something is *statutory*?

6.5 Although we cannot stop the function, we may be able to approach it differently in terms of frequency or quality.

6.6 Some of our income streams are influenced by external market forces and in setting prices we have to be mindful of the going market rate. Aside from Council tax, the main discretionary income streams are:

- Building control fees
- Burial fees
- Car park charges
- Industrial unit rent

- Leisure centre fees
- Licence fees
- Market tolls
- Shop rents
- Trade waste fees

6.7 Any multi million pound business employing staff and utilising assets needs teams to support them and our frontline services are no different.

6.8 The key components, some statutory, others essential, include:

- Audit
- Accountancy
- Customer First
- Procurement (Buying goods and services)
- Human resources (Includes health and safety)
- IT
- Legal services
- Property services

6.9 For example our waste service has to have vehicles and depots to operate from, both of which need to be maintained. The staff need to be managed, to be paid, and legislation provides for health and safety considerations. Depots and building such as Phoenix House are fixed costs, although even here we have created savings by renting out some space. The “back office” activities are therefore intrinsically linked to the “frontline” and savings from both areas have continued to be made.

7.0 Conclusion

7.1 The feedback from all three budget PDGs and the Cabinet will be reported to the January Cabinet for consideration in order to set a balanced 2016/17 budget and agree a forward plan. Early in the New Year Management Team will meet to establish a strategic plan of how £1.25m of savings in the next four years can be achieved. This process will be based upon giving Members a series of options, some of which may require short term investment, to generate medium or long term savings. The savings options will need to be considered across all Member meetings, based upon the priorities contained within the new corporate plan. Having identified possible savings, there will need to be careful consideration of their potential impact, probable lead times for delivery of that saving and any associated disengagement costs or possible ‘spend to save’ implications that would arise.

Contact for more information: Andrew Jarrett – Head of Finance (01884 234242 / ajarrett@middevon.gov.uk)

Background Papers: Draft 2016/17 Budget Papers
MTFP report - Oct 2015 Cabinet

Circulation of the Report: Management Team, Members and relevant Service Managers

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GENERAL FUND REVENUE ACCOUNT DRAFT BUDGET SUMMARY 2016/17

	Notes	Net Direct Costs Budget 2015/16 £	Budget Changes £	Draft Net Direct Costs Budget 2016/17 £
Managing the Environment	4	2,453,770	(418,300)	2,035,470
Decent & Affordable Homes	4	404,150	(5,960)	398,190
Community Well Being	4	2,553,100	303,310	2,856,410
Cabinet	4	3,844,810	133,700	3,978,510
TOTAL NET DIRECT COST OF SERVICES		9,255,830	12,750	9,268,580
Net recharge to HRA	8	(1,223,440)	(24,230)	(1,247,670)
NET COST OF SERVICES		8,032,390	(11,480)	8,020,910
PWLB Bank loan interest payable		37,680	74,350	112,030
Finance Lease interest payable		30,710	3,290	34,000
Provision for the financing of capital spending		375,490	25,230	400,720
Interest from Funding provided for HRA		(69,090)	4,090	(65,000)
Interest Received on Investments	7	(65,000)	(106,000)	(171,000)
Revenue contribution to capital programme		0	0	0
New Homes Bonus			(1,612,720)	(1,612,720)
Transfers into earmarked reserves	5	610,690	1,916,340	2,527,030
Transfers from earmarked reserves	2		(295,780)	(295,780)
Transfers from GF balance		(186,520)	186,520	0
TOTAL BUDGETED EXPENDITURE		8,766,350	183,840	8,950,190
Funded by:-				
Formula Grant (FG)		(3,713,480)	542,700	(3,170,780)
Additional NNDR revenue		(54,000)	20,000	(34,000)
NNDR GP surgery appeals			100,000	100,000
Council Tax freeze - for 2015/16 (Now in FG)		(49,710)	49,710	0
CTS Funding Parishes		65,000	(9,750)	55,250
Collection Fund Surplus		(43,330)	35,100	(8,230)
Council Tax - 27,398 x £184.89	1	(4,970,830)	(94,710)	(5,065,540)
TOTAL FUNDING		(8,766,350)	643,050	(8,123,300)
REQUIREMENT TO BALANCE THE BUDGET		0	826,890	826,890

Current Assumptions :

1. Council Tax has been increased by 1.0% as an illustration and increased property growth.
2. Nil transfer from the General Fund Balance .
3. Most of the savings and cost pressures proposed in the budget review meetings have been included.
4. 2016/17 salary budgets include an increase of 1%.
5. All earmarked reserves have been reviewed and adjustment made based upon existing need.(See appendices 4 and 5 for full details)
6. All income flows have been reviewed and adjusted for changes in demand and unit price.
7. Investment income has been based upon the existing lending criteria now in force.
8. Support services have been inflated in accordance with the pay award.
9. No reductions to grant budgets have been made.
10. Car parking fees are based upon 2015/16 fees and vends.

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GENERAL FUND SUMMARY	Budget Net Direct Cost	FTE	Budget Net Direct Cost	+ - %	Cost Pressures	Cost Pressures	Cost Pressures	
	2014/15	2016/17	2015/16		2016/17	2017/18	2018/19	Comments
Cabinet								
Chief Executive	159,080	2.00	163,160	0.0%				
Corporate Fees/Charges	153,110	0.10	161,190	0.0%				
Pension Backfunding	738,310	1.00	788,070	0.0%				
Accountancy Services	400,930	8.49	399,390	0.0%				
Internal Audit	98,870	2.70	97,380	0.0%				
Procurement	51,910	1.61	52,280	0.0%				
Purchase Ledger	45,100	1.54	45,570	0.0%				
Sales Ledger	34,710	1.46	40,280	0.0%				
Human Resources	203,160	4.81	217,990	0.0%				
Mddc Staff Training	119,730	0.00	94,770	0.0%				
Payroll	58,950	2.00	65,280	0.0%				
Learning And Development	39,850	0.81	32,760	0.0%				
It Gazetteer Management	63,810	2.00	64,200	0.0%				
It Information Management	27,450	1.00	28,050	0.0%				
It Information Technology	822,400	12.68	819,140	0.0%				
Electoral Registration	111,040	4.00	159,740	0.0%				
Election Costs	20,000		20,000	0.0%				
Democratic Rep And Management	414,720	2.81	416,620	0.0%				
Legal Services	187,150	5.00	178,940	8.4%	15,000			admin support role - funded by dig strategy?
	3,750,280	54.01	3,844,810	0.4%	15,000	0	0	
Community Well Being PDG								
Community Development	419,900	5.22	411,430	0.0%				
Economic Development	-21,910	1.97	1,810	0.0%				
Customer Services Admin	154,910	3.54	105,440	0.0%				
Customer First	642,450	23.00	714,230	0.0%				
Community Safety - C.C.T.V.	3,100	0.19	2,880	0.0%				
Es Staff Units/Recharges	609,390	14.30	534,120	10.1%	54,000			restructure, je's and extra post
Community Safety	55,440	1.68	55,980	0.0%				
Food Safety	-1,530		1,330	0.0%				
Health And Safety At Work	22,710	1.00	42,350	0.0%				
Licensing	-12,500	2.97	-20,340	-59.0%	12,000			Licensing Enforcement post now f/time+JE regrade
Pest Control	5,500		5,000	0.0%				
Pollution Reduction	2,710		5,340	37.5%	2,000			Local Air Pollution income budget too high, reduce
Building Regulations	11,640	5.00	-5,250	0.0%				
Enforcement	97,800	2.50	97,270	0.0%				
Development Control	75,160	23.17	108,270	0.0%				check budget for new structure and extra costs for Lpl
Local Land Charges	-20,450	1.80	-20,450	0.0%				
Economic Development	-60,360	2.50	62,960	476.5%	100,000	100,000	100,000	Economic development initiatives
Forward Planning	249,310	7.22	183,320	0.0%				
Regional Planning	62,520		76,500	26.1%	20,000			extra prov'n for Lplan
Collection Of Council Tax	275,020	8.76	237,870	0.0%				
Collection Of Business Rates	-58,400	1.00	-76,640	0.0%				
Housing Benefit Admin & Fraud	56,760	13.47	113,890	26.3%	30,000			reduction in Admin grant by 10%
Debt Recovery	38,170	1.49	39,170	0.0%				
Recreation And Sport	141,910	53.91	-123,380	0.0%				
	2,749,250	174.69	2,553,100	16.4%	218,000	100,000	100,000	
Decent and Affordable Housing PDG								
Private Sector Housing Grants	110,460	4.10	129,590	0.0%				
Homelessness Accommodation	206,190	6.54	274,560	0.0%				
	316,650	10.64	404,150	0.0%	0	0	0	
Managing the Environment PDG								
Parking Services	-434,000		-382,970	-5.2%	20,000			Include £20k sinking fund for future car park maintenance
Cemeteries	-39,670	1.10	-16,250	0.0%				
Public Health	2,160		2,260	0.0%				
Open Spaces	156,900	2.20	128,750	0.0%				
Grounds Maintenance	542,680	18.50	471,380	5.3%	25,000			DCC cut in grass cutting
Asset Management	8,750		8,750	0.0%				
Flood Defence And Land Drain	26,430		26,430	0.0%				
Street Naming & Numbering	8,280	0.20	8,450	0.0%				
Administration Buildings	243,500	0.07	241,330	0.0%				
Mddc Depots	58,610		54,260	0.0%				
Public Transport	-17,440		-15,150	0.0%				
Office Building Cleaning	54,930	3.09	55,710	0.0%				
Property Services Staff Unit	256,860	8.87	298,110	0.0%				
Public Conveniences	122,870	1.66	88,760	0.0%				
GF Properties Shops / Flats			-178,200	0.0%				
Street Cleansing	342,880	8.20	340,070	0.0%				
Waste Collection	1,203,760	30.80	729,740	0.0%				
Recycling	623,400	25.80	413,960	0.0%				
Waste Management	230,220	5.31	178,380	0.0%				
	3,391,120	105.80	2,453,770	1.8%	45,000	0	0	
GRAND TOTAL								
	10,207,300	345.15	9,255,830	5.2%	278,000	100,000	100,000	
Cost Pressures								
Budget shortfall for 2015/16 taken from reserves					186,520			
Employee costs inflation at 1 %					113,406			
Contracted out pension rebate abolished					140,000			
Pension backfunding + auto enrolment					40,000			
Other inflation - 0.75% per annum on supp and serv + utilities					44,511			
Interest Payable					78,610			
Net Market Walk monies transfer to EMR					172,000			
Non domestic rate GP surgery appeals					100,000			
Other savings								
Recharges					-12,234			

Interest Receivable					-36,775
Capital financing					-14,356
Inflation applied to fees and charges					-61,179
2015/16 Monitoring forecast Issues					
Funding Adjustments					
Reduced Formula Grant -15%					646,407
C Tax 1% increase pa					-49,708
C Tax additional properties					-45,000
Reduction in CTR grant to TC/PCs					-9,750
Collection Fund surplus decrease					3,330
Total Budgeted Net Cost Pressures					1,573,782
Total Budget Meeting Savings (See Appendix 3)					-1,065,700
Projected Budget Deficit					508,082
GF Balance B/F					-2,380,180
GF Balance C/F					-1,872,098

GENERAL FUND SUMMARY	Budget Net Direct Cost	FTE	Budget Net Direct Cost	+ - %	Budget Meeting Savings £k	Target Savings £k	Target Savings £k	
	2014/15	2016/17	2015/16		2016/17	2017/18	2018/19	Comments
Cabinet								
Chief Executive	159,080	2.00	163,160	0.0%				
Corporate Fees/Charges	153,110	0.10	161,190	0.0%	-17			saving on audit fee - see fee letter
Pension Backfunding	738,310	1.00	788,070	0.0%				
Accountancy Services	400,930	8.49	399,390	0.0%				
Internal Audit	98,870	2.70	97,380	0.0%				
Procurement	51,910	1.61	52,280	0.0%				
Purchase Ledger	45,100	1.54	45,570	0.0%				
Sales Ledger	34,710	1.46	40,280	0.0%				
Human Resources	203,160	4.81	217,990	0.0%				
Mddc Staff Training	119,730	0.00	94,770	0.0%				
Payroll	58,950	2.00	65,280	0.0%				
Learning And Development	39,850	0.81	32,760	0.0%				
It Gazetteer Management	63,810	2.00	64,200	0.0%				
It Information Management	27,450	1.00	28,050	0.0%	-5			Esri software and Adept telephone calls
It Information Technology	822,400	12.68	819,140	0.0%		-90	-40	North Devon ICT partnership savings
Electoral Registration	111,040	4.00	159,740	0.0%				
Election Costs	20,000		20,000	0.0%				
Democratic Rep And Management	414,720	2.81	416,620	0.0%				
Legal Services	187,150	5.00	178,940	0.0%				Extra income from review of fees/charges
	3,750,280	54.01	3,844,810	0.0%	-22	-90	-40	
Community Well Being PDG								
Community Development	419,900	5.22	411,430	0.0%	-20			Also see sensitive tab Target reduction on strategic g
Economic Development	-21,910	1.97	1,810	-0.6%	-10			Also see sensitive tab.Target additional Market incom
Customer Services Admin	154,910	3.54	105,440	0.0%	-6			
Customer First	642,450	23.00	714,230	0.0%		-25	-50	Also see sensitive tab. £6k sav from postage & possible income from Comms, AL to come back with figures. Digital strategy savings from 2017/18 onwards
Community Safety - C.C.T.V.	3,100	0.19	2,880	0.0%				
Es Staff Units/Recharges	609,390	14.30	534,120	0.0%				
Community Safety	55,440	1.68	55,980	0.0%				
Food Safety	-1,530		1,330	-0.7%	-9			7k increase in water quality income & reduce food protections budget by 2k.
Health And Safety At Work	22,710	1.00	42,350	0.0%				
Licensing	-12,500	2.97	-20,340	0.1%	-16			Target income - on advice, animal establishments etc
Pest Control	5,500		5,000	0.0%	-1			Look to recharge HRA with 10% of pest control budget
Pollution Reduction	2,710		5,340	-0.1%	-3			Look to get rid of Creditons air monitoring station
Building Regulations	11,640	5.00	-5,250	0.0%				new fee structure + shared manager
Enforcement	97,800	2.50	97,270	0.0%				
Development Control	75,160	23.17	108,270	0.0%	-30			pre app & hist fees
Local Land Charges	-20,450	1.80	-20,450	0.0%				
Economic Development	-60,360	2.50	62,960	0.0%				
Forward Planning	249,310	7.22	183,320	0.0%				
Regional Planning	62,520		76,500	0.0%				
Collection Of Council Tax	275,020	8.76	237,870	0.0%				
Collection Of Business Rates	-58,400	1.00	-76,640	0.0%				
Housing Benefit Admin & Fraud	56,760	13.47	113,890	0.0%				
Debt Recovery	38,170	1.49	39,170	0.0%				
Recreation And Sport	141,910	53.91	-123,380	0.4%	-155.5	-155.5	-155.5	Savings assumed to be on income, although some savings on employment costs may occur
	2,749,250	174.69	2,553,100	0.0%	-250.5	-181	-206	
Decent and Affordable Housing PDG								
Private Sector Housing Grants	110,460	4.10	129,590	0.0%				
Homelessness Accommodation	206,190	6.54	274,560	0.0%				
	316,650	10.64	404,150	0.0%	0	0	0	
Managing the Environment PDG								
Parking Services	-434,000		-382,970	0.0%	-130			48k p&d, 1k permits, 70k maint 2121, 2k overtime reduction, 9k Market Walk parking spaces - See sensitive tab
Cemeteries	-39,670	1.10	-16,250	0.0%				check claire - incr in fees?
Public Health	2,160		2,260	0.0%				
Open Spaces	156,900	2.20	128,750	0.0%				
Grounds Maintenance	542,680	18.50	471,380	0.0%				DCC cut in grass cutting
Asset Management	8,750		8,750	0.0%				
Flood Defence And Land Drain	26,430		26,430	0.0%				
Street Naming & Numbering	8,280	0.20	8,450	0.0%				
Administration Buildings	243,500	0.07	241,330	0.0%				
Mddc Depots	58,610		54,260	0.0%				
Public Transport	-17,440		-15,150	0.0%				
Office Building Cleaning	54,930	3.09	55,710	0.0%				
Property Services Staff Unit	256,860	8.87	298,110	0.0%				
Public Conveniences	122,870	1.66	88,760	0.0%				Update from Claire
GF Properties Shops / Flats			-178,200	0.2%	-373			£10k income from Lowman Green (PC) unit, £363k M
Street Cleansing	342,880	8.20	340,070	0.0%	-17			10k Cull sweeper, £7k mwalk rechg
Waste Collection	1,203,760	30.80	729,740	0.0%	-273			250k Net saving of new waste scheme. £2k Increase bulky chrgs. 21k TW charges
Recycling	623,400	28.80	413,960	0.0%				
Waste Management	230,220	5.31	178,380	0.0%				See sensitive tab
	3,391,120	108.80	2,453,770	0.0%	-793	0	-49	
GRAND TOTAL	10,207,300	348.15	9,255,830	0.0%	-1,065.7	-271	-295	

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Budget 2016/17
Transfers into Earmarked Reserves

Appendix 4

Cost centre	Description	MAINT 16/17 BUDGET	PLANT 16/17 BUDGET	EQUIPMENT 16/17 BUDGET	VEHICLES 16/17 BUDGET	OTHER 16/17	NEW HOMES BONUS	Market Walk /Fore Street Surplus	
CP540	PAYING CAR PARKS	20,000.00							
CS500	MESSENGER SERVICES				1,440.00				
CS900	CENTRAL PHOTOCOPYING			8,940.00					
CS902	CENTRAL POSTAGE			2,500.00					
CS910	CUSTOMER SERVICES ADMIN			500.00					
CS932	CUSTOMER FIRST			5,000.00					
ES100	CEMETERIES	25,000.00							
ES450	PARKS & OPEN SPACES				1,200.00				
ES450	PARKS & OPEN SPACES	25,000.00							
ES460	PLAY AREAS	10,000.00							
ES580	POOL CAR RUNNING COSTS				6,480.00				
ES730	ENVIRONMENTAL ENFORCEMENT				5,900.00				
GM960	GROUNDS MAINTENANCE		14,360.00		47,450.00				
IE435	NEW HOMES BONUS GRANT						1,612,720.00		
IT800	PHOENIX HOUSE PRINTING			9,700.00					
LD201	ELECTION COSTS - DISTRICT					20,000.00			
PS350	PUBLIC CONVENIENCES				1,660.00				
PS980	PROPERTY SERVICES STAFF UNIT				7,200.00				
PS992	GF SHOPS							202,410.00	
WS650	STREET CLEANSING				56,750.00				
WS700	REFUSE COLLECTION				232,300.00				
WS710	TRADE WASTE COLLECTION				21,720.00				
WS725	KERBSIDE RECYCLING				168,800.00				
WS725	KERBSIDE RECYCLING			20,000.00					
TOTAL		80,000.00	14,360.00	46,640.00	550,900.00	20,000.00	1,612,720.00	202,410.00	2,527,030

Page 39

PS980	Fore Street surplus	Est -	40,000.00
PS981	Market Walk surplus	-	354,000.00
	Interest payable - PWLB		108,136.00
	Capital financing £4.3m/50 years		83,453.00
	Net forecast surplus for the year	-	202,411.00

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Budget 2016/17
Transfers into Earmarked Reserves

Appendix 5

Cost Centre	Description	UTILISE New Homes Bonus
CD200	COMMUNITY DEVELOPMENT	- 21,210.00
PR400	BUSINESS DEVELOPMENT	- 42,720.00
CS938	DIGITAL STRATEGY STAFFING	- 102,030.00
PR400	BUSINESS DEVELOPMENT	- 100,000.00
LD600	LEGAL SERVICES	- 18,170.00
HR200	CORPORATE TRAINING	- 11,650.00
TOTAL		- 295,780.00

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Service Unit Description	Sum of Statutory	Sum of Discretionary	Sum of Organisation Running Costs - FIXED	Sum of Organisation Running Costs - Discretionary
SCD01 Community Development		431,810		
SCD02 Economic Development		(3,410)		
SCM01 Chief Executive			-	165,450
SCM03 Corporate Fees/Charges			149,120	
SCM06 Pension Backfunding			839,250	
SCP01 Parking Services		(475,560)		
SCS20 Customer Services Admin				108,040
SCS22 Customer First				847,900
SES01 Emergency Planning				
SES02 Cemeteries	(47,610)			
SES03 Community Safety - C.C.T.V.		3,030		
SES04 Public Health	18,830	3,810		
SES05 Open Spaces		54,800		
SES11 Pool Cars				
SES15 Private Sector Housing Grants	165,720			
SES16 Es Staff Units/Recharges	557,170			
SES17 Community Safety		53,970		
SES18 Food Safety	(4,650)			
SES19 Health And Safety At Work			-	
SES21 Licensing	(12,430)			
SES22 Pest Control	4,000			
SES23 Pollution Reduction	4,230			
SFP01 Accountancy Services				414,750
SFP02 Internal Audit				100,770
SFP03 Procurement				75,880
SFP04 Purchase Ledger				46,360
SFP05 Sales Ledger				43,200
SGM01 Grounds Maintenance	281,065	281,065		
SHG03 Homelessness Accommodation	116,235	116,235		
SHG04 Gf Housing Management				
SHR01 Human Resources			48,090	227,820
SHR02 Mddc Staff Training			19,360	76,040
SHR03 Payroll				62,690
SHR04 Learning And Development				45,300
SIT01 It Gazetteer Management	64,820			
SIT02 It Information Management				-
SIT03 It Information Technology				779,490
SLD01 Electoral Registration	180,230			
SLD01A Election Costs	-			
SLD02 Democratic Rep And Management	424,160			
SLD04 Legal Services				215,730
SPR01 Building Regulations	(5,190)			
SPR02 Enforcement	96,500			
SPR03 Development Control	69,600			
SPR04 Local Land Charges	(18,340)			
SPR06 Economic Development		207,720		
SPR09 Forward Planning	240,760			
SPR11 Regional Planning	92,200			
SPS01 Asset Management				
SPS03 Flood Defence And Land Drain	26,430			
SPS04 Street Naming & Numbering	7,910			
SPS05 Administration Buildings		18,470	242,660	
SPS06 Mddc Depots	28,980	28,980		
SPS07 Public Transport			(15,080)	
SPS08 Office Building Cleaning				59,910
SPS09 Property Services Staff Unit				339,890
SPS11 Public Conveniences		49,320		
SPS12 Gf Properties Shops/Flats		(513,910)		
SRB01 Collection Of Council Tax	234,950			
SRB02 Collection Of Business Rates	(74,290)			
SRB03 Housing Benefit Admin & Fraud	113,190			
SRB04 Housing Benefit Subsidy	(75,000)			
SRB06 Debt Recovery	62,910			
SRS01 Recreation And Sport		(78,260)		
SWS01 Street Cleansing		322,770		
SWS02 Waste Collection	531,720			
SWS03 Recycling	615,150			
SWS04 Waste Management	175,870			
TOTAL NET DIRECT COST OF SERVICES	3,875,120	500,840	1,283,400	3,609,220
				£ 9,268,580

Total	£	4,375,960
		47.2%

£	4,892,620
	52.8%

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MDDC 2016/17 CAPITAL PROGRAMME

Code	Responsible Officer Job Title	Scheme	Approved Capital Programme 2016/17 £000's
		<u>General Fund Projects</u>	
CA627	Estates Manager	<u>Exe Valley leisure centre</u> EVLC - Pressure set replacement Hot/Cold	50
CA626	Estates Manager	EVLC - Fitness extension - subject to business case *	250
		* Note £500k in 15/16 will be slipped to 16/17	
CA451	Estates Manager	<u>Phoenix House</u> Phoenix House - Ground Floor changes - subject to business case	100
CA505	Estates Manager	<u>Pannier Market</u> Pannier Market -Pedestrian roof cover - subject to business case **	290
		** Note £110k in 15/16 will be slipped to 16/17	
CA709	Estates Manager	<u>MSCP Improvements</u> MSCP improvements (refer to Matrix condition report)	50
CA628	Estates Manager	<u>Play Areas</u> Play area refurbishment district wide	50
CA452	Estates Manager	<u>Other Projects</u> Station Yard re construct shower block welfare	35
CA453	Estates Manager	Land drainage flood defence schemes	50
CA454	Estates Manager	Phoenix Lane - Conversion to homeless shelter	40
CA455	Estates Manager	St Lawrence Green - Demolition and make good	30
CA425	Head of Business Information Services	<u>ICT Projects</u> Server farm expansion/upgrades	20
CA433	Head of Business Information Services	Unified Communications/telephony	25
CA456	Head of Business Information Services	Digital Transformation possible replacement of CRM	50
CA457	Head of Business Information Services	Digital Transformation including Cosmic for Mid Devon	20
CA444	Head of Business Information Services	SQL/Oracles refreshes	50
CA821	Waste and Transport Manager	<u>Replacement Vehicles - Refuse Collection</u> 5 Refuse Vehicles with Food waste capability ***	160
		*** Note £740k in 15/16 will be slipped to 16/17	
			1,270
CG216	Head of HR & Development	<u>Private Sector Housing Grants</u> Private Sector Housing initiatives to be prioritised	104
CG201	Head of HR & Development	Disabled Facilities Grants–Private Sector	468
			572
CA200	Enabling Support Manager	<u>Affordable Housing Projects</u> Grants to Housing Associations to provide units (funded by commuted sum)	222
			222
		Total General Fund Projects	2,064

Code	Responsible Officer Job Title	Scheme	Approved Capital Programme 2016/17 £000's
		HRA Projects	
CA100	Housing Building Manager	Major repairs to Housing Stock	2,805
CA111	Housing Building Manager	Renewable Energy Fund Spend	200
CG200	Housing Building Manager	Disabled Facilities Grants - Council Houses	297
CA120	Head of Housing & Property Services	Burlescombe (6 units) ****	100
		**** Note £700k in 15/16 will be slipped to 16/17	
CA125	Head of Housing & Property Services	Waddeton Park - (75 units)	2,000
CA127	Head of Housing & Property Services	* Stoodleigh - Pending feasibility (4 units)	520
		Total HRA Projects	5,922
		CAPITAL PROGRAMME GRAND TOTAL	7,986

0

Code	Funding Stream	Approved Capital Programme Funding 2016/17 £000
	General Fund Projects	
9801	S106 & Affordable Housing Contributions	222
9990	General Capital Reserve	136
9701	Govt Grant (DCLG)	311
9727	New Homes Bonus (GF)	1,070
9957	Private Sector Housing Grants EMR	165
9990	Contribution from Sinking Funds	160
	Total General Fund Projects	2,064
	HRA Projects	
9980	* Useable Capital Receipts General to be generated in 2016/17	365
	* Contribution from existing Useable Capital Receipts £65k	
	* Balance to be generated in 2016/17 £300k	
9710	MRA Reserve	2,805
9727	New Homes Bonus (HRA)	21
9980	1-4-1 receipts reserve	350
9990	Renewable Energy Fund	200
9990	Housing Maintenance Fund	272
9990	Affordable Rents Surplus	73
9942	PWLB Borrowing	1,836
	Total HRA Projects	5,922
	Grand Total (GF & HRA)	7,986

Managing the Environment PDG

Service Unit	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
SCP01 Parking Services	(535,563)	(382,970)	(475,560)	(92,590)
SES02 Cemeteries	(60,370)	(16,250)	(47,610)	(31,360)
SES04 Public Health	(14,943)	2,260	22,640	20,380
SES05 Open Spaces	142,138	128,750	54,800	(73,950)
SGM01 Grounds Maintenance	460,420	471,380	562,130	90,750
SPS01 Asset Management	(3,038)	8,750	0	(8,750)
SPS03 Flood Defence And Land Drain	(19,045)	26,430	26,430	0
SPS04 Street Naming & Numbering	3,639	8,450	7,910	(540)
SPS05 Administration Buildings	301,179	241,330	261,130	19,800
SPS06 Mddc Depots	65,748	54,260	57,960	3,700
SPS07 Public Transport	(30,722)	(15,150)	(15,080)	70
SPS08 Office Building Cleaning	55,549	55,710	59,910	4,200
SPS09 Property Services Staff Unit	242,804	298,110	339,890	41,780
SPS11 Public Conveniences	103,164	88,760	49,320	(39,440)
SPS12 Gf Properties Shops/Flats	(19,344)	(178,200)	(513,910)	(335,710)
SWS01 Street Cleansing	240,389	340,070	322,770	(17,300)
SWS02 Waste Collection	1,056,636	729,740	531,720	(198,020)
SWS03 Recycling	573,836	413,960	615,150	201,190
SWS04 Waste Management	208,334	178,380	175,870	(2,510)
TOTALS	2,770,810	2,453,770	2,035,470	(418,300)

SCP01 Parking Services

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
1000	Employees	(5)	0	0	0
2000	Premises	126,800	249,120	170,090	(79,030)
3000	Transport	0	0	0	0
4000	Cost Of Goods And Services	14,797	28,960	27,720	(1,240)
7000	Income	(677,154)	(661,050)	(673,370)	(12,320)
	TOTALS	(535,563)	(382,970)	(475,560)	(92,590)

Cost Centre	Cost Centre Name
CP510	Market Car Park
CP520	Multi-Storey Car Park
CP530	Amenity Car Parks
CP540	Paying Car Parks
CP550	Civil Parking Enforcement

Major Budget Movements

Reduction in the project maintenance budget has resulted in £70k saving on premises, £20k of this saving has been added to a maintenance sinking fund. General reduction of planned maintenance budgets across the service of £9.4k

Increase in income is due to the inclusion of Market Walk allocated permits.

SES02 Cemeteries

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
1000	Employees	38,818	39,230	54,590	15,360
2000	Premises	13,520	46,500	20,810	(25,690)
3000	Transport	1,432	1,310	340	(970)
4000	Cost Of Goods And Services	12,979	14,580	9,840	(4,740)
7000	Income	(127,118)	(117,870)	(133,190)	(15,320)
	TOTALS	(60,370)	(16,250)	(47,610)	(31,360)

Cost Centre	Cost Centre Name
ES100	Cemeteries
ES110	Bereavement Services

Major Budget Movements

Increase salary budget is due to Grounds Maintenance and Open Spaces restructure.

Reduction in the maintenance budgets have been off-set by the creation of a maintenance sinking fund.

Increased income is a result of increased Cemetery fees.

SES04 Public Health

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
1000	Employees	0	0	18,430	18,430
2000	Premises	161	100	100	0
3000	Transport	0	0	250	250
4000	Cost Of Goods And Services	9,540	5,960	6,110	150
7000	Income	(24,644)	(3,800)	(2,250)	1,550
	TOTALS	(14,943)	2,260	22,640	20,380

Cost Centre	Cost Centre Name
ES360	Dog Warden
ES361	Public Health
ES362	Abandoned Cars And Litter

Major Budget Movements

New post fixed for two years added to the establishment as part of the Environmental Health restructure.

SES05 Open Spaces

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
1000	Employees	67,250	33,740	34,820	1,080
2000	Premises	61,375	101,890	66,460	(35,430)
3000	Transport	8,533	5,990	6,000	10
4000	Cost Of Goods And Services	35,719	35,030	26,500	(8,530)
7000	Income	(30,738)	(47,900)	(78,980)	(31,080)
	TOTALS	142,138	128,750	54,800	(73,950)

Cost Centre	Cost Centre Name
ES440	Inspections Staff Unit
ES450	Parks & Open Spaces
ES455	Amory Park Recreation
ES460	Play Areas
PS480	Mddc Footpaths & Railway Walks

Major Budget Movements

Reduction in the maintenance budgets have been off-set by the creation of a maintenance sinking fund.

Increased income is from contributions towards Play Area running costs from Towns & Parishes.

SGM01 Grounds Maintenance

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
1000	Employees	412,849	425,670	459,230	33,560
2000	Premises	4,561	11,960	41,910	29,950
3000	Transport	81,883	77,100	74,120	(2,980)
4000	Cost Of Goods And Services	35,953	34,150	36,180	2,030
7000	Income	(74,827)	(77,500)	(49,310)	28,190
	TOTALS	460,420	471,380	562,130	90,750

Cost Centre	Cost Centre Name
GM960	Grounds Maintenance

Major Budget Movements

Increase in salaries is due to GM restructure and increased super and NI contributions.

Premises budget has been increased to deal with the tree works that will come from a recent tree condition survey.

Reduction in funding received from Devon County Council for grass cutting has resulted in a fall in income of £41k, this has been partially off-set by Town & Parish grass contributions of £16k.

SPS01 Asset Management

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
2000	Premises	1,908	3,750	0	(3,750)
4000	Cost Of Goods And Services	1,454	5,000	0	(5,000)
7000	Income	(6,400)	0	0	0
	TOTALS	(3,038)	8,750	0	(8,750)

Cost Centre	Cost Centre Name
PS150	Surplus Sites For Disposal
PS160	Asset Management

Major Budget Movements

This budget has been moved to PS980.

SPS03 Flood Defence And Land Drain

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
2000	Premises	4,010	26,230	26,230	0
4000	Cost Of Goods And Services	22,500	200	200	0
7000	Income	(45,555)	0	0	0
	TOTALS	(19,045)	26,430	26,430	0

Cost Centre	Cost Centre Name
PS400	Flood Defence And Land Drain

Major Budget Movements

No major budget movement to report.

SPS04 Street Naming & Numbering

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
1000	Employees	5,313	6,010	5,460	(550)
2000	Premises	(311)	3,570	3,570	0
3000	Transport	1	0	0	0
4000	Cost Of Goods And Services	49	60	70	10
7000	Income	(1,413)	(1,190)	(1,190)	0
	TOTALS	3,639	8,450	7,910	(540)

Cost Centre	Cost Centre Name
PS600	Street Naming & Numbering

Major Budget Movements

No major budget movement to report.

SPS05 Administration Buildings

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
1000	Employees	1,046	890	890	0
2000	Premises	355,691	293,240	303,430	10,190
4000	Cost Of Goods And Services	40,883	41,510	41,620	110
7000	Income	(96,441)	(94,310)	(84,810)	9,500
	TOTALS	301,179	241,330	261,130	19,800

Cost Centre	Cost Centre Name
PS810	Phoenix House
PS820	Dcc Library
PS830	Town Hall
PS840	Crediton Office Building

Major Budget Movements

Increased maintenance in Phoenix House due to replacement of end of life equipment.

Reduction in income due to tenant vacating ground floor of Phoenix House.

SPS06 Mddc Depots

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
2000	Premises	64,081	63,660	66,570	2,910
4000	Cost Of Goods And Services	1,667	1,600	1,390	(210)
7000	Income	0	(11,000)	(10,000)	1,000
	TOTALS	65,748	54,260	57,960	3,700

Cost Centre	Cost Centre Name
PS850	Old Road Depot
PS860	Station Yard Depot
PS870	Lords Meadow Depot

Major Budget Movements

No major budget movements to report.

SPS07 Public Transport

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
2000	Premises	0	8,000	8,000	0
4000	Cost Of Goods And Services	943	850	920	70
7000	Income	(31,666)	(24,000)	(24,000)	0
	TOTALS	(30,722)	(15,150)	(15,080)	70

Cost Centre	Cost Centre Name
PS880	Bus Station Maintenance

Major Budget Movements

No major budget movements to report.

SPS08 Office Building Cleaning

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
1000	Employees	44,719	42,970	47,170	4,200
2000	Premises	0	0	0	0
3000	Transport	0	0	0	0
4000	Cost Of Goods And Services	10,830	12,740	12,740	0
	TOTALS	55,549	55,710	59,910	4,200

Cost Centre	Cost Centre Name
PS970	Office Building Cleaning

Major Budget Movements

Salary increase due to the minimum wage increasing.

SPS09 Property Services Staff Unit

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
1000	Employees	207,671	276,590	306,810	30,220
2000	Premises	1,604	0	8,750	8,750
3000	Transport	22,373	15,990	17,680	1,690
4000	Cost Of Goods And Services	11,814	5,760	6,880	1,120
7000	Income	(658)	(230)	(230)	0
	TOTALS	242,804	298,110	339,890	41,780

Cost Centre	Cost Centre Name
PS980	Property Services Staff Unit

Major Budget Movements

Salary increase reflects a restructure with Property Services

Premises budget increased as expenditure has moved from Asset Management.

SPS11 Public Conveniences

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
1000	Employees	37,474	35,530	28,800	(6,730)
2000	Premises	55,679	79,680	61,360	(18,320)
3000	Transport	3,388	3,020	4,010	990
4000	Cost Of Goods And Services	19,637	12,690	10,350	(2,340)
7000	Income	(13,013)	(42,160)	(55,200)	(13,040)
	TOTALS	103,164	88,760	49,320	(39,440)

Cost Centre	Cost Centre Name
PS350	Public Conveniences

Major Budget Movements

Salary reduction as a result of Tiverton Town Council taking over some of the town' public conveniences.

Maintenance budget reduced as no project maintenance planned on public conveniences for 16-17.

Additional income being received from Towns and Parishes following a PC consultation.

SPS12 Gf Properties Shops/Flats

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
2000	Premises	10,687	15,130	49,680	34,550
4000	Cost Of Goods And Services	11,796	1,100	6,500	5,400
7000	Income	(41,826)	(194,430)	(570,090)	(375,660)
	TOTALS	(19,344)	(178,200)	(513,910)	(335,710)

Cost Centre	Cost Centre Name
PS890	10 Phoenix Lane
PS990	32-34 Fore Street
PS991	Industrial Units
PS992	Market Walk
PS993	Lowman Green Unit

Major Budget Movements

Maintenance work required on Industrial Units have resulted in a Premises increase.

Income for Market Walk £360k and Lowman Green commercial unit £10k have now been included in this budget.

SWS01 Street Cleansing

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
1000	Employees	155,914	217,510	206,730	(10,780)
3000	Transport	52,534	78,260	79,010	750
4000	Cost Of Goods And Services	39,195	44,300	44,300	0
7000	Income	(7,254)	0	(7,270)	(7,270)
	TOTALS	240,389	340,070	322,770	(17,300)

Cost Centre	Cost Centre Name
WS650	Street Cleansing

Major Budget Movements

Salary for one Waste Operative now correctly charged to Refuse (£22k), part offset by the Team Leader now being partly charged here, £6k and an increase in agency costs £3.5k.

Income budget added for the recharge to tenants for the sweeping of Market Walk.

SWS02 Waste Collection

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
1000	Employees	837,249	834,030	837,980	3,950
3000	Transport	536,797	430,280	458,830	28,550
4000	Cost Of Goods And Services	383,333	461,620	524,110	62,490
7000	Income	(700,743)	(996,190)	(1,289,200)	(293,010)
	TOTALS	1,056,636	729,740	531,720	(198,020)

Cost Centre	Cost Centre Name
WS700	Refuse Collection
WS710	Trade Waste Collection

Major Budget Movements

Salary for one Waste Operative moved from Street Cleansing £22k. New Driver post added £22k. Due to the new scheme a crew has moved from Refuse to Recycling (£72k). Increase in agency costs in Refuse and Trade £17.2k

Increase in vehicle repair budget due to running aged fleet £47k, vehicle hire £5.5k and tracking £3k. These are part offset by a reduction in fuel costs (£29k).

Budget for replacement containers, garden waste permits including postage £18k.
Trade Waste Disposal charges set in line with costs and tonnages, £46k.

Increase in Trade Waste Income and recharges (£67.8k).
Garden waste income increased to agreed target level (£229k).

SWS03 Recycling

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
1000	Employees	694,257	689,230	807,180	117,950
2000	Premises	155,245	88,590	98,750	10,160
3000	Transport	205,488	215,520	208,070	(7,450)
4000	Cost Of Goods And Services	191,260	195,490	211,120	15,630
7000	Income	(672,415)	(774,870)	(709,970)	64,900
	TOTALS	573,836	413,960	615,150	201,190

Cost Centre	Cost Centre Name
WS725	Kerbside Recycling
WS740	16 Shop - Recycling

Major Budget Movements

Increase in salaries due to a crew moving from Refuse operations to Recycling £72k, full year cost for additional crew for new scheme £35k other salary increase £30k. Depot worker post taken out to allow for the new driver post in Refuse (£22k).

Predicted increase in depot insurance costs £15k.

A gate fee charge has been added for Glass material £15k

Overall recycling material income is down, this is due to sale prices as oppose to tonnage levels. Glass £42k, Textiles £7k, Steel £30k Glass £37.8k, Mixed plastic £8k.

This is part offset by an increase in recycling credits (£45k) due to tonnages being up and predicted increase on cardboard tonnage (£18k).

SWS04 Waste Management

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
1000	Employees	201,831	170,560	169,800	(760)
3000	Transport	3,652	3,030	2,070	(960)
4000	Cost Of Goods And Services	2,851	4,790	4,000	(790)
	TOTALS	208,334	178,380	175,870	(2,510)

Cost Centre	Cost Centre Name
WS750	Waste Management Staff Unit

Major Budget Movements

No major budget movement to report.

MANAGING THE ENVIRONMENT PDG 24 NOVEMBER 2015

AGENDA ITEM:

Update from Car Parking Working Group

Cabinet Member Cllr Neal Davey
Responsible Officer Head of Finance

Reason for the report: To update the PDG with regard to the proposals being recommended by the Car Parking Working Group.

RECOMMENDATION: To agree the proposals from the working group be included in the draft budget considerations to be discussed at this meeting of the Managing the Environment PDG with all the other service proposals in order to set a balanced Council budget for 2016/17.

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

Financial implications: The proposals that have been recommended by the car parking working group could potentially increase revenue from our Pay & Display car parks by circa £90k in 2016/17 (based on current vend levels).

Legal implications: It is a statutory requirement for the Local Authority to set a balanced budget. Any changes/revisions to car park charging tariffs will be included in a new Traffic Regulation Order (TRO).

Risk assessment: After any new fees/charges are introduced officers will monitor future usage levels and income being received and report back to Members on a regular basis.

1.0 Introduction

1.1 At a meeting of the Managing the Environment PDG on the 13 January 2015 it was recommended to set up a small officer/Member working group to look at all areas of future car parking strategy. This would consider: fees/charges, review of current usage levels/patterns, cost of running the service, existing dispensations/concessions, etc.

2.0 Update from these meetings

2.1 The initial scope for the working group was identified at the first meeting and considered: number/location of car parks and the amount of spaces in them, condition survey and maintenance plan, income generated per car park, budget position, overnight parking, current charges, local benchmarking of charges, vacancy levels per car park, audit report and officer issues.

2.2 So far there have been 4 meetings (minutes are attached as Appendix 1) where both officers and Members have all engaged in lively debate about a significant number of service related issues.

3.0 Proposals/recommendations

3.1 The most recent working group meeting held on the 17 September 2015 reached an overall majority decision on the following proposals/recommendations:

- That Pay & Display car parking charges across the District are amended based on the information included in Appendix 2. This will generate additional car parking fee revenue of circa £87k in 2016/17 – based on current vend levels.
- All District permits will be increased per the proposals contained in Appendix 3. This would generate additional income of slightly over £1k in 2016/17 – however, there are some new permits (with no historic sales information).

Note 1 – all car park charges have not been increased for the past 2 financial years.

Note 2 - With regard to all District permits it was agreed that we need to do more to advertise/promote the up-take of these items.

3.2 In addition to the above proposals the working group also identified a number of existing dispensations that it felt was appropriate to receive formal approval from the PDG. These are detailed below:

- Castle Primary School next to Will St – drop off at 8.50 – 9.10am and pick up 3.25 – 3.45pm
- Dance class Mkt Place - Saturdays
- 4 free Saturdays in run up to Xmas
- Monthly food markets (*)
- Some town/parish councils (*)
- Officers/members in various cparks
- Road closures (*)
- Market traders – currently provided with one space included in the trader's stall/pitch hire of £14 per day.
- Permit discounts for bulk buying (*)

(*) Note – it is proposed that the following items above are delegated to the HoF and Cab Member for Environment to agree appropriate discount rates or terms.

3.3 Also need to consider coach parking bays – and their inclusion on the TRO. Will St and St Rd, Cullompton

4.0 Other work still ongoing

- 4.1 As part of the review of the working group we also considered the Council's provision of amenity car parks. Currently the Council has 9 General Fund amenity car parks in various locations within the District boundaries. These car parks are provided at no cost to users but obviously have an ongoing maintenance, utility and enforcement cost. It should be noted that some are very well used, some less so and the total maintenance cost estimated for the next 5 years is circa £80-100k.
- 4.2 The working group has agreed that the Head of Finance arranges discussions with the relevant Town/Parish Clerks and/or Chairmen to discuss the future provision of amenity car parks to consider some of the following possibilities; introduction of P&D, permits, asset sale or transfer – after more extensive work on establishing usage levels, patterns, categories of users – i.e. residents or commuters, etc.
- 4.3 It is anticipated that the Head of Finance can give the PDG a verbal update at the meeting on how these discussions are progressing.

5.0 Conclusion

- 5.1 Any change in pricing strategy will always be subject to fluctuations in user demand, market conditions, alternative provision, the economic position, what is commercially on offer in close proximity to a car park, etc. Therefore, after any price change officers will monitor income and usage levels and report back to the PDG to keep all Members informed of any material changes against what has initially been predicted.

Contact for more information: Andrew Jarrett – Head of Finance (01884 234242 / ajarrett@middevon.gov.uk)

Background Papers: Minutes of Working Group

Circulation of the Report: Management Team, Members & Relevant Service Managers

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MID DEVON DISTRICT COUNCIL

SUMMARY of a **MEETING** of the **CAR PARKING WORKING GROUP** held on 7 July 2015 at 2.00 pm

Present

Councillors

R Wright (Chairman)
Mrs R Berry, Mrs C P Daw and J D Squire

Apologies

Councillors

N V Davey

Also Present

Councillors

D R Coren, R Dolley, C J Eginton and R F Radford

Also Present

Officers:

Phillip Collins (District Officer), Steve Densham (Development Services Manager), Claire Gillard (Accountant), Andrew Jarrett (Head of Finance), Jan Norman (Environment and Enforcement Manager), Stuart Noyce (Waste and Transport Manager), Julia Stuckey (Member Services Officer) and Mark Symns

1 **ELECTION OF CHAIRMAN**

Cllr R Wright was elected as Chairman of the Group.

2 **APOLOGIES**

Apologies were received from Cllr N V Davey.

3 **NOTES OF PREVIOUS MEETING**

The notes of the previous meeting of the Group were approved as a true record.

4 **CAR PARKING FOR MARKET TRADERS CULLOMPTON**

AJ explained that a request had been made by the Clerk to Cullompton Town Council that market traders at Cullompton be given free parking on market days. The Town Council had previously provided free parking in their own car park but had recently handed the enforcement of this car park to a private company. They had heard that market traders in Tiverton received free parking and requested the same concession.

AJ further explained that market traders in Tiverton did not get free parking but paid for it within the fee for the stall.

Discussion took place regarding:

- The fact that there were always spare places in the car park;
- The need to support rural businesses;
- The need to be fair, traders in the town centre did not get free parking;

- The parking fee in place was reasonable;
- The fact that the Town Council could issue a permit to the traders themselves for their own car park;
- The possibility of selling permits to the Town Council for them to issue to the market traders.

It was **AGREED** that a letter be sent to the Town Council suggesting that they look at the policy for their own car park with a view to changing it to accommodate the traders, that they consider releasing a number of places themselves for this purpose or that they purchase permits from Mid Devon at a discounted rate for the purpose.

5 **CAR PARK CHARGES**

At the last meeting of the Group a recommendation had been agreed with regard to increases to parking charges.

However, as the membership of the group had changed since then it was agreed to discuss the matter again.

AJ explained to the group the financial implications of increasing the rate by £0.10.

Discussion took place regarding:

- Price comparisons with other local Councils
- The possibility of increasing usage;
- The need to make savings/increase income;
- Prices had been frozen for two financial years;
- Monitoring of usage to be carried out to check if increasing charges decreased use;
- Cars being parked on the side streets of the town to avoid overnight parking charges;
- The income generated by the overnight charges.

The Group **AGREED** to recommend to the PDG that parking prices be put up by 10 pence every other year. This would set the pricing policy for 4 years.

The Group **AGREED** to recommend to the PDG that the pricing schedule for parking permits be increased in line with Officer recommendation.

6 **AMENITY CAR PARKS**

AJ explained to the Group that amenity car parks had been discussed at the last meeting of the Group when each car park had been looked at individually. He

explained that the previous membership had requested that officers carry out usage and condition surveys and that they had been minded to investigate alternative uses for the amenity car parks. Options may include continued use as an amenity car park, the use of pay and display meters, the issue/sale of permits and the sale of the land.

AJ had sent an email to the Ward Members and Clerks to the Parish Councils for the areas concerned. It was felt that the local members and Parish Councillors would have knowledge regarding usage. AJ would hold meetings and report back to the Group.

It was **AGREED** that the Head of Finance report back to the Group following consultation.

7 **NEXT STEPS**

A report to be prepared for the PDG outlining the recommendation for the price increase on tickets of £0.10 every other year and the schedule of increases for permits.

Consultation to be undertaken with Parish Councils and Ward Members regarding amenity car parks.

A permit to cover 24 hours to be added to the Order with a price of £450.00. This would allow for a car to be parked in the identified long stay car park during the day and overnight with one permit, rather than having to display a day permit and a night permit.

The Group discussed various concessions that had been granted over a number of years. It was AGREED that in order to be fair, these concessions be listed for the PDG to review.

8 **DATE OF NEXT MEETING**

To be arranged following consultation.

(The meeting ended at Time Not Specified)

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MID DEVON DISTRICT COUNCIL

SUMMARY of a **MEETING** of the **CAR PARKING WORKING GROUP** held on 10 August 2015 at 10.00 am

Present

Councillors

R Wright (Chairman)
Mrs A R Berry, D R Coren, Mrs C P Daw,
R Evans and J D Squire

Also Present

Councillors

N V Davey

Also Present

Officers:

Claire Gillard (Accountant), Stuart Noyce (Waste and Transport Manager) and Julia Stuckey (Member Services Officer)

1 APOLOGIES

There were no apologies. Cllr Derek Coren was elected to the Group.

2 NOTES OF PREVIOUS MEETING

The notes of the last meeting of the Group were approved as a true record and signed by the Chairman.

3 SUGGESTIONS FROM OTHER MEMBERS

The Group discussed various ideas with the aim of generating more income and boosting town centres.

Discussion took place regarding:

- The town centres needed to take some responsibility for increasing footfall;
- The public expect to pay some sort of charge to be able to park conveniently;
- £1 for 5 hours and £2 for 10 hours appeared to be working well and car parking income had increased when these rates were implemented;
- The Market car park was generally busy so people appeared to be happy to pay for convenience;
- Scrapping charges would create chaos as car parks would be full all of the time and would be used by workers. There would be no space for shoppers, therefore some form of charging mechanism was necessary;
- The traders could help to bring people into the town with events and offers, marketing and promoting;
- The possibility of offering some form of free parking;

- The accountant reported that there had not been a notable drop in usage when the charges last went up;
- The overnight fee of £1 was considered reasonable for all night but expensive for a 20 minute trip to collect a takeaway;
- Dwell time – the Head of Communities and Governance expressed concern that allowing a limited period of parking for free would reduce the 'dwell time' and therefore reduce income for the traders;
- The complexity of the current charging system and the need to simplify it;
- The need to change vending machines if free parking was introduced as the current machines were not able to deal with this;
- Spare capacity in Williams Street to be offered to permit holders, available spaces to be surveyed and either offered to 4 or 8 applicants;

The following charging mechanism was suggested and the accountant was asked to produce statistics to show the effect that this would have on the budget/income.

Long stay car parks

Monday to Saturday

£1 for 5 hours, £2 for 10 hours, £5 for 24 hours and £30 for a week

Or

Removal of the £1 for 5 hours option and simply charge £2 for 10 hours.

Sunday

£1 for 5 hours £2 for 24 hours

Or

£1 all day.

Wellbrook Street Long Stay

30 minutes free, £2 up to 4 hours (including the 30 minutes free), £3 for 24 hours

Or

£1 for 1 hour, £1.50 for up to 4 hours, over 4 hours £2

Sunday as per the long stay car parks.

Medium Stay – Westexe South and Market Street, Crediton

Monday to Saturday

30 minutes free, 2.5 hours £2 (including the 30 minutes free)

Or

30 minutes free, £1 for 1.5 hours (including the 30 minutes free) and up to 3 hours £2 (including the 30 minutes free)

Phoenix House

15 minutes free
£1 for 1 hour (including the 15 minutes free)

Saturdays as per the medium stay car parks

Short Stay – William Street, Becks Square

30 minutes free
£2 for 2 hours (including the 30 minutes free)

Or

No free 30 minutes
£1 for 1 hour
£2 for 2 hours

All overnight and Sunday charging in short and medium car parks to remain unchanged.

4 NEXT STEPS

The accountant to calculate the increases/losses to income from the various options provided, in order that Members review this prior to the next meeting.

5 DATE OF NEXT MEETING

tbc

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MID DEVON DISTRICT COUNCIL

SUMMARY of a **MEETING** of the **CAR PARKING WORKING GROUP** held on 17 September 2015 at 10.00 am

Present Councillors

R Evans, J D Squire and R Wright

Apologies Councillors

Mrs A R Berry, D R Coren and Mrs C P Daw

Also Present Officers:

Claire Gillard (Accountant), Andrew Jarrett (Head of Finance), Stuart Noyce (Waste and Transport Manager) and Julia Stuckey (Member Services Officer)

1 **APOLOGIES**

Apologies were received from Cllr Mrs R Berry, Cllr D R Coren and Cllr Mrs C Daw.

2 **NOTES OF PREVIOUS MEETING**

The notes of the previous meeting were approved as a true record.

3 **MATTERS ARISING**

The Chairman reminded the group of the background to the request for the figures that Members now had in front of them.

4 **PROPOSED CHARGES**

The Head of Finance explained funding pressures on the budget. The group were informed that surplus from car parking charges was put towards the general fund.

The group discussed the need for council run car parks to generate an income to put towards the general fund but also the role that they have in supporting the town centres and encouraging economic growth. The group had an aspiration to provide some form of free parking but this needed to be balanced with the need for income generation.

The Accountant outlined the financial information that the group had before them.

It was AGREED that there was a need to standardise charging across the district so that each of the three main towns offered the same parking options.

It was AGREED to extend the number of parking permits for William Street.

It was acknowledged that 'round numbers' would end overpayments which generally cost customers £20k per year.

The following pricing options were agreed:

Market Place, Becks Square, Market Street Crediton

30 mins 1

1 hour 1.50
2 hours 2.00
30 mins free overnight

agreed option 1
change Sundays, bank holidays and overnight to £1

William Street option 2 (30 mins free)
change Sundays, bank holidays and overnight to £1 (30 mins free)

Phoenix House, £0.60 for 30 minutes - car park to be re designated as short stay, agreed option 1

Westexe South

option 1

Wellbrook Street

option 1

long stay car parks

£1.50 for up to 5 hours, 10 hours stays the same at £2.

These charges would be agreed for 12 months with a quarterly review. Monthly monitoring would take place.

5 **NEXT STEPS**

It was AGREED that the Accountant would make amendments to the proposed fees as agreed and circulate to Members.

A meeting to be agreed for

amenity carparks
concessionary parking
permit parking

6 **DATE OF NEXT MEETING**

To be agreed.

MID DEVON DISTRICT COUNCIL

SUMMARY of a **MEETING** of the **CAR PARKING WORKING GROUP** held on 14 October 2015 at 10.00 am

Present Councillors

Mrs A R Berry, D R Coren, N V Davey,
Mrs C P Daw, R Evans, J D Squire and
R Wright

Also Present Officers:

Claire Gillard (Accountant), Andrew Jarrett (Head of Finance), Stuart Noyce (Waste and Transport Manager) and Julia Stuckey (Member Services Officer)

1 **Apologies**

None.

2 **Notes of Previous Meeting**

The notes of the previous meeting were approved as a true record.

3 **Matters Arising**

Nothing was raised under matters arising.

4 **Station Road Car Park - Coach Parking**

The appropriate officer was not at the meeting to explain why this item had been placed on the agenda so it was **AGREED** that an email explaining issues with coach parking at Cullompton be sent to Members.

5 **Pricing Proposal for Parking Permits**

SN explained the variety of permits currently available, the different names and codes and lack of relevance to what the permits were. Officers suggested a simpler format with regard to naming, simply day, night, day & night, rover and allocated spaces.

Options before the Group were:

1a, Annual Overnight Permit – APPROVED

2a, Annual Daytime Permit – APPROVED

3a, Annual Day and Night Permit – APPROVED

4a Annual Mid Devon Rover – this permit would allow parking for a 24 hour period at any of the long stay car parks within the District. The price was AGREED at £475.00

5a Allocated Space Permit – as these permits were oversubscribed and would not be due for renewal until January 2017 it was AGREED that the price be set at £425.00.

It was also AGREED that advertising and promotion of all permits should take place and suggestions for how to do so were Mid Devon Talk, Council Tax Bills and flyers.

6 The Group to Review Proposed Parking Charges

The Group had before it the pricing proposals that had been set at the previous meeting.

Becks Square – AGREED

High Street Crediton – AGREED

Market Street Crediton – AGREED, and that signage to the long stay car park be put in place.

Market Place, Tiverton – AGREED

Phoenix Houe, Tiverton – AGREED

Multi Storey, Tiverton – AGREED

Station Road, Cullompton – AGREED

Wellbrook Street, Tiverton – AGREED

Westexe, Tiverton – AGREED

William Street, Tiverton – AGREED – and that further spaces be allocated to permit holders from the waiting list.

7 Report to Managing the Environment PDG

The Group had before it a draft report to the PDG outlining the recommendations of the Working Group.

Discussion took place regarding section 3.2, dispensations:

Castle Primary School – dispensation for pick up and drop off at school. It was agreed that this would fall under the 30 minutes free in any case but that it would not be necessary for parents to obtain a ticket from the machine. The school to supply parents with a card to display in the car. District Officers to make contact with the school.

Officer discounting of permits, as had previously occurred in Crediton. It was AGREED that the Head of Finance and the Cabinet Member should be given delegated authority to negotiate with customers on an individual basis. This would need to be advertised on the TRO and should say that individual requests for bulk permits would be agreed on an individual basis.

Signpost Kids Dance Group – the club to be asked to provide tickets for children below a certain age and the ticket to specify the time of the class that would be attended. This would remove any risk of the permit being used inappropriately. District Officers to make contact with the club.

4 Free Saturdays for Christmas – this cost in the region of £2k to £3k but was popular with Members, traders and the public.

Electric Nights – free parking to continue.

Road Closures – it was agreed that this would be on a case by case basis with the Head of Finance and Cabinet Member making the decision.

Market Traders – pitch for one vehicle included in tariff.

Amenity Car Parks

The Head of Finance was visiting Parish Councils to consult on this and would update the PDG at a later date.

8 **Next Steps**

For the report to be presented to the PDG.

Information regarding the Coach Park issue at Cullompton to be forwarded to Members by email.

9 **Date of Next Meeting**

To be agreed if required.

(The meeting ended at Time Not Specified)

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Recommendation of Car Parking Working Group Held on 17/09/15

Summary of Car Parking Pricing Option 2016/17

Car Park	Current Income		Chosen Option Income
	P&D Income	Overpayments	
Becks Square, Tiv	72,817.17	2,593.67	83,191.17
High Street, Cred	49,520.75	300.52	65,576.71
Market Street, Cred	33,189.83	867.51	36,481.92
Market Place, Tiv	188,980.58	6,490.43	216,592.38
Phoenix House, Tiv	2,934.50	686.64	3,300.67
MSCP, Tiv	101,325.17	143.13	135,763.75
Station Road, Tiv	25,389.83	248.59	32,531.42
Wellbrook Street, Tiv	13,957.42	144.46	14,638.13
Westexe South, Tiv	41,948.33	2,293.46	47,546.96
William Street, Tiv	29,968.08	1,153.06	25,898.88
Totals	560,031.67	14,921.47	661,521.96
		574,953.14	

Impact of Chosen Pricing Option	
Aug 14 - Jul 15 Actual Income	574,953.14
New Pricing option projected income	661,521.96
Additional Income	- 86,568.82

Becks Square, Tiverton

Max 2 Hrs Stay	Current	Total	Aug 14 -	
Tariff	Tariff Charge	Vends	July 15 Income	
30 Mins - Mon to Sat	0.80	27,279	21,823.20	
1 Hr - Mon to Sat	1.20	26,171	31,405.20	
2 Hrs - Mon to Sat	2.10	12,903	27,096.30	
2 Hrs - Sun & BH	0.60	2,319	1,391.40	
5 Hrs - Sun & BH	1.10	675	742.50	
All day - Sun & BH	1.60	350	560.00	
Night Time	1.00	4,362	4,362.00	
	Totals	74,059	87,380.60	Gross
			72,817.17	Net

Chosen Option

Max 2 Hrs Stay	Tariff	Total	Projected	
Tariff	Charge	Vends	Income	
30 Mins - Mon to Sat	1.00	27,279	27,279.00	
1 Hr - Mon to Sat	1.50	26,171	39,256.50	
2 Hrs - Mon to Sat	2.00	12,903	25,806.00	
All Day - Sun & BH	1.00	3,344	3,344.00	
Night Time - 30 Mins Free	-	218	-	
Night Time	1.00	4,144	4,143.90	
	Totals	74,059	99,829.40	Gross
			83,191.17	Net

- Night Time 30 Mins free parking has been estimated as 5% of the total night time vends

High Street, Crediton

Long Stay car park	Current	Total	Aug 14 -	
Tariff	Tariff Charge	Vends	July 15 Income	
5 Hrs - Mon to Sat	1.00	37,532	37,532.00	
10 Hrs - Mon to Sat	2.00	9,044	18,088.00	
24 Hrs - Mon to Sat	3.60	226	813.60	
2 hrs - Sun & BH	0.60	975	585.00	
5 hrs - Sun & BH	1.10	235	258.50	
All day - Sun & BH	1.60	143	228.80	
Night Time	1.00	1,919	1,919.00	
	Totals	50,074	59,424.90	Gross
			49,520.75	Net

Chosen Option

Long Stay car park	Tariff	Total	Projected	
Tariff	Charge	Vends	Income	
5 Hrs - Mon to Sat	1.50	37,532	56,298.00	
10 Hrs - Mon to Sat	2.00	9,044	18,088.00	
Per Day - Mon to Sat	5.00	226	1,130.00	
All Day - Sun & BH	1.00	1,353	1,353.00	
Night Time - 30 Mins Free	-	96	-	
Night Time	1.00	1,823	1,823.05	
	Totals	50,074	78,692.05	Gross
			65,576.71	Net

- Night Time 30 Mins free parking has been estimated as
5% of the total night time vends

Market Street, Crediton

Medium Stay car park	Current	Total	Aug 14 -	
Tariff	Tariff Charge	Vends	July 15 Income	
1 Hr - Mon to Sat	1.10	13,239	14,562.90	
2 Hrs - Mon to Sat	1.80	8,486	15,274.80	
3 Hrs - Mon to Sat	2.10	3,797	7,973.70	
2 Hrs - Sun & BH	0.60	674	404.40	
5 Hrs - Sun & BH	1.10	104	114.40	
All day - Sun & BH	1.60	146	233.60	
Night Time	1.00	1,264	1,264.00	
Totals		27,710	39,827.80	Gross
			33,189.83	Net

Chosen Option

Max 2 Hrs Stay	Tariff	Total	Projected	
Tariff	Charge	Vends	Income	
30 Mins - Mon to Sat	1.00	5,542.00	5,542.00	
1 Hr - Mon to Sat	1.50	7,697	11,545.50	
2 Hrs - Mon to Sat	2.00	12,283	24,566.00	
All Day - Sun & BH	1.00	924	924.00	
Night Time - 30 Mins Free	-	63	-	
Night Time	1.00	1,201	1,200.80	
Totals		27,710	43,778.30	Gross
			36,481.92	Net

- 20% of total vends estimated at 30 Mins vend
- Night Time 30 Mins free parking has been estimated as 5% of the total night time vends

Market Place, Tiverton

Short Stay car park - Max 2 Hrs	Current	Total	Aug 14 -	
Tariff	Tariff Charge	Vends	July 15 Income	
30 Mins - Mon to Sat	0.80	70,154	56,123.20	
1 Hr - Mon to Sat	1.20	71,461	85,753.20	
2 Hrs - Mon to Sat	2.10	31,935	67,063.50	
2 Hrs - Sun & BH	0.60	5,192	3,115.20	
5 Hrs - Sun & BH	1.10	1,482	1,630.20	
All day - Sun & BH	1.60	799	1,278.40	
Night Time	1.00	11,813	11,813.00	
Totals			192,836	226,776.70
				Gross
			188,980.58	Net

Chosen Option

Short Stay car park - Max 2 Hrs	Tariff	Total	Projected	
Tariff	Charge	Vends	Income	
30 Mins - Mon to Sat	1.00	70,154	70,154.00	
1 Hr - Mon to Sat	1.50	71,461	107,191.50	
2 Hrs - Mon to Sat	2.00	31,935	63,870.00	
All Day - Sun & BH	1.00	7,473	7,473.00	
Night Time - 30 Mins Free	-	591	-	
Night Time	1.00	11,222	11,222.35	
Totals			192,836	259,910.85
				Gross
			216,592.38	Net

- Night Time 30 Mins free parking has been estimated as 5% of the total night time vends

Phoenix House, Tiverton

Medium Stay car park	Current	Total	Aug 14 -
Tariff	Tariff Charge	Vends	July 15 Income
15 Mins free - Mon to Fri	-	18,827	-
30 Mins - Mon to Fri	0.60	4,057	2,434.20
1 Hr - Sat	1.10	497	546.70
2 Hrs - Sat	1.80	108	194.40
3 Hrs - Sat	2.10	96	201.60
4 Hrs - Sat	2.40	36	86.40
2 Hrs - Sun & BH	0.60	9	5.40
5 Hrs - Sun & BH	1.10	5	5.50
All day - Sun & BH	1.60	12	19.20
Night Time	1.00	28	28.00
Totals		23,675	3,521.40
			Gross
			2,934.50
			Net

Chosen Option

Short Stay CP - Mon-Fri 1 Hr & Sat 2 Hrs	Tariff	Total	Projected
Tariff	Charge	Vends	Income
15 Mins Free - Mon to Sat	-	18,827	-
30 Mins (plus 15 mins free) - Mon to Sat	0.60	4,057	2,434.20
1 Hr 45 Mins (plus 30 mins free) - Sat	2.00	737	1,474.00
All Day - Sun & BH	1.00	26	26.00
Night Time - 30 Mins Free	-	1	-
Night Time	1.00	27	26.60
Totals		23,675	3,960.80
			Gross
			3,300.67
			Net

- Night Time 30 Mins free parking has been estimated as 5% of the total night time vends

MSCP, Tiverton

Long Stay car park	Current	Total	Aug 14 -	
Tariff	Tariff Charge	Vends	July 15 Income	
5 Hrs - Mon to Sat	1.00	80,889	80,889.00	
10 Hrs - Mon to Sat	2.00	19,204	38,408.00	
24 Hrs - Mon to Sat	3.60	424	1,526.40	
2 Days	7.20	38	273.60	
3 Days	10.80	20	216.00	
4 Days	14.40	7	100.80	
5 Days	18.00	7	126.00	
7 Days	25.20	2	50.40	
Totals		100,591	121,590.20	Gross
			101,325.17	Net

Chosen Options

Long Stay car park	Tariff	Total	Projected	
Tariff	Charge	Vends	Income	
5 Hrs - Mon to Sat	1.50	80,889	121,333.50	
10 Hrs - Mon - Sat	2.00	19,204	38,408.00	
1 Day	5.00	424	2,120.00	
2 Days	10.00	38	380.00	
3 Days	15.00	20	300.00	
4 Days	20.00	7	140.00	
5 Days	25.00	7	175.00	
7 Days	30.00	2	60.00	
Totals		100,591	162,916.50	Gross
			135,763.75	Net

Station Road, Cullompton

Long Stay car park	Current	Total	Aug 14 -	
Tariff	Tariff Charge	Vends	July 15 Income	
5 Hrs - Mon to Sat	1.00	16,434	16,434.00	
10 Hrs - Mon to Sat	2.00	4,997	9,994.00	
24 Hrs - Mon to Sat	3.60	338	1,216.80	
2 Hrs - Sun & BH	0.60	273	163.80	
5 hrs - Sun & BH	1.10	100	110.00	
All day - Sun & BH	1.60	177	283.20	
Night Time	1.00	2,266	2,266.00	
	Totals	24,585	30,467.80	Gross
			25,389.83	Net

Chosen Options

Long Stay car park	Tariff	Total	Projected	
Tariff	Charge	Vends	Income	
5 Hrs - Mon to Sat	1.50	16,434	24,651.00	
10 Hrs - Mon to Sat	2.00	4,997	9,994.00	
1 Day	5.00	338	1,690.00	
All Day - Sun & BH	1.00	550	550.00	
Night Time - 30 Mins Free	-	113	-	
Night Time	1.00	2,153	2,152.70	
	Totals	24,585	39,037.70	Gross
			32,531.42	Net

- Night Time 30 Mins free parking has been estimated as 5% of the total night time vends

Wellbrook Street, Tiverton

Long Stay car park	Current	Total	Aug 14 -	
Tariff	Tariff Charge	Vends	July 15 Income	
1 Hr - Mon to Sat	1.00	1,225	1,225.00	
2 Hrs - Mon to Sat	1.20	1,468	1,761.60	
3 Hrs - Mon to Sat	1.40	955	1,337.00	
4 Hrs - Mon to Sat	1.80	218	392.40	
5 Hrs - Mon to Sat	2.00	748	1,496.00	
24 Hrs - Mon to Sat	2.30	3,270	7,521.00	
2 Hrs - Sun & BH	0.60	184	110.40	
5 Hrs - Sun & BH	1.10	95	104.50	
All day - Sun & BH	1.60	95	152.00	
Night Time	1.00	2,649	2,649.00	
Totals		10,907	16,748.90	Gross
			13,957.42	Net

Chosen Option

Long Stay car park	Tariff	Total	Projected	
Tariff	Charge	Vends	Income	
30 Mins Free - Mon to Sat *	-	2,181.4	-	
4 Hrs (Incl 30 mins free) - Mon to Sat	2.00	2,433	4,865.20	
24 Hrs - Mon to Sat	3.00	3,270	9,810.00	
All Day - Sun & BH	1.00	374	374.00	
Night Time - 30 Mins Free	-	132	-	
Night Time	1.00	2,517	2,516.55	
Totals		10,907	17,565.75	Gross
			14,638.13	Net

- 20% of total vends estimated at 30 Mins vend
- Night Time 30 Mins free parking has been estimated as 5% of the total night time vends

Westexe South, Tiverton

Medium Stay car park	Current	Total	Aug 14 -	
Tariff	Tariff Charge	Vends	July 15 Income	
15 Mins free - Mon to Sat	-	10,077	-	
30 Mins - Mon to Sat	0.80	6,430	5,144.00	
1 Hr - Mon to Sat	1.10	11,681	12,849.10	
2 Hrs - Mon to Sat	1.80	6,971	12,547.80	
3 Hrs - Mon to Sat	2.10	4,009	8,418.90	
2 Hrs - Sun & BH	0.60	2,599	1,559.40	
5 Hrs - Sun & BH	1.10	430	473.00	
All day - Sun & BH	1.60	333	532.80	
Night Time	1.00	8,813	8,813.00	
	Totals	51,343	50,338.00	Gross
All Tariff's Mon to Sat include 15 mins free			41,948.33	Net

Option 1

Max 3 Hrs Stay car park	Tariff	Total	Projected	
Tariff	Charge	Vends	Income	
30 Mins Free - Mon to Sat	-	16,507	-	
3 Hrs (Incl 30 mins free) - Mon to Sat	2.00	22,661	45,322.00	
All Day - Sun & BH	1.00	3,362	3,362.00	
Night Time - 30 Mins Free	-	441	-	
Night Time	1.00	8,372	8,372.35	
	Totals	51,343	57,056.35	Gross
			47,546.96	Net

- Night Time 30 Mins free parking has been estimated as 5% of the total night time vends

William Street, Tiverton

Short Stay car park - Max 2 Hrs	Current	Total	Aug 14 -	
Tariff	Tariff Charge	Vends	July 15 Income	
30 Mins - Mon to Sat	0.80	10,170	8,136.00	
1 Hr - Mon to Sat	1.20	9,898	11,877.60	
2 Hrs - Mon to Sat	2.10	5,214	10,949.40	
2 Hrs - Sun & BH	0.60	526	315.60	
5 Hrs - Sun & BH	1.10	171	188.10	
All day - Sun & BH	1.60	295	472.00	
Night Time	1.00	4,023	4,023.00	
	Totals	30,297	35,961.70	Gross
			29,968.08	Net

Chosen Option

Short Stay car park - Max 2 Hrs	Tariff	Total	Projected	
Tariff	Charge	Vends	Income	
30 Mins Free - Mon to Sat	-	12,150	-	
2 Hrs - Mon to Sat	2.00	13,132	26,264.80	
All Day - Sun & BH	1.00	992	992.00	
Night Time - 30 Mins Free	-	201	-	
Night Time	1.00	3,822	3,821.85	
	Totals	30,297	31,078.65	Gross
			25,898.88	Net

- 30 mins free parking has been calculated using 30 min vends and 20% of 1 Hr vend.

- Night Time 30 Mins free parking has been estimated as 5% of the total night time vends

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PRICING PROPOSAL FOR PARKING PERMITS

CURRENT CHARGES

	Permit Type	Permit Times	Charges
1	Annual Overnight permit	17.00 - 09.00	£175.00
	Half Yearly Overnight permit	17.00 - 09.00	£97.00
	Quarterly Overnight permit	17.00 - 09.00	£53.00
2	Season Tickets	08.00 - 18.00	£300.00
	Half Yearly Season Tickets	08.00 - 18.00	£165.00
	Quarterly Season Tickets	08.00 - 18.00	£90.00
3	Annual Business & Residential Permits (24 hours)	24 hours	£375.00

PROPOSED CHARGES FROM APRIL 2016

	Permit Type	Permit Times	Charges
1a	Annual Overnight Permit	17.00 - 09.00	£180.00
	Half Yearly Overnight permit	17.00 - 09.00	£99.00
	Quarterly Overnight permit	17.00 - 09.00	£54.00
2a	Annual Daytime permit	08.00 - 18.00	£310.00
	Half Yearly Daytime permit	08.00 - 18.00	£170.50
	Quarterly Daytime permit	08.00 - 18.00	£93.00
3a	Annual Day and Night permit	24 hours	£400.00
	Half Yearly Day and Night permit	24 hours	£220.00
	Quarterly Day and Night Permit	24 hours	£120.00
4a	Annual Mid Devon Rover	24 hours	£475.00
	Half Yearly Mid Devon Rover 24 hr permit	24 hours	£261.25
	Quarterly Mid Devon Rover 24 hr permit	24 hours	£142.50
5a	Annual Allocated space permit (24 hrs)	24 hours	£425.00

- 1 Permit for use in all P&D car parks in Mid Devon (except MSCP)
- 2 Permit for use in our Long Stay Pay and Display car parks in Mid Devon
- 3 Permit for an Allocated space in a Residential or Business permit car park

- 1a Overnight permit for use in all P&D car parks (except MSCP)
- 2a Daytime permit for use in 1 allocated long stay car park
- 3a Day and night permit for use in 1 allocated long stay car park
- 4a Mid Devon Rover permit for use in any long stay car parks (24 hrs)
- 5a Allocated space permit for use in a residential or business permit car park (24 hrs)

MANAGING THE ENVIRONMENT PDG 24 NOVEMBER 2015

DEVELOPER GUIDE: REFUSE STORAGE FOR NEW RESIDENTIAL PROPERTIES

Cabinet Member Cllr Richard Chesterton / Cllr Neal Davey
Responsible Officer Head of Planning and Regeneration / Waste and Transport Manager

Reason for Report:

To provide guidance for developers on how adequate refuse storage facilities can be incorporated into the design of new residential development schemes both for individual properties and also for communal schemes.

RECOMMENDATIONS

1. That the design guidance be agreed.

Relationship to Corporate Plan: Providing guidance on the design of refuse storage will assist in ensuring that adequate facilities will be provided, reducing the risk of unsightly and uncontrolled waste storage. This contributes to the Corporate Plan objectives of 'Better Homes' and 'Caring for the Environment'.

Financial Implications: None.

Legal Implications: Requirements for adequate refuse storage are contained within the Building Regulations Approved Document H. Planning policies within the Local Plan Part 3 (Development Management Policies) also require adequate storage for waste and recycling.

Risk Assessment: None.

1.0 Introduction

- 1.1 Guidance has been prepared on the design of waste and recycling storage facilities to be incorporated into new residential development. It is intended for use by developers and applicants at the scheme design stage so that when planning applications are made, sufficient and adequate facilities have been incorporated.
- 1.2 Planning policies within the Local Plan Part 3 (Development Management Policies) are relevant and for new housing development require external space for recycling and refuse (policy DM14). Policy DM2 also more generally requires efficient and effective site use. The guidance is proposed to build on these planning policy requirements so that appropriate and acceptable refuse storage facilities are designed into schemes. Requirements under Approved Document H of the Building Regulations also apply.
- 1.3 The guidance has been drawn up in conjunction with the Waste and Transportation Manager in order to ensure that it reflects the Council's

collection procedures and makes allowance for the new garden waste service. Designing residential development in accordance with the guidance will make the storing of refuse and recycling and its transfer to collection locations more convenient for Mid Devon residents, more efficient in terms of collection for the Waste Service and improve appearance.

Contact for more Information: Mrs Jenny Clifford, Head of Planning and Regeneration (01884) 234346

Circulation of the Report: Councillors Richard Chesterton and Neal Davey

List of Background Papers: None



Refuse storage for new residential properties

A guide for developers

November 2015

Introduction

This document provides guidance on design of waste and recycling storage in new developments across Mid Devon. Given that households are required to store waste for up to a fortnight, Mid Devon District Council has adopted a policy of requiring developers to provide adequate space for wheeled bins in all new builds in the district where it is practical to do so.

Even in developments where it is not practical to use wheeled bins, adequate refuse and recycling storage must still be provided for a two week period, based on non-wheeled dustbins and kerbside boxes.





The basic principle of ensuring that all new households are provided with adequate refuse storage has been incorporated into national policy in Approved Document H of The Building Act (1984). This covers new build residential development as well as the conversion of buildings to a residential use.

Section H6 (Solid Waste) deals with provision of storage space and means of access for people in the building to the storage space, and from the collection point to the storage space. This legislation also gives Mid Devon District Council, as the designated Waste Collection Authority, the power to stipulate to developers what levels of refuse storage must be provided.

This guide complements the Council's Local Plan Part 3 (Development Management Policies) which provides detailed policies to manage development proposals throughout the district. Policy DM14 (Design of housing) specifically requires adequate external space for recycling and refuse for new housing development. Effective waste storage is also a component of good design more generally under policy DM2 (High quality design).

Please read this guide carefully, and ensure that the principles are followed in your submission. Failure to indicate adequate refuse storage on plans submitted to Mid Devon District Council is likely to mean that your application will be rejected. It is a good idea to discuss any site specific issues with the Local Planning Authority before submitting your application.

Containers used through Mid Devon

Type of container	Typical number per household	Dimensions mm (height x width x depth)
<p>Wheeled Bin (240 litre) for garden waste</p> 	1	1100 x 585 x 740
<p>Residual Waste: Sufficient space for wheeled bin (up to 240 litre) for non-recyclable residual waste</p> 	1	1100 x 585 x 740
<p>Black/Green Box (55 litre) for recycling</p> 	Up to 4	350 x 585 x 390
<p>Kerbside food waste container (23 litre)</p> 	1	450 x 310 x 340
<p>Communal wheeled bin (1100 litre)</p> 	Dependant on premises - refer to Section 4	450 x 310 x 340

What we are looking for

1. INDIVIDUAL, DETACHED OR SEMIDETACHED PROPERTIES

An area of hardstanding should be provided in the back garden or courtyard for storage of two standard 240 litre wheeled bins per property, in addition to two 55 litre recycling boxes. This equates to an area at least 1.2 x 1.2m for each dwelling.

A clear, flat access should be provided between the designated storage point at the rear of the property and the collection point, which should be at the front of the property and free from steps or other obstacles. If a path needs to be constructed to meet with this requirement, it should be a minimum of 650 millimetres wide with a tarmac surface to facilitate wheeling the bin.

As Mid Devon District Council requires householders to place their bins at the nearest point of the highway on collection day, it is advantageous for an alcove to be provided by the front gate so householders can place their bins out for collection without restricting access to their property. Householders are not permitted to store permanently bins for collection on an adopted public highway.

If the rear garden or courtyard of the property is at a higher or lower elevation than the front, or if for any other reason access from the rear to the front requires steps or other obstacles to be built that would prevent the easy movement of wheeled bins, then a bin store or storage area for two 240 litre wheeled bins needs to be provided at the front of the property. This also applies if the distance for the householder to wheel the bin is more than 25 metres.

If the elevation of the property is such that it requires steps up or down from the pavement, then an alcove or store needs to be provided at pavement level for the permanent storage of two 240 litre wheeled bins. Please note that for reasons of Health and Safety, our Waste Operatives will not move wheeled bins up or down steps.

If building a bin store with a roof, please ensure that sufficient vertical clearance is available to allow the lids of the wheeled bins to be opened fully. Bin stores or storage areas should be as conveniently located as possible for the householder, whilst taking into account the essential requirements above.

2. TERRACED HOUSES

Properties built in new developments must be provided with a discreet or integral bin store or storage space at the front large enough to accommodate two 240 litre wheeled bins and two 55 litre recycling boxes. This equates to an area at least 1.2 x 1.2m for each dwelling.

Clear flat access (i.e. no steps or other obstacles) should be provided between the designated storage point and the collection point. If a path needs to be constructed, it should be a minimum of 650 millimetres wide with a tarmac surface to facilitate wheeling the bin. It should be less than 25 metres from storage to collection point

because householders tend to leave bins in places convenient to themselves rather than wheel bins more than 25 metres. This can be to the detriment of the appearance of the development soon after first occupation and can cause an obstruction.

If the elevation of the property is such that it requires steps to be built up or down from the pavement, then an alcove or store must to be provided at the pavement level for two 240 litre wheeled bins.

In certain types of 'courtyard' style terraced developments, it may be more practical to provide a communal refuse store with provision for pairs of 240 litre bins or bulk bins. Please refer to Section 4 for more detailed information about this.

Please note that it is not acceptable for refuse collectors to have to collect wheeled bins from rear service paths or lanes. Collection will normally take place from nearest point of the adopted highway from the front of the property. However, in some cases, collection from the rear of the property may be acceptable but only if the property opens out directly onto another road that can be accessed by a refuse collection vehicle.

3. FLATS AND PROPERTIES IN MULTIPLE OCCUPANCY

Mid Devon District Council requires the occupier to take responsibility for their own refuse and recycling wherever possible. Communal facilities can unintentionally create opportunities for residents to contaminate their neighbours' recycling efforts, as well as provide little incentive for householders to recycle, due to a lack of accountability.

If the location of flats and compact high density housing developments are such that this individual provision (contained within a communal storage area if necessary) is not possible, then they should be provided with a communal refuse store designed to take 1100 litre bulk communal refuse and recycling bins. Please refer to Section 4 Planning communal refuse facilities for more detailed information about this.

4. PLANNING COMMUNAL REFUSE FACILITIES

Capacity:

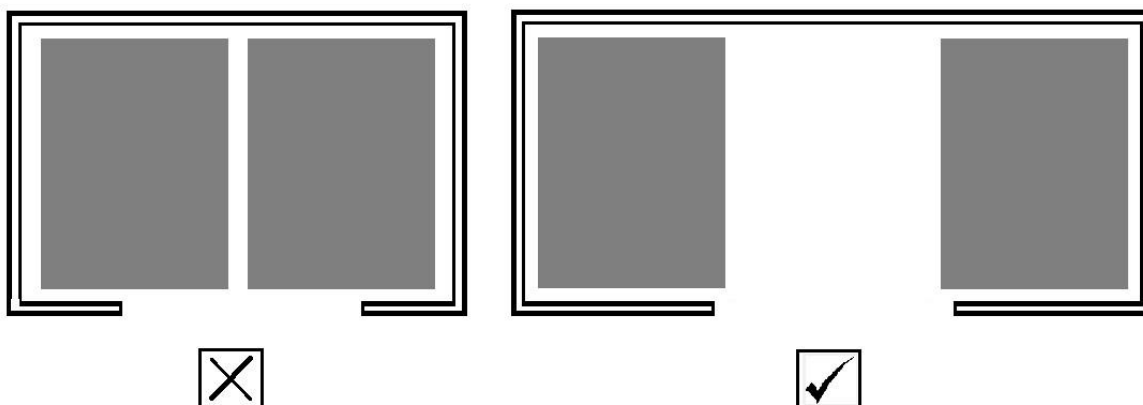
Communal refuse stores may be provided for the storage of individual pairs of wheeled bins in smaller developments; sufficient space should be left for the residents to access their bins easily, and for the bins to be able to be removed individually from the store.

Refuse stores should be large enough to accommodate one bulk 1100 litre refuse bin per six flats, and each property should have its own dry recycling and food waste containers.

These figures are based on 2-3 persons per unit. If the majority of the units in your development have more or fewer persons than this, the number of bins required will need to be adjusted accordingly. As a general rule each person will require a minimum of 60 litres residual refuse capacity per fortnight and a minimum of 55

litres of recycling capacity per fortnight. The Council does not provide residual communal bins.

Internally the bin store must be large enough for residents to gain access to all bins and for each bin to be able to be removed individually from the store without, having to remove any of the other bins first.



Bins must be easily accessible to all users, including for maintenance purposes

Location and Access:

Communal refuse stores need to be located in a convenient location for both the users and refuse collection operatives.

In practical terms the store should be located in as central a location as possible in the development so that all residents have easy access to it (i.e. you should try to avoid locating the stores in a position where some residents have to carry their refuse a much greater distance than others). If this is not possible in the central part of the development, then you should consider locating the stores at the main entrance to the development.

Communal stores must also be located no further than 25 metres from the nearest point of access for the refuse collection vehicle. Please note that our standard Refuse Collection vehicles require a minimum of 4 metres vertical clearance and access roads need to be at least 3 metres wide. The distance that refuse should be carried to the store should be limited to 30 metres.

Clear, flat access without steps or other obstacles should be provided between the bin store and the nearest point of access for the refuse collection vehicle with steps avoided wherever possible. If a path needs to be constructed to comply with this requirement, it should be a minimum of 1.2 metres wide with a hard surface to facilitate wheeling the bins and should not have a gradient greater than 1:12.

Refuse storage should be provided in external areas wherever possible. If external space is insufficient or unsuitable, internal storage may be acceptable. In such instances advice should be sought from MDDC Building Control due to the need to

consider protected means of escape routes as result of fire risk. Ventilated lobby arrangements may also be required.

Design considerations:

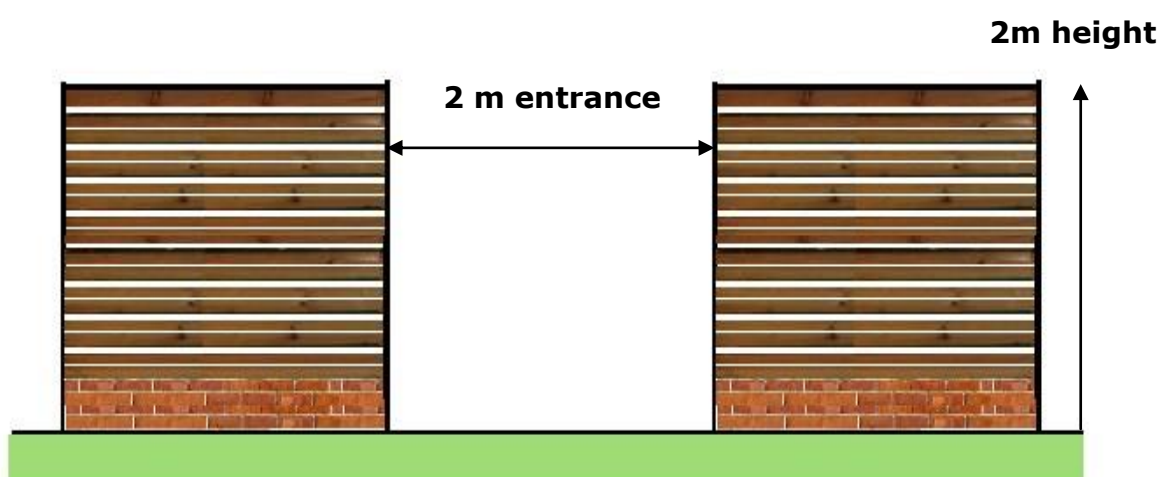
Ideally bins stores should be discreet roofed sheds built out of the same materials that are being used in the rest of the development so they blend into the background. However in some cases a simple hard standing area large enough to accommodate the required number of bins will suffice provided there is some form of screening employed to lower the visual impact. Please note however that all proposed designs will be subject to planning approval.

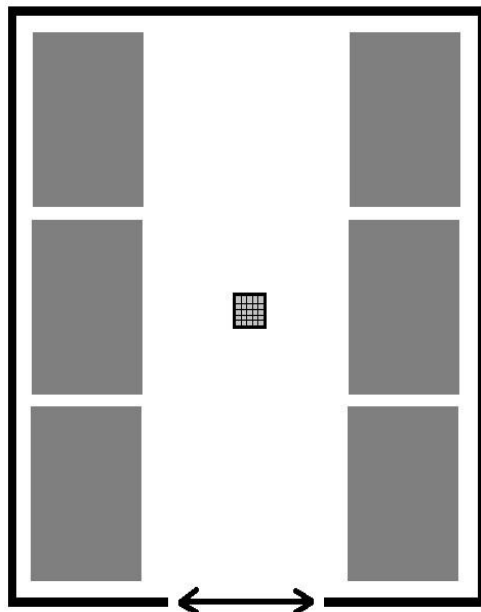
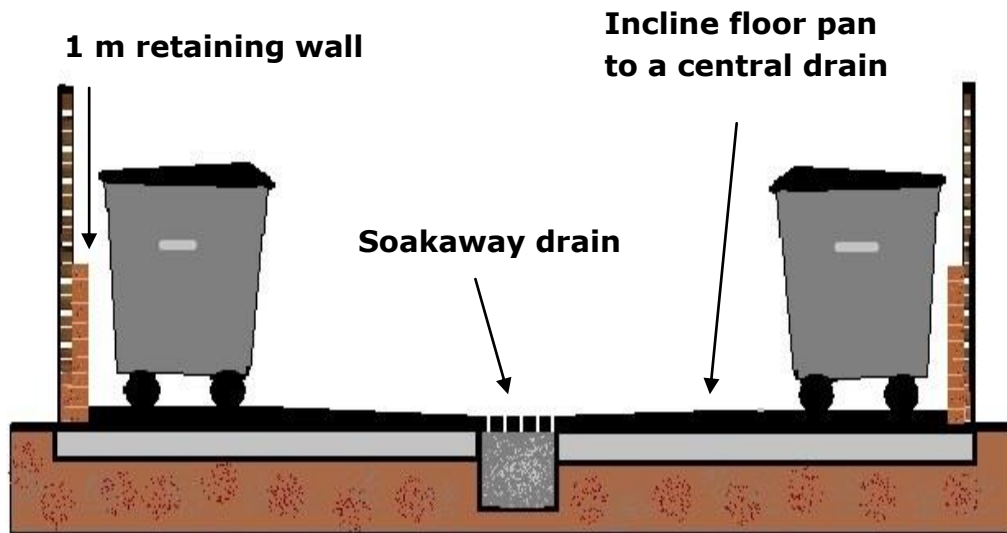
All bin stores or bin store areas should have a tarmac or concrete floor that is slightly inclined towards a central soakaway drain. This is important as refuse bins can sometimes leak smelly liquids, which would otherwise pool on the floor and could cause an odour problem and/or health risk. They should be designed to allow for washing down and draining the floor into a system suitable for receiving polluted effluent. Gullies should incorporate a trap which maintains a seal even during prolonged periods of disuse.

Enclosed refuse stores must also be provided with adequate ventilation to minimise the build-up of odours. This should take the form of an active extractor fan system if the store forms an integral part of a dwelling unit or airbricks if the store is remote from dwelling units.

If building a bin store with a roof, please ensure that enough vertical clearance is available to allow the lids of the wheeled bins to be opened fully. Mid Devon District Council reserve the right to refuse to collect waste directly from a communal storage area that after inspection is deemed to be inappropriately positioned.

Communal bin store design





Typical plan view of communal bin store, incorporating:

- **Adequate space to move bins**
- **2m wide entrance**
- **Central drain**
- **Screening from view (with option of lockable gate)**

Drawings not to scale

5. GARDEN WASTE COLLECTION SERVICE

Residents in Mid Devon also have the option of subscribing to a garden waste collection service every two weeks. The option of a 240 litre wheeled bin for garden waste should be able to be accommodated within the design of the development. Consideration should be given to an individual storage area for this service if the householder is intended to have responsibility for their own garden. In the past, some developers have, in appropriate locations, allowed storage space for an individual home composter per household and provided the composter unit, to encourage residents to improve their own gardens without the need for extra transport of garden material.

6. BIN PROVISION

Please note that whilst the Council supplies recycling boxes and caddies for both kitchen and kerbside, it does not provide wheeled bins. Wheeled bins for residual waste may be purchased from the Council as an alternative to the use of black bags. Subscription charges for the garden waste collection service vary according to whether the householder requires a 240 litre or 140 litre wheeled bin or alternatively chooses to use 120 litre compostable sacks.

FINAL CHECKLIST

- Has space been allocated for refuse stores?
- Have the refuse collection points been checked and are the bin storage areas therefore correctly located?
- Can the bins be moved/accessed easily by the householder and the refuse collectors?
- Have the number of properties and number of bin spaces been specified?
- For communal schemes, has the number of bed spaces been specified?
- Has enough refuse and recycling capacity for the number of planned households been provided?

If the answer to any of these questions is 'no' then your application is likely to be returned for amendment, have conditions placed on it, or there is a risk that it will be refused.

USEFUL CONTACTS

www.middevon.gov.uk

Mid Devon District Council 01884 255255

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MANAGING THE ENVIRONMENT PDG 24 November 2015

Consultation with Town and Parishes on the grass verge cutting agreement with Devon County Council

Cabinet Member: Cllr Neal Davey

Responsible Officer: Head of Housing and Property services

Reason for Report: To update members on the consultation with Town and Parish Councils regarding the future arrangements of grass cutting of Devon County Council highway verges.

RECOMMENDATION(S):

- 1) To continue to provide grass verge cutting on Devon County Council highway land in Town and Parishes that have contributed funding based on the 2015/16 budget as detailed in 3.3 and Option 1.
- 2) To negotiate with those Town and Parishes Councils who have resolved on Option 1 for a reduction of one cut per annum or to contribute towards one additional cut per annum with reference to 3.4 and 5.5.
- 3) To withdraw from the Devon County Council grass verge cutting agreement, where the Town and Parish Councils have resolved to accept funding directly from Devon County Council as detailed in 3.3 /Option 2.
- 4) To withdraw from our grass verge cutting agreement with Devon County Council where Town and Parish Councils have resolved to accept Option 3 due to the financial shortfall forecast in Annex A.
- 5) Review the ongoing service provision of grass verge cutting in response to the reduction of funding as detailed at 5.6.

Relationship to Corporate Plan: Well Managed Council

Financial Implications: Devon County Council has confirmed a total contribution of £13.3k for the grass verge cutting within our District for the 2016/17 financial year. This budget is down from a £50.5k contribution for 2014-15 and prior to the Devon County Council Tough Choices Decision.

Legal Implications: The Council would need to sign an Urban Highway Grass Cutting Agreement with Devon County Council for one year that would be legally binding and has been sent with this report.

Risk Assessment: The Council would require Devon County Council to confirm the areas of grass verges in each Town and Parish that are to be cut in line with the Tough Choices specification. This would reduce the risk of a highway traffic accident being attributed to the length of grass and poor visibility, failure to ensure that this in place would make Mid Devon District Council responsible for making the decision.

1.0 Introduction

1.1 Mid Devon District Council (MDDC) has provided a grass verge cutting service on behalf of Devon County Council (DCC) for over 20 years and has been receiving contributions from DCC to provide this service. The cutting of the rural and urban highway verges is a requirement of the highway authority in order to maintain a safe environment for all users of the highway. As a minimum this entails the cutting of visibility splays at junctions, on corners and also the cutting of a one meter wide swath cut along the remaining highway verges, all in accordance with Policy and the recommendations set out in 'Well Maintained Highways-Code of Practice'. The residual height of rural cutting is 100mm and urban cuts 40mm and the use of grass growth retarder is not permitted.

2.0 Background

2.1 DCC had already reduced the frequency for grass cutting on their verges on previous financial years prior to the Tough Choices decision from six cuts and subsequently to four cuts in 2014-15. To maintain a good standard of grass verge cutting across the District and to mirror adjacent District Council managed grass areas, our grounds maintenance team has been providing seven to eight cuts in the Towns and larger Parishes with some of the smaller Parishes receiving four cuts per annum, despite the year on year financial reduction and the specification on the number of times the grass verges are cut.

2.2 The DCC 'Tough Choices' consultation resulted in the decision to reduce the specification on cutting grass verges on land owned by DCC across our District to maintain visibility at road junctions and to restrict the width of the grass that is cut on the roadside verges to approximately one meter from the 1st of April 2015. This decision resulted in reduced funding for grass cutting verges in the 2015/16 year and a funding gap of £30k. The Cabinet approved to meet the funding gap of £30k imposed by DCC from our own budget for the 2015-16 financial year. This enabled the Council to maintain current standards across the District and to allow time to consult with Town and Parish Councils. The Council does not have the budget to fund the financial gap for the future.

2.3 The results of the consultation exercise may have resulted in the Council withdrawing from the current agreement with Devon County Council, as the grass verges are not within our land ownership.

3.0 Town and Parish Consultation

3.1 Consultation letters were sent to all of the Town and Parishes where MDDC maintain the grass verges for DCC. The letter set out the current situation and explained the 'Tough Choices Decision' that DCC has made and explained in this report. The letter detailed the estimated cost to our service for cutting grass verges whilst the Grounds Maintenance team are already mobilised and in the Parish attending to our own Estate. This calculated to be £3.51 per 100 square meters, based on a total area of 282,027¹ square meters.

¹ Town and Parish Councils have undertaken a map review during the consultation process which has led to a downward trend of this figure.

- 3.2 Town and Parishes were sent maps that identified the DCC grass verges and were taken from our central ARC view mapping database. Town and Parishes were given the opportunity to contact Property Services to review the maps and to arrange a review with the Grounds Maintenance Manager. The Grounds Maintenance team also offered to cut the grass to the reduced specification so that Town and Parishes could review the impact of the Tough Choices specification within their Parish.
- 3.3 Each Town and Parish were advised of three options regarding the future of maintaining the grass verge cutting provision within their Parish so that we were able to evaluate the results of the consultation process.

Option 1

Town and Parish Councils to provide funding to MDDC to continue maintaining grass verges on land owned by DCC to the current standards.

Option 2

Town and Parish Council to maintain the land on behalf of DCC. TAP fund may be available for grass cutting equipment or towards a handyman to cut the grass in their area, which would meet the highways criteria. More information about the fund can be found at <https://new.middevon.gov.uk/grants-and-funding/> Health and Safety training to be made available by DCC.

Option 3

Not to agree to any of the above options and therefore either accept the reduced specification for cutting grass verges and understand that this may result in MDDC withdrawing from the agreement with DCC due to financial viability.

- 3.4 During the consultation process with the Town and Parishes, officers have been made aware of the potential of a further reduction in funding from Devon County Council. The total contribution from DCC for the 2016/17 financial year is reported to be £13,315, a reduction of £9,914 compared with the 2015/16 contribution and a reduction of £37,185 compared to the 2014/15 contribution. This information will be shared with those Town and Parishes who are yet to resolve on one of the above options.
- 3.5 At the time of writing this report a total of 33 Town and Parishes and the results are shown below. Some of the smaller Parishes have Committee meetings every two months.
- 7 Parishes will resolve at their next Committee meeting as detailed on Annex A.
 - 4 Parishes have resolved on Option 1
 - 2 Parishes have resolved on Option 2.
 - 9 Parishes have resolved on Option 3.
 - 9 Parishes have queries on the maps that have been provided that are being worked through.

- 2 Parishes have been contacted as shown on Annex A to seek confirmation.

4.0 Financial Analysis- Annex A

- 4.1 A financial analysis on the cost for grass verge cutting for each Town and Parish has been carried out to assess the total cost to the Council for the cutting of highway grass verges. The grass verges are cut whilst our grounds maintenance team are already mobilised in the Town or Parish cutting grass on our own estate. The Council does not have a dedicated grass cutting team for cutting the Devon County Council highway verges, therefore calculating the true cost to the authority is challenging.
- 4.2 Annex A details estimated calculations for each Town and Parish that has Devon County Council grass verges with their Parish.
- 4.3 A cross has been inserted on the table if we are not in receipt of the information from the Town or Parish and are yet to resolve on one of the options, this information will be populated upon receipt.

Annex A details

- Estimated cost for cutting the grass verges in each Town and Parish.
- Estimated cost to Mid Devon District Council for delivering existing standards.
- Amount of Devon County Council contribution per Town and Parish based on percentage of area.
- Contributions made by Town and Parishes where applicable.
- Estimated cost to the Council for the 2016/17 financial year.

5.0 Financial Summary

- 5.1 The specification from Devon County Council has reduced over previous financial years and with it the amount of contribution, however Mid Devon District Council has continued to maintain the grass verges to mirror adjacent District Council managed grass areas and therefore at the expense of the Council. The cost of providing a higher specification than for previous financial years is shown below by applying the rate of £3.51 per 100 square meters.
- 5.2 Based on the total area of 282,027 at £3.51 per 100 square meters to meet current standards is an estimated total of £60k.

5.3 Financial year and total contribution from Devon County Council.

- 2013/14 -£50,500 Estimated shortfall of £9.5k
- 2014/15- £50,500 Estimated shortfall of £9.5k
- 2015/16- £23,229 Estimated shortfall of £36.7k

Devon County Council Contribution for 2016/17 - £13.3k.

Option 1, total percentage of budget - 27.91%

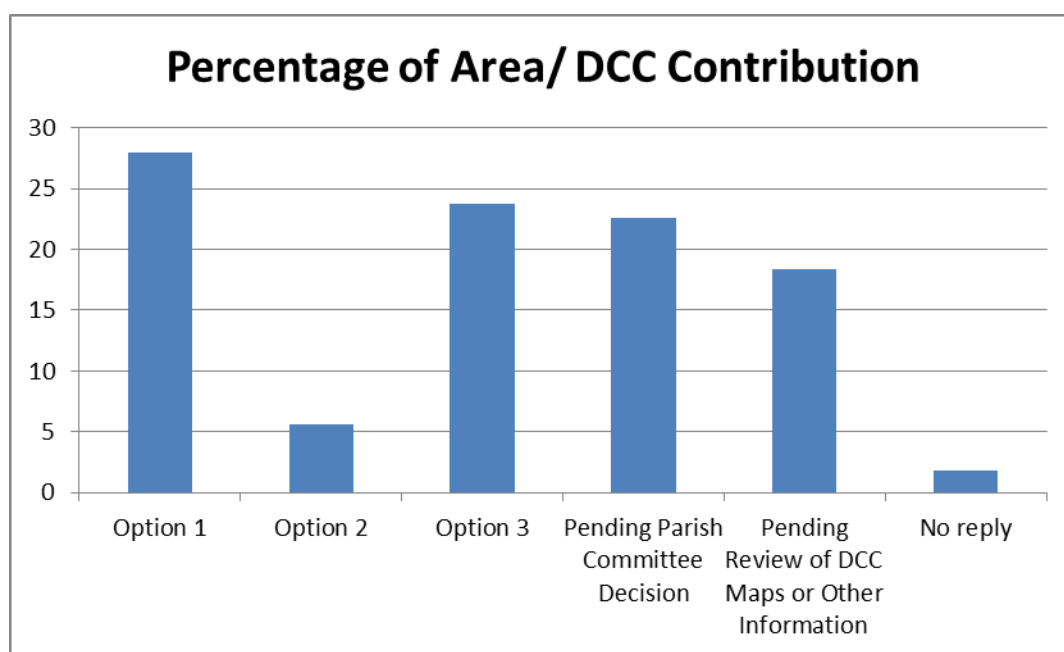
Option 2, total percentage of budget - 5.57 %

Option 3, total percentage of budget - 23.72%

Parishes have queries on the maps that have been provided that are being worked through – 18.35%

Parishes have been contacted as shown on Annex A to seek confirmation, as yet not responded – 1.83%

Parishes will resolve at their next Committee meeting as detailed on Annex A – 22.62%



5.4 The potential shortfall figures have been minimised as the £3.51 rate per 100 square meters has been calculated at a competitive rate.

5.5 The estimated cost to the Council for continuing with the grass verge cutting service for Option 1, at a total of 80,000 sq m to date would be £22.4k for eight cuts per annum. Town and Parishes who have contributed for six cuts per annum and including the percentage of the DCC contribution is a total of £20.5k.

5.6 Current resource levels have been maintained due to the additional funding provided by Cabinet in the current financial year and DCC contribution, totalling £53,229. Neither of these funding streams are available from 2016/17 onwards and as such we will need to look at reducing staffing levels in line with the reduced service which we will be required to deliver.

6.0 Recommendations

6.1 One and Two

6.1.1 To continue to provide grass verge cutting on Devon County Council highway land in Town and Parishes who have contributed funding based on the 2015/16 budget with either a reduction in the number of cuts per annum or an additional financial contribution.

6.1.2 It will be necessary to review our costs on providing the grass verge cutting service for the Town and Parish Councils who have resolved on contributing money for the 2016/17 financial year, this is to ensure we are not operating at a loss for future financial years and for the purposes of managing our own performance. Town and Parish Councils that resolve on contributing to the service did so without the knowledge of the 2016/17 Devon County Council contribution. It is therefore recommended to meet the shortfall for the Town and Parish Councils who resolve on Option 1. The £3.51 rate per 100 square meters of grass cut will be subject to an increase to ensure that we are covering all of our operating costs that allows for increases in our fuel and salary costs.

6.2 Three and Four

6.2.1 To withdraw from the Devon County Council grass verge cutting agreement, where the Town and Parish Councils have resolved to accept funding directly from Devon County Council or have resolved to accept the reduced specification.

6.2.2 It is recognised that the appearance of our Town and Parishes is important to Mid Devon District Council and our residents, as well as to the local economy to continue to attract businesses to our District. It is clear however that the Council cannot afford to continue to meet the funding shortfall of providing this service on land that we do not own. The majority of Parishes who have resolved on Option 3 have given the feedback that they cannot afford to commit monies for cutting grass verges due the increasing financial burdens placed upon them.

6.2.3 As the work involved in maintaining the grass verges to the reduced specification still involves the same amount of labour and equipment to attend as the team are already mobilised attending to our own estate, therefore despite the reduced specification on cutting the grass verges and therefore labour time, the Council cannot offer a reduction on the per cut cost in each Town and Parish, however the Council could potentially offer a reduction on the number of cuts that take place per annum.

7.0 Conclusion

- 7.1 It is not financially viable to continue to provide the grass verge cutting service without additional funding. It has been recommended that the Council withdraw from the Town and Parishes who have resolved on Option three.
- 7.2 Devon County Council will be notified of this decision and will be sent a list of Town and Parishes Councils who have resolved on Option three upon instruction and receiving Council approval.
- 7.3 The consultation exercise identified a number of discrepancies on individual Town and Parish maps that identifies the locations and size in square meterage of each grass verge on Devon County Council land. Follow up meetings with representatives from the Town and Parish Councils to review and correct the maps have been taking place with the Grounds Maintenance Manager that has proven to be a useful exercise for the both the Town and Parish Councils. Some of the discrepancies required legal land searches to confirm ownership and are taking the Council time to resolve the queries.

Contact for more Information: Andrew Busby, Estates Manager, 01884 234948 (abusby@middevon.gov.uk)

Circulation of the Report: Management Team, Cabinet member

**Town and Parish Grass Consultation
2016/17 Grass Verge Cutting Costs**

Annex A

Town/Parish Council	Grass Verge m2 (revised or pending) ²	% of m2 & DCC budget	MDDC Estimated cost for current standards ³	Town/Parish Contribution	No. cuts contributed by Parish	DCC contribution ⁴	Estimated shortfall in funding to meet current standards	Estimated shortfall in funding to Tough Choices Decision	Resolved Option
Bampton	3,530	1.25%	£991	£0	0	£166	£825	£329	3
Bickleigh CP (East)	3,933	1.41%	£552	£0	0	£188	£364	£364	3
Bow	9,311	3.30%	£1,307	£0	0	£439	£868	£868	3
Bradninch	2,580	0.91%	£362	£0	x	£121	£241	x	Maps reissued
Burlescombe	4,206	1.49%	£591	£0	7	£198	£392	N/A	Committee meeting December 2015
Chawleigh	925	0.32%	£260	0	x	£43	£217	x	12/11/2015
Cheriton Bishop	7,174	2.54%	£1,007	0	x	£338	£669	x	More information required.

² Revised area of 263,857 square meters to date and subject to follow up meetings, variance due to map corrections received from Town and Parish Councils during consultation.

³ Calculations based on four cuts per annum applied to smaller Parishes that have been receiving less than eight cuts per annum.

⁴ Based on percentage of the original total area, however during consultation, DCC have provided Parishes with specific amounts based on Tough Choices specification.

Town/Parish Council	Grass Verge m2 (revised or pending)*	% of m2 & DCC budget	MDDC Estimated cost for current standards	Town/Parish Contribution	No. cuts contributed by Parish	DCC contribution	Estimated shortfall in funding to meet current standards	Estimated shortfall in funding to Tough Choices Decision	Resolved Option
Cheriton Fitzpaine	1,655	0.58%	£232	0	x	£77	£155	x	Committee meeting 17/11/15
Colebrooke	2,400	0.85%	£337	£0	0	£113	£224	£224	3
Copplestone	3,707	1.31%	£520	0	x	£174	£346	x	Maps and number of cuts per annum in query
Cove (Parish of Tiverton)	1,250	0.44%	£351	0	6	£59	£292	N/A	1
Crediton	15,547	5.51%	£4,366	£3,274	6	£734	£358	N/A	1
Cullompton	27,675	9.81%	£7,771	£0	x	£1,306	£6,465	x	Committee2 6/11/15
Culmstock	2,690	0.95%	£378	0	x	£126	£251	x	Committee meeting 23/11/15
Down St Mary	2,725	0.96%	£383	£0	0	£128	£255	x	E-mail sent 12/11/15
Halberton	5,840	2.07%	£820	£0	0	£276	£544	N/A	2
Hemyock	9,734	3.44%	£2,733	0	x	£458	£2,275	x	Maps in query

Town/Parish Council	Grass Verge m2 (revised or pending)*	% of m2 & DCC budget	MDDC Estimated cost for current standards	Town/Parish Contribution	No. cuts contributed by Parish	DCC contribution	Estimated shortfall in funding to meet current standards	Estimated shortfall in funding to Tough Choices Decision	Resolved Option
Holcombe Rogus	800	0.28%	£225	£168	7	£37	£19	N/A	1
Kentisbeare	316	0.11%	£44	£0	0	£15	£30	£30	3
Lapford	6,442	2.28%	£904	0	x	£304	£601	x	Maps and number of cuts per year in query
Morchard Bishop	896	0.31%	£126	0	x	£41	£85	x	maps in query
Morebath	3,627	1.28%	£509	0	x	£170	£339	x	Committee Meeting 11/11/15
Newton St Cyres	9,888	3.50%	£1,388	£0	0	£466	£922	N/A	2
Sampford Peverell	18,704	6.63%	£2,626	0	x	£883	£1,743	x	Committee meeting 24/11/15
Sandford	1,250	0.44%	£176	£0	0	£59	£117	£117	3
Silverton	6002	2.12%	£1,685	£1,264	6	£282	£139	N/A	1
Thelbridge	4,426	1.56%	£621	£0	0	£208	£414	x	Pending Committee
Thorverton	4,522	1.61%	£635	£0	0	£214	£421	£421	3
Tiverton	57,814	20%	£16,234	£12,176	6	£2,663	£1,396	N/A	1

Page 112

Town/Parish Council	Grass Verge m2 (revised or pending)*	% of m2 & DCC budget	MDDC Estimated cost for current standards	Town/Parish Contribution	No. cuts contributed by Parish	DCC contribution	Estimated shortfall in funding to meet current standards	Estimated shortfall in funding to Tough Choices Decision	Resolved Option
Uffculme	7,772	2.75%	£2,182	£0	0	£366	£1,816	£725	3
Wembworthy	369	0.13%	£52	0	x	£17	£34	x	Left voice mail 12/11/15
Willand	34,032	12%	£9,556	£0	0	£1,598	£7,958	£3,180	3
Yeoford	2,115	0.74%	£594	0	x	£99	£495	x	E-mail sent 13/11/15
Zeal Monachorum/ Outstanding balance of area	X	7.56%	x	0	x	£948	x	x	Maps and number of cuts per annum in query
TOTAL			£60,520	£16,882		£13,315	£31,271		

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Urban Highway Grass Cutting Agreement

Urban Roads

This Agreement is made the 1st April 2016

BETWEEN

(1) Devon County Council of County Hall, Topsham Road, Exeter, Devon, EX2 4QD (“the Authority”)

and

(2) _____ (“the District / Town / Parish Council”)

each a “Party” and together the “Parties”

BACKGROUND AND AIMS

- A) The Authority and the District / Town / Parish Council are local authorities for the purposes of the Local Government Act 1972 (“the Act”)
- B) The Authority is the local highway authority for the purposes of the Highways Act 1980 and is responsible for ensuring (inter alia) the highways verges maintainable at public expense within its administrative area are cut so as to maintain clear visibility for highway users.
- C) By virtue of Section 101 of the Act, section 19 of the Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 a local authority may arrange for the discharge of any of its functions to any other local authority.

1. DEFINITIONS & INTERPRETATION

1.1 In these terms and conditions unless there is something inconsistent in the context or otherwise specified, the following expressions shall have the following meanings:

“Agreement” means these terms and conditions and any and all Schedules to this Agreement as the same may be amended, modified or supplemented from time to time in accordance with this Agreement.

“Annual Agreement Sum” means the payment made to the Town / Parish Council by the Authority as detailed in annual Order

“Commencement Date” means 1st April 2016

“Expiry Date” means 31st March 2017

“Schedule” means the schedules attached to this Agreement as amended by the Authority from time to time.

“Services” means the services provided by the District / Town / Parish Council as detailed in clause 2 and Schedule 1 & 2 to this Agreement.

“Term” means the period starting on the Commencement Date and ending on the Expiry Date unless terminated earlier in accordance with this Agreement.

- 1.2 The headings in this Agreement are inserted for convenience only and shall not affect its construction.
- 1.3 The singular includes the plural and vice versa and any gender includes any other gender.
- 1.4 Reference to any statute or statutory provision includes a reference to the statute or statutory provision as from time to time amended, extended or re-enacted.
- 1.5 In the case of conflict or ambiguity between any provision contained in the body of this Agreement and any provision contained in any Schedule, the provision in the Agreement shall take precedence over the provision in the Schedule.
- 1.6 The Schedules to this Agreement attached hereto form part of and shall be deemed to be incorporated in this Agreement.

2. OBLIGATIONS OF THE DISTRICT TOWN / PARISH COUNCIL

- 2.1 The District / Town / Parish Council will discharge on behalf of the Authority the following Services in relation to the highway throughout the Term:
 - 2.1.1 cutting of grass verges (visibility areas) on urban roads as specified in Schedule 1 to this Agreement and such other areas as may from time to time be agreed in writing by the Parties as directed and / or according to the policies from time to time produced by the Authority;
 - 2.1.2 the areas to be maintained as defined in Schedule 1 to this Agreement relating to grass cutting shall be cut and trimmed at regular intervals and on at least four occasions between 1st April and 31st October in any calendar year, as indicated in Schedule 2;
 - 2.1.3 Mowing operations shall avoid spillage of debris such as stones onto carriageways or footways. Grass clippings and arisings lying on roads, footpaths, car parks, drains and other hard surfaces shall be immediately swept up and removed off site. Grass clippings and arisings on all other areas shall be dispersed evenly over the sward.
- 2.2 The District / Town / Parish Council will use all reasonable endeavours to conform to the Schedules when carrying out the Services including the use of common forms and documentation.
- 2.3 The District / Town / Parish Council shall carry out the said Services in accordance with the requirements of the Highways Act 1980 and all other relevant statutory provisions.

- 2.4 The District / Town / Parish Council will ensure that all persons involved in the exercise of the Services shall hold the recognised national qualifications as stated and further defined in Schedule 3 & 4 to this Agreement or alternatively have had suitable experience and training as approved by the Authority on traffic safety and management and the tools and machinery employed.

3. OBLIGATIONS OF THE AUTHORITY

- 3.1 The Authority will not introduce any changes to the administrative procedures without prior consultation with the District / Town / Parish Council.
- 3.2 Any required variation to the Services brought about by changes to the Authority's policy shall be communicated to the District / Town / Parish Council.
- 3.3 The Authority shall provide the District / Town / Parish Council with any advice on receipt of a reasonable written request in respect of the requirements of the Highways Act 1980 and all other relevant statutory provisions.
- 3.4 The Authority shall if reasonably requested by the District / Town / Parish Council provide advice in order to assist the District / Town / Parish Council in performing its Services under this Agreement.

4. FINANCIAL PROVISIONS

- 4.1 All invoices will be submitted within 2 months of completion of the Services to the Authority by the District / Town / Parish Council after the work has been carried out but within the same financial year.
- 4.2 The District / Town / Parish Council shall keep an account of all expenditure and paperwork incurred in the exercise of the Services and to provide such information to the Authority on demand.
- 4.4 For the avoidance of doubt the Annual Agreement Sum shall be inclusive of all administrative costs incurred by the District / Town / Parish Council and the Authority in exercising the Services.
- 4.5 The Authority will pay all valid and correct invoices submitted in the appropriate form within 30 days of receipt.
- 4.6 The Authority shall not pay any invoices submitted by the District / Town / Parish Council where the sum or sums invoiced shall exceed the Annual Agreement Sum.

6. SAFETY

- 7.1 The District / Town / Parish Council shall ensure that Services are undertaken in accordance with any law or regulation at all times.

- 7.2 The District / Town / Parish Council will not undertake any work in the performance of the Services or adjacent to the highway without adequate traffic signing measures first being in place. All traffic management measures shall comply with Chapter 8 of the Traffic Signs Manual.
- 7.3 For the avoidance of doubt it is hereby agreed and declared that this Agreement does not impose on the District / Town / Parish Council any duty of routine inspection of the highway for safety checks. This duty will continue to be the responsibility of the Authority.

7. INDEMNITY

- 7.1 The District / Town / Parish Council will be liable for all Services undertaken pursuant to this Agreement and shall indemnify the Authority and keep the Authority fully indemnified against any demands, claims, liabilities, losses, costs and expenses whatsoever including all legal costs and damages or compensation paid by the Authority on the advice of its legal advisers to compromise or settle any claim that may be incurred by Authority as a result of any breach of this Agreement by the Town / Parish Council including but not limited to:
- 7.1.1 any act of neglect or default of the employees District / Town / Parish Council or its agents; and / or
- 7.1.2 any breaches in respect of any matter arising from the supply of the Services resulting in any successful claim by any third party.

8. INSURANCE

- 8.1 The District / Town / Parish Council shall insure against liability under clause 8 of this Agreement with a reputable insurance company in a sum of not less than £5,000,000 in respect of any one claim and shall produce the certificate for the current premium to the Authority on request.
- 8.2 The District / Town / Parish Council shall not sub-contract any or all of its obligations under this Agreement to a sub-contractor unless the sub-contractor has first produced to the District / Town / Parish Council proof of him having employer's liability insurance and public liability insurance from a reputable insurance company covering a minimum of £5,000,000 in respect of any one claim and the Town / Parish Council shall produce the certificate for the sub-contractor's current premium to the Authority on request.

9. FREEDOM OF INFORMATION

- 9.1 Notwithstanding anything to the contrary contained or implied in any documents or negotiations leading to the formation of this Agreement:
- 9.1.1 the Authority shall be entitled to publish and / or release any and all terms or conditions of this Agreement, the contents of any documents and/or information relating to the formation of this Agreement under the provisions of the Freedom of Information Act 2000 and / or Data Protection Act 1998.
 - 9.1.2 nothing contained in this Agreement shall prevent the Authority from disclosing and / or publishing under the provisions of the Data Protection Act 1998 and/or Freedom of Information Act 2000 any term or condition or information contained in or relating to the formation of this Agreement.
- 9.2 The District / Town / Parish Council shall:
- 9.2.1 co-operate with the Authority and supply to it all necessary information and documentation required in connection with any request received by the Authority under the Data Protection Act 1998 and / or Freedom of Information Act 2000.
 - 9.2.2 supply all such information and documentation at no cost to the Authority and within seven days of receipt of any request.
- 9.3 The District / Town / Parish Council shall not publish or otherwise disclose any information contained in this Agreement or in any negotiations leading to it without the Authority's previous written consent unless the District / Town / Parish Council is bound to publish and/or disclose such information under the Data Protection Act 1998 and / or Freedom of Information Act 2000 and such information is not exempt from such disclosure and / or publication under the provisions of the Data Protection Act 1998 and/or Freedom of Information Act 2000.

10. TERMINATION

- 10.1 Either Party may terminate this Agreement for whatever reason at any time prior to the Expiry Date by giving not less than 3 months written notice to the other Party to include details of the reasons for the termination.
- 10.2 In the event of any breach by the District / Town / Parish Council the Authority shall serve written notice upon the Council giving details of the breach along with the remedy required. Failure by the District / Town / Parish Council to remedy the breach within 14 days will result in the Authority terminating this Agreement.

11. DISPUTE RESOLUTION

11.1 In the event of any dispute between the Parties arising in connection with this Agreement, the Parties shall use all reasonable endeavours to resolve the matter on an amicable basis. If the Authority or the District / Town / Parish Council serves formal written notice on the other that a material dispute of such a description has arisen and the Parties are unable to resolve the dispute within a period of 30 days from the service of such notice, then the dispute shall be referred to a mediator for alternative dispute resolution and Parties shall seek in good faith to resolve the dispute by alternative dispute resolution.

11.2 The cost of the appointment of a mediator and the fees and expenses relating to the alternative dispute resolution are to be paid in equal shares by both Parties.

12. AMENDMENTS

12.1 Any amendments to this Agreement shall be made in writing and signed by a duly authorised representative of the Parties.

13. NOTICE

13.1 Any notice given under this Agreement shall be in writing and shall be sent to the address of the other Party as set out at the Head of this Agreement or such other address as that Party may from time to time notify to the other Party.

14. PARTNERSHIP AND ASSIGNMENT

14.1 Nothing in this Agreement shall be construed as establishing or implying any partnership, joint venture, agency fiduciary relationship or other relationship between the Parties other than a contractual relationship expressly provided for by this Agreement. Neither Party shall have nor represent that it has any authority to make any commitments on the other Party's behalf.

14.2 This Agreement shall not be assigned, transferred nor the performance of any or all obligations hereunder sub-contracted by the District / Town / Parish Council without the prior written consent of the Authority, such consent to be at the absolute discretion of the authority.

15. THE CONTRACT (RIGHTS OF THIRD PARTIES) ACT 1999

15.1 For the purposes of the Contracts (Rights of Third Parties) Act 1999 this Agreement is not intended to and does not give any person who is not a Party to it any right to enforce any of its provisions.

16. ENTIRE AGREEMENT

16.1 This Agreement sets out the whole agreement of the Parties in respect of the Services and supersedes and replaces any prior written or oral agreements, representations or understandings between them. The Parties confirm that they have not entered into this Agreement on the basis of any representation that is not expressly incorporated into this Agreement. Nothing in this Agreement excludes liability for fraud.

17. FORCE MAJEURE

17.1 No party shall be considered in breach of its obligations under this Agreement or responsible for any delay in carrying out such obligations, if the performance thereof is prevented or delayed wholly or in part as a consequence whether direct or indirect of war (whether war be declared or not) emergency, strike, industrial dispute, accident, fire, earthquake, flood, storm, tempest or any other unforeseen occurrence. The Party affected by such circumstances shall promptly notify the other Party in writing when such circumstances cause a delay or failure in performance and when they cease to do so. If such circumstances continue for a continuous period of more than six months either Party may terminate this Agreement by written notice to the other Party.

18. LAW AND JURISDICTION

18.1 This Agreement shall be governed by English law and the courts of England shall have exclusive jurisdiction to settle any dispute arising out of or in connection with this Agreement.

SIGNATURES

IN WITNESS whereof the Parties have entered into this Agreement by signature of their respective duly authorised representatives, the day and year first above written.

Signed by a duly authorised officer
for and on behalf of Devon County Council:



Joe Deasy – Asset management Group manager

Signed by and on behalf of the above:

named [.....] District / Town / Parish Council

Schedule 1

Devon County Council Grass Cutting Agreement
[Version 3 – February 2015]

Schedule 2

Urban Grass Cutting Timetable
[Version – April 2010]

Schedule 3

DfT – NRSWA Street Works Qualifications (guidance)

Schedule 4

National Highways Sector Schemes for Quality Management in Highway Works –
12D (Guidance)

Schedule 1
Devon County Council Grass Cutting Policy
[Version 3 – February 2015]

Devon County Council AMG Policy & Procedure Combined

Grass Cutting

M.0D.PP.Grass Cutting

Policy and procedures for cutting roadside grass

REVISIONS

v.3, 8 April 2015
Approved by Cabinet
R:\HighMgmt\Files\Operational and
Delivery\Maintenance Manual\Grass Cutting
version 8 April 2015.docx

GRASS CUTTING

1.0 Scope

Approved policy and procedures for cutting roadside grass.

2.0 Statement of Objectives:

The control of growth on the highway is necessary for the following safety reasons:

- to maintain visibility areas / splays for highway users;
- to provide forward visibility to signs.

Additionally:

- community self help to address local issues over and above the level of service will be encouraged.

3.0 Policy to Achieve Objectives

3.1 Urban roads are generally defined as those within a 20, 30, or 40mph speed-restricted area with a number of surrounding residential or commercial properties or within built up areas of villages and hamlets. However, there are a number of roadside verges within 40mph speed limits, which continue to be considered of a rural nature and are therefore cut accordingly.

The Priority Network consists of winter service priority one salting routes.

3.2 The policy to achieve the County Council's objectives is given below:

Cutting on visibility areas (junctions, laybys and the inside of bends) is undertaken on an 'as needed' basis and the frequency below has proved adequate:

Rural Priority Network - twice or occasionally three times per annum

Rural other roads (excluding maintenance category 12 roads) - once per annum

Urban roads (excluding maintenance category 12 roads) - four times per annum

The Neighbourhood Office is authorised to determine the timing of the cutting and whether the maximum number of cuts is necessary. In a normal growing season the rural cutting commences on Priority Routes during mid-May. Urban cutting usually commences in April. Any cuts additional to the maximum number will be regarded as being for amenity or environmental purposes and will be the responsibility of City, Borough or District Councils. Partnership arrangements for commissioning the highway and amenity work are encouraged where appropriate.

Additional cutting (including other areas) will be undertaken to facilitate other maintenance works for example surface treatment or ditch cleaning. Also to provide forward visibility to essential road signs.

The residual height of rural cutting is 100mm, and urban cuts 40mm.

No early cut is to be carried out on moorland roads where cut bracken may harm animals;

The use of grass growth retarder is not permitted.

Schedule 2
Urban Grass Cutting Timetable
[Version – April 2010]

Urban Grass Cutting Timetable vers April 2010

Grass Cutting Programme		April	May	June	July	August	September	October
1	Urban Cutting							
	All Maintenance Catagories (full width cut to all urban highway verge 4 times per season)							

Schedule 3

DfT – NRSWA Street Works Qualifications (guidance)

Minimum requirement for grass cutting

*City & Guilds accreditation under NRSWA 1991 – unit 002
signing lighting and guarding.*

Document available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/4387/regulations.pdf

Guidance Note

September 2009



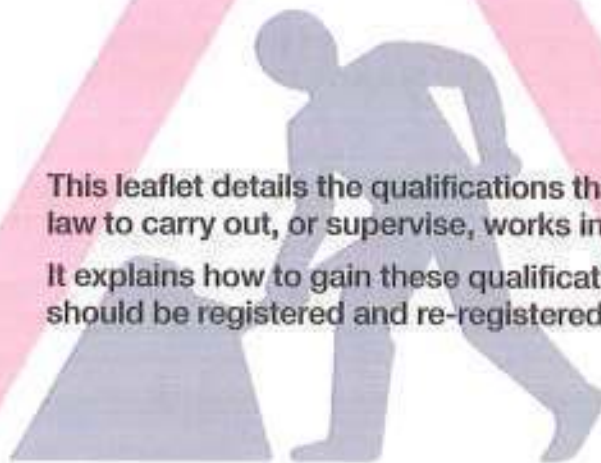
New Roads and Street Works Act 1991

Street Works Qualifications

How to Qualify, Register and Re-register

This leaflet details the qualifications that are required by law to carry out, or supervise, works in the street.

It explains how to gain these qualifications, how they should be registered and re-registered.



What are the legal requirements?

The New Roads and Street Works Act 1991 (NRSWA) requires undertakers to ensure that work to install, renew, maintain and inspect underground apparatus in the street is controlled by competent people. To meet these requirements, undertakers have to make sure that an operative, with the appropriate qualification(s), is on site when works are in progress. In addition, a suitably qualified supervisor must supervise street works in most cases. The supervisor does not need to be on site at all times, and can supervise more than one set of works. However, a supervisor qualification does not qualify the holder to work as a qualified operative or vice versa.

A person may only act as a trained operative or supervisor for the type of work for which they hold the relevant qualification. Therefore, it may be necessary for a number of people with different qualifications to be involved with the work during its various stages. There is no limit to the number of qualifications held by one person.

What is an undertaker?

An undertaker is an organisation or person carrying out street works under:

- a) a statutory right (e.g. organisations such as gas, water, electricity and communications companies); or
- b) a licence granted by the street authority (e.g. people laying sewers, drains, water supply connections and other apparatus for their own private purposes.) This licence is commonly called a section 50 licence.

Undertakers can arrange for their contractors or agents to provide the qualified operatives and supervisor, but the undertakers are ultimately responsible for making sure that their works comply with NRSWA.

What are prescribed qualifications?

The prescribed qualifications for various types and combinations of work are set out in the Street Works (Qualifications of Supervisors and Operatives) (England) Regulations.

To be qualified a person has to:

- a) have achieved a certificate of competence as issued by an Awarding Body; and
- b) register that certificate with the approved register, the Street Works Qualifications Register (SWQR).

The Regulations outline the qualifications for both supervisors and operatives by referring to the various units of competence in which they will be assessed.

A registered qualification allows a person to only carry out the type of work covered by that qualification. The qualifications for the various types of work are given below and are made up of one or more units of competence

Units of competence for Operatives:

1. Location and avoidance of underground apparatus
2. Signing, lighting and guarding
3. Excavation in the highway

4. Reinstatement and compaction of backfill materials
5. Reinstatement of sub base and base in non bituminous materials
6. Reinstatement in cold lay bituminous materials
7. Reinstatement in hot lay bituminous materials
8. Reinstatement of concrete slabs
9. Reinstatement of modular surfaces and concrete footways

Qualifications for Operatives

Currently, there are five separate qualifications that may be registered by trained operatives:

Qualifications (type of work)	Units of competence required
Excavation in the highway	Units 1, 2 and 3
Excavation, backfilling and reinstatement of construction layers with a cold-lay bituminous surface	Units 1, 2, 3, 4, 5 and 6
Reinstatement of construction layers in hot-lay and cold lay bituminous materials	Units 1, 2, 6 and 7
Reinstatement of concrete slabs	Units 1, 2 and 8
Reinstatement of modular surfaces and concrete footways	Units 1, 2 and 9

From April 2011 onwards, a sixth qualification for signing, lighting and guarding must be registered with the SWQR.

Units of competence for Supervisors:

1. Location and avoidance of underground apparatus
10. Monitoring signing, lighting and guarding
11. Monitoring excavation in the highway
12. Monitoring reinstatement and compaction of backfill materials
13. Monitoring reinstatement of sub base and base in non bituminous materials
14. Monitoring reinstatement in bituminous materials
15. Monitoring reinstatement of concrete slabs
16. Monitoring reinstatement of modular surfaces and concrete footways

Qualifications for Supervisors

Currently, there are five separate qualifications that may be registered by supervisors:

Qualifications (type of supervisory work)	Units of competence required
Monitoring excavation in the highway	Units 1, 10 and 11
Monitoring excavation, backfilling and reinstatement of construction layers with bituminous materials	Units 1, 10, 11, 12, 13 and 14
Monitoring reinstatement of construction layers in bituminous materials	Units 1, 10 and 14
Monitoring reinstatement of concrete slabs	Units 1, 10 and 15
Monitoring reinstatement of modular surfaces and concrete footways	Units 1, 10 and 16

From April 2011 onwards, a sixth qualification for the monitoring of signing, lighting and guarding must be registered with the SWQR.

Who awards the qualifications?

The Secretary of State has appointed three organisations to be Awarding Bodies for the scheme:

City & Guilds of London Institute, 1 Giltspur Street, London EC1A 9DD
Tel: 020 7294 2800 Web: www.cityandguilds.com

CABWI Awarding Body, 1 Queen Anne's Gate, London SW1H 9BT
Tel: 020 7957 4523 Web: www.cabwi.co.uk

SQA, Optima Building, 58 Robertson Street, Glasgow, G2 8DQ
Tel: 0845 279 1000 Web: www.sqa.org.uk

A detailed list of the national assessment centres that are approved by the Awarding Bodies to assess the various units of competence is available.

After the Awarding Body has issued certificates of competence to an operative or supervisor, the required certificates that make up a qualification will be registered with the SWQR within one month of receipt of such information. This registration is valid for five years only.

Workers from member states of the European Union (and Iceland, Liechtenstein, Norway and Switzerland) with equivalent guarantees of skill and competence will be treated as qualified operatives and supervisors. Before starting work in England they must register with the SWQR.

How is assessment carried out?

Assessment of the units can be done at one of the approved assessment centres nationwide.

The assessment process, as agreed by HAUC(UK), is in the form of a purpose designed practical and knowledge test. The test covers questions relating to the materials, equipment and methods given in the current version of the Specification for the Reinstatement of Openings in Highways Code of Practice (the SROH or the "Yellow Book") and the traffic management procedures set out in the latest edition

of the Safety at Street Works and Road Works Approved Code of Practice (the "Red Book").

Further information on the location of assessment centres and procedures for approval can be obtained from the Awarding Bodies.

While training may be carried out with the assistance of an interpreter, assessment must be carried out in English without assistance.

What are the re-registration and reassessment requirements?

From 6th April 2010 an operative or supervisor can re-register for another five years as long as the application to re-register is received by the SWQR within a window of 6 months before and 6 months after expiry of the earlier registration.

From 6th April 2011 onwards, operatives and supervisors will be required to have successfully completed reassessment for the units of competence that they already hold before they can re-register. The reassessment certificate will also be registered. The window for re-registration is 6 months before and 6 months after expiry of the earlier registration.

The reassessment process has been introduced to make sure that operatives and supervisors maintain their level of skill and understanding since they registered or re-registered. This reassessment, as agreed by HAUC(UK), will be in the form of a knowledge based, multiple choice test and will only be used when an operative or supervisor wishes to re-register.

What are the cost implications?

The assessment centres will charge for initial approval of each unit of competence. A fee will also be charged by the Street Works Qualifications Registrar for individual entries in the SWQR.

Assessment centres will establish their own scale of charges for candidates undertaking reassessment.

Details of fees and charges are obtainable, on request, from the relevant organisations.

How are the qualified persons identified?

The Street Works Qualification Register contains details of the qualifications awarded by the Awarding Bodies. Each person on the SWQR is issued with a personal identity card (the SWQR Card) showing the qualification(s) they hold.

After an operative or supervisor gains a qualification, the details of the units of competence that make up that qualification are added to the SWQR. This registration lasts for five years.

If new units of competence are gained after registration or re-registration, details of these units can be added to the SWQR and SWQR Card. As with all other qualifications, it will only be registered for five years, unless it is re-registered.

If a person or organisation wishes to check if someone is a suitably qualified operative or supervisor, they may contact the SWQR:

Street Works Qualifications Register
 Optima Building, 58 Robertson Street, Glasgow G2 8DQ
 Tel: 0845 270 2720 Web: www.swqr.org.uk

The Registrar will respond in writing to telephone or written requests for information about a person's qualification status. There may be a charge for this service.

SWQR card

The SWQR card is shown below. The cards are colour coded; yellow for operatives, blue for supervisors and white for persons holding both qualifications.



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Schedule 4

National Highways Sector Schemes for Quality Management in Highway Works – 12D (Guidance)

Minimum requirement for grass cutting

National Highways Sector Scheme (12D) - unit T1 moving works

Full document available at: <http://www.ukas.com/library/Technical-Information/Pubs-Technical-Articles/Pubs-List/NHSS12D%20Version%208.pdf>



National Highway Sector Schemes for Quality Management in Highway Works

12D

**For installing, maintaining and removing
temporary traffic management on rural and
urban roads**

**Published by the Sector Scheme Advisory Committee for
Temporary Traffic Management on Rural and Urban Roads**

(04/14) **INTRODUCTION**

1 This Sector Scheme Document (SSD) relates to the quality management system requirements for installing, maintaining and removing temporary traffic management on rural and urban roads

It sets out to identify a common interpretation of BS EN ISO 9001 for Organizations and Certification Bodies engaged in the sector, and the minimum qualifications that an assessor/auditor requires. The document shall be read in conjunction with BS EN ISO 9001 *[and other relevant specification/standard where appropriate]*

2 This Sector Scheme is one of the series of National Highway Sector Schemes (NHSSs), which have been developed as bespoke integrated management schemes within an ISO 9001 framework to interpret BS EN ISO 9001 as it applies to a particular highway related activity/industry within the United Kingdom.

Scheme 12A/B	Installing, maintaining and removing static temporary traffic management on motorways and high speed dual carriageways for schemes incorporating contraflow operations and/or temporary road markings
	Installing, maintaining and removing static temporary traffic management on motorways and high speed dual carriageways or schemes not incorporating contraflow operations and/or temporary road markings
Scheme 12C	Mobile lane closure temporary traffic management on motorways and other dual carriageways
Scheme 12D	Installing, maintaining and removing temporary traffic management on rural and urban roads

In using this Sector Scheme users shall use best practice of specifying other relevant National Highway Sector Schemes. This scheme does not replace the requirements of existing Temporary Traffic Management Schemes (12A/B or 12C) where these are a contractual requirement.

3 Separate Sector Scheme Advisory Committees (SSACs) for each activity within the sector provide advice to UKAS and expert representation is drawn from all sides of industry. Each SSAC has interpreted BS EN ISO 9001 in relation to the requirements of their particular activity and has come to a consensus on the minimum levels of workmanship, services, products, testing, and the training and competency of personnel, as appropriate, required to meet specification requirements as well as identified requirements in respect of environmental and health & safety and other aspects. The details are contained in the individual Sector Scheme Documents (SSDs). Following the publication of a revised BS EN ISO 9001, the committees will review their documents to ensure alignment with the revised BS EN ISO 9001 and that the SSD does not conflict with the national standard prior to withdrawal of the previous edition of the standard.

4 The individual NHSS technical advisory committees are overseen by the National Highways Sector Scheme Liaison Committee (NHSSLC). This Committee provides a forum for discussion on the effectiveness of the Sector Schemes and co-ordinates developments so that they can be uniformly taken forward by each of the NHSS technical advisory committees. It is also the venue where dialogue with UKAS and the Certification Bodies on the application of the Sector Schemes takes place.

5 NHSSs together with BS EN ISO 9001 are designed to:

- Provide an industry benchmark
- Ensure that all processes are planned
- Provide a basis for continuous improvement
- Focus on quality as an objective
- Reduce costs for Client and Organization

- Provide and maintain a properly trained and competent workforce
- Involve all sides of industry in scheme ownership within a partnership framework
- Provide the basis for the technical knowledge and experience that Certification Body auditors will use in the sector concerned
- Promote confidence in quality management systems through provision of a robust transparent system

6 The Sector Scheme shall apply only where specified by the Client in their Contract Documents for installing, maintaining and removing temporary traffic management on rural and urban roads.

7 In using this Sector Scheme users shall use best practice such as specifying any other relevant NHSSs as appropriate to the nature of the work being undertaken

8 ^(12/12) It should also be noted that NHSSs are mandatory for Highways Agency contracts and suppliers within the supply chain shall demonstrate compliance with the requirements of BS EN ISO 9001 and this SSD as part of their continual improvement within their BS EN ISO 9001 registration. The use of the Specification for Highway Works as the basic document for procuring highway works by other highway authorities would normally automatically call up compliance with BS EN ISO 9001 and this SSD. Other owners may also require their suppliers to comply with this Sector Scheme, as may other authorities.

9 ^(12/12) The SSD is a live document with the SSAC12D meeting at least once a year to develop it as appropriate. Those using the document should always ensure that they have the current version of the document. The SSD may be obtained

- by visiting the UKAS website (www.ukas.com) from where the document can be freely downloaded or.

This NHSS document is date specific, however, the Organization shall have procedures in place to ensure that the latest version is always available. Organizations should be aware that utilisation of internet search engines may result in out of date references being identified/called up.

10 The Secretary of the SSAC12D maintains a list of registered Organizations. The Secretary can be contacted at the address given below.

11 ^(12/12) Lantra hosts the register of Organizations on their website (www.lantra-awards.co.uk/schedule-of-suppliers) . This is a self registration list and it is a requirement of this scheme that Organizations register their details on this website and keep them up to date; Certification Bodies will check that the Organization is registered on the website together with all relevant information, including a pdf copy of the certification of registration that the Certification Body issues and any other specific documentation to be uploaded specified by this SSD, prior to annual and surveillance visits

12 ^(12/12) Scheme Contact and Feedback

Any observations or complaints relating to the operation of this document and the scheme should be addressed using the procedures given In Appendices J1, J2 or J3 as appropriate. Appendix J1 is to be used for observations and general queries concerning the document and general feedback. Appendix J2 relates to the assessment process carried out by Certification Bodies. Appendix J3 relates to policing of the scheme.

Completed J1 forms should be sent to:

The Chairman
Sector Scheme Advisory Committee for the installing, maintaining and removing temporary traffic management on rural and urban roads.
C/o UKAS
21-43 High Street
Feltham
Middlesex, TW13 4UN
E-mail info@ukas.com

Note: J1 forms will be sent on receipt by UKAS to the relevant scheme secretary or chairperson for consideration. In many instances, J1 forms can be responded to without the need for them to be considered by an NHSS committee, those requiring a more detailed response will be dealt with at the next meeting of the committee as part of the review of the document. If the J1 form contains information that is critical, then exceptionally action can be taken prior to the meeting by the chairperson for instance by arranging an extraordinary meeting of the NHSS advisory committee. The secretary will normally advise the originator of receipt of the J1 document and when the next meeting is expected to be held.

Completed J2 forms should be sent directly to the relevant Certification Body.

Completed J3 forms should be sent to the relevant Highway Authority, Police Authority or HSE as appropriate and indicated on the form

a) Contact

The Secretary
Sector Scheme Advisory Committee for the installing, maintaining and removing temporary traffic management on rural and urban roads.
C/o UKAS
21 – 43 High Street
Feltham
Middlesex, TW13 4UN

E-mail info@ukas.com
Tel. 0208 917 8400

b) Feedback

Any feedback relating to this SSD should be provided in accordance with the procedures detailed in Appendices J1 to J3.

13 ^(12/12) The scheme is included in Appendix A of the Specification for Highway Works (SHW) as a mandatory requirement for suppliers contracted to the Highways Agency where the SHW is a contractual document. Separately the document may be called up in specific contracts as necessary.

APPENDIX C: TRAINING AND HEALTH AND SAFETY FOR PERSONNEL WITH TRAFFIC MANAGEMENT RESPONSIBILITIES

1 Training & Assessment

1.1 General

Lantra administers the training and assessment programme for candidates on behalf of the SSAC. Details of Training Providers can be obtained from:

Lantra, Lantra House, Stoneleigh Park, Coventry, Warwickshire, CV8 2LG
Tel: 02476 419703 Fax: 02476 411655
Email: sector.schemes@lantra-awards.co.uk www.lantra-awards.co.uk

1.2 Training

The Lantra Skills Registration Card carried by the candidate will be endorsed with the level of training qualification (see below).

The training and assessment has been divided into modules for different types of temporary traffic management as shown in the route map and tables overleaf. This will assist Organizations with the identification of personnel having suitable levels of competence to fulfil their job roles.

1.2.1 Initial Training and Assessment

^(01/12) Module 1 to Module 5 (M1 to M5) comprise successful completion of training courses T1 to T5 and the completion of on-site assessments as appropriate. The training element for each module will include a question paper. This will be taken at the end of the training session and marked as PASS or FAIL. Assessments can not commence without the successful completion of the appropriate training course.

Module 6 and Module 7 (M6 & M7) require successful completion of the training course and written examination.

NB. T6 requires a pre qualification of M1 and M2 as a minimum and M3, M4 or M5 as appropriate. There are no pre requisites for T7.

Summary of the training and assessments are shown in Table C1.

^(01/12) 1.1.3 Refresher Training

Refresher training consists of training and knowledge test within the six months prior to the expiry of the module on the card and does not require on site assessment.

M6 operatives

^(04/12) M6 takes precedence over the M1 and M2, modules. The M6 refresher training will include legislative updates for M1 and M2 therefore automatically refreshing these modules. M3 and M4 will not automatically be refreshed by M6 and the RLTMO will need to update the M3 and M4 modules by undertaking the individual refresher training in order to supervise these works.

^(04/14) **IMPORTANT NOTE:**

From 01 April 2014, due to changes in the Safety at Street Works and Road Works – A Code of Practice it is necessary to successfully complete the relevant (T1 to T7) revised (full) training course to demonstrate up to date knowledge of the new requirements. Refresher training will not be re-instated until 01 April 2019 when all individuals renewing their current skills cards will have received training in the new requirements.

^(01/12)Centres are required to check the individual's modules shown on the card prior to registration on the T6 training course so that only modules the individual is entitled to are re applied for and shown on the new card.

^(01/12) 1.2.4 Moving Works Operative

Section 3 of this document provides the following definitions:

Moving Works Works with on-going movement such as grass cutting, hedge trimming, etc and will also include works that remain static for no more than 15 minutes e.g. gully emptying, street lighting, road marking, etc. (Where contractual requirement stipulate the use of mobile lane closures 12C requirements will apply.)

Moving Works Operative (MWO) A person successfully completing Module M1 of the training programme who may undertake mobile works operations. This achievement will be recorded with Lantra and a Skills Registration Card issued.

^(01/12) 1.2.5 Registered Traffic Management Operative

Section 3 of this document provides the following definitions:

Registered Traffic Management Operative (RTMO) ^(01/12) An operative who will have successfully achieved Modules 1 & 2 as a minimum, and been issued with a Skills Registration Card by Lantra. Where relevant the person(s) shall be named in the Organization's Contract Specific Quality Plan.

^(01/12) This provides a basic competency for static works traffic control (Modules 1 & 2) which includes single phase temporary traffic signals and stop/go boards. Additional Modules which extend the RTMOs competency are available for low speed dual carriageways; convoy working and multi phase temporary traffic signals. (Modules 3, 4 & 5 respectively.) The Skills Registration Card will indicate the competency level the operative has attained.

NOTE: For Organizations who do not use temporary traffic signals, the assessment of those operative will not include Unit 7 of M2 (temporary traffic signals) of the logbook. This will be recorded on the operative's registration card as "12D RTMO (M1/M2) without Temporary Traffic Signals". This RTMO will not be able to extend their competencies until they have completed the basic training and assessment i.e. Unit 7 of M2.

Candidates will have two years from the initial training courses to complete the units within the 12D logbook.

Additional scopes are shown on the Skills Registration Card in the following format:

12D (M3) Dual Carriageways up to 40mph
12D (M4) Convoy Working Operative
12D (M5) Multi Phase Traffic Signals

1.2.5 Registered Lead Traffic Management Operative ^(01/12)

Section 3 of this document provides the following definitions:

Registered Lead Traffic Management Operative (RLTMO)

^(01/12)An operative who will have successfully completed Modules 1, 2 & 6 as a minimum, and been issued with a Skills Registration Card by Lantra.

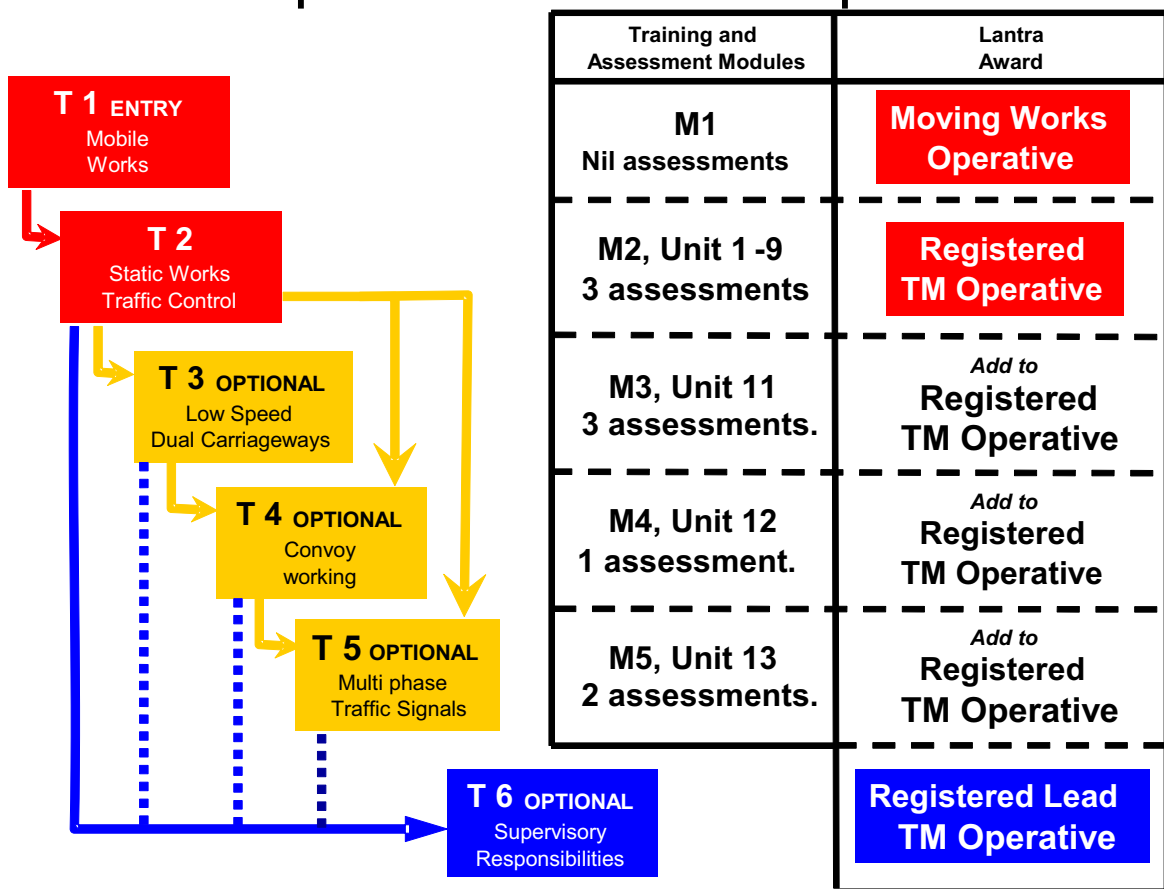
To supervise works for convoy working, multiphase traffic signals and dual carriageways the RLMTMO shall have successfully completed the appropriate modules and been issued with the relevant skills registration card. The Organization is responsible for the appointment of the RLMTMO. (See clause 6.2.2 (iv)). Where relevant this persons(s) shall be named in the Organizations Contract Specific Quality Plan.

This training and assessment provides a basic supervisory competency for static works traffic control (Modules 1, 2 & M6) which includes single phase temporary traffic signals and stop/go boards. This combination of modules allows an operative to become a RLTMO for basic statics works traffic control. Additional Modules which extend the RLTMOs competency are available for low speed dual carriageways; convoy working and multi phase temporary traffic signals. (Modules 3, 4 & 5 respectively.) The Skills Registration Card will indicate the competency level the operative has attained.

NB RLTMO shall complete the full training and assessment programme for Modules 1 & 2 including Unit 7 of Module 2.

See below for Table of Operative Route Map

Operative Route Map



(04/12) 1.2.6 Managers and Client Officers (M7)

This course is designed for personnel who do not physically set out temporary traffic management but have temporary traffic management responsibilities i.e. Designers, Surveyors, Inspectors etc.

(04/12) From 1st April 2013 M7 is a mandatory requirement for Technical Officers and the Organizations TTM manager. It is also strongly recommended for all other managers with TTM responsibilities.

(04/14) TABLE C1 – SUMMARY OF TRAINING AND ASSESSMENT MODULES

MODULE/ TRAINING	TYPE OF ROAD WORKS	PURPOSE OF COURSE	TRAINING COURSE	SITE ASSESSMENT	(04/14) REFRESHER TRAINING
Page 144 M1	Moving Works on Single Carriageways NOT requiring positive traffic control	For candidates requiring MWO status	M1 (0.5 Day) includes Test Paper Note other training may also be required e.g. equipment competency and environmental awareness	Nil	0.5 day Refresher Course including Test Paper <i>(see important note below)</i>
M2	Static works including the use of positive traffic control	For candidates requiring RTMO status	<u>Shall do M1 first</u> M2 (0.5 Day) includes Test Paper followed by One day Centre based assessment (Recorded in Log Book)	Units 1 to 9	0.5 day Refresher course including test paper <i>(see important note below)</i>
NOTE: For organizations who do not use temporary traffic signals, the assessment of those operative will not include Unit 7 (temporary traffic signals) of the logbook.					
M3	Dual carriageways restricted to 40 mph or less	Additional training for RTMO's (holding Modules 1 & 2)	M3 (1 Day) includes Test Paper Note1: Module 3 does not include Contraflow works 12A/B training required. Note 2: holders of 12A/B Skills registration Card who have completed module 1 and 2 are automatically qualified	Unit 11	0.5 day refresher Course including Test paper <i>(see important note below)</i>

^(06/13) M4	Convoy Working on all categories of roads excluding motorways.	Additional training for RTMO's (holding Modules 1 & 2)	M4 (0.5 Day) includes Test Paper Note: For Convoy operations on high speed dual carriageways the Static TM shall be done by 12A/B qualified personnel	Unit 12*	0.5 day refresher course including Test Paper (see important note below)
M5	Multi-Phase Traffic Signals	Additional training for RTMO's (holding Modules 1 & 2)	M5 (one day) includes Test Paper and Centre based assessments	Unit 13 One Occasion	^(04/12) One Day including Test Paper
Page 145 M6	All categories of road and type of works covered by 12D.	For RTMO's who are required to become RLTMO's appropriate to their training.	M6 (two day) to include supervisory responsibility for the RLTMO appointment includes two tests, one written and one scenario based.	Nil	1 day refresher including test paper. M6 takes precedence over the M1 and M2, modules. The M6 refresher training will include legislative updates for M1 and M2 therefore automatically refreshing these modules. M3 and M4 will not automatically be refreshed by M6 and the RLTMO will need to update the M3 and M4 modules by undertaking the individual refresher training in order to supervise these works. (see important note below)
M7	All categories of road and type of works covered by 12D.	For Managers, Designers, technical Officers and others who do not erect TM but do have responsibility for it	^(04/12) M7 (two day) covers content from Modules 1 – 6 in addition to Client/Principle Contractor Responsibilities. On completion a Skills Registration Card	Nil	1 Day including Test Paper (see important note below)

^(04/12)The renewal of a skills registration card has to be made in the 6 months prior to the expiry date.

^(04/12) Candidates who do not attend refresher training prior to their card expiring will be required to attend the full training course (theory & practical) appropriate to their role and successfully complete the training course before being issued with a new skills card. .

This window of opportunity is only available for 6 months from the expiry date of the existing skills card. During this 6 months window of opportunity the candidate is not deemed competent for the skill module which has expired until successful completion of the training element/s

Any cards more than 6 months out of date will require candidates to complete the full training and assessment criteria appropriate to their role.

^(04/14) **IMPORTANT NOTE:**

From 01 April 2014, due to changes in the Safety at Street Works and Road Works – A Code of Practice it is necessary to successfully complete the relevant (T1 to T7) revised (full) training course to demonstrate up to date knowledge of the new requirements. Refresher training will not be re-instated until 01 April 2019 when all individuals renewing their current skills cards will have received training in the new requirements.

1.3 Test Results:

Pass mark for each test is 75%.

Candidates achieving 70-74% will be allowed to re-sit the test within a period of 2-12 weeks. Candidates achieving under 70% will be required to re-sit the course.

1.4 Assessments – Units of Competence

^(12/09)On completion of the T1/T2 training course to achieve M2 the following assessments shall be completed in the 12D Logbook:

- UNIT 1** Site Inspection and completion of Risk Assessment form for site
- UNIT 2** Routine checks on plant and equipment.
- UNIT 3** Selection and loading of traffic management equipment
- UNIT 4** Access to site and conduct on site.
- UNIT 5** Place signs and cones.
- UNIT 6** Stop/Go and Priority Signs
- UNIT 7** Temporary Traffic Signals
- UNIT 8** Maintenance of site
- UNIT 9** Site Clearance

^(12/09)**UNIT 10** Not used

NOTE: For organizations who do not use temporary traffic signals, the assessment of those operative will not include Unit 7 (temporary traffic signals) of the logbook. This will be recorded on the operative's registration card as "12D RTMO (M1/M2) without Temporary Traffic Signals". This RTMO will not be able to extend their competencies until they have completed the basic training and assessment i.e. Unit 7 of M2.

^(12/09)Additional Optional Units

On completion of the training course the following assessments shall be recorded in the 12D Operative Logbook

- UNIT 11** Dual Carriageways (Module 3)
- UNIT 12** Convoy working (Module 4)
- UNIT 13** Multi-Phase Signals (Module 5)

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MANAGING THE ENVIRONMENT PDG 24 NOVEMBER 2015

Review of Mid Devon's play area provision

Cabinet Member Cllr Neal Davey
Responsible Officer Head of Housing and Property services

Reason for Report:

- 1) To provide an update on the consultation with town and parish councils regarding the play areas identified that could potentially be closed; and
- 2) To inform Members of the options and restrictions when considering the closure of play areas, and to identify play areas for closure.

RECOMMENDATION(S):

- 1) That this PDG recommend to Cabinet that Council approves the recommendations within annex 2 of the report;
- 2) That the contributions from town and parish councils towards the running and maintenance cost are noted; and
- 3) That the Head of Housing and Property Services, in consultation with the Cabinet Member for the Environment, be delegated to negotiate acceptable terms for the transfer of selected play area in Willand to the parish council.

Relationship to Corporate Plan: Well Managed Council. The Council currently needs to find financial savings to reduce the net budget by £800k in order to balance the budget for 2016/17.

Financial Implications: Any overall reduction in our play area provision, or contributions towards the maintenance costs from town and parish councils, will enable the reduction in the revenue budget in order to meet the budget shortfall for 2016/17 and future financial years in line with the year on year government grant reduction.

The cost of any decommissioning will be through a managed decline and any funding requirement will be met from reserves.

Legal Implications: The Council must have an inspection and maintenance regime for its play areas, as stated within the Health and Safety at Work Act 1974.

Risk Assessment: There is a potential cost of litigation should the Council be found negligent with regards to maintenance of its play areas.

1.0 Introduction

- 1.1 A report was brought to this group on 22 September 2015 to update Members on the consultation with town and parish councils regarding the future provision of play areas, and offering them the opportunity to take them over.

- 1.2 As a result of that report, the PDG requested that officers should highlight any issues that may affect the closure of the play areas identified and to make recommendations.
- 1.3 Officers have carried out a search on each of the play areas to identify any restrictions that have been placed onto the sites considered for closure.
- 1.4 The annual play area condition survey was carried out in October which categorises the condition of each piece of play equipment, surfacing and fencing; this allows sites in poor condition to be easily identified.

2.0 Consultation with Parishes

- 2.1 **Tiverton** - Tiverton Town Council has stated that it would be willing to pay 50% of the costs of maintaining the play areas within Tiverton, up to a maximum sum of £18,000 per year, from 1 April 2016. The Council makes a condition that this funding is only used for the play areas within the parish of Tiverton.
- 2.2 In addition it requests that an account is kept of the expenditure for budget purposes and that none of the play areas are closed without prior agreement. The Town Council has stated that it would review this arrangement during the 2016/17 financial year before agreeing to anything for the 2017/18 year.
- 2.3 **Crediton** – Crediton Town Council discussed Mid Devon’s proposals regarding play area closures on 22 September 2015. The Town Council believes it is important to protect Crediton’s public open spaces and to prevent them being sold and developed upon. To this end, it was resolved for the Town Council to lease Fulda Crescent, Greenway and Spinning Path Gardens as public open spaces from Mid Devon. The Town Council was disappointed with only being offered a 25 year lease and asked if a longer lease was negotiable.
- 2.4 The Town Council queried why Beech Park, which contained play equipment, was under threat of closure when Queen Elizabeth Drive (2) contained no equipment and was more expensive to maintain.
- 2.5 At the Town Council’s meeting on 20 October it considered the clarification of points previously raised and resolved to advise Mid Devon that it is imperative for Beech Park play area to remain open as a play area. If by doing this Mid Devon still deem there is an over provision within Crediton, it should consider the closure of QE Drive (2) and thus commence a consultation with local residents with regard to this.
- 2.6 **Cullompton** – The Town Council has stated that it has no objections to the closure of the play areas at Ash Drive and Conifer Close. The Council’s preference is for the play areas at Crossparks and Swallow Way to remain open and has no objections to the closure of any three of the following sites: Spindlebury, Siskin Chase, Starlings Roost, Chaffinch Drive, Dove Close or Bullfinch Close.

- 2.7 The Town Council further stated that Tufty Park and Headweir Road play areas should be protected from closure. It will work with Mid Devon to upgrade these sites using 106 and open space monies and grant funding, with the proviso that Mid Devon keeps the Town Council informed of what it intends to do.
- 2.8 **Willand** - Willand Parish Council feels that all play areas and public open space in Willand currently needs to be maintained and there should be no reduction in levels of equipment or facilities available. It has agreed to take control of Worcester Crescent and Mallow Court play areas and has requested that Chestnut Drive be kept open. The Parish Council has submitted an extensive proposal (see Annex 1).
- 2.9 **Uffculme** - The Parish Council will discuss any plans regarding making a financial contribution towards keeping Pathfields play area open at its meeting on 10 December 2015, after receiving representations from residents urging them to keep the play area open.
- 2.10 **Bow** – The Parish Council will be discussing the potential closure of two of its play areas at its meeting on 9 November 2015.
- 2.11 **Copplestone** – The Parish Council is in the process of identifying the current usage of Fernworthy Park play area and is in talks with the local toddler group.
- 2.12 **Morchard Bishop** – The Clerk has confirmed that the closure of Greenaway play area was discussed at the Parish Council meeting held on 2 November. The Parish Council suggested that the play area could be converted into a parking area with spaces let to Greenaway residents. Over the years there have been numerous complaints and adverse comments about parking in Greenaway.
- 3.0 **Recommendations**
- 3.1 Each of the play areas at risk of closure have been placed into one of three categories; close, managed decline and to remain open (see Annex 2).
- 3.2 **Close** – the play areas in this category are not currently equipped, the play equipment is beyond repair, or the closures are in agreement with the relevant town and parish council.
- 3.3 **Managed decline** – these play areas have been considered for closure, however the equipment is still in a usable condition. Items in these play areas are considered too good to remove at present. They will be inspected to ensure that they are safe to use, but will not receive maintenance. The equipment shall be removed at a time when it becomes beyond economic repair.
- 3.4 **Remain open** – these play areas shall receive regular inspections and maintenance.

4.0 Decommissioning of play areas

- 4.1 The costs stated for the decommissioning of individual sites has been based on the best estimate available. The majority of the rubberised safety surfacing has been laid onto a concrete base and the tiles and wet pour have to be disposed of environmentally; it can not be taken to landfill.
- 4.2 Play equipment removed from a site that was installed pre 1998 cannot be relocated onto another site; it does not meet the current British Standard EN1176 for play equipment.
- 4.3 It is difficult to assess the condition of play equipment below ground level before it has been removed from a site. Manufacturers state that the average life of a piece of play equipment is between 15 and 20 years. For this reason, it is not recommended that equipment removed that is beyond this age is installed on another site.
- 4.4 Any works identified regarding site clearance will be put out to competitive tendering to ensure the best price is obtained.
- 4.5 If a site were to be disposed of, a potential purchaser may agree to clear the site as part of the sale.

Contact for more Information: Adrian Cook (01884 234339)
acook@middevon.gov.uk

Circulation of the Report: Management Team, Cllr Neal Davey



WILLAND PARISH COUNCIL

Clerk to Parish Council Ms K Taylor, 40 Townlands, Willand,
Cullompton, Devon, EX15 2RS. Tel: 07920014407
Email: willandclerk@willandmatters.org.uk

2 October 2015

Mr Adrian Cook
Mid Devon District Council
Environmental Services
Phoenix House
Phoenix Lane
Tiverton
Devon
EX16 6PP

Dear Mr Cook

1. Open Space and Play area Strategy **2. Play Area provision within Mid Devon**

1. In January 2014 Willand Parish Council wrote to the Chief Executive with a proposal which, if properly pursued, would have led to Willand Parish Council taking over responsibility for that portion of the Parish Field owned and 'managed' by MDDC thereby allowing MDDC to make substantial annual savings in relation to ground maintenance for the area. The proposals would have also allowed the potential of this area to be developed with additional play and exercise facilities to enhance the health and wellbeing of the local community including increased facilities adjacent to the Primary School. Initially there was no response and then when pursued further an attempt was made to coerce the Parish Council into agreeing to reduce green open space [*An MDDC commissioned report says Willand has a 64% shortfall.*] to allow the sale of some of the land for market housing. The file is quite comprehensive and yet 19 months further on the issue is still not concluded. We modestly estimate a potential annual saving to MDDC of £2,000 at least if this was managed by the Parish.

2. You will be aware that Willand Parish Council have taken a very active participation in the consultation process from when the very first enquiry by the consultants, Ethos Environmental Planning, was received in March 2014 and MDDC separate approach of 14 December 2014 was made suggesting that three of our play areas should be closed for reasons of alleged 'over provision'. Those play areas were named as:
Worcester Close [We have a Worcester Crescent but no Close.]
Mallow Court
Chestnut Drive
No sustainable credible reason has been given as to why these were chosen over any other.

3. The Parish Council have tried to obtain answers to enable them to make a positive response to the proposals and to assist with the financial position due to reduced

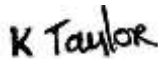
central funding being available to MDDC. It does challenge the conflicting information in the report and the lack of credible evidence to support the closure of the named areas. It seems to rely on distances between areas rather than usage and the ability of the next area along to be able to absorb any increase in numbers wishing to use the facilities. A number of other questions remain unanswered or only partially answered. In an effort to move the proposals forward Willand Parish Council has planned for the next three years in the first instance. The proposals are attached at Appendix A. It must be emphasised that this is intended to be a complete package.

4. The Parish Council wish to vigorously challenge the closure of Chestnut Drive Play area and argument for that is included at Appendix B.

5. With the exception of the field off Gables Lea the figures used are those provided by MDDC. We have not considered the 'sinking fund' figures provided as it is anticipated that replacement funding costs would be raised for any Parish owned/managed areas independently. Our proposals in the first year show a saving of 22.44% to MDDC **plus** the Parish Field saving. In addition it would be the intention to contract MDDC to carry out monthly and annual inspections which on provided figures would generate an annual income of £787.21 for the three areas to MDDC.

6. In the absence of a tangible alternative strategy other than closure and decommissioning Willand Parish Council offer a way forward with required monitory savings for MDDC. We feel that this option is a positive way forward but will not be viable if 'tinkered with'. We seek early agreement in order that the necessary arrangements can be made within the precept for the next financial year.

Yours sincerely



Kate Taylor
Clerk to Willand Parish Council

cc Nick Sanderson, Andrew Busby, District Councillors Mrs G Doe & Messrs R Chesterton & R Evans. DC Councillor Ray Radford

APPENDIX A

Proposals for Transfer of Selected Willand Play Areas.

1. General.

1.1 The proposed offers are put forward as a complete package for the duration of the initial arrangement [3 years].

1.2 It is offered that the identified packages of land/play areas owned by MDDC and identified in Clause 2 are transferred to Willand Parish Council on a 99 year lease for an annual peppercorn rent. *[It is appreciated that a 25 year lease has been suggested but this is not considered long enough for security of tenure to enable external funds to be attracted for improvements or replacements of equipment. It would not give sufficient time scale to justify the formation of a Charity or Trust.]*

1.3 Play equipment, surfaces, fences and other boundaries should be clearly identified as to ownership and responsibility for repair/maintenance. These items should all be in good and acceptable order and state of repair on the day of handover.

1.4 Willand Parish Council will make the necessary provision in relation to public liability insurance at their expense.

1.5 Willand Parish Council will seek an agreement for MDDC to provide monthly and annual inspections of play equipment and areas in their leased areas at an agreed annual fee paid in half yearly increments. *[It is expected that these will be in accord with figures provided in the consultation documents.]*

1.6 The preparation and completion of the relevant leases should be arranged and funded by MDDC at no cost to Willand Parish Council.

1.7 All other equipped Play Areas and their accompanying public green open spaces will be maintained and equipped by MDDC, as now, for the duration of this three year agreement after which a review will take place.

1.8 If a leased area is found to be redundant or no longer required for purpose then Willand Parish Council will offer the return of the remaining period of the lease to MDDC or jointly agree any alternative use or disposal.

2. The Three Year Proposed Offer.

2.1 In the financial year 2016/2017 Willand Parish Council offer to lease and maintain the following sites/areas:

- (a) **Worcester Crescent** fenced play area and equipment;
- (b) **Mallow Court** fenced play area and equipment;
- (c) **Jubilee Parish Field** – items of play equipment owned by MDDC within the fenced play area:

(d) **Gables Lea public open space** *[Whole area with existing entrance from Gables Lea and goal posts.]*

{MDDC commissioned report 'Open Space & Play Area Strategy 2014 – 2033 Part 2 Area Profile – Willand states at Paragraph 6 – “The priorities for Willand are: To continue the negotiations between the District and Parish to finalise the transfer of ownership of the land adjacent to Jubilee Field.}

2.2 In the financial year 2017/2018 Willand Parish Council offer to lease the following additional sites/areas:

- (i) South View fenced play area and equipment.

2.3 In the financial year 2018/2019 Willand Parish Council would review current arrangements with MDDC and explore the possibility of leasing further area(s).

APPENDIX B

Argument for the Retention and Enhancement of Chestnut Drive Play Area by MDDC

1. No substantive argument has been put forward to justify this site as being classified as 'over provision'. It has been shown that it is within a certain distance of another site but little or no thought has been given as to how very young children would safely make their way to that nearest site. There are roads to cross and narrow footpaths with limited visibility for safety in case of incident. This play area is almost at the Southern most edge of the settlement area.
2. This site is a difficult one to maintain being under trees. This could be improved by thinning some of the substantive trees as although it is the subject of a blanket Tree Protection Order that needs to be reviewed. This could allow some thinning as all of the trees are of a similar age and are crowded. This would then allow the surface adjacent to the safety surface to be improved to aid maintenance.
3. The site is well used in spite of the amount of equipment having been reduced. What remains there has recently been refurbished. The added attraction to the area is that children are able to participate in imaginative play by use of the adjoining woodland. To close this area would mean that children would have to go to the next nearest area at the Jubilee Parish Field where at times demand already exceeds capacity.
4. There are a number of young families in the immediate area and a number of the properties are rented and so there appears to be a turnover of families with young children.
5. Under the emerging local plan a nearby area of land has been allocated for a further 40+ houses and a third of these are to be affordable houses. As council adopted play areas are no longer to be a part of such developments the Chestnut Drive Play Area will be ideally placed to service a play/recreation need for that development. MDDC will be able to attract monetary contributions from the developers which will enable this area to be enhanced and there is room for additional equipment.
6. The loss of this site would have an adverse impact on the safety, health and wellbeing of the children living in this area. There is local support for its retention.
7. MDDC commissioned report 'Open Space & Play Area Strategy 2014 – 2033 Part 2 Area Profile – Willand states at Paragraph 6 – "The priorities for Willand are: **To improve the play area at Chestnut Drive.**" Not to retain this area would be contrary to MDDC's own report and plan.

Crediton

Play Area	Number of survey responses	Condition survey October 2015	Legal restrictions relating to site	Recommendation to PDG/Cabinet	Estimated decommission cost for site	Potential savings in 2016/2017
Greenway	4	This play area is un-equipped, the safety surface remains and the boundary fence requires repair.	No relevant restrictions	To decommission the site and to reassign from a play area to a public open space. To lease the land to Crediton Town Council.	£1,500	£799.25
Queen Elizabeth Drive 2	0	This play area is un-equipped and consists of a small grassed area and a shrub bed.	Cannot be used other than as a public open space or play area	To reassign from a play area to a public open space and to lease the land to Crediton Town Council. This site has never been equipped since adoption.	£0	£221.22
Beech Park	28	The two sets of swings will require painting in the near future and the safety tiles have gaps appearing.	No relevant restrictions	This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.	£0	£0
Fulda Crescent	6	This play area has a tarmac surface and is un-equipped.	No relevant restrictions	To reassign from a play area to a public open space. To lease the land to Crediton Town Council.	£0	£411.22
				Totals	£1500	£1431.69

Cullompton

Play Area	Number of survey responses	Condition survey October 2015	Legal restrictions relating to site	Recommendation to PDG/Cabinet	Estimated decommission Cost for site	Potential savings in 2016/2017
Head Weir Road	92	The equipment and safety surface is over 20 years old and is in need of replacement.	No relevant restrictions	This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.	£0	£0
Conifer Close	7	The spring mobile is in a satisfactory condition and the climbing frame needs replacement.	No relevant restrictions	To close the play area and to dispose of the land. Linden Road play area is 200m distance.	£1,500	£411.22
Ash Drive	7	The two spring mobiles and safety surface are in satisfactory condition.	No relevant restrictions	To close the play area and to dispose of the land. Linden Road play area is 250m distance.	£1,500	£411.22
Tufty Park	106	The wooden climbing frame and the set of swings will require removal within the next 12 months. The metal multi-play unit and the 2 spring mobiles are in satisfactory condition. Some of the safety surfacing requires repair and the tarmac path also requires repair.	No relevant restrictions	This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.	£0	£0

Annex 2

Clover Drive	13	The metal multi-play frame is in a poor condition, the surfacing and fence is satisfactory.	Cannot be used other than a public open space or play area.	To close the play area and to re-assign as a public open space. Spindlebury play area is within 100m distance.	£2,000	£411.22
Spindlebury	5	The swings, balance beam and burma bridge are all satisfactory.	Cannot be used other than a public open space or play area.	To leave this site as a play area.	£0	£0
Siskin Chase	10	The swing and multi-play unit are all in a satisfactory condition.	Cannot be used other than a public open space or play area.	This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.	£0	£0
Dove Close	9	The slide and swing are in a satisfactory condition.	Cannot be used other than a public open space or play area.	This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.	£0	£0
Chaffinch Drive	12	The multi play unit and swing are in a satisfactory condition.	Cannot be used other than a public open space or play area.	To leave this site as a play area.	£0	£0
Starlings Roost	9	The swing, igloo climber and slide are all in a satisfactory condition.	Cannot be used other than a public open space or play area.	To leave this site as a play area.	£0	£0
				Totals	£5000	£1233.66

Tiverton

Play Area	Number of survey responses	Condition survey October 2015	Legal restrictions relating to site	Recommendation to PDG/Cabinet	Estimated decommission Cost for site	Potential savings in 2016/2017
Coles Mead	6	The igloo climber is in poor condition, the slide is satisfactory and the safety surface needs replacing.	No relevant restrictions	This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.	£0	£0
Priory Road	7	The multi-play unit and swings are in satisfactory condition, the surface requires repair.	Cannot be used other than a public open space or play area.	This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.	£0	£0
Halsbury Road	4	The multi-play unit is in a poor condition and has to be removed, the safety surface and fencing is in a satisfactory condition. This site is currently closed.	Cannot be used other than a public open space or play area.	To close the play area and to re-assign as a public open space. Wilcombe play area is approximately 5 minutes' walk.	£1500	£411.22
Hawthorn Road	20	The swings and see-saw are in a satisfactory condition.	No relevant restrictions	This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.	£0	£0
Trickey Close	9	The spring mobile is in a poor condition, the swings, multi-play unit are in a satisfactory condition.	No relevant restrictions	For this site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.	£0	£0
				Totals	£1500	£411.22

Bow

Play Area	Number of survey responses	Condition survey October 2015	Legal restrictions relating to site	Recommendation to PDG/Cabinet	Estimated decommission Cost for site	Potential savings in 2016/2017
Godfrey Gardens	9	The spring mobile, fencing and safety surface is in a satisfactory condition	Cannot be used other than a public open space or play area.	This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.	£0	£0
St Martins Close	6	The multi play unit and safety surface is in a poor condition the fencing is satisfactory.	Cannot be used other than a public open space or play area.	To close the play area and to re-assign as a public open space. Iter Park play area is 120m away.	£1500	£411.22
				Totals	£1500	£411.22

Copplestone

Play Area	Number of survey responses	Condition survey October 2015	Legal restrictions relating to site	Recommendation to PDG/Cabinet	Estimated decommission Cost for site	Potential savings in 2016/2017
Fernworthy Park	12	The multi-play unit and spring mobile are in a satisfactory condition, the safety surface shall soon require replacing	Cannot be used other than a public open space or play area.	This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.	£0	£0
				Totals	£0.00	£0.00

Morchard Bishop

Play Area	Number of survey responses	Condition survey October 2015	Legal restrictions relating to site	Recommendation to PDG/Cabinet	Estimated decommission Cost for site	Potential savings in 2016/2017
Greenaway	3	The slide is in a poor condition the swings and surfacing are satisfactory.	No relevant restrictions	This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.	£0	£0
				Totals	£0.00	£0.00

Uffculme

Play Area	Number of survey responses	Condition survey October 2015	Legal restrictions relating to site	Recommendation to PDG/Cabinet	Estimated decommission Cost for site	Potential savings in 2016/2017
Pathfields	29	The multi-play unit, swings stepping stones, fence and safety surface are in a poor condition. The site requires refurbishment.	Cannot be used other than a public open space (POS) or play area.	To accept the Parish Council's offer of funding, details to be decided. If no adequate funding available manage decline to provide public open space.	£0	£589.24
				Totals	£0.00	£589.24

Willand

Play Area	Number of survey responses	Condition survey October 2015	Legal restrictions relating to site	Recommendation to PDG/Cabinet	Estimated decommission Cost for site	Potential savings in 2016/2017
Chestnut Drive	16	The multi-play unit and swings are in a poor condition and need refurbishment.	Cannot be used other than a public open space or play area.	This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.	£0	£0
Mallow Court	13	The multi-play unit, swing and spring mobile are in a satisfactory condition.	Cannot be used other than a public open space or play area.	To allow the Parish Council to take control of play area subject to further negotiations with the parish council.	£0	£487.56
Worcester Crescent	29	The multi-play unit, see-saw and swing are in a satisfactory condition.	Cannot be used other than a public open space or play area.	To allow the Parish Council to take control of play area subject to further negotiations with the parish council.	£0	£812.94
				Totals	£0.0	£1300.50
				Grand Total	£9500	£5377.53

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MANAGING THE ENVIRONMENT PDG 24 NOVEMBER 2015:

PERFORMANCE AND RISK REPORT FOR THE SECOND QUARTER OF 2015-16

Cabinet Member Cllr Neal Davey
Responsible Officer Head of Communities & Governance

Reason for Report: To provide Members with an update on performance against the corporate plan and local service targets for 2015-16 as well as providing an update on the key business risks.

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

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

Financial Implications: None identified

Legal Implications: None

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

1.0 Introduction

- 1.1 Appendix 1 provides Members with details of performance against the Corporate Plan and local service targets for the 2015-16 financial year.
- 1.2 Appendix 2 shows the section of the Corporate Risk Register which relates to the Managing the Environment Portfolio. See 3.0 below.
- 1.3 Both appendices are produced from SPAR, the corporate Service Performance and Risk Management system.

2.0 Performance

- 2.1 Due to the roll out of the new scheme it has not been possible to compile and report the PI information in time for the Quarter 2 reporting deadline. This performance information will be reported in the next report.
- 2.2 This PDG needs to decide whether to keep the target for the new PI for Fixed Penalty Notices.
- 2.3 When benchmarking information is available it is included.

3.0 Risk

- 3.1 The Waste and Transport Manager is in the process of reviewing all the risk assessments for his entire area of responsibility. Operational risk assessments will be job specific and flow through to safe systems of work. These are not yet completed. So there is no Appendix 2.

4.0 Conclusion and Recommendation

- 4.1 That the PDG reviews the performance indicators and risks for 2015-16 that are outlined in this report and feeds back any areas of concern to the Cabinet.

Contact for more Information: Amy Tregellas, Head of Communities & Governance ext 4246

Circulation of the Report: Management Team and Cabinet Member

MTE PDG Performance Report - Appendix 1

Quarterly report for 2015-2016

No headings

For Environment - Cllr Neal Davey Portfolio

For MDDC - Services

Filtered by Performance Status: Exclude PI Status: Data not due, Not calculable

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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MTE PDG Performance Report - Appendix 1

Performance Indicators								
Status	Title	Prev Year End	Annual Target	Current Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
Well below target	<u>Number of Fixed Penalty Notices (FPNs) Issued (Environment)</u>	n/a	20	10 (2/4)	2	4		
Management Notes:								
Below target	<u>Residual household waste per head (measured in Kilograms)</u>	462.6	455.00	113.75 (1/4)	117.44			
Management Notes: (Quarter 1 - 2) Due to the roll out of the new scheme it has not been possible to compile and report the PI information in time for the Quarter 2 reporting deadline. This performance information will be reported in the next report. (SK)								
Below target	<u>% of Household Waste Reuse, Recycled and Composted</u>	48.2%	52.0%	52.0% (1/4)	50.2%			
Management Notes: (Quarter 2) Due to the roll out of the new scheme it has not been possible to compile and report the PI information in time for the Quarter 2 reporting deadline. This performance information will be reported in the next report. (SK)								
On target	<u>Number of Households on Chargeable Garden Waste</u>	n/a	15%	0% (1/4)	0%			
Management Notes: (Quarter 2) Due to the roll out of the new scheme it has not been possible to compile and report the PI information in time for the Quarter 2 reporting deadline. This performance information will be reported in the next report. (SK)								
Well above target	<u>% of missed collections reported per Quarter (refuse and organic waste)</u>	0.10%	0.03%	0.03% (2/4)	0.02%	0.02%		
Management Notes: (Quarter 2) Due to the roll out of the new scheme it has not been possible to compile and report the PI information in time for the Quarter 2 reporting deadline. This performance information will be reported in the next report. (SK)								
Well below target	<u>% of Missed Collections logged per Quarter (recycling)</u>	0.13%	0.03%	0.03% (2/4)	0.05%	0.08%		
Management Notes: (Quarter 2) Due to the roll out of the new scheme it has not been possible to compile and report the PI information in time for the Quarter 2 reporting deadline. This performance information will be reported in the next report. (SK)								
Well above target	<u>Number of Missed Collections reported per Quarter (refuse and</u>	1,797	540	270 (2/4)	99	203		

