

# Public Document Pack

**Mid Devon District Council**

**Cabinet**

**Thursday, 17 December 2015 at 2.15 pm  
Phoenix House**

**Next ordinary meeting  
Thursday, 14 January 2016 at 2.15 pm**

Those attending are advised that this meeting will be recorded

## Membership

Cllr C J Eginton	Leader
Cllr R J Chesterton	Deputy Leader and Planning and Economic Regeneration
Cllr N V Davey	Environment
Cllr P H D Hare-Scott	Finance
Cllr C R Slade	Community Well Being
Cllr Mrs M E Squires	Working Environment and Support Services
Cllr R L Stanley	Housing

## A G E N D A

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

1. **Apologies**  
To receive any apologies for absence.
2. **Public Question Time**  
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
3. **Minutes of the Previous Meeting** (Pages 7 - 10)  
To receive the minutes of the meeting of 19 November 2015
4. **Play Areas in Mid Devon** (Pages 11 - 26)  
Arising from a report of the Head of Housing and Property Services, the Managing the Environment Policy Development Group has recommended that:
  - a) The recommendations within Annex 2 of the report be approved;
  - b) The contributions from Town and Parish Councils towards the

running and maintenance cost be noted;

- c) The Head of Housing and Property Services, in consultation with the Cabinet Member for the Environment, be given delegated authority to negotiate acceptable terms for the transfer of selected play area in Willand to the Parish Council by the end of December 2015.

5. **Planning Guidance for Waste Storage** *(Pages 27 - 38)*

Arising from a report of the Head of Housing and Property Services, the Managing the Environment Policy Development Group has recommended that the design guidance be agreed and that officers develop the guidance as a supplementary planning document.

6. **Grounds Maintenance and Grass Cutting** *(Pages 39 - 84)*

Arising from a report of the Head of Housing and Property Services, the Managing the Environment Policy Development Group has recommended that this authority:

- a) Continues 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.
- b) Negotiates 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.
- c) Withdraws 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.
- d) Withdraws 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.
- e) Reviews the ongoing service provision of grass verge cutting in response to the reduction of funding as detailed at 5.6 by March 2016.

7. **Car Parking Charging Proposals** *(Pages 85 - 116)*

Arising from a report of the Head of Finance, the Managing the Environment Policy Development Group had recommended that the pricing proposals within the report be approved, along with the recommendations in section 3.2 of the report.

8. **Grants** (Pages 117 - 176)  
Arising from a report of the Head of Communities and Governance, the Community Well-being Policy Development Group had recommended that:
- a) The grant for the Grand Western Canal be removed from the grants budget and be paid from the New Homes Bonus;
  - b) The revised grants for 2016/17 be approved;
  - c) The authority put in place procedures to ensure that monitoring of activity and finances of those in receipt of grants takes place in the future; and
  - d) The Community Well Being Policy Development Group Grants Working Group be involved in any initial discussions regarding the setting of proposed cuts to future grants.
9. **Housing Revenue Account Budget 2016/17** (Pages 177 - 200)  
Arising from a report of the Head of Finance, the Decent and Affordable Homes Policy Development Group had recommended that the budget proposals within the report be approved.
10. **Leasehold Management (including service charge policy)** (Pages 201 - 212)  
Arising from a report of the Head of Housing and Property Services, the Decent and Affordable Homes Policy Development Group had recommended the revised Leasehold Management Policy be approved.
11. **Supply and Demand Policy** (Pages 213 - 236)  
Arising from a report of the Head of Housing and Property Services; the Decent and Affordable Homes Policy Development Group had recommended that the new Housing Options Supply and Demand Policy be approved to Council.
12. **Void Policy** (Pages 237 - 256)  
Arising from a report of the Head of Housing and Property Services; the Decent and Affordable Homes Policy Development Group, had recommended that the new Void Management Policy be approved by Council subject to Appendix B showing a 50% reduction in the costs relating to the paint packs and decoration grant.
13. **Allocations Policy (Band E - Devon Home Choice)** (Pages 257 - 262)  
Arising from a report of the Allocations Policy Working Group, the Decent and Affordable Homes Policy Development Group had recommended that:  
Band E be retained only on the following assumptions:

1. All applicants to be reviewed annually on Devon Home Choice, this will also include contacting applicants to remind them that they may not have logged onto the Devon Home Choice system or have never placed a bid on the system. This will take out some of the “*dead wood*” on the system and remove those who have moved and not notified Devon Home Choice of their changes. Applicants will be given 21 days in which to respond. Should they not reply then the application will be suspended.
2. Contact applicants who have not logged onto the system to ascertain the reasons behind this.
3. Applicants who have refused 3 properties will be investigated as to the reasons for the refusal, to determine if they should remain in their current band or suspended.
4. Mid Devon goes out for consultation on its Housing Allocation Policy proposing that the policy be rewritten to include the following points:
  - Applicants will be removed from the Devon Home Choice waiting list if they do not bid for properties over a 12 month period\*. (\*subject to review of available & suitable properties)
  - Applicants will be removed from the waiting list if they refuse 3 *suitable* offers of accommodation subject to availability or properties within their required location or adjacent parish.
  - Whilst carrying out a consultation, the working group may wish to include other elements to the review.
  - That there be a review in June 2016.

(These changes can be implemented ready for the 1<sup>st</sup> April 2016. This would allow for the consultation period of 6 weeks (as recommended by DCLG), a new allocation policy to be written and sent to the PDG for agreement).

14. **Abolition of the Cash Incentive Scheme** (*Pages 263 - 266*)  
 Arising from a report of the Head of Housing and Property Services, the Decent and Affordable Homes Policy Development Group had recommended that the cash incentive scheme whereby downsizing tenants are given payments for giving up larger homes be discontinued.
15. **Improvements to Council Properties policy** (*Pages 267 - 278*)  
 Arising from a report of the Head of Housing and Property Services, the



Decent and Affordable Homes Policy Development Group had recommended: that the revised Improvements to Council Properties Policy be approved.

16. **Severe Weather Emergency Protocol and Extended Winter Provision Protocol** (Pages 279 - 286)

Arising from a report of the Head of Housing and Property Services, the Decent and Affordable Homes Policy Development Group had recommended: that the new Housing Options Severe Weather Emergency Protocol (SWEP) and Extended Winter Provision Protocol be approved by Council.

17. **Anaerobic Digesters** (Pages 287 - 298)

Arising from a report of the Head of Planning and Regeneration, the Scrutiny Committee had recommended that:

a) A request be made to the Environment Agency for the opportunity for MDDC to feed into the environmental permitting regime and that a copy of the approved permit be given to this authority.

b) Where enforcement issues were raised with an AD plant, that related to more than one agency, coordination take place between relevant agencies and that MDDC take a lead role in that coordination.

c) a review of the scope of planning conditions to control AD plants be undertaken in order to develop best practice for future applications.

18. **Council Tax Reduction Scheme** (Pages 299 - 306)

To receive a report of the Benefits Manager and the Revenues Manager setting out the Council Tax Reduction Scheme for 2016/17 for recommendation to Council.

19. **Tax Base Calculation** (Pages 307 - 312)

To receive a report of the Revenues Manager detailing the statutory calculations necessary to determine the Tax Base for the Council Tax for recommendation to Council.

20. **Corporate Plan** (Pages 313 - 320)

To receive a report of the Head of Communities and Governance presenting Members with the Corporate Plan for 2016-2020

21. **Financial Monitoring** (Pages 321 - 336)

To receive a report of the Head of Finance presenting a financial update in respect of the income and expenditure so far in the year.

22. **Notification of Key Decisions** (Pages 337 - 346)

To note the rolling plan containing key decisions.

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 Sally Gabriel on:

Tel: 01884 234229

E-Mail: [sgabriel@middevon.gov.uk](mailto:sgabriel@middevon.gov.uk)

Public Wi-Fi is available in all meeting rooms.

## MID DEVON DISTRICT COUNCIL

**MINUTES** of a **MEETING** of the **CABINET** held on 19 November 2015 at 2.15 pm

### **Present**

#### **Councillors**

C J Eginton (Leader)  
R J Chesterton, N V Davey, P H D Hare-  
Scott, C R Slade, Mrs M E Squires and  
R L Stanley

### **Also Present**

#### **Councillor(s)**

Mrs J Roach and F J Rosamond

### **Also Present**

#### **Officer(s):**

Kevin Finan (Chief Executive), Andrew Jarrett (Head of  
Finance), Catherine Yandle (Internal Audit Team Leader)  
and Sally Gabriel (Member Services Manager)

## 87. **APOLOGIES**

There were no apologies.

## 88. **PUBLIC QUESTION TIME**

There were no members of the public present.

## 89. **MINUTES OF THE PREVIOUS MEETING (00-01-07)**

The minutes of the previous meeting held on 22 October were approved as a true record and signed by the Chairman.

## 90. **FINANCIAL MONITORING (00-02-15)**

The Head of Finance updated the Cabinet with the following information: nothing had changed dramatically since the previous report, there was a projected overspend of £150k mainly due to a change in the valuation of GP surgeries which required a partial refund in business rates. In addition, redundancies were taking place in order to set a balanced budget for the following year.

Discussion took place regarding:

- The GP surgeries refund
- The amount held in reserves
- The contribution towards the Grand Western Canal
- The inability to make firm promises on future contributions because of the economic climate.

## 91. BUDGET UPDATE (00-06-07)

The Cabinet had before it a \*report of the Head of Finance setting out options available in order for the Council to set a balanced budget for 2016/17 and to agree a future strategy for further budget reductions for 2017/18 onwards.

The Cabinet Member for Finance outlined the contents of the report stating that Service Managers had been tasked to produce savings and substantial savings had been found, however there was still a budget gap of £827k. It had been reported that the Treasury had 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. There was no question that the formula grant would be cut and it was now likely that the Revenue Support Grant of £1.7m would disappear entirely by 2019/20.

Consideration was given to the following table:

### Reconciliation of Major 2016/17 Budget Variances

<b>Variances</b>	<b>Amount £000</b>
<b><i>External items outside of our control</i></b>	
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
<b><i>Subtotal</i></b>	<b>1,212</b>
<b><i>Other changes</i></b>	
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)
<b>Draft budget gap for 2016/17</b>	<b>827</b>

Discussion followed with regard to:

- The increase in sinking funds for asset replacement
- Increased income from investments
- The purchase of refuse and recycling vehicles
- Aspirations within the new Corporate Plan

**RESOLVED** that following consideration of the draft budget proposals for 2016/17, the report be **NOTED**.

(Proposed by Cllr P H D Hare-Scott and seconded by Cllr R J Chesterton).

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

92. **PERFORMANCE AND RISK REPORT FOR THE SECOND QUARTER OF 2015-16 (00-17-35)**

The Cabinet had before it and **NOTED** a \* report of 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.

The Cabinet Members identified issues within their portfolios:

**Housing**

- The number of affordable homes delivered.
- Rent recovery would be on target by the end of the financial year.

**Leisure**

- The percentage of leisure's operational expenditure recovered through customer receipts which were marginally below target.

**Planning**

- Major applications were below local targets but above Government target.
- Staffing levels were still below the norm and recruitment had proved difficult.
- Central Government were proposing changes to targets for minor and other applications within 8 weeks.
- Listed Building Consents were also below target as the capacity of the team had been affected by issues arising in Cullompton.

**Working Environment**

- Percentage of complaints acknowledged in 3 days was below target, a new system was in the process of being put in place.

**Finance**

- Council Tax collections were slightly below target as were the percentage total of NNDR collected monthly.

Discussion took place regarding planning enforcement and the length of time taken to deal with enforcement cases.

The Internal Audit Team Leader provided updated papers for Managing the Environment Policy Development Group which showed a below target figure for fixed penalties however the new waste scheme was performing well with an encouraging uptake on the chargeable garden waste scheme.

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

93. **NOTIFICATION OF KEY DECISIONS (00-31-27)**

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

Members were informed of the following movements since the publication of the document:

- The addition of a report regarding Activation of the Severe Weather Emergency Protocol (SWEP) and Extended Winter Provision which would be discussed on 17 December.
- The Corporate Asbestos Policy had been removed as it had been amalgamated with the Asbestos Management Plan which had been discussed in October.

It was requested that reports requiring a decision by Council be clearly identified. (This would be actioned).

The Chief Executive informed the meeting that a report regarding devolution would go straight to an Extraordinary meeting of Council on 9 December and therefore the special meeting of the Cabinet arranged for 2 December would be cancelled.

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

(The meeting ended at 2.52 pm)

**CHAIRMAN**

**MANAGING THE ENVIRONMENT PDG**  
**24 NOVEMBER 2015**

**AGENDA ITEM:**

## **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](mailto: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

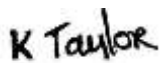
central funding being available to MDDC. It does challenge the conflicting information in the report and the lack of credible evidence to support the closure of the named areas. It seems to rely on distances between areas rather than usage and the ability of the next area along to be able to absorb any 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
				<b>Totals</b>	<b>£1500</b>	<b>£1431.69</b>

## 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	<b>This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.</b>	£0	£0
Conifer Close	7	The spring mobile is in a satisfactory condition and the climbing frame needs replacement.	No relevant restrictions	<b>To close the play area and to dispose of the land. Linden Road play area is 200m distance.</b>	£1,500	£411.22
Ash Drive	7	The two spring mobiles and safety surface are in satisfactory condition.	No relevant restrictions	<b>To close the play area and to dispose of the land. Linden Road play area is 250m distance.</b>	£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	<b>This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.</b>	£0	£0

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.	<b>To close the play area and to re-assign as a public open space. Spindlebury play area is within 100m distance.</b>	£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.	<b>To leave this site as a play area.</b>	£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.	<b>This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.</b>	£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.	<b>This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.</b>	£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.	<b>To leave this site as a play area.</b>	£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.	<b>To leave this site as a play area.</b>	£0	£0
				<b>Totals</b>	<b>£5000</b>	<b>£1233.66</b>

## 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	<b>This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.</b>	£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.	<b>This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.</b>	£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.	<b>To close the play area and to re-assign as a public open space. Wilcombe play area is approximately 5 minutes' walk.</b>	£1500	£411.22
Hawthorn Road	20	The swings and see-saw are in a satisfactory condition.	No relevant restrictions	<b>This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.</b>	£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	<b>For this site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.</b>	£0	£0
				<b>Totals</b>	<b>£1500</b>	<b>£411.22</b>

## 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.	<b>This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.</b>	£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.	<b>To close the play area and to re-assign as a public open space. lter Park play area is 120m away.</b>	£1500	£411.22
				<b>Totals</b>	<b>£1500</b>	<b>£411.22</b>

## 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.	<b>This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.</b>	£0	£0
				<b>Totals</b>	<b>£0.00</b>	<b>£0.00</b>

## 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
				<b>Totals</b>	<b>£0.00</b>	<b>£0.00</b>

## 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
				<b>Totals</b>	<b>£0.00</b>	<b>£589.24</b>

## 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.	<b>This site to continue as a play area until such times that the equipment is beyond economic repair and has to be removed.</b>	£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.	<b>To allow the Parish Council to take control of play area subject to further negotiations with the parish council.</b>	£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.	<b>To allow the Parish Council to take control of play area subject to further negotiations with the parish council.</b>	£0	£812.94
				<b>Totals</b>	<b>£0.0</b>	<b>£1300.50</b>
				<b>Grand Total</b>	<b>£9500</b>	<b>£5377.53</b>



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**MANAGING THE ENVIRONMENT PDG  
24 NOVEMBER 2015**

**AGENDA ITEM:**

## **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 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:**

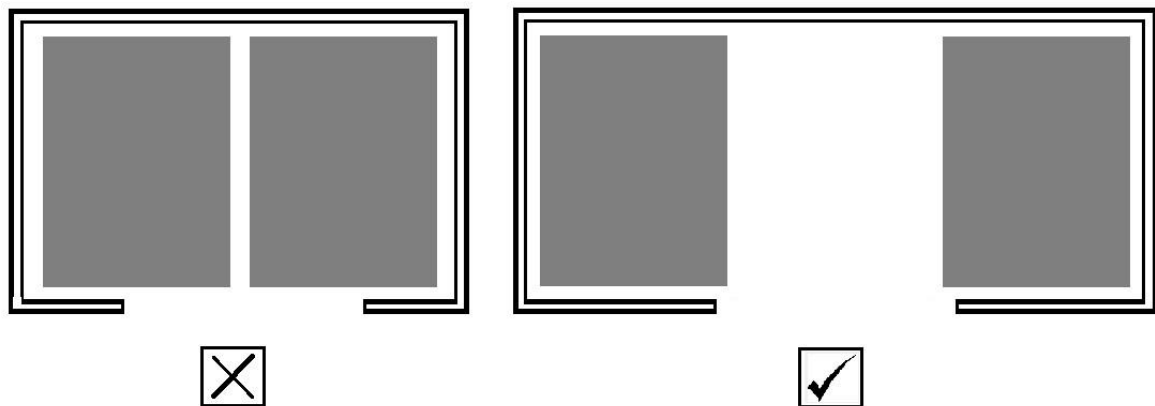
Communal refuse stores may be provided for the storage of individual pairs of wheeled bins in smaller developments; sufficient space should be left for the residents to access their bins easily, and for the bins to be able to be removed individually from the store.

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:***

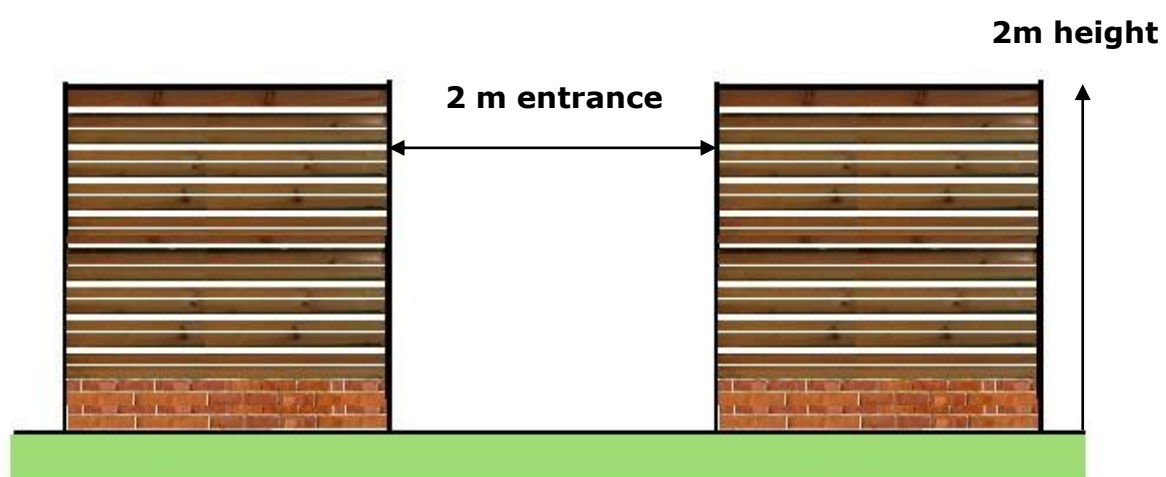
Ideally bins stores should be discreet roofed sheds built out of the same materials that are being used in the rest of the development so they blend into the background. However in some cases a simple hard standing area large enough to accommodate the required number of bins will suffice provided there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

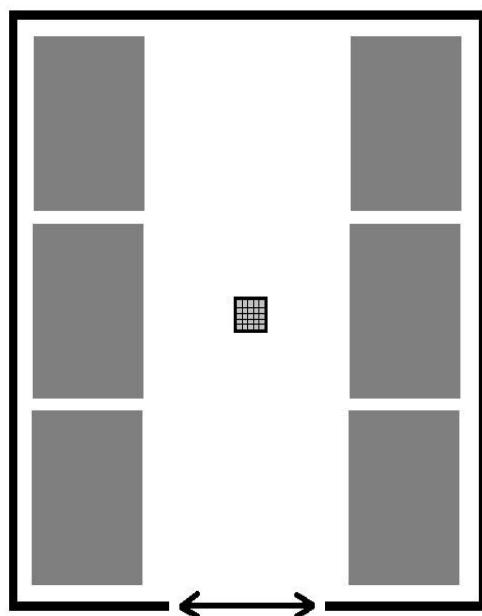
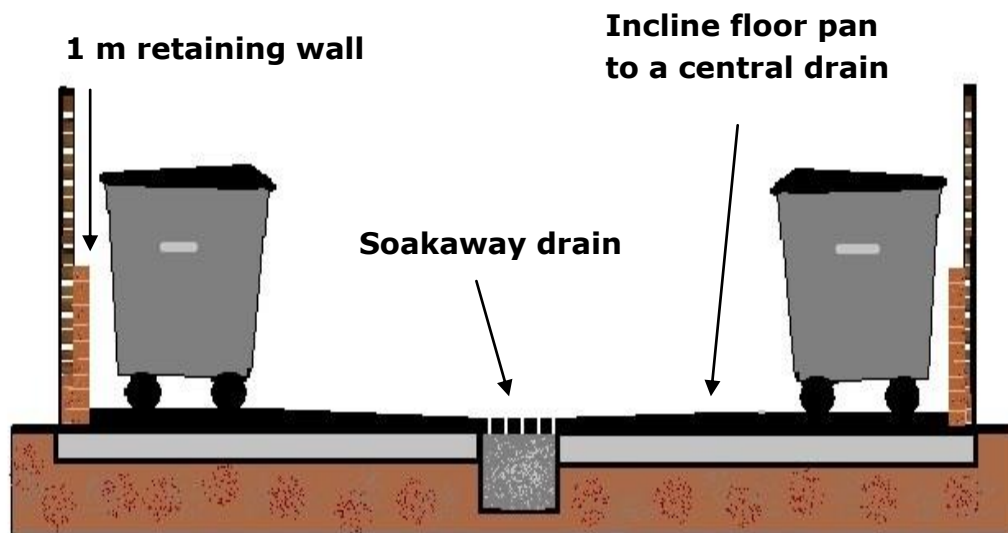
All bin stores or bin store areas should have a tarmac or concrete floor that is slightly inclined towards a central soakaway drain. This is important as refuse bins can sometimes leak smelly liquids, which would otherwise pool on the floor and could cause an odour problem and/or health risk. They should 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](http://www.middevon.gov.uk)

**Mid Devon District Council** 01884 255255

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**MANAGING THE ENVIRONMENT PDG**  
**24 November 2015**

**AGENDA ITEM:**

**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 282,027<sup>1</sup> square meters.

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<sup>1</sup> 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 MDCC 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 MDCC 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%

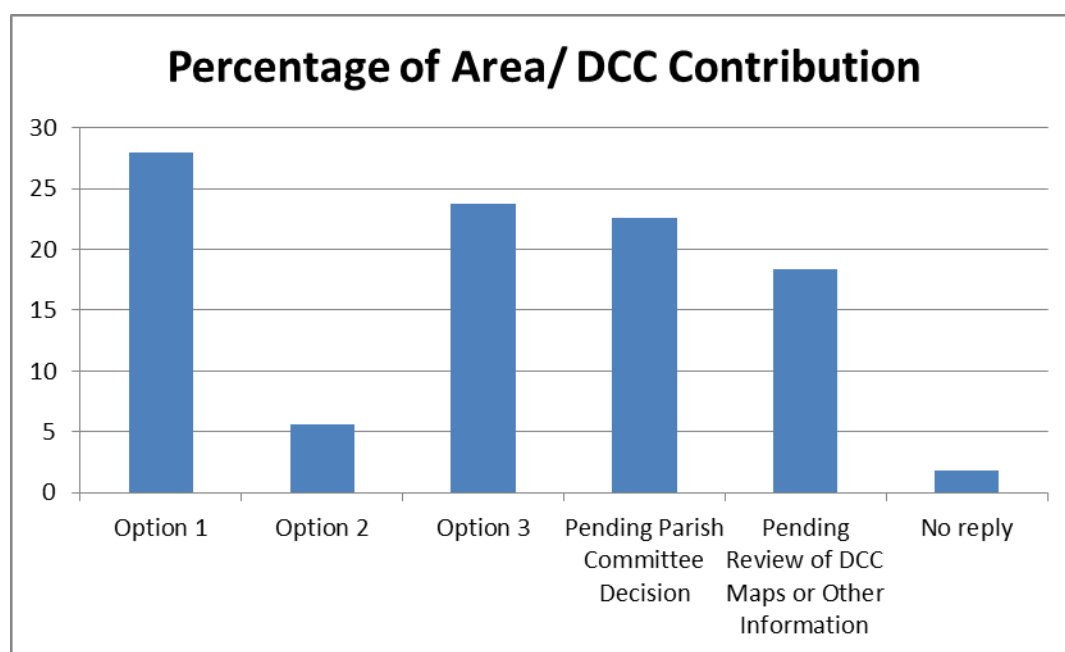
Option 2, total percentage of budget - 5.57 %

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) <sup>2</sup>	% of m2 & DCC budget	MDDC Estimated cost for current standards <sup>3</sup>	Town/ Parish Contribution	No. cuts contributed by Parish	DCC contribution <sup>4</sup>	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.

<sup>2</sup> 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.

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

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

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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

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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



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
<b>TOTAL</b>			<b>£60,520</b>	<b>£16,882</b>		<b>£13,315</b>	<b>£31,271</b>		

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# **Urban Highway Grass Cutting Agreement**

## **Urban Roads**

This Agreement is made the 1<sup>st</sup> 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 1<sup>st</sup> April 2016

“Expiry Date” means 31<sup>st</sup> 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 1<sup>st</sup> April and 31<sup>st</sup> 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/4387/regulations.pdf)

## Guidance Note

September 2009



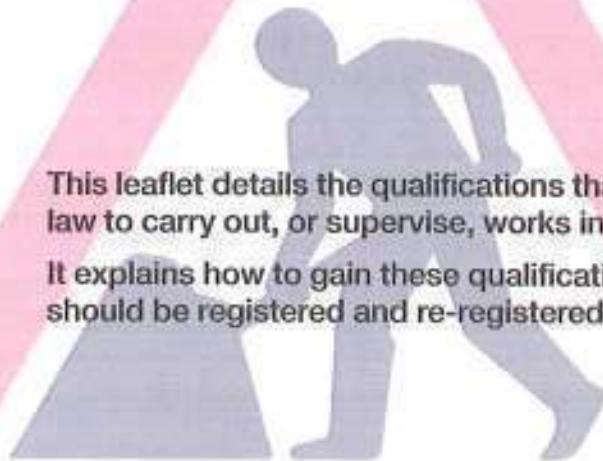
# New Roads and Street Works Act 1991

## 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](http://www.cityandguilds.com)

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

SQA. Optima Building, 58 Robertson Street, Glasgow, G2 8DQ  
Tel: 0845 279 1000 Web: [www.sqa.org.uk](http://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](http://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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September 2009.

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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 <sup>(12/12)</sup> 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 <sup>(12/12)</sup> 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](http://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 <sup>(12/12)</sup> Lantra hosts the register of Organizations on their website ([www.lantra-awards.co.uk/schedule-of-suppliers](http://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 <sup>(12/12)</sup> 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](mailto: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](mailto: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 <sup>(12/12)</sup> 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](mailto:sector.schemes@lantra-awards.co.uk) [www.lantra-awards.co.uk](http://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

<sup>(01/12)</sup> 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.

#### <sup>(01/12)</sup> 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

<sup>(04/12)</sup> 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.

#### <sup>(04/14)</sup> 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.**

<sup>(01/12)</sup> 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.

#### <sup>(01/12)</sup> 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.

#### <sup>(01/12)</sup> 1.2.5 Registered Traffic Management Operative

Section 3 of this document provides the following definitions:

Registered Traffic Management Operative (RTMO)	<sup>(01/12)</sup> 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.
--	--

<sup>(01/12)</sup> 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 <sup>(01/12)</sup>

Section 3 of this document provides the following definitions:

Registered Lead Traffic Management Operative (RLTMO)

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

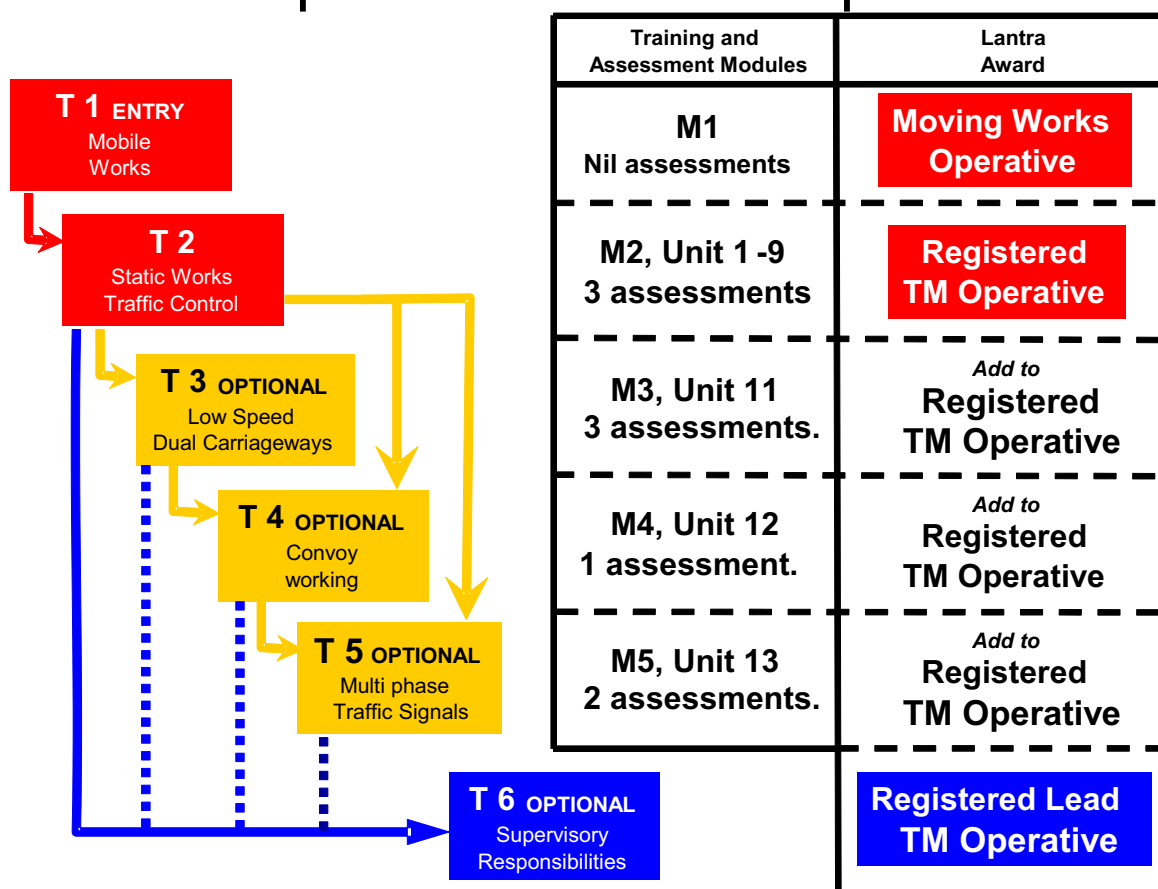
To supervise works for convoy working, multiphase traffic signals and dual carriageways the RLMTMO shall have successfully completed the appropriate modules and been issued with the relevant skills registration card. The Organization is responsible for the appointment of the RLMTMO. (See clause 6.2.2 (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 RLMTMO for basic statics works traffic control. Additional Modules which extend the RLMTMOs 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 RLMTMO 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 1<sup>st</sup> 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 80 M1	Moving Works on Single Carriageways <b>NOT</b> 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 (see <b>important note below</b> )
M2	Static works including the use of positive traffic control	For candidates requiring RTMO status	Shall do M1 first 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 (see <b>important note below</b> )
<b>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.</b>					
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 (see <b>important note below</b> )



(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 <b>(see important note below)</b>
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 81 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. <b>(see important note below)</b>
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 <b>(see important note below)</b>

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

<sup>(04/12)</sup> 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.

<sup>(04/14)</sup> **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

<sup>(12/09)</sup> 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

<sup>(12/09)</sup> **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.**

#### <sup>(12/09)</sup> 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

### 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](mailto: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 – Westex 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**

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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	<b>83,191.17</b>
High Street, Cred	49,520.75	300.52	<b>65,576.71</b>
Market Street, Cred	33,189.83	867.51	<b>36,481.92</b>
Market Place, Tiv	188,980.58	6,490.43	<b>216,592.38</b>
Phoenix House, Tiv	2,934.50	686.64	<b>3,300.67</b>
MSCP, Tiv	101,325.17	143.13	<b>135,763.75</b>
Station Road, Tiv	25,389.83	248.59	<b>32,531.42</b>
Wellbrook Street, Tiv	13,957.42	144.46	<b>14,638.13</b>
Westexe South, Tiv	41,948.33	2,293.46	<b>47,546.96</b>
William Street, Tiv	29,968.08	1,153.06	<b>25,898.88</b>
<b>Totals</b>	<b>560,031.67</b>	<b>14,921.47</b>	<b>661,521.96</b>
		<b>574,953.14</b>	

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

### 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	
	<b>Totals</b>	<b>74,059</b>	<b>87,380.60</b>	<b>Gross</b>
			<b>72,817.17</b>	<b>Net</b>

### 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	
	<b>Totals</b>	<b>74,059</b>	<b>99,829.40</b>	<b>Gross</b>
			<b>83,191.17</b>	<b>Net</b>

- 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	
	<b>Totals</b>	<b>50,074</b>	<b>59,424.90</b>	<b>Gross</b>
			<b>49,520.75</b>	<b>Net</b>

### 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	
	<b>Totals</b>	<b>50,074</b>	<b>78,692.05</b>	<b>Gross</b>
			<b>65,576.71</b>	<b>Net</b>

- 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	
	<b>Totals</b>	<b>27,710</b>	<b>39,827.80</b>	<b>Gross</b>
			<b>33,189.83</b>	<b>Net</b>

### 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	
	<b>Totals</b>	<b>27,710</b>	<b>43,778.30</b>	<b>Gross</b>
			<b>36,481.92</b>	<b>Net</b>

- 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	
	<b>Totals</b>	<b>192,836</b>	<b>226,776.70</b>	<b>Gross</b>
			<b>188,980.58</b>	<b>Net</b>

#### 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	
	<b>Totals</b>	<b>192,836</b>	<b>259,910.85</b>	<b>Gross</b>
			<b>216,592.38</b>	<b>Net</b>

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

### Phoenix House, Tiverton

<b>Medium Stay car park</b>	<b>Current</b>	<b>Total</b>	<b>Aug 14 -</b>	
<b>Tariff</b>	<b>Tariff Charge</b>	<b>Vends</b>	<b>July 15 Income</b>	
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	
	<b>Totals</b>	<b>23,675</b>	<b>3,521.40</b>	<b>Gross</b>
			<b>2,934.50</b>	<b>Net</b>

#### Chosen Option

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

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

### **MSCP, Tiverton**

<b>Long Stay car park</b>	<b>Current</b>	<b>Total</b>	<b>Aug 14 -</b>	
<b>Tariff</b>	<b>Tariff Charge</b>	<b>Vends</b>	<b>July 15 Income</b>	
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	
<b>Totals</b>		<b>100,591</b>	<b>121,590.20</b>	<b>Gross</b>
			<b>101,325.17</b>	<b>Net</b>

### **Chosen Options**

<b>Long Stay car park</b>	<b>Tariff</b>	<b>Total</b>	<b>Projected</b>	
<b>Tariff</b>	<b>Charge</b>	<b>Vends</b>	<b>Income</b>	
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	
<b>Totals</b>		<b>100,591</b>	<b>162,916.50</b>	<b>Gross</b>
			<b>135,763.75</b>	<b>Net</b>

### 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
<b>Totals</b>		<b>24,585</b>	<b>30,467.80</b>
			<b>Gross</b>
			<b>25,389.83</b>
			<b>Net</b>

### Chosen Options

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

- 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	
	<b>Totals</b>	<b>10,907</b>	<b>16,748.90</b>	<b>Gross</b>
			<b>13,957.42</b>	<b>Net</b>

### 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	
	<b>Totals</b>	<b>10,907</b>	<b>17,565.75</b>	<b>Gross</b>
			<b>14,638.13</b>	<b>Net</b>

- 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	
	<b>Totals</b>	<b>51,343</b>	<b>50,338.00</b>	<b>Gross</b>
All Tariff's Mon to Sat include 15 mins free			<b>41,948.33</b>	<b>Net</b>

#### 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	
	<b>Totals</b>	<b>51,343</b>	<b>57,056.35</b>	<b>Gross</b>
			<b>47,546.96</b>	<b>Net</b>

- 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	
	<b>Totals</b>	<b>30,297</b>	<b>35,961.70</b>	<b>Gross</b>
			<b>29,968.08</b>	<b>Net</b>

#### 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	
	<b>Totals</b>	<b>30,297</b>	<b>31,078.65</b>	<b>Gross</b>
			<b>25,898.88</b>	<b>Net</b>

- 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	£500.00
	Half Yearly Mid Devon Rover 24 hr permit	24 hours	£275.00
	Quarterly Mid Devon Rover 24 hr permit	24 hours	£150.00
5a	Annual Allocated space permit (24 hrs)	24 hours	£410.00

- 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)



## COMMUNITY WELL BEING PDG 3 NOVEMBER 2015

### GRANT PAYMENTS TO EXTERNAL ORGANISATIONS 2016/17

**Cabinet Member**                      **Cllr C Slade**  
**Responsible Officer**              **Grants and Funding Officer**

**Reason for Report:** To seek Member approval for the level of grant awards to external organisations for 2016/17.

#### RECOMMENDATIONS that:

**Members endorse the 2016/17 levels of grant funding for external and charitable organisations as set out in Appendix 1.**

**Relationship to Corporate Plan:** The allocation of grants provides support to external agencies delivering services that advance the Council's corporate priorities. Grant allocations tend to be most closely aligned to the Empowering our Communities priority, although they also have a bearing on other strategic objectives, such as Economic Development and Housing.

**Financial Implications:** The scope of the report incorporates reviewing annual grant awards to 12 external organisations providing 14 services while realising a 27% saving in the total grant budget.

**Risk Assessment:** Decreases to selected agencies introduced within a short period of time may lead to closure of a valued service or have a negative impact on the activities and services provided to residents. It could also result in adverse publicity for the Council. Significant reductions in established grant allocations may risk a challenge from (a) external organisations under public law and/or (b) the Secretary of State for Communities and Local Government. An Equalities Impact Assessment has been carried out for each of the 12 external organisations that have had their annual grants for 2016/17 reviewed.

#### 1.0 Introduction

1.1 The Council's Strategic Grants programme currently funds fourteen services provided by twelve agencies. These are:

#	Agency	2015/16 Grant
1	Age UK Mid Devon	£ 4,500
2	Blackdown Support Group	£ 200
3	Churches Housing Action Team (CHAT)	£ 5,000
4	Citizens Advice Bureau	*£47,500
5	Community Housing Aid Nightstop Service	£ 2,500
6	Crediton Arts Centre	£ 1,000
7	Grand Western Canal	£45,000
8	Involve – Voluntary Action in Mid Devon	£14,250

9	Market Centre Youth Drop-In, Tiverton	£ 2,750
10	Sunningmead Community Association	£ 750
11	Tiverton and District Community Transport Association (including Crediton and District Community Transport)	£23,275
12	Tiverton Museum of Mid Devon Life (also provider of Tiverton and District Tourist Information Service)	£27,500 £ 4,000
	<b>TOTAL</b>	<b>£178,225</b>

\* Citizens Advice Bureau has £14,500 of its annual grant deducted at source to cover accommodation costs within Tiverton Town Hall and Crediton Town Hall.

- 1.2 The review of grants to external organisations for 2016/17 continues to enact the recommendations of the Community Well Being Policy Development Group of 21 June 2011 that:

“The Council review and reassess the overall grants budget, realigning grant allocations to fit more appropriately with the Council’s strategic priorities”.

The review also takes into consideration additional in-kind support provided by the Council. This includes leasing arrangements and rental subsidies, together with the on-going financial position of the Council, which requires savings to be identified from all services.

- 1.3 Since 2011/12 the Council has successfully aligned grant allocations more closely with the priorities of the Corporate Plan 2012-15. As the Corporate Plan for the next period is currently being prepared, the 2016/17 review of grant allocations continues to refer to the 2012-15 priorities.
- 1.4 All Heads of Service have been asked to identify budget savings to help alleviate the reduction in the government’s formula grant. The Head of Finance and Section 151 Officer has identified a savings target of £656,000 as a consequence of a decrease in formula grant in the next financial year.
- 1.5 The indicative saving from the council’s grant budget for 2016/17 is £50,000. This represents a 27% reduction in budget.
- 1.6 In September 2011 the Department for Communities and Local Government (DCLG) issued a Best Value Statutory Guidance setting out the government’s expectations for local authorities considering changes to funding for local voluntary and community groups. DCLG has confirmed that this guidance is still relevant.

The guidance allows local authorities the flexibility to exercise appropriate discretion in considering the circumstances of individual cases, while advocating the need to:

- Avoid passing on disproportionate reductions by not levying larger reductions to the voluntary and community sector as a whole than they take on themselves;
- Give at least three months’ notice of any reduction or termination of

- funding to both the organisation and public/service users; and
- Make available all appropriate information in line with the government's transparency agenda.

The Council also has a duty to assess the impact of any reductions in funding to vulnerable groups under the Equality Act 2010.

## **2.0 Grant Review Process for 2016/17**

- 2.1 For 2016/17, as with previous years, the Council recognises that the services provided by all grant funded agencies make a valuable and sometimes essential contribution to the well being of Mid Devon residents and communities. The Council has sought to protect allocations to agencies providing a reliable service to the district's most vulnerable residents.

The Council further acknowledges that its grant contribution to external agencies is a significant factor in the ability of those agencies to attract additional investment.

In 2014/15 and 2015/16 the Council alleviated the level of reduction in grants to annually funded agencies by reducing its investment in the Seed Fund to the point at which the Fund has been all but depleted. £1,480 remains in the Seed Fund budget.

It is therefore no longer possible to deploy the Seed Fund budget to significantly reduce the impact on funded agencies of a 27% reduction in the overall grant budget. In order to reach the specified savings target, difficult choices have had to be made.

The government has indicated that it plans to remove all formula grants to local authorities by 2020. Meanwhile, the benefits of the government's pledge to enable council's to retain locally raised business rates by the end of the decade are not yet known.

Given this scenario it is probable that annual grants to external organisations will need to continue to accommodate a year on year reduction and this will require a shift in emphasis on how grant awards are assessed.

- 2.2 In previous years agencies have been appraised against the following criteria::
- How the services they provide meet the Council's corporate strategic objectives as set out in the Corporate Plan 2012-15;
  - Detailed service and performance data;
  - Three years' worth of accounts;
  - A current business or development plan, or strategic objectives for the next twelve months;
  - Impact on services of a percentage grant reduction;
  - An analysis of the social, economic and environmental benefit of the

- services provided;
- Whether front-line services are directly provided for vulnerable or at risk residents and in particular those that are affected by changes to the welfare system;
- Whether detailed service and performance data was provided by the deadline set by the Council;
- The individual circumstances of each organisation;
- Additional 'in kind' support allowed by the Council, including leasing arrangements; and
- Value for money for taxpayers.

2.3 For 2016/17 grant allocations have been assessed against the following revised criteria:

- o How the services provided meet the priorities set out in the 2012-15 Corporate Plan;
- o The financial capacity of each organisation to absorb a reduction in grant award and whether a reduction in grant will place the continued viability of an agency at risk;
- o Whether a reduction in grant will result in greater pressure on Council services;
- o Value for money for taxpayers; and
- o Any other extenuating circumstances that call the retention of the Council's annual grant award at its present level into question.

2.4 The 2016/17 assessment has also considered additional ways in which the Council provides in-kind and financial assistance to grant funded organisations. Three agencies in receipt of an annual grant during 2015/16 have received a rent subsidy for the use of Council owned property. This is reflected in the table in Appendix 1, while all agencies in receipt of a rental subsidy or non-grant support valued in excess of £1,000 are listed in Appendix 5 in order to show the true value of the Council's financial assistance.

Officers continue to review rental subsidies on an on-going basis as leases become due for renewal.

Grants to Tiverton Museum of Mid Devon Life and the Tiverton Tourism Information Service are protected until August 2016/17 under the terms of an agreement between the District Council and the Museum to provide a tourism information resource.

2.5 Once the new Corporate Plan has been approved, grant allocations will be reappraised against the revised priorities for the period 2017/18 and beyond.



- 2.6 The Council's base grant budget for the 2015/16 financial year is £179,705. This is divided between grants to external agencies or services and the remnants of the Seed Fund. Subject to the recommendations of the report being approved, the grant profile for the period 2012/13 to 2016/17 is as follows:

	2012/13	2013/14	2014/15	2015/16	2016/17
Annual grants to external organisations	217,675	191,960	184,700	178,225	131,980
Seed Fund	32,325	41,910	15,300	1,480	0
<b>Total Budget (£)</b>	<b>250,000</b>	<b>233,870</b>	<b>200,000</b>	<b>179,705</b>	<b>130,500</b>

- 2.7 In order to comply with the Council's duty to consult, agencies whose annual grant is scheduled for reduction from 1 April 2016 will be given the opportunity to submit a written appeal. The Grants and Funding Officer will coordinate the appeals process and will continue to be available to assist organisations to adapt to a reduced grant settlement where appropriate.

### 3.0 Agency Assessments

- 3.1 89% (£158,125) of the Strategic Grants budget is currently invested in five agencies providing six services, one of which (the Tiverton Museum of Mid Devon Life) is protected from a grant reduction until August 2016, as noted in paragraph 2.4.

It is therefore impossible to realise a 27% saving (£50,000) in the total grants budget without decreasing awards for some or all of the following:

- o Citizen's Advice Bureau (2016/17 grant: £47,500);
- o Grand Western Canal (£45,000);
- o Tiverton and Crediton Community Transport (£23,275);
- o Involve – Voluntary Action in Mid Devon (£14,250).

- 3.2 It is essential to use the 2016/17 Grants Review to indicate the direction of travel for grants to external agencies and that pressure to reduce the budget is likely to continue in forthcoming years, which may result in the removal of the budget altogether.

- 3.3 Applying the criteria in paragraph 2.3, the following assessments have been made for 2016/17:

- o **Age UK Mid Devon** – a financially robust agency able to withstand a small reduction in annual grant;
- o **Blackdown Support Group** – while the Council's annual award of £200 is minimal, the charity is financially strong and should be able to absorb the removal of its annual grant;
- o **Churches Housing Action Group** - a financially well-managed agency able

to withstand a small reduction in annual grant;

- o **Citizen's Advice Bureau** – concerns about the robustness of the CAB's service provision in Mid Devon has been regularly raised by senior officers of the Council in recent years. The CAB's rental of Town Hall offices is due for review this autumn. Consequently, the recommendation in this report is that the Council should incrementally withdraw its investment in the CAB by 2018/19.

- o **Community Housing Aid** - a financially robust agency able to withstand a small reduction in grant;

- o **Crediton Arts Centre** – the salaried administrator for the Arts Centre continues to make a significant contribution to Crediton Town Team and town centre events such as the Flags Project. However, given the Council's challenging financial position and the need to identify a difficult array of savings, it is considered that the Arts Centre has the capacity and resourcefulness to absorb the removal of its grant without unduly affecting its immediate service provision, although its contribution to other town initiatives may reduce.

- o **Grand Western Canal** – a Devon County Council facility which the District Council makes a contribution towards. Given the challenges faced by the District Council to meet its legal obligation of setting a balanced budget, it is recommended that MDDC's investment in the canal is removed by 2017/18.

- o **Involve** – the finances of this charity are such that a major reduction in grant will threaten its viability and may lead to immediate closure. The proposal in this round is that a reduction in grant is recommended and the agency given twelve months to review its future direction and financial sustainability;

- o **Market Centre Youth Drop-In** – the charity has recovered well from a challenging budget deficit a few years ago and continues to provide a good service in Council accommodation for hard to reach young people. The Council has reviewed the charity's rent and introduced an annual rental charge of £1,000 from 1 April 2015, increased from a peppercorn rent of £5. A small decrease in grant is proposed;

- o **Sunningmead Community Association** – a well managed organisation that has done well to move to a position of almost full financial sustainability, enabling the Council to reduce its grant investment;

- o **Tiverton and Crediton Community Transport Association** – the transport associations serving Tiverton and district and Crediton and district merged in 2013/14 with the loss of one senior management post. Further economies of scale should therefore be realisable and a modest reduction in grant is recommended. The charity has recently confirmed that it has no plans to move from its present location within the Phoenix Lane Car Park and will consequently be subject to a rent review before 1 April 2016.

- o **Tiverton Museum of Mid Devon Life** – the Council's annual grant supports the post of Museum Director. There is currently an agreement between the Council and the Museum not to reduce its grant in return for the provision of a Tourism Information Service. While this agreement comes to an end in August 2016, no amendment to grant level is proposed for 2016/17, although the Museum's trustees will need to be advised that retention of the grant at its current level will be difficult for 2017/18.

- o **Tiverton Tourism Information Service** – the annual grant is protected until August 2016. No decrease in grant award is proposed for 2016/17.

A full list of all recommended grant awards is detailed in Appendix 1.

#### **4.0 Seed Fund**

- 4.1 The Council introduced a new grant scheme named the Seed Fund in 2012/13. The purpose of the fund was to provide start-up funding for new community initiatives that could be sustained over a long period.
- 4.2 Grants were available for up to three years with an incremental year on year reduction to encourage financial sustainability. The Council's contribution was pegged at a maximum of 40% of the overall project cost in order to attract investment into the district.
- 4.3 Between May 2012 and July 2014 the Council received 32 applications to the Seed Fund and made 14 awards. In the majority of instances, rejected applications were unable to present a convincing business case to the Council to justify investment. A full list of applications to the programme and decisions on funding is provided in Appendix 2. This includes details of the budget per financial year, the amount allocated and the balance carried forward to the next financial year.
- 4.4 In 2015/16 the Seed Fund was reduced to £1,480 as a means of protecting Strategic Grant payments. This outstanding amount is offered as a saving as part of the 2016/17 Grant Review.

#### **5.0 Summary**

- 5.1 A list of all agencies and proposed level of grant funding for 2016/17 is detailed in Appendix 1. The appendix also provides information on:
  - 2015/16 grant awards;
  - The financial and percentage value of any grant decrease;
  - Additional subsidies provided during 2015/16.
- 5.2 In undertaking this review, the Cabinet Member for Community Well Being has taken account of the government's Best Value Statutory Guidance (see paragraph 1.6).
- 5.3 All Seed Fund applications and awards are listed in Appendix 2.
- 5.4 An Equalities Impact Assessment has been completed for each of the external organisations as part of the grants review for 2016/17. These are provided in Appendix 3.
- 5.5 Appendix 4 provides detailed performance data for all 14 services supported through the Strategic Grants programme.

5.6 A list of all agencies in receipt of a rental subsidy or non-grant support greater than £1,000 during 2014/15 is provided in Appendix 5.

**Contact for more information:** Paul Tucker (Grants and Funding Officer, ext. 4930; email: [ptucker@middevon.gov.uk](mailto:ptucker@middevon.gov.uk)).

**Circulation of the report:** Management Team, Cllr C Slade, Head of Communities and Governance, Head of Finance and Section 151 Officer, Community Development and Regeneration Manager.

## **APPENDIX 1 RECOMMENDED GRANT ALLOCATIONS FOR 2016/17**

Agency	Grant 2015/16 (£)	Proposed Grant 2016/17 (£)	Recommended Saving (£)	+/- (%)
Age UK Mid Devon	4,500	3,500	1,000	-22%
Blackdown Support Group	200	0	200	-100%
Churches Housing Action Team (CHAT)	5,000	4,000	1,000	-20%
Citizen's Advice Bureau (CAB) ①	47,500	32,500	15,000	-32%
Community Housing Aid Nightstop Service	2,500	2,000	500	-20%
Crediton Arts Centre	1,000	0	1,000	-100%
Grand Western Canal ②	45,000	22,500	22,500	-50%
Involve – Voluntary Action in Mid Devon	14,250	10,000	4,250	-30%
Market Centre Youth Drop-In ③	2,750	2,500	250	-9%
Sunningmead Community Association	750	0	750	-100%
Tiverton and Crediton Community Transport④	23,275	22,000	1,275	-5%
Tiverton Museum of Mid Devon Life⑤	27,500	27,500	0	0%
Tiverton Tourism Information Service⑤	4,000	4,000	0	0%
<b>TOTAL</b>	<b>178,225</b>	<b>130,500</b>	<b>47,725</b>	<b>-27%</b>

When the remaining Seed Fund budget of £1,480 is included in the savings for 2016/17, the reduction to the grants budget totals £49,205 (27%).

### **Notes**

①**CAB:** £14,500 is deducted at source by the Council for the rental of office space and infrastructure in Tiverton Town Hall and Crediton Town Hall. Leases for both venues are scheduled for review this autumn. It is proposed that the CAB's annual grant over the next three years should be:

- o 2016/17: £32,500
- o 2017/18: £16,250
- o 2018/19: £ 0

② **Grand Western Canal:** the Council currently makes a contribution to the maintenance of the canal. It is recommended that the Council's contribution is withdrawn by 2017/18.

③ **Market Centre Youth Drop-In Centre:** will contribute an annual rent of £1,000 from 1<sup>st</sup> April 2015 in place of a former £5 peppercorn rent.

④ **Tiverton and District Community Transport, including Crediton and District Community Transport:** lease to be reviewed in the autumn 2015 following the charity's confirmation that it has no 'full plans' to move from its offices within the Phoenix Lane Car Park.

⑤ **Tiverton Museum of Mid Devon Life and Tiverton Tourism Information Service:** has an agreement with the Council that both grants will be protected until August 2016 in recognition of the Museum taking on the provision of tourism information.

## **APPENDIX 2**

### **ALL SEED FUND APPLICATIONS AND AWARDS 2012/13 - 2016/17**

#### **MAY 2012**

#	APPLICANT	YR1 12/13	YR2 13/14	YR3 14/15	COMMENTS
1	Age Concern Crediton & District	0	0	0	
2	Age UK Tiverton, Cullompton & District	0	0	0	
3	Cheriton Fitzpaine Parish Hall	5,000	0	0	Invited to reapply (see 22)
4	Crediton Arts Centre	1,000	0	0	Music Market
5	Cullompton Community Centre	0	0	0	
6	Devon Carousel Project	0	0	0	
7	Friends of Grand Western Canal	2,500	0	0	Orchard and picnic area
8	Morchard Bishop Pre-School	0	0	0	Invited to reapply (see 24)
9	Old Heathcoat Sch Community Centre	4,500	3,000	1,000	
10	Tiverton Museum of Mid Devon Life	3,000	0	0	Shop upgrade
11	Ubuntu Counselling Services	0	0	0	

#### **OCTOBER 2012**

#	APPLICANT	YR1 12/13	YR2 13/14	YR3 14/15	COMMENTS
12	Coldharbour Mill	0	0	0	
13	Community Council of Devon	0	0	0	
14	Crediton Arts Centre	0	0	0	Festival. Invited to reapply
15	Crediton Methodist Church	3,500	2,500	1,500	Youth worker
16	Cullompton Town Council	0	0	0	
17	Orchards Live	0	0	0	
18	Plough and Share Credit Union	0	0	0	Invited to reapply.
19	Tiverton Museum of Mid Devon Life	0	0	0	Banners
20	Uffculme Parish Council	0	0	0	
21	Unite Carers in Mid Devon/Age UK	2,600	2,600	0	

#### **JULY 2013**

#	APPLICANT	YR1 13/14	YR2 14/15	YR3 15/16	COMMENTS
22	Cheriton Fitzpaine Parish Hall	5,000	2,000	0	Refurbishment (see 3)
23	Crediton Community Bookshop	0	0	0	

24	Morchard Bishop Pre-School	5,000	0	0	Subject to lease (see 8)
25	Tiverton Community Arts Theatre	0	0	0	Invited to reapply
26	Willand Rovers Football Club	0	0	0	

#### JULY 2014

#	APPLICANT	YR1 14/15	YR2 15/16	YR3 16/17	COMMENTS
27	Churches Housing Action Team	4,000	3,000	2,000	
28	Chawleigh Jubilee Hall	4,000	0	0	50% funding to be in place
29	Room 4 U Silverton	5,000	4,000	3,000	50% funding to be in place
30	Stockleigh Pomeroy Village Hall	5,000	4,000	0	
31	Thorverton Memorial Hall	1,000	0	0	
32	Cheriton Fitzpaine Parish Hall	0	0	0	

#### TOTAL SEED FUND GRANTS ALLOCATED

2012/13	2013/14	2014/15	2015/16	2016/17
£22,100	£18,100	£23,500	£11,000	£5,000

#### SEED FUND BUDGET 2012/13-2016/17

2012/13	2013/14	2014/15	2015/16	2016/17
£32,325	£41,910	£15,300	£1,480	£0

### APPENDIX 3

#### EQUALITY IMPACT ASSESSMENTS – GRANTS REVIEW 2016/17

<b>Name</b>	Paul Tucker (Grants and Funding Officer)
<b>Service or Function</b>	Grants Review 2016/17
<b>Department</b>	Community Development and Regeneration
<b>Head of Service</b>	Amy Tregellas (Head of Communities and Governance)
<b>Date of Assessment</b>	19 <sup>th</sup> October 2015

#### Background

The Council currently provides grants to 12 voluntary and community sector and other not-for-profit organisations providing a range of services across the district. The value of the Council's grant is usually greater than its monetary value as other funders are often encouraged to invest in an organisation that can demonstrate local authority support.

The total grants budget for the current financial year (2015/16) is £179,705 comprising £178,225 in annual grants to organisations and for services, and a Seed Fund budget of £1,480. The Council is looking to continue to reduce grants to individual agencies for the 2016/17 financial year in order to:

- o Align grant awards more clearly to the Council's strategic aims and objectives; and
- o Identify savings toward the Council's budget deficit for 2016/17.

In order to minimize any adverse effect on services provided to vulnerable

Individuals, officers have carried out a detailed assessment of the impact of any grant reductions on each organisations in Appendix 3. Table 1, 'Analysis for each Strategic Grant funded agency', presents an officer assessment on impact, while the text in Table 2, 'Impact Assessment Matrix' is provided by the agencies themselves.

In undertaking this process the Council has a legal duty to:

- o Eliminate discrimination and promote equality in service delivery and employment; and
- o Ensure value for money for taxpayers.

## **Consultation**

During the 2015/16 and 2016/17 reviews, grant recipients were asked to complete a self-assessment form providing information about:

- o The services they deliver;
- o Their desired outcomes and the level of outputs;
- o How the aims and objectives of their organisation match MDDC's corporate aims and objectives;
- o The possible effect of a 33% and 66% reduction in their level of grant;
- o Any additional social, economic or environmental benefits they might provide.

Organisations were also asked to submit annual accounts for three complete years together with a business plan or other development profile. The impact assessments from the consultation are noted in the individual assessments below.

Because much of the information provided for the 2015/16 review was still pertinent and the Council's Corporate Plan is currently being revised, the capacity of grant funded agencies was not tested this year by (a) the requirement to match their services against the 2012-15 Corporate Plan, (b) the percentage reductions in their grant and (c) the social, economic and environmental benefits their services provide. Officers did, however, refer to each agency's last set of published annual accounts in order to assess their financial health and ability to absorb a reduction in grant.

## **Actions to limit any adverse effects**

To limit the adverse effects on vulnerable individuals of any proposed grant reduction, the following factors were taken into consideration as part of the grant review process:

- The need to maintain front-line services as far as possible;
- The need to protect essential services to the most vulnerable and, in particular, residents that are likely to be affected by the changes to the welfare benefits system; and
- Having due regard to the financial stability of the organisation.

Agencies recommended for a reduction in grant will have the opportunity to appeal in writing against the decrease..

Where grant reductions have been recommended, the support of the Grants and Funding Officer will be offered to help organisations find alternative sources of Income.,

**Table1 - ANALYSIS FOR EACH STRATEGIC GRANT FUNDED AGENCY**



## 1. AGE UK MID DEVON

<b>Services</b>	Age UK Mid Devon provides a range of information and advice services, day care, luncheon clubs, one-to-one support and foot care services to residents over 50 & their carer's.
<b>Users</b>	Residents over 50 & their carer's.
<b>MDDC Funding</b>	£4,500 pays for core running costs, specifically the role of Chief Officer. This represents 2% of Age UK's total income for the financial year ending 31 March 2014. A grant reduction of 1,000 is recommended for 2016/17.
<b>Potential effect of reductions (from self-assessment 15/16)</b>	Please refer to the Impact Assessment Matrix at the end of this appendix.
<b>Equality Analysis</b>	<ul style="list-style-type: none"> <li>• Age UK provides important information and advice services and essential day care and luncheon club provision to residents over 50 and their carers – many of whom may be regarded as vulnerable;</li> <li>• A substantial reduction in grant level may adversely affect essential services to vulnerable individuals, while reductions in grants to other advice providers may increase demand on Age UK's services. However, a measured reduction in grant could be compensated by the financial health and good fiscal management of the organisation.</li> </ul>
<b>Grants Review 15/16</b>	o In last year's review Age UK was assessed as a high priority agency providing essential services that aligned strategically to MDDC's corporate aims.



## 2. BLACKDOWN SUPPORT GROUP

<b>Services</b>	The Blackdown Support Group provides range of social and health-related services to residents of the Blackdown Hills, including volunteer visiting, advocacy, foot care, transport to medical appointments, as well as luncheon and tea clubs.
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<b>Users</b>	Residents of the Blackdown Hills in social or medical need, particularly the elderly, with many at risk of rural social isolation.
<b>MDDC Funding</b>	£200 – cost of staffing telephones to take requests for services. The Council's grant contributed just 0.4% of the charity's income for the financial year ending 31 March 2014. Complete removal of the grant is recommended for 2016/17.
<b>Potential effect of reductions (from self-assessment 15/16)</b>	Please refer to the Impact Assessment Matrix at the end of this appendix.
<b>Equality Analysis</b>	<ul style="list-style-type: none"> <li>• The Blackdown Support Group provides services to vulnerable and isolated individuals of all ages, but particularly older people, in a rurally dispersed area;</li> <li>• Any reduction to the grant level is unlikely to cause a major adverse effect to vulnerable individuals because of the low level of grant award. However, it may contribute to a climate in which it becomes more difficult to attract funding from other agencies, and it may incline other statutory funders to follow suit.</li> <li>• The level of grant is low, but helps to lever in funding from a number of other public bodies. <ul style="list-style-type: none"> <li>o A reduction in annual grant for other advice providers is likely to increase pressure on the charity's services.</li> </ul> </li> </ul>
<b>Grants Review 15/16</b>	<ul style="list-style-type: none"> <li>o In the 2015/16 review the Blackdown Support Group was assessed as being outside the highest priority service providers (Age UK, CAB, CHAT, and Nightstop) although it was acknowledged that the charity provides important services that can demonstrate a strong correlation to the Council's strategic objectives that in some cases may be considered essential to residents.</li> </ul>

### 3. CHURCHES HOUSING ACTION TEAM (CHAT)

Churches Housing Action Team 

<b>Services</b>	CHAT provides independent advice to those in housing need.
<b>Users</b>	Those who are or may be in danger of becoming homeless.
<b>MDDC Funding</b>	£5,000 towards core running costs. In the financial year ending 31 <sup>st</sup> March 2015 MDDC's Strategic Grant award represented 1.5% of the charity's income. A £1,000 reduction in grant is recommended for 2016/17.
<b>Potential effect of reductions (from self-assessment 15/16)</b>	Please refer to the Impact Assessment Matrix at the end of this appendix.
<b>Equality Analysis</b>	<ul style="list-style-type: none"> <li>• CHAT provides important information and support services to particularly vulnerable individuals, often young people;</li> </ul>

	<ul style="list-style-type: none"> <li>• A substantial reduction in grant may adversely affect essential services to vulnerable individuals, while reductions in grants to other advice providers may increase demand on CHAT services. However, a measured reduction in grant could be compensated by the financial health and good fiscal management of the organisation.</li> </ul>
<b>Grants Review 15/16</b>	<ul style="list-style-type: none"> <li>o Dealing with homelessness is a statutory responsibility of the Council;</li> <li>o CHAT was assessed as a high priority service provider, supplying an essential service which contributes to one of the core functions of the Council and able to demonstrate a strong alignment to the Council's corporate objectives.</li> </ul>



#### 4. CITIZENS ADVICE BUREAU

<b>Services</b>	The CAB provides free legal information and advice on social welfare issues, including financial literacy, debt and welfare benefits uptake.
<b>Users</b>	People in need of legal advice – particularly people in financial difficulties, on benefits or in debt.
<b>MDDC Funding</b>	£47,500. This includes £14,500 for rental and phone costs for offices in Tiverton and Crediton, which is deducted at source.. Both leases are due for review this autumn. Mid Devon CAB forms part of a larger grouping of CAB's that includes Torridge, North Devon and West Devon. In the financial year ending 31 March 2014 the charity received an income of £1,044,318, of which MDDC's grant represented 4.5%. A phased withdrawal of the Council's grant report is recommended over the next three financial years, commencing with a £15, 000 decrease in 2016/17.
<b>Potential effect of reductions (from self-assessment 15/16)</b>	Please refer to the Impact Assessment Matrix at the end of this appendix.
<b>Equality Analysis</b>	<ul style="list-style-type: none"> <li>• The Citizen's Advice Bureau provides services to a particularly vulnerable group of residents;</li> <li>• The recommended substantial reduction in grant level may adversely affect essential services to vulnerable individuals following ongoing changes to the welfare benefits system, and is likely to result in a significant decrease in available welfare rights advice to vulnerable residents across the district and the closure of CAB offices.;</li> <li>• The recommended substantial reduction in grant may increase demand on other advice providing agencies,</li> </ul>

	including the District Council and other Strategic Grant funded organisations such as Age UK, the Churches Housing Action Team and the Market Centre Youth Drop-In.
<b>Grants Review 15/16</b>	<ul style="list-style-type: none"> <li>o The Citizens Advice Bureau was assessed as providing high priority services alongside Age UK, CHAT and Nightstop: essential services that show a strong strategic alignment with the Council's corporate objectives.</li> </ul>

## 5. COMMUNITY HOUSING AID (CHA) NIGHTSTOP



<b>Services</b>	Community Housing Aid's Nightstop service provides emergency accommodation for young people at risk of sleeping rough.
<b>Users</b>	Young people aged 16-25.
<b>MDDC Funding</b>	£2,500 contributes towards the running costs of Nightstop Devon. This represents 0.7% of the charity's income for the financial year ending 31 March 2014. A reduction of £500 in CHA's annual grant is recommended for 2016/17.
<b>Potential effect of reductions (from self-assessment 15/16)</b>	Please refer to the Impact Assessment Matrix at the end of this appendix.
<b>Equality Analysis</b>	<ul style="list-style-type: none"> <li>• Community Housing Aid provides essential overnight accommodation to a particularly vulnerable group of individuals aged 16-25.</li> <li>• A significant reduction in grant may adversely affect essential services to vulnerable individuals and increase pressure on other housing service providers, including the District Council. However, a measured reduction in grant could be compensated by the financial health and good fiscal management of the organisation without adversely impacting on service beneficiaries.</li> </ul>
<b>Grants Review 15/16</b>	<ul style="list-style-type: none"> <li>o Dealing with homelessness is one of the statutory responsibilities of the Council;</li> <li>o CHA was assessed as a high priority service providing essential services that contribute directly to one of the core functions of the Council and can show strong alignment to the Council's corporate objectives.</li> </ul>

## 6. CREDITON ARTS CENTRE



<b>Services</b>	Arts-based classes, workshops and courses. Crediton Arts Centre hosts professional theatre companies and
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	musicians but its main role in terms of its Strategic Grant is that it continues to be a significant umbrella organisation for arts based regeneration activities in Crediton.
<b>Users</b>	All age groups.
<b>MDDC Funding</b>	£1,000 towards core running costs representing 0.9% of the charity's total income for the financial year ending 31 December 2014. Complete removal of the grant is recommended for 2016/17.
<b>Potential effect of reductions (from self-assessment 15/16)</b>	Please refer to the Impact Assessment Matrix at the end of this appendix.
<b>Equality Analysis</b>	<ul style="list-style-type: none"> <li>• Crediton Arts Centre does not provide an essential service to vulnerable individuals. The recommended removal of annual grant would therefore not specifically affect vulnerable individuals. However, it may result in the Arts Centre reviewing its involvement in other town wide and economic regeneration initiatives such as the Crediton Town Team.</li> </ul>
<b>Grants Review 15/16</b>	<ul style="list-style-type: none"> <li>o Assessed as providing important services that can demonstrate a strong correlation to the Council's strategic objectives that in some cases may be considered essential to residents, and has added value in terms of the economic benefit to Crediton and the charity's key role in regeneration activities.</li> </ul>

## 7. GRAND WESTERN CANAL



<b>Services</b>	The Grand Western Canal is owned and managed by Devon County Council which maintains the canal and its assets.
<b>Users</b>	All residents and visitors to the district.
<b>MDDC Funding</b>	£45,000. The County Council's total gross budget for 2015/16 is £1,165.3 million. A phased two-year withdrawal of the District Council's contribution is recommended, starting with a decrease in grant of £22,500 for 2016/17.
<b>Potential effect of reductions (from self-assessment 15/16)</b>	Please refer to the Impact Assessment Matrix at the end of this appendix.
<b>Equality Analysis</b>	<ul style="list-style-type: none"> <li>• The Grand Western Canal has made great improvements to the accessibility of the canal to people with physical disabilities in recent years. The proposed reduction in grant may impact on the canal's ability to improve access to its facilities and attract tourists. However, it does not provide an essential service to vulnerable people.</li> </ul>

	<ul style="list-style-type: none"> <li>• A reduction to the canal's grant would not directly impact on vulnerable people.</li> </ul>
<b>Grants Review 15/16</b>	<ul style="list-style-type: none"> <li>o Grand Western Canal was assessed as a provider on non-priority services - providing important services that can demonstrate a strong correlation to the Council's strategic objectives that in some cases may be considered essential to residents.</li> <li>o The Grand Western Canal provides a good match against MDDC's 2012-15 corporate aims particularly in terms of managing the environment and attracting tourists to the district that help support local businesses.</li> </ul>



## 8. INVOLVE – VOLUNTARY ACTION IN MID DEVON

<b>Services</b>	Involve provides infrastructure support services to voluntary and community sector organisations across the district. It advocates on behalf of the voluntary and community Sector (VCS) locally, provides a volunteer centre for the Tiverton and Cullompton area and hosts community projects.
<b>Users</b>	Voluntary and community organisations, many of which work directly with vulnerable individuals.
<b>MDDC Funding</b>	£14,250 towards core running costs, principally the post of Chief Officer. The Council's grant contributed 7.7% of the charity's income in the financial year ending 31 March 2014. A £4,250 reduction in grant is recommended for 2016/17.
<b>Potential effect of reductions (from self-assessment 15/16)</b>	Please refer to Impact Assessment Matrix at the end of this appendix.
<b>Equality Analysis</b>	<ul style="list-style-type: none"> <li>• Involve is a support agency that works directly with VCS organisations providing support for vulnerable individuals;</li> <li>• The recommended reduction in grant would weaken the level infrastructure support for voluntary and community sector agencies in the district and may lead to the closure of some – or potentially all - of Involve's services, which will have an impact on the charity's ability support agencies that meet the needs of vulnerable individuals.</li> </ul>
<b>Grants Review 15/16</b>	<ul style="list-style-type: none"> <li>o Involve has been assessed as providing important services that can demonstrate a strong correlation to the Council's strategic objectives that in some cases may be considered essential to residents, although its role as an a provider of infrastructure support rather than front-line services means it isn't viewed as a high priority supplier of services to vulnerable residents.</li> </ul>



## 9. TIVERTON MARKET CENTRE YOUTH DROP-IN (MCYDI)

<b>Services</b>	Tiverton Market Centre Youth Drop-In provides advice and activity based support for young people, predominantly senior youth aged 13+.
<b>Users</b>	Young people, particularly those that are disengaged, hard-to-reach and not engaged by the County Youth Service.
<b>MDDC Funding</b>	£2,750 to support core running costs, representing 2.4% of the charity's income for the year ending 31 March 2015. The MCYDI leases premises from the Council, where its peppercorn rent of £5 per annum has been replaced by a rental of £1,000 from 1 <sup>st</sup> April 2015. A grant reduction of £250 is proposed for 2016/17.
<b>Potential effect of reductions (from self-assessment 15/16)</b>	Please refer to the Impact Assessment Matrix at the end of this appendix.
<b>Equality Analysis</b>	<ul style="list-style-type: none"> <li>• The Market Centre provides important services to often disengaged young people.</li> <li>• A decrease in grant may result in a reduction of service to hard-to-reach young people at a time when the future of Devon County Council youth provision continues to be uncertain.</li> <li>o Reductions in annual grant award to other advice agencies may result in an increase in the number of vulnerable residents seeking advice from MCYDI.</li> </ul>
<b>Grants Review 15/16</b>	o The Market Centre has been assessed as providing important services that can demonstrate a strong correlation to the Council's strategic objectives that in some cases may be considered essential to residents.



## 10. SUNNINGMEAD COMMUNITY ASSOCIATION

<b>Services</b>	Sunningmead Community Association maintains and manages Sunningmead Community Centre in order to provide a wide range of activities, classes and services to local residents.
<b>Users</b>	Residents of Tiverton, in particular residents of Canal ward.
<b>MDDC Funding</b>	£750 toward youth activities, volunteer, staff training and expenses. This represents 1.2% of the charity's income for the financial year ending 31 May 2014. It is recommended that the Association's grant is removed for 2016/17.
<b>Potential effect of reductions (from self-</b>	Please refer to Impact Assessment Matrix at the end of this appendix.



<b>assessment 15/16)</b>	
<b>Equality Analysis</b>	<ul style="list-style-type: none"> <li>• Sunningmead Community Centre provides services in a particularly deprived area of Tiverton (the Cranmore ward);</li> <li>• The proposed removal in grant is unlikely to jeopardise the financial stability of the organisation, but may reduce services for children and young people.</li> </ul>
<b>Grants Review 15/16</b>	Assessed as providing important services that can demonstrate a strong correlation to the Council's strategic objectives that in some cases may be considered essential to residents.

**11. TIVERTON and DISTRICT COMMUNITY TRANSPORT ASSOCIATION (TDCTA) (Note: this includes Crediton and District Community Transport, the two agencies having merged in 2013/14.)**



<b>Services</b>	Tiverton and Cullompton: Ring & Ride services, Mid Devon Shopmobility, Voluntary Car Scheme, Accessible Transport, Community Minibus hire. Crediton: Ring & Ride, Voluntary Car Scheme, Wheelchair Accessible Vehicle.
<b>Users</b>	Rurally isolated residents and residents unable to use public transport due to sickness and infirmity, including wheelchair users. The community transport client base is predominantly elderly residents.
<b>MDDC Funding</b>	The total award for the two agencies, now merged, is £23,275, representing 9.4% of the charity's income for the financial year ending 31 March 2014. The Council allocates a grant of £5,600 towards rental cost of the Shopmobility offices in the Phoenix Lane Multi-storey Car Park. Its lease is due for review this autumn. It is recommended that the annual grant is reduced by £1,275 for 2016/17.
<b>Potential effect of reductions (from self-assessment 15/16)</b>	Please refer to the Impact Assessment Matrix at the end of this appendix.
<b>Equality Analysis</b>	<ul style="list-style-type: none"> <li>• Tiverton &amp; District Community Transport Association provides essential services to a particularly vulnerable group of residents – those with physical impairment or a disability across the district. Users are generally elderly residents.</li> <li>• A reduction to TDCTA's annual grant may affect the services provided to vulnerable individuals.</li> <li>• A reduction in annual grant to other advice providers may result in greater pressure on TDCTA to provide advice to vulnerable individuals or signpost to other agencies.</li> </ul>
<b>Grants Review 15/16</b>	Community Transport groups have been assessed as

	providing important services that can demonstrate a strong correlation to the Council's strategic objectives that in some cases may be considered essential to residents
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## 12. TIVERTON MUSEUM OF MID DEVON LIFE (MUSEUM SERVICES)



<b>Services</b>	Museum services.
<b>Users</b>	All residents & visitors to Mid Devon.
<b>MDDC Funding</b>	£27,500 contributes toward the salary of full-time Museum Director/Museum Development Officer covering all of Mid Devon. The Museum Director also oversees the management of the Tiverton Tourism Information Service, chairs the Mid Devon Attractions Group and is a member of the REAL Devon executive for LEADER funding. The Museum's annual grant is protected until August 2016 under the terms of an agreement with the District Council to provide a Tourism Information Service. No grant reduction is proposed for 2016/17.
<b>Potential effect of reductions (from self-assessment 15/16)</b>	Please refer to the Impact Assessment Matrix at the end of this appendix
<b>Equality Analysis</b>	Tiverton Museum is an important cultural and tourist facility for the district, but does not provide services primarily directed towards vulnerable residents.
<b>Grants Review 15/16</b>	Tiverton Museum was assessed as providing important services that can demonstrate a strong correlation to the Council's strategic objectives that in some cases may be considered essential to residents. In 2013/14 the Museum took on the provision of Tiverton Tourism Information Services. As part of this arrangement the annual grant is protected until August 2016.

## 13. TIVERTON MUSEUM OF MID DEVON LIFE (TOURISM SERVICES)




<b>Services</b>	Tourism information services to residents and visitors of Mid Devon
<b>Users</b>	All residents & visitors to Mid Devon.
<b>MDDC Funding</b>	£4,000 towards salaries and running costs. Under the terms of an agreement with the District Council, the grant is protected until August 2016. No reduction is grant is proposed for 2016/17.
<b>Potential effect of reductions (from self-</b>	Please refer to the Impact Assessment Matrix at the end of this appendix





<b>assessment 15/16)</b>	
<b>Equality Analysis</b>	The Tourist Information Service does provide services specifically for vulnerable residents and there are therefore no equality implications.
<b>Grants Review 15/16</b>	Tiverton Tourist Information Service was assessed as providing important services to residents that represent some strategic alignment with the Council's objectives. In 2013/14 Tiverton Museum of Mid Devon Life took on the provision of Tourism Information Services and, under the terms of this arrangement, the Council has agreed to maintain the Tourism Services grant at its present level up to August 2016.


## **Table 2 - IMPACT ASSESSMENT MATRIX**

Note: an assessment of the impact of a 33% and 66% grant reduction has been provided by each agency. A  symbol indicates where a proposed grant reduction may threaten the future viability of services. The text provided in the 33% and 66% grant reduction columns are preminantly provided by the agencies in question.

AGENCY	33% GRANT REDUCTION	66% GRANT REDUCTION
<b>1. AGE UK MID DEVON</b>  <b>Proposed grant reduction 2016/17: £1,000</b>  <b>£4,500⇒£3,500 (-22%)</b>	<b>£4,500⇒£3,000</b> <ul style="list-style-type: none"> <li>Chief Officer would need to focus on securing replacement funding and would be unable to give as much time to external liaison and partnership building</li> <li>Unable to support any external meetings due to reduced hours of CO</li> <li>Information and Advocacy service reduced hours</li> <li>Unable to attend any external groups or partnerships meetings</li> </ul>	<b>£4,500⇒£1,500</b> <ul style="list-style-type: none"> <li>Chief Officer would need to focus on securing replacement funding and would be unable to give as much time to external liaison and partnership building</li> <li>Information and Advocacy service reduced hours</li> <li>Less focus on prevention services and focus on existing</li> <li>Fewer free services</li> </ul>
<b>2. BLACKDOWN SUPPORT GROUP</b>  <b>Proposed grant reduction 2016/17: £200</b>  <b>£200⇒£0 (-100%)</b>	<b>£200 ⇒ £133</b> <ul style="list-style-type: none"> <li>Raise current charges for clients</li> </ul>	<b>£200 ⇒ £66</b> <ul style="list-style-type: none"> <li>Could influence other statutory agencies to reduce their grant, consequently threatening services that are currently free to service users, currently only costing minimal volunteers' expenses e.g. volunteer visiting.</li> </ul>
<b>3. CHAT (CHURCHES HOUSING ACTION TEAM)</b>  <b>Proposed grant reduction 2016/17:</b>	<b>£5,000⇒£3,333</b> <ul style="list-style-type: none"> <li>The number of Housing Advice hours could have to be reduced. CHAT has to raise all of the £66,629 it costs to run its Housing Advice Service from grants and trusts and rely heavily on MDDC's annual contribution.</li> </ul>	<b>£5,000⇒£1,667</b> <ul style="list-style-type: none"> <li>Further reductions to essential Housing Advice, Poverty relief services and outreach services could only be provided alternative funding could be obtained from other sources.</li> <li>A reduction in grant is more likely to</li> </ul>

AGENCY	33% GRANT REDUCTION	66% GRANT REDUCTION
<b>£1,000</b>  <b>£5,000⇒£4,000</b> <b>(-20%)</b>	<ul style="list-style-type: none"> <li>Any reduction in funding will result in a reduction in Housing Advice, food and fuel poverty relief and deposit guarantees provided to those suffering from social deprivation in the most deprived areas of Mid Devon.</li> <li>A reduction in grant may result in clients seeking alternative support from MDDC advice services.</li> </ul>	<p>result in clients seeking alternative support from MDDC advice services.</p>
<b>4. CAB (CITIZENS ADVICE BUREAU)</b>    <b>Proposed grant reduction 2016/17: £15,000</b>  <b>£47,500⇒£32,500</b> <b>(-32%)</b>	<b><u>£47,500⇒£33,333</u></b> <ul style="list-style-type: none"> <li>Consider cutting the service hours available to the public by 33%. This would seriously question the viability of the Crediton and Cullompton offices in particular and may result in greater pressure on MDDC advice services. The CAB would consider its options for offering some services digitally in view of the fact it would not be able to potentially run more than one office. Strong possibility of the CAB not renewing its lease for rental of office space in Tiverton and Crediton Town Halls.</li> </ul>	<b><u>£47,500⇒£16,667</u></b> <p>A cut of 66% would bring in to question the Mid Devon service in its entirety. The CAB would only have the prospect of running one static office and that would most probably be Tiverton, although this is unlikely to be at the Town Hall. Consequent reductions in CAB services is very likely to result in members of the public seeking information and guidance from MDDC advice services.</p>
<b>5. CHA (COMMUNITY HOUSING AID) NIGHTSTOP SERVICE</b>  <b>Proposed grant reduction 2016/17: £500</b>  <b>£2,500⇒£2,000</b> <b>(-20%)</b>	<b><u>£2,500⇒£1667</u></b> <ul style="list-style-type: none"> <li>Any reduction would impact on the number of hosts CHA has available and it would also mean that fewer hosts would be recruited in Mid Devon at a time when demand for the Nightstop service is greater than ever. May result in greater pressure on MDDC Housing Services and charitable housing advice services in the district such as the Churches Housing Action Team.</li> </ul>	<b><u>£2,500⇒£833</u></b> <ul style="list-style-type: none"> <li>Any reduction would impact on the number of hosts CHA has available and it would also mean that fewer hosts would be recruited in Mid Devon at a time when demand for CHA services is greater than ever. May result in greater pressure on MDDC Housing Services and charitable housing advice services in the district such as the Churches Housing Action Team.</li> </ul>
<b>6. CAC (CREDITON ARTS CENTRE)</b>  <b>Proposed grant reduction 2016/17: £1,000</b>  <b>£1,000⇒£0</b> <b>(-100%)</b>	<b><u>£1,000 ⇒£667</u></b> <ul style="list-style-type: none"> <li>Would lose some credibility with businesses who may perceive MDDC's lack of support as lack of confidence in CAC. May find it difficult to cover core running costs.</li> </ul>	<b><u>£1,000 ⇒£333</u></b> <ul style="list-style-type: none"> <li>Would lose a great deal of credibility with businesses who may perceive MDDC's lack of support as lack of confidence in CAC. May find it very difficult to cover core running costs.</li> </ul>
<b>7. GRAND WESTERN</b>	<b><u>£45,000⇒£30,000</u></b> <ul style="list-style-type: none"> <li>A 33% decrease in grant would be</li> </ul>	<b><u>£45,000⇒£15,000</u></b> <ul style="list-style-type: none"> <li>Reduction in the number of paid staff.</li> </ul>

AGENCY	33% GRANT REDUCTION	66% GRANT REDUCTION
<p><b>CANAL</b></p> <p></p> <p><b>Proposed reduction in contribution 2016/17: £22,500</b></p> <p><b>£45,000⇒£22,500 (-50%)</b></p>	<p>impossible to sustain without significant impacts on the overall standards of maintenance of the park. In recent years, the impact of a series of relatively small funding cuts made by DCC and MDDC to the canal budget have been offset to a degree by increases in income generated by the park (through car parking, leases, log sales etc..). However, the rate of increase in income is limited to around 5-10% per annum so any cuts beyond that (by DCC or MDDC) will impact on what is already a very small and hard-pressed budget for such a prominent and extensive asset that is so important for the district's tourism industry. Such a reduction would eliminate the Canal Ranger Service's capacity to make any further improvements in the site's fabric or facilities and work would focus solely on basic maintenance.</p> <ul style="list-style-type: none"> <li>• Some of the more expensive works undertaken by contractors such as tree surgery would have to be limited solely to immediate safety works, avoiding any tree management works that prolong the life of trees or do not address immediate hazards. This short-term saving would store up much greater expense in the longer term.</li> <li>• Some of the more expensive maintenance or repair works, such as repairing the weed-harvesting boat or as dealing with leaks, may have to wait until they can be afforded in the next financial year, and so response times for repairs and maintenance works may increase markedly.</li> <li>• Following the major breach of an embankment in 2012, the Canal Ranger Service is already refocusing its time and resources on the maintenance and inspection of the canal's structures (with less time and resources therefore available to maintain and develop the visitor experience offered by the Canal). A</li> </ul>	<p>In a scenario with only 2 staff on the Canal Ranger Service, all non-essential services such as education work, events, healthy walks, interpretation and information improvements, tourism promotion, website updates and invasive plant species control would be cut.</p> <ul style="list-style-type: none"> <li>• The capacity to supervise volunteers would be reduced and so manpower would be further reduced. Less time would be available to search and apply for external funding or to apply for or meet the standards to achieve Green Flag Award status. Standards of maintenance would inevitably decline, in all probability leading to declining visitor numbers and declining incomes for Canal-related businesses and the GWC.</li> <li>• The reactive maintenance required to enable canal-related businesses, such as the horse-drawn barge to operate would be curtailed. Declining standards of maintenance leading to declining visitor numbers and visitor satisfaction would undermine the rationale for undertaking any of the expensive repairs which are necessary from time to time (due to significant leaks for example).</li> </ul>

AGENCY	33% GRANT REDUCTION	66% GRANT REDUCTION
	significant funding cut from MDDC would exacerbate this impact as the safety and integrity of the canal's structures has to take precedence.	
<b>8. INVOLVE – VOLUNTARY ACTION IN MID DEVON</b>    <b>Proposed grant reduction 2016/17: £4,250</b>  <b>£14,250⇒£10,000 (-30%)</b>	<b><u>£14,250⇒£10,000</u></b> <ul style="list-style-type: none"> <li>A cut of 33% may destabilise a service already under severe pressure of demand. Involve is unlikely to be able to retain skilled and experienced staff and would probably not be able to sustain service levels sufficiently to retain its county core funding contracts bringing into question the viability of the organisation.</li> </ul>	<b><u>£14,250⇒£5,000</u></b> <ul style="list-style-type: none"> <li>A cut of 66% would be potentially devastating to an organisation which has already reduced costs to what it considers to be a minimal level.</li> <li>Unlikely to be able to retain skilled and experienced staff and would probably not be able to sustain service levels sufficiently to retain county core funding contracts bringing into question the viability of the organisation.</li> </ul>
<b>9. MARKET CENTRE YOUTH DROP-IN, TIVERTON</b>  <b>Proposed grant reduction 2016/17: £250</b>  <b>£2,750⇒£2,500 (-9%)</b>	<b><u>£2,750⇒£2,000</u></b> <ul style="list-style-type: none"> <li>A reduction in grant may result in a decrease in the range of services available to hard-to-reach young people and would result in the Manager spending additional time fundraising to compensate for the loss of income by applying to other grant providers.</li> <li>As well as reducing its grant, MDDC has also increased the cost of renting MCYDI's Newport Street offices from £5 to £1,000, thereby doubling the amount of funding MCYDI would need to find to compensate for a 33% grant reduction.</li> </ul>	<b><u>£2,750⇒£1,000</u></b> <ul style="list-style-type: none"> <li>A reduction in grant may result in a decrease in the range of services available to hard-to-reach young people and would result in the Manager spending additional time fundraising to compensate for the loss of income by applying to other grant providers.</li> <li>As well as reducing its grant, MDDC has also increased the cost of renting MCYDI's Newport Street offices from £5 to £1,000, thereby increasing the amount of funding MCYDI would need to find to compensate for a 66% grant reduction.</li> </ul>
<b>10. SUNNINGMEAD COMMUNITY ASSOCIATION</b>  <b>Proposed grant reduction 2016/17: £750</b>  <b>£750⇒£0 (-100%)</b>	<b><u>£750⇒£500</u></b> <ul style="list-style-type: none"> <li>The Association would struggle to provide obligatory statutory training such as fire safety, first aid and child &amp; vulnerable adult protection which until last year a third of the charity's strategic grant provided.</li> </ul>	<b><u>£750⇒£250</u></b> <ul style="list-style-type: none"> <li>The grant would be used solely to support the Association's youth work as the cost of an appropriately trained Youth Worker and of all the DBS charges and work for 6 youth work volunteers is high.</li> </ul>
<b>11. TDCTA (TIVERTON &amp;</b>	<b><u>£23,275⇒£15,500</u></b> <ul style="list-style-type: none"> <li>Would need to cut at least 33% of</li> </ul>	<b><u>£23,275⇒£7,750</u></b> <ul style="list-style-type: none"> <li>Would have to cut the majority if not all</li> </ul>

AGENCY	33% GRANT REDUCTION	66% GRANT REDUCTION
<b>DISTRICT COMMUNITY TRANSPORT ASSOCIATION) now merged with CREDITON AND DISTRICT COMMUNITY TRANSPORT</b>  <b>Proposed grant reduction 2016/17: £1,275</b>  <b>£23,275⇒£22,000 (-5%)</b>	<p>service as not currently in a position to sustain this level of grant reduction following merger with Crediton and District Community Transport.</p> <ul style="list-style-type: none"> <li>Two services would be closed.</li> </ul>	<p>services currently offered as not yet in a position to sustain such a level of grant reduction.</p> <ul style="list-style-type: none"> <li>This may leave a large population in rural Mid Devon alone, isolated and vulnerable. Leaving these people with no access to local services and facilities would have a knock on effect on the local economic climate as previously stated (CDCTC estimates that users spend on a monthly basis in excess of £21,000 directly in the local community).</li> </ul>
<b>12. TIVERTON MUSEUM OF MID DEVON LIFE</b>  <b>Proposed grant reduction 2016/17: £0</b>  <b>£27,500 ⇒£27,500 (0%)</b>	<p><b><u>£27,500⇒£18,333</u></b></p> <p>The Museum Director's salary is protected until August 2016 under the terms of the agreement for the Museum taking on the Tiverton Tourism Information Service.</p>	<p><b><u>£27,500⇒£9,167</u></b></p> <p>The Museum Director's salary is protected until August 2016 under the terms of the agreement for the Museum taking on the Tiverton Tourism Information Service.</p>
<b>13. TIVERTON TOURISM INFORMATION SERVICE</b>  <b>Proposed grant reduction 2016/17: £0</b>  <b>£4,000⇒£4,000 (0%)</b>	<p><b><u>£4,000⇒£3,000</u></b></p> <p>The Tiverton Tourism Information Services is protected from grant reductions until August 2016 as part of the arrangement for the Museum to take on the provision of tourism information.</p>	<p><b><u>£4,000⇒£2,000</u></b></p> <p>The Tiverton Tourism Information Services is protected from grant reductions until August 2016 as part of the arrangement for the Museum to take on the provision of tourism information.</p>

## **APPENDIX 4 – DETAILED PERFORMANCE INFORMATION FOR ALL STRATEGIC GRANT FUNDED AGENCIES AND SERVICES UP TO 31 MARCH 2015**



AGENCY	1. AGE UK MID DEVON
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From <http://www.ageuk.org.uk/tiverton/>: “We aim to improve the quality of life for older people and their carers. We seek to ensure that they maintain their self-respect and independence and enjoy freedom of choice and equal opportunities. We work locally with older people and provide information, education and services. We aim to raise awareness of older people’s issues and influence policy at local level and, through Age UK, at regional and national level”.

### **Key Issues**

- Enabling older people (aged 50+) adjust to implementation of welfare reform.

9/10 Grant: £4,450	10/11 Grant: £4,450	11/12: Grant £4,450	12/13: Grant £4,500	13/14: Grant £4,500	14/15: Grant £4,500	15/16: Grant £4,500
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#	Performance Indicator	Data for period 1 April 2011 – 31 March 2012	Data for period 1 April 2012 – 31 March 2013	Data for period 1 April 2013-31 March 2014	Data for period 1 April 2014–31 March 2015
1	Total number of individual service users aged 60+	1,598	2,559* (50+)	2760	1,139*①
2	Total number of volunteers	100	92	79	70
2a	Total number of volunteer hours provided	16,758	16,531	14,910	7,270

<b>2b</b>	Distribution of volunteer hours by the following categorisations:				
	a. Information and Advice;		(a) 1,600	(a) 1,600	(a) 1,643
	b. Advocacy;		(b) 1,171	(b) 2,300	(b) 518
	c. Legal surgery;	Data not collected	(c) 50	(c) 50	(c) 18
	d. Will surgery;		(d) 50	(d) 50	(d) 20
	e. IT taster sessions and home visits;		(e) 360	(e) 360	(e) 90
	f. Befriending;		(f) 3,500	(f) 4,000	(f) 1,512
	g. Day Care;		(g) 4,500	(g) 5,500	(g) 2,900
	h. Drivers;		(h) 3,750	(h) Outsourced to TDCTA* <sup>②</sup>	(h) N/A
	i. Trustees;		(i) 500	(i) 600	(i) 345
	j. Foot Care;		(j) 450	(j) 450	(j) 192
	k. Financial Surgery		(k) N/A	(k) N/A	(k) 32* <sup>③</sup>

### Notes

Age UK Mid Devon has reviewed the way in which performance information is collected for 2015/16, giving the appearance of a reduction in service usage in some areas although actual usage has remained at a similar level to previous years.

① Number of individual service users aged 50+ **589**; number of service users aged 60+: **1,139**. Total: **1,719**

② Tiverton and District Community Transport Association

③ Volunteer hours provided for Financial Surgeries is introduced for the first time this year.

### Age UK Mid Devon Accounts for Year Ending 31 March 2014

Income	£ 247,093
Expenditure	£ 237,060
Income less Expenditure	£ 10,033

Funds carried forward consisting of:

Unrestricted	£ 162,362
Designated	£ 52,000
Restricted	£ 107,047



## AGENCY

## 2. BLACKDOWN SUPPORT GROUP

From <http://www.blackdownsupport.btck.co.uk/>: “Established in 1991 the Blackdown Support Group covers 200 square miles. It is a registered charity (number 1013514), supported by Devon and Somerset County Councils, Mid Devon and East Devon Social Services, Devon PCT, local, District and Parish Councils, and its many friends. The Blackdown Support Group cares for young and old, for those in need of extra help when sick or suffering from accidents, disabilities or advancing years”.

### Key Issues

- Primarily providing services for the elderly and socially isolated in a very rural area in the east of the district..

09/10 Grant: £400	10/11 Grant: £400	11/12: Grant £400	12/13: Grant £400	13/14: Grant £250	14/15: Grant £200	15/16 Grant: £200
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#	MEASURE	2011/12	2012/13	2013/14	2014/15
1	Total number of client jobs	2,810	3,262	3,165	*1,306
2	Total volunteering hours provided	4,322	3,467	5,768	*1,691
3	Total miles covered	31,234	37,079	62,085	*20,961

### Notes

\*2014/15 figures relate to Mid Devon District Council only.

### Blackdown Support Group Accounts for Year Ending 31 March 2014

Income	①£ 67,920
Expenditure	£ 48,218



Income less expenditure	£19,702
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Funds carried forward consisting of:

Unrestricted	£ 52,993
Restricted	£213,474
Total	£ 266,467

### **Notes**

- ① Income for the year ending 31 March 2014 includes a legacy of £16,686.

## Churches Housing Action Team

### **AGENCY**

### **3. CHURCHES HOUSING ACTION GROUP (CHAT)**

From <http://www.chatmid.org/> "CHAT was founded by Christians who were concerned by the large number of people experiencing housing difficulty in Mid Devon. We believe that everybody is entitled to decent, secure and permanent housing – somewhere to call home. We give free, impartial and confidential Housing Advice in person or over the phone and our advisers can act on your behalf where necessary. With the free support from our Tenancy Support workers we can support you to keep your home and move on with your life. We house and support young people in our Youth Housing Project houses in Tiverton, including a mother and baby house".

### **Key Issues**

- Recent changes to Legal Aid Funding (this has resulted in other providers of free Legal Housing Advice being unable to offer a free service, although some services provide general Housing Advice such as Age UK and Homemaker SW). CHAT offers Legal Housing Advice and Housing Casework, which others are unable to provide. The only other provider of Housing Casework CHAT is aware of is Shelter in Devon.

<b>2009/10 Grant: £5,000</b>	<b>2010/11 Grant: £5,000</b>	<b>2011/12: Grant £5,000</b>	<b>2012/13: Grant £5,000</b>	<b>2013/14: Grant £5,000</b>	<b>2014/15: Grant £5,000</b>	<b>2015/16 Grant: £5,000</b>
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#	Performance Indicator	Data for period 1 April 2012-31 March 2013	Data for period 1 April 2013-31 March 2014	Data for period 1 April 2014-31 March 2015
1	Total number of new clients.	263	332	277
2	Total email, text and telephone advice.	316	225	164
3	Total partial advice with signposting to more appropriate agencies.	54	27	18
4	Total number of clients receiving ongoing advice.	560	938	448
5	Total number of former clients returning with different issues.	137	162	125
6	Total number of clients assisted to find accommodation.	84	64	57
7	Total number of clients prevented from becoming homeless.	51	88	79
8	Total number of clients receiving floating tenancy support.	77	76	104

#### Churches Housing Action Team Accounts for Year Ending 31 March 2014

Income	£ 280,549
Expenditure	£ 255,791
Income less Expenditure	£ 24,758

Funds carried forward consisting of:

Unrestricted	£ 181,404
Restricted	£ 6,464
Total	£ 187,868

**AGENCY**
**4. CITIZENS ADVICE BUREAU**

From <http://www.cab-bideford.co.uk/> "The CAB can provide free information and advice on a wide range of subjects. These include welfare benefits, employment, debt, housing, consumer issues, family and relationship issues, legal help, discrimination, immigration, education and health. Advisers recognise that one problem is often linked to another, so - rather than addressing a single issue - they look at a client's situation holistically. This way, other potential problems can be identified early or pre-empted, which prevents them escalating into anything more serious. We can calculate your entitlement to benefits, assist with the completion of forms, correspond on your behalf and in some cases, represent you at tribunal or in the county court. If you qualify for Legal Aid, we can undertake home visits if you are housebound by virtue of a disability, or see you in hospital or a residential/nursing home".

**Key Issues:**

- CAB is considered the main charitable agency supporting individuals and families through the Impact of welfare benefit reforms;
- Of MDDC's £50k grant award, £12,000 is deducted as source for rental of offices at Tiverton Town Hall and £2,500 for offices at Crediton Town Hall.

2009/10 Grant: £54,060	2010/11 Grant: £54,060	2011/12: Grant £54,060	2012/13: Grant £50,000	2013/14: Grant £50,000	2014/15: Grant £50,000	2015/16 Grant: £47,500
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#	Performance Indicator	Data for period 1 July 2012-31 March 2013	Data for period 1 July 2013-31 March 2014	Data for period 1 April 2014-31 March 2015
1	Number of opening hours per week for offices in: a) Tiverton b) Crediton c) Cullompton	a) 18 b) 15 c) 3	a)18 b)15 c) 3	a)18 b)15 c) 3
2	Total number of clients in: a) Tiverton & Cullompton b) Crediton	Data not available	a)1236 b) 445 1,681	a)1,589 b) 510 2,099

	Total	2,567		
3	Total number of clients that are Mid Devon District Council housing tenants in: a) Tiverton & Cullompton b) Crediton Total	Data not available	a)13 b)11 24	a) Data not available b) Data not available 33
4	Total number of contacts in: a) Tiverton & Cullompton b) Crediton Total	8,496	a)2,414 b) 957 3,171	a) 3,627 <sup>①</sup> b) 1,112 <sup>①</sup> 4,739
5	Total number of enquiries across Mid Devon District against the following categorisations: l. Benefits; m. Work; n. Debt and Money; o. Consumer; p. Relationships; q. Laws and Rights; r. Discrimination; s. Tax; t. Healthcare; u. Education v. Housing w. Other categories of enquiry (financial services and capability, immigration and asylum, travel and transport, and utilities and communications).	l. 3232 m. 686 n. 1346 o. 212 p. 453 q. 264 r. N/A s. 94 t. 60 u. 1	l. 2994 m. 622 n. 1741 o. 214 p. 383 q. 282 r. N/A s. 69 t. 135 u. 28	l. 1640 m. 402 n. 1179 o. 152 p. 295 q. 191 r. 3 s. 63 t. 175 u. 7 v. 311 w. 321
6	Number of clients supported/represented at tribunal or other meetings across Mid Devon district.	89	648	Information not available
7	Average benefit entitlement realised per client across Mid Devon district.	£3,622	£345.55	£7,815 <sup>②</sup>
8	Number of volunteers trained.	5	Information not available	Information not available
9	Total number of volunteer hours provided in: (a) Tiverton & Cullompton (b) Crediton	(a) 6186 (b) 3069	(a)6012.15 (b)2293.5	(a)6073 (b) 2375

## **Notes**

- ① Recorded as number of issues rather than number of contacts as each person contacting the Bureau can have a variety of underlying issues that require advice.
- ② Recorded as 'Average value of outcomes involving debt written off'.

### **Torridge, North, Mid and West Devon Citizens Advice Bureau Accounts for Year Ending 31 March 2014**

Income	£ 1,044,318
Expenditure	£ 1,054,924
Income less Expenditure	(£ 10,606)

Funds carried forward consisting of:

Unrestricted	£ 325,703
Restricted	£ 124,602
Total	£ 450,305



## AGENCY

**5. COMMUNITY HOUSING AID (CHA) NIGHTSTOP SERVICE**

From <http://communityha.org.uk/>: “CHA is a charity and we have been offering housing advice and support in Exeter and neighbouring areas since 1990. We believe that everyone has the right to suitable, sustainable, secure and affordable housing. We work with people who are in need of housing to enable them to find their own solutions, providing information and practical support. We began life as a voluntary housing advice service, and have expanded the work that we do over the years to provide practical ways to help people to resolve their homelessness. On average, we work with around 1,000 people and households each year. Community Housing Aid is also a MINDFUL EMPLOYER® which is a Registered Trade Mark of Devon Partnership NHS Trust. We currently support homeless and vulnerably housed people through the following three core projects:

- Nightstop Devon – a same day emergency accommodation scheme for young people aged 16 – 25 in the homes of trained and approved volunteer hosts.
- Resettlement Devon – helps ex-offenders and people with mental health problems to identify and access sustainable and suitable accommodation; and provides CASS, the Community Advice & Support Service, at Exeter Magistrates Court on Tuesdays each week.
- Smartmove Devon – a private rented sector access scheme bringing homeless people and property owners together to create sustainable tenancies”.

**Key Issues**

- MDDC Housing acknowledges CHA Nightstop as an essential service, helping reduce homelessness among young people.

2009/10 Grant: £2,500	2010/11 Grant: £2,500	2011/12 Grant: £2,500	2012/13 Grant: £2,500	2013/14 Grant: £2,500	2014/15 Grant: £2,500	2015/16 Grant: £2,500
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#	MEASURE	1 April 2011- 31 March 2012	1 April 2012 –31 March 2013	1 April 2013- 31 March 2014	1 April 2014 – 31 March 2015
1	Total number of young people referred in Mid Devon	18	20	9	21
2	Total number of young people using same day emergency accommodation	11	10	7	15

3	Number of bed nights provided	17	11	65	25
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### Community Housing Aid Accounts for Year Ending 31 March 2014

Income	£ 356,226
Expenditure	£ 375,702
Income over Expenditure	(£19,476)
Carried Forward	£182,252

Funds carried forward consisting of:

Unrestricted	£ 1,860
Designated	£93,593
Restricted	£86,799



AGENCY	<b>6. CREDITON ARTS CENTRE</b>
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From <http://www.creditionartscentre.org/>: “The Arts Centre reaches out across Credition and beyond providing an exciting range of arts events and classes for all people to experience and enjoy. Credition Arts Centre has played an integral role in community events and activities in the town, including Credition Festival, Credition Food Festival, the Flags Project and Shakespeare in the Square. The administrator for the Centre has a vital role with the developing Town Team”.

#### Key Issues:

- Significant involvement over last 10 years in community cultural activities, fetes, fairs and events that have contributed to social cohesion and economic regeneration in Credition;

- The Arts Centre is playing a significant role in the development of the recently formed Crediton Town Team and its programme of regeneration activities.

<b>9/10 Grant: £1,500</b>	<b>10/11 Grant: £1,500</b>	<b>11/12 Grant: £1,500</b>	<b>12/13 Grant: £1,350</b>	<b>13/14 Grant: £1,350</b>	<b>14/15 Grant: £1,000</b>	<b>15/16 Grant: £1,000</b>
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#	Performance Indicator	Data for period 1 April 2011-31 April 2012	Data for period 1 April 2012-31 April 2013	Data for period 1 April 2013-31 March 2014	Data for period 1 April 2014- 31 March 2015
1	Total number of people attending courses, classes and workshops (total footfall)	Data not collected	4,111	7,092	5,425
2	Total number of courses provided.	42	96	36	34
3	Total number of classes and workshops hosted annually.	Data not collected	26	46	20
4	Total number of professional theatre and music companies hosted.	4	6	17	① 8
5	Total number of amateur theatre and music events organised.	14	14	21	② 18
6	Total number of community-based activities organised or involved in outside of Crediton Arts Centre's East Street venue.	4	7	12	③ 11
7	Total number of people attending community activities organised outside of Crediton Arts Centre's East Street venue.	Data not collected	2,310	6,135	④ 6,299

### Notes

- ① Total audience number 437
- ② Total audience number 955
- ③ Total footfall 4,312 (with community events that are free this figure can only be an estimate)
- ④ Total footfall for all activities was 11,129 a decrease of c5000 from the previous year as this was not a Crediton Festival year

Figures do not take into account some of the other ways in which the Crediton Arts Centre works in the community, for example, the Arts Centre Administrator has donated at least 50 hours to the Christmas in Crediton project and the Flags Project, as well as being an active member of the Crediton Town Team.



The Arts Centre works actively with the following business partners; Veitch Penny, Crediton Dairy, Ashgrove Kitchens, the Green House, Peck & Strong and Wortham Jaques. In addition we having working relationships with the following businesses and community groups; Mid Devon District Council, Crediton Town Council, Devon County Council, Crediton Lions Club, Crediton Town Team, Crediton Traders Group, Crediton Parish Church, Crediton Community Bookshop, the Northcott Theatre, Common Players, Crediton Festival, Cox's Butchers, Hanlons Brewery, Grape & Grain, Il Casita, Sandford Orchards, Adams Hardware, Helmores.

The Arts Centre was responsible for initiating and managing the Flags Project for the town in 2013 and 2014.

The Arts Centre is an active partner in managing and staffing the Christmas Parade and Lighting project

The Arts Centre is working with the "Echoes of Wartime" project alongside the communities of Avranches in France and Fulda in Germany

The Arts Centre ran a successful week long cultural visit to Venice involving more than 30 participants from Crediton and surrounding areas

### Crediton Arts Centre Accounts for Year Ending 31 December 2014

**Note:** formal title registered with Charity Commission is 'The Friends of Crediton Arts Centre', charity no. 1155513. This replaced the former charity 'Friends of Crediton Arts Centre', charity no. 1033484. The year ending 31 December 2014 marked the first full year of the new charity's operation.

Income	£ 109,119
Expenditure	£ 68,410
Income over Expenditure	£ 40,709

Funds carried forward consisting of:

Unrestricted	£ 35,503
Restricted	£ 5,206
Total	£ 40,709



AGENCY	<b>7. GRAND WESTERN CANAL</b>
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From [http://www.devon.gov.uk/grand\\_western\\_canal](http://www.devon.gov.uk/grand_western_canal): “The Grand Western Canal Country Park and Local Nature Reserve meanders through beautiful mid-Devon countryside and quiet villages between Tiverton and Lowdells (near the Somerset border). Extending for eleven and a quarter miles, the Country Park provides a wonderful location to enjoy a peaceful walk or cycle ride along the towpath; experience a ride on board the much-loved horse-drawn barge that has been taking passengers for trips along the canal since 1974; have a go at fishing; launch your own boat or hire a boat or a canoe”.

### Key Issues

- Breach of Grand Western Canal in 2013/14
- Original agreement between DCC and MDDC in 1970s was for 50/50 budget support. Since that time, DDC’s percentage contribution has increased while MDDC’s has decreased (now approximately 75% County, 25% District).

<b>2009/10 Grant:</b> <b>£54,070</b>	<b>2010/11 Grant:</b> <b>£54,070</b>	<b>2011/12 Grant:</b> <b>£54,070</b>	<b>2012/13 Grant:</b> <b>£50,000</b>	<b>2013/14 Grant:</b> <b>£45,000</b>	<b>2014/15 Grant:</b> <b>£45,000</b>	<b>2015/16 Grant:</b> <b>£45,000</b>
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#	Performance Indicator	Data for period 1 April 2011-31 March 2012	Data for period 1 April 2012-31 March 2013	Data for period 1 April 2013-31 March 2014	Data for period 1 April 2014-31 March 2015
1	Total number of visitors.	250,000	275,000	275,000	285,000
2	Total number of canal based businesses supported.	Data not collected	5	5	6
3	Total number of school children visiting as part of arranged school visits.	400	400	106 school pupils / 30 youth group members	432
4	Total number of volunteering hours provided (excluding the Friends of the Grand Western Canal).	2,512	3,248	2,910	2,865

### Note

The Grand Western Canal is managed by Devon County Council and predominantly funded through the authority. For the 2015/16 financial year the County Council set a budget of £1,165.3 million.



Voluntary Action in Mid Devon

<b>AGENCY</b>	<b>8. INVOLVE – VOLUNTARY ACTION IN MID DEVON</b>
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From <http://www.involve-middevon.org.uk/>: “Involve is a voluntary and community, local infrastructure organisation providing the full range of developmental, capacity building and support functions to improve the effectiveness and sustainability of voluntary and community organisations working within Mid Devon. As part of its Council for Voluntary Services (CVS) role, Involve supports existing and evolving charities, voluntary organisations and community groups across Mid Devon.

As part of its Volunteer Centre role, Involve recruits and places volunteers and provides support, information and advice for volunteers and volunteer-involving organisations in Tiverton, Cullompton and the surrounding districts”.

**Key Issues**

- Involve underwent a significant staffing change last year with its long-standing full-time Chief Officer leaving the organisation and replaced by a part-time Chief Officer who also managed West Devon CVS.
- Staff capacity overall for the organisation has been depleted following diminishing financial capacity.

<b>2009/10 Grant:</b> <b>£15,000</b>	<b>2010/11 Grant:</b> <b>£15,000</b>	<b>2011/12 Grant:</b> <b>£15,000</b>	<b>2012/13 Grant:</b> <b>£17,500</b>	<b>2013/14 Grant:</b> <b>£16,000</b>	<b>2014/15 Grant:</b> <b>£15,000</b>	<b>2015/16 Grant:</b> <b>£14,250</b>
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#	Performance Indicator	Data for period 1 April 2011-31 March 2012	Data for period 1 April 2012-31 March 2013	Data for period 1 April 2013-31 March 2014	Data for period 1 April 2014-31 March 2015
1	Total local charities/groups with improved skills base through training.	55	No data provided	87	46 ①
2	Total number of charities/not-for-profit groups provided with direct specialist advice.	83	No data provided	38	54 ②
3	Total number of volunteer placements.	Data not collected	No data provided	202	241 ③
4	Total hours of direct support provided to voluntary and community groups.	605	No data provided	927	834

<b>5</b>	Total number of specialist training courses provided.	4	No data provided	4	<b>3</b> ④
<b>6</b>	Total number of participants in training courses.	115	No data provided	109	<b>78</b> ⑤
<b>7</b>	Number of conferences organised for Mid Devon agencies.	1	No data provided	1	<b>1</b> ⑥
<b>8</b>	Number of Inter-Agency Voluntary Sector Forums organised.	3	No data provided	5	<b>5</b> ⑦
<b>9</b>	Number of newsletters produced.	4	No data provided	4	<b>4</b> ⑧
<b>10</b>	Number of e-bulletins produced.	26	No data provided	14	<b>17</b> ⑨
<b>11</b>	Number of new volunteering opportunities developed.	106	No data provided	43	<b>59</b>

### Notes

① Training run in conjunction with Devon Voluntary Action (DeVA): Social media introduction held in Mid Devon. 21 other courses made available to Mid Devon Groups – 14 groups attended those not held in Mid Devon. Courses covered gift aid, trustee recruitment, mental health awareness, procurement processes.

② These figures relate to support directly provided to Mid Devon groups and do not include where groups may have accessed support on-line via the websites of both Involve and Devon Voluntary Action

③ The move to 'self service' on line brokerage for the last quarter means that this figure is not available for this period. Figure provided is of new volunteers registered with Involve as seeking voluntary activity and referred to volunteering opportunities

④ Run on social media, funding & volunteer management

⑤ Attendees with Mid Devon postcodes

⑥ Conference held 4/11/2014

⑦ One delivered jointly with East Devon and two delivered for Mid Devon groups

⑧ Jointly with DeVaA partners.

⑨ Now known as DeVA Digest

### Involve – Voluntary Action in Mid Devon Accounts for Year Ending 31 March 2014

Income	£ 185,209
Expenditure	£ 187,272
Income less Expenditure	(£ 2,063)

Funds carried forward consisting of:

Unrestricted	£ 45,566
Restricted	£ 0

Total	£ 45,566
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AGENCY	<b>9. MARKET CENTRE YOUTH DROP-IN (MCYDI) TIVERTON</b>
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From <http://www.tivertonmarketcentre.com/>: “The Market Centre is a safe and neutral venue for young people to meet. The Centre has formed relationships with a number of agencies making a wide selection of services available to those young people using the Tiverton Market Centre”.

**Key Issues**

- Balancing rental subsidy against grant award

<b>2009/10 Grant:</b> <b>£3,950</b>	<b>2010/11 Grant:</b> <b>£3,950</b>	<b>2011/12 Grant:</b> <b>£3,950</b>	<b>2012/13 Grant:</b> <b>£3,500</b>	<b>2013/14 Grant:</b> <b>£3,000</b>	<b>2014/15 Grant:</b> <b>£3,000</b>	<b>2015/16 Grant:</b> <b>£2,750</b>
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#	MEASURE	1 <sup>st</sup> April 2011 – 31 <sup>st</sup> March 2012	1 <sup>st</sup> April 2012 – 31 <sup>st</sup> March 2013	1 <sup>st</sup> April 2013 – 31 <sup>st</sup> March 2014	1 <sup>st</sup> April 2014 – 31 <sup>st</sup> March 2015
1	Total number of service users categorised by gender in the following age groups: (a) Under 14 (b) 14-18 year olds (c) 19 and over (d) Males (e) Females	a) 541 b) 5,878 c) 805 d) 4,942 e) 2,282	(a) 548 (b) 6,980 (c) 1,152 (d) 6,291 (e) 2,419	(a) 733 (b) 5,181 (c) 697 (d) N/A (e) N/A	(a) 965 (b) 3,741 (c) 736 (d) N/A (e) N/A

2	Total number of young people provided with advice and support for:				
	(a) Housing	a) 206	(a) 330	(a) 188	(a) 275
	(b) Sexual health	b) 320	(b) 134	(b) 166	(b) 141
	(c) Careers and further education	c) 712	(c) 769	(c) 1,512	(c) 2,016
	(d) Families and relationships	d) 612	(d) 1,512	(d) 1,301	(d) 1,437
	(e) Legal issues	e) 217	(e) 250	(e) 112	(e) 258
	(f) Counselling	f) Not collected	(f) 108	(f) 75 young people	(f) 146 sessions – 14 clients

#### Market Centre Youth Drop-In Annual Accounts for Year Ending 31 March 2014

Income	£ 100,569
Expenditure	£ 89,450
Income less Expenditure	£ 11,119
Carried Forward	£ 61,594

Funds carried forward consisting of:

Unrestricted	£ 50,975
Restricted	£ 10,619



AGENCY	<b>10. SUNNINGMEAD COMMUNITY ASSOCIATION</b>
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From <https://www.facebook.com/pages/Sunningmead-Community-Centre/286756234687123?id=286756234687123&sk=info>: "Sunningmead Community Centre is a large, busy and vibrant community centre located in the market town Tiverton, in Mid Devon. The centre provides a wide range of facilities, activities, entertainment, services, training and leisure opportunities to the local area. These include toddler groups, art club, weightlifting, youth club and bingo. We have rooms to hire for children's parties and more. The centre is generally open 7 days a week for activities. The office is open 9.15 to 3 - 4pm, Mon - Fri. Sunningmead Community Centre is a registered charity. It is owned and managed by Sunningmead Community Association, whose membership primarily consists of residents from Wilcombe and Tidcombe areas of the town in Cranmore Ward, as well as associate members from the wider area of Tiverton".

### Key Issues

- Serves one of the district's most deprived areas.
- Has been steadily moving towards a position of financial sustainability in recent years.

2009/10 Grant: £1,500	2010/11 Grant: £1,500	2011/12 Grant: £1,500	2012/13 Grant: £1,250	2013/14 Grant: £1,000	2014/15 Grant: £750	2015/16 Grant: £750
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#	Performance Indicator	Data for period 1 April 2011 – 31 March 2012	Data for period 1 April 2012 – 31 March 2013	Data for period 1 April 2013-31 March 2014	Data for period 1 April 2014–31 March 2015
1	The average number of young people aged 5-18 using the facilities and participating in activities at the community centre each week.	142	156	172	245 ①
2	The average number of young people aged 5-18 provided with volunteering opportunities each week.	Data not collected	6	6	7 ②
3	The average number of regular activity sessions per week.	75	123	102	103 ③
4	A list or table of regular activity sessions per week.				See note ④ below
5	The average number of adults, children and young people using the community centre each week.	883	882	1,037	969 ⑤

**Notes**

①

- Weekly Youth Club (7-11 year olds) had 42 young members with an average attendance of 36 during the period 1 April'14 – Sep'15.
- 27 Wilcombe School pupils regularly use our grounds for sports each week in term time.
- An average of 12 young people eat in or take away from Jon's Cafe each week (more during school holidays).
- 5-6 pupils from Tiverton High School with a teacher worked on our Grow Your Own Project weekly in the spring and summer terms.
- 98 young people (average of 14 per day) currently play/exercise in Sunningmead Community Park each week.
- 6-8 young people Play Pool on Tuesday and Friday Social Club evenings.
- An average of 45 young people attend Children's Parties booked in the hall on Saturday & Sunday each weekend (up to 3 parties).
- 9 attended various weekly Exercise Classes: 2 attended Weightlifting Club, 1 attended Table Tennis, 6 attended Fit for Life classes.
- 7 volunteered weekly at the Centre in various ways.

②

- 4 helped with Youth Club
- 2 volunteered/trained in the Kitchen
- 1 helped with Cleaning

③

- See attached sheets N.B. (Yoga closed in July'15)

④

The Community Centre currently hosts 70 regular activities each week for all age groups. A full list is available on request.

⑤

An average of 756 adults, 85 children under 5, and 246 young people (aged 5-18) used the Community Centre and Park each week.

Taking 50 weeks as our year, this means a Total Annual Footfall of 54,350 for the Community Centre & Park and an increase of 550 on the previous year.

**Sunningmead Community Association Accounts for Year Ending 31 May 2014**

Income	£61,972
Expenditure	£51,682



Income less Expenditure	£10,290
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Funds carried forward consisting of:

Unrestricted	£22,881
Restricted	£0



<b>AGENCY</b>	<b>11. TIVERTON AND DISTRICT COMMUNITY TRANSPORT ASSOCIATION (now including CREDITON AND DISTRICT COMMUNITY TRANSPORT)</b>
From <a href="http://www.creditoncommunitytransport.org.uk/">http://www.creditoncommunitytransport.org.uk/</a> : "CDCTC is a local charity whose services are aimed at meeting the mobility needs of elderly, frail, disabled people and members of the community, helping to combat loneliness and rural isolation".	

#### Key Issues

- Contribution towards improving access for mainly older and disabled people in the Crediton area
- Contribution to the town's economy

<b>2009/10 Grant: £19,100</b>	<b>2010/11 Grant: £19,100</b>	<b>2011/12 Grant: £19,100</b>	<b>2012/13 Grant: £18,100</b>	<b>2013/14 Grant: £17,100</b>	<b>2014/15 Grant (now including Crediton and District Community Transport): £23,275</b>
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#	Data for period	Data for period 1	Data for period 1 April 2014–31 March 2015
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		1 April 2012-31 March 2013 (Tiverton only)	April 2013-31 March 2014 (Tiverton only)	(Tiverton and Crediton)
<b>1</b>	<b><u>Ring and Ride Service</u></b> (a) Total number of passengers carried (including long journeys) (b) Average users per week (c) Total number of miles covered (d) Total number of parishes covered (e) Number of door to door services provided per week (f) Total number of journeys during year	(a) 2,407 (b) 48 (c) 15,766 (d) N/A (e) N/A (f) N/A	(a) 243 (b) 48 (c) 1,853 (d) 31 (e) 5-6 (f) 52	(a) 1,252 (b) Information not available (c) Tiverton: 18,109; Crediton: 12,261 (d) Tiverton: 34; Crediton: 28 (e) Tiverton: 7; Crediton: 6 (f) Tiverton: 322 ; Crediton: 284
<b>2</b>	<b><u>Voluntary Car Scheme</u></b> (a) Total number of single passenger journeys covered (b) Total number of passenger miles covered (c) Total number of miles covered without passengers (d) Total number of passengers carried (e) Number of volunteer drivers (f) Total number of miles covered (g) Total number of volunteer driver hours provided	(a) 6,301 (b) 47,983 (c) 28,780	(a) 657 (b) 3,816 (c) 1,700 (d) 389 (e) 21 (f) 5,516 (g) 641	(a) Tiverton: 6,053; Crediton: 3,630 (b) Information not available (c) Information not available (d) Tiverton: 7,439; Crediton: 4,237 (e) Tiverton: 27; Crediton: 19 (f) Tiverton: 109,273; Crediton: 43,625 (g) Tiverton: 6,332; Crediton: 4,051
<b>3</b>	<b><u>Volunteer Hours</u></b> (a) Total driver volunteer hours (b) Total office volunteer hours	(a) 3,059 (b) 1,220	(a) 641 (b) 162	(a) Tiverton: not available; Crediton: 4,051 (b) Tiverton: not available; Crediton: 810
<b>4</b>	<b><u>Accessible Vehicle</u></b> (a) Total number of individuals carried who are unable to use standard cars (b) Total number of private hires at evenings and weekends (c) Total miles covered	Data not collected	(a) 228 (b) 4 (c) 2,873	(a) Tiverton and Crediton: 616 (b) Tiverton and Crediton: 52 (c) Tiverton and Crediton: 8,363
<b>5</b>	<b><u>Hospital Accessible Transport</u></b> (a) Total number of passengers carried (b) Total number of home visits	Data not collected	(a) 31 (b) 16	(a) Tiverton: 862; Crediton: 114 (b) Tiverton: 484; Crediton 55

	(c) Total number of discharges (d) Total mileage		(c) 7 (d) 147	(c) Tiverton: 378; Crediton: 59 (d) Tiverton: 3,965; Crediton: 1,860
<b>6</b>	<b><u>Community Minibus and Private Hires</u></b> (a) Community use	Data not collected	(a) 7	(a) Tiverton and Crediton: 62;
<b>7</b>	<b><u>Prescription Service - Crediton</u></b> (a) Total prescriptions for mobility aids (b) Prescriptions fitted (c) Prescriptions delivered (d) Total prescription items	Data not collected	(a) 69 (b) 11 (c) 42 (d) 75	(a) Information not available (b) Information not available (c) Information not available (d) 136

#### Tiverton and District Community Transport Association Accounts for Year Ending 31 March 2014

Income	£247,367
Expenditure	£257,065
Income less Expend	(£9,698)

Funds carried forward consisting of:

Unrestricted	£89,846
Restricted	£18,853



AGENCY	<b>12. TIVERTON MUSEUM OF MID DEVON LIFE</b>
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From <http://www.tivertonmuseum.org.uk/>: "Tiverton Museum of Mid Devon Life was started by a few energetic individuals concerned that many of the objects and much of the information about Tiverton and the surrounding areas would be lost if nothing was done to collect them in the rapidly changing post-war world.

The museum is an independent charitable trust. It receives grants from Mid Devon District Council and Tiverton Town Council that contribute towards its running costs, although it remains dependent upon other grants, donations, fundraising and income generated through admission and shop sales".

#### Key Issues:

- Relocation of Tourist Information Services to the Museum, October 2013.
- Museum grant is protected until August 2016 under the terms of an agreement with the Council to take on the provision of Tourism Information services

2009/10 Grant: £33,620	2010/11 Grant: £33,620	2011/12 Grant: £33,620	2012/13 Grant: £30,000	2013/14 Grant: £27,500	2014/15 Grant: £27,500	2015/16 Grant: £27,500
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#	Performance Indicator	Data for period 1 April 2011-31 March 2012	Data for period 1 April 2012-31 March 2013	Data for period 1 April 2013-31 March 2014	Data for period 1 April 2014-31 March 2015
1	Total number of visitors	6,505	10,408	10,769	11,328 ①
2	Total number of college/school visits, including number of children and adult attendees	(i) 47 school visits (ii) 1,328 children (iii) 275 adults	(i) 47 school visits (ii) 1,460 children (iii) 244 adults	47 school visits, with 1259 children and 202 adult attendees. Plus 57 handling collections gone to schools (based on minimum of one class of 30 using each box means a further 1710 children benefiting from the education service).	57 school visits, with 1394 children and 247 adult attendees.  Plus 2675 school children reached through outreach work, (sessions delivered in school and 87 handling collections gone out to schools)
3	Total number of on-line visitors	Data not available	7,922	Tiverton museum website: 9,739  Devon Museum website,	Tiverton Museum website: 8,083 users in 10,605 sessions  Devon Museum website,

				Tiverton Museum page: 887  Facebook: accumulative total of 217 'likes'. Hundreds of people reached through regular updates.  Growing number of followers on Twitter	Tiverton Museum page: 547  Facebook: accumulative total of 434 'likes'. Hundreds of people reached through regular updates.  Twitter: 1446 followers
4	Total number of volunteers	Data not available	74	72. Plus 6 work experience students under 18.	79. Plus 5 work experience students under 18.
5	Total number of heritage groups and local museums provided with technical support and advice in Mid Devon	Data not available	9	7	8
6	A list of all heritage groups and local museums provided with technical support and advice	Data not available	See note ② below	<ul style="list-style-type: none"> <li>• Bampton Heritage Centre</li> <li>• Coldharbour Mill</li> <li>• Crediton Museum and Local History Society</li> <li>• Cullompton Wool Trade Project</li> <li>• Contact with Dulverton Heritage Centre, Whiteball Tunnel project and the Blackdowns Metal Makers Project.</li> </ul>	<ul style="list-style-type: none"> <li>• Bampton Heritage Centre</li> <li>• Coldharbour Mill</li> <li>• Crediton Museum and Local History Society</li> <li>• Uffculme Local History Group</li> </ul> <p>Contact with Dulverton Heritage Centre, Cullompton Wool Trade Project, Whiteball Tunnel project and the Blackdowns Metal Makers Project.</p>
7	Total number of people participating in the reminiscence service	Data not available	N/A	153 people participated in museum led reminiscence service. Plus 7 boxes loaned out to other groups for self led session (=minimum of a further 70 benefitting from the service)	326 people participated in museum led reminiscence service.  Plus occasional boxes loaned out to other groups for self-led sessions.

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### **Notes**

- ① Including outreach, school visits, school handling figures and reminiscence service. Not including footfall for Tourist Information Service or on-line visitors.  
 ② The museum is a member of the Mid Devon Attractions Group, and the Director is the current Chair of the group.

The Director is a member of the REALDevon Executive Group.

The Director is regularly gives presentations on work at Tiverton Museum to museum colleagues, including the Association of Independent Museum's annual conference in 2015.

The Director is currently working as a contract Accreditation assessor for Arts Council England (on behalf of Tiverton Museum).

The museum is a member of Tiverton Trade Association.

The museum is a member of the Tiverton Events Group.

The museum is a member of the Devon Museums Group.

### **Tiverton and Mid Devon Museum Trust Accounts for Year Ending 31 March 2015**

Income	£ 108,567
Expenditure	£ 115,136
Income less Expenditure	(£6,572)

Funds carried forward consisting of:

Endowment ③	£ 608,111
Unrestricted	£ 61,413
Restricted	£ 24,958

③ Endowment Fund – note from annual accounts:

This fund was established in 1968 following the purchase of the building in St Andrew Street. The fund has been increased by the subsequent expenditure on converting the building and developing new galleries.

AGENCY	<b>TIVERTON AND DISTRICT TOURIST INFORMATION SERVICES</b>
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#### Key Issue

- The Tourism Information Service grant is protected until August 2016 under the terms of an agreement with Mid Devon District Council to provide a tourism information outlet.

#### Section 1 - PERFORMANCE DATA

#	Performance Indicator	Data for period 1 April 2013-31 March 2014	Data for period 1 April 2014– 31 March 2015	Additional Information/Comment
1	Total number of people served by Tiverton TIS	3010 (1 October 2013 – 31 March 2014)	6,891	<p>These numbers represent footfall on site, but do not include enquiries made by email, telephone or post. They also do not include the number of people who can access (out of hours) local transport information, accommodation listing etc., which is available in leaflet holders outside our front door (and which are heavily used). Nor does it include the people served by the information in our notice boards facing Beck's Square.</p> <p>The Tourist Information Service also contributes to the "What's On", accommodation and attractions pages of <a href="http://www.exploretiverton.co.uk">www.exploretiverton.co.uk</a> (in partnership with the Trade Association).</p> <p>We will also be managing the booking for the new coach park when it is up and running.</p>

				<p>The museum/tourist information service is a member of the Mid Devon Attractions Group, and the Director is the current Chair of the group.</p> <p>The Director is a member of the Executive Group for the REAL Devon project representing tourism interests.</p>
2	Total number of visitors buying products or services in the TIS	2411*	3,521**	

\* Figures for products or services 30 September 2013 – 31 March 2014

\*\* Figures for products or services 1 April 2014 – 31 March 2015

Stagecoach	381
National Express	984
Berrys	141
Princess Theatre	64
Theatre Tokens	5
Theatre Royal	5
Lundy	8
West Somerset Railway	4
<b>Event Tickets</b>	
Mid Devon Show	26
Devon County Show	20
Yeovilton	14
Balloon Festival	58



Feast of St James	6
Choir Concert	3
Accommodation listing	10
Noticeboard Advertising	10
Cards for Good Causes (approx. packs sold)	1782

Note: The Tourist Information Service has also expanded its shop stock to sell maps etc which are selling very well, but which aren't included in the figures above.

#### **Tourism Information Service Accounts for Year Ending 31 March 2015 ①**

Income	£ 12,228
Expenditure	£ 14,357
Carried Forward	(£2,129)

#### **Note**

① The Tourism Information Service is subsidised by the Tiverton and Mid Devon Museum Trust.

## **APPENDIX 5**

### **AGENCIES IN RECEIPT OF A RENTAL SUBSIDY OR NON-GRANT SUPPORT GREATER THAN £1,000 DURING 2015/16**

<b>Agency</b>	<b>Rental Subsidy 2015/16</b>
Crediton District of the Guides Association	£ 1,400
Crediton Swimming Club	*£13,374
Crediton United Football Club	£ 2,650
Crediton Youth Football Club	£ 1,100
Moorhayes Community Centre	£ 9,000
Thorverton Association Football Club	£ 1,125
Tiverton Adventure Play Association	£ 1,374
Tiverton and District Community Transport Association	£ 4,400
Tiverton Aqua Club	*£ 1,864
Tiverton Market Centre Ltd (Youth Drop-In Service)	£ 3,000
Tiverton Signpost Club	£ 1,500
Tiverton Swimming Club	*£51,224
West Exe Rovers Association Football Club	£ 1,050
<b>TOTAL</b>	<b>£93,061</b>

### **Notes**

\* Refers to last available figures for 2014/15.

## MID DEVON DISTRICT COUNCIL

**SUMMARY** of a **MEETING** of the **GRANTS WORKING GROUP** held on 10 November 2015 at 3.30 pm

### **Present Councillors**

Mrs A R Berry, Mrs B M Hull, F W Letch,  
R F Radford, Mrs E J Slade and C R Slade

### **Apologies Councillors**

N A Way

### **Also Present Officers:**

Amy Tregellas (Head of Communities and Governance and  
Monitoring Officer)

## **1 To Elect a Chairman of the Working Group**

Councillor Mrs B M Hull was elected as Chairman of the Group.

The Group **AGREED** that Cllr F W Letch be added to the Membership.

The Group **AGREED** that Cllr RF Radford be added to the Membership.

## **2 Group to Review the Grants Report**

The Cabinet Member for Community Well-Being explained to the Group that the comments he had made at the Policy Development Group the previous week in no way reflected on officers or on the standard of the report. He explained that officers had been instructed to make further cuts to the report after he had seen it.

He further informed the Group that it had been agreed by the Cabinet and senior officers that funding for the canal would be removed from the Grants budget and that funding had been identified from elsewhere. This meant that the Grants budget was better off by £45k.

It was agreed that the Group would work through the list of remaining grant recipients and identify cuts.

**Blackdown Support Group** – The Head of Communities and Governance explained that the group had a high turnover and substantial reserves. The group discussed whether or not the £200 grant was necessary and whether service would be affected if it was removed.

Proposed removal of the £200 grant.

**CHAT** –Officers explained that a lot of good work was undertaken by CHAT and that the work they undertook often benefited the Housing Service as they gave assistance to those in need.

Proposed no cut to the grant.

**Citizens Advice Bureau** – Officers had received comments from the public saying that service was not as good as it had been in the past and Members reported their own experiences which had not been positive. The authority had its own financial service for tenants (Moneywise) which was well regarded. Members discussed a reduction in grant to incentivise the CAB to improve service. A new Chief Executive was now in post so it was hoped that improvements would be seen.

Proposed cut £5k

**Community Housing Aid Nightstop Service** – The Officer explained that Nightstop covered East Devon, Exeter and Mid Devon, most cases were Exeter based, but Mid Devon was paying more.

Proposed cut £500

**Crediton Arts Centre** – Officers explained that they appeared to have healthy reserves and turnover, though there was concern that there might have been an accounting error regarding assets. Discussion took place regarding the contribution that the Arts Centre made to the town and the value of the projects they worked on, such as Christmas in Crediton. The Arts Centre met the criteria in the Corporate Plan for supporting the local economy.

Proposed no cut to grant.

**INVOLVE** – Officers explained that the Chief Executive of INVOLVE had left after the last round of grants and there had been queries regarding whether or not they were delivering a valued service. It was believed that the new Chief Executive was bringing the service up to speed.

Proposed cut £2.5k

### **Market Centre Drop-in Centre**

Discussion took place regarding the fact that Members considered this to be a valued service, working with hard to reach youngsters. Rent was being increased.

Proposed no cut to grant.

### **Sunningmead Community Association**

Officers explained that the Association had a good turnover with healthy reserves and that they weren't dependant on grants. However, they were working in a deprived area.

Proposed to halve grant this year and next year – cut £375.00

**Tiverton and Crediton Community Transport** – Discussion took place regarding the hours of operation and the need for further advertising of services for the Cullompton area.

Proposed cut £1275

## Age UK

Proposed cut £500

Age UK	-£500
Blackdown Support group	-£200
CHAT	
CAB	-£5000
Nightstop	-£500
Crediton Arts Centre	
INVOLVE	-£2500
Market Centre Drop-in	
Sunningmead Association	-£375
Tiverton and Crediton Community Transport	-£1275
Total proposed cuts	-£10350.00

(Proposed by the Chairman)

Discussion took place regarding:

- The need to work closer with the organisations that received grants;
- The need to implement some form of service level agreement or auditing;
- Future cuts to budgets.#

The Group discussed appendix 5 of the report which highlighted agencies that were in receipt of rental subsidy or non-grant support greater than £1k.

Officers explained that these were not grant payments and that the organisations did not receive funding from the council, however they did pay lower rents on property or for the use of facilities. In the case of the swimming clubs a fee lower than market value was paid for the rental of the facilities, but the clubs generated substantial income for the centres. Without subsidy these clubs would not be able to afford to operate. It was **AGREED** that this needed to be made clearer, with more information provided, on future reports.

It was **RECOMMENDED** to the Community Well Being Policy Development Group that the revised cuts to grants be recommended to Cabinet and that the authority put in place procedures to ensure that monitoring of activity and finances of those in receipt of grants took place in the future.

The Group **RECOMMENDED** to the Policy Development Group that the Working Group be involved in any initial discussions regarding the setting of proposed cuts to future grants.

(Proposed by the Chairman)

(The meeting ended at 4.30 pm)

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## **REVISED GRANT ALLOCATIONS FOR 2016/17**

Following the deliberations of the Grants working group the proposed changes to the grants budget are recommended to the Community Well Being PDG as:

<b>Agency</b>	<b>Grant 2015/16 (£)</b>	<b>Proposed Grant 2016/17 (£)</b>	<b>Recom mended Saving (£)</b>	<b>+/- (%)</b>
<b>Age UK Mid Devon</b>	4,500	4,000	500	-11%
<b>Blackdown Support Group</b>	200	0	200	-100%
<b>Churches Housing Action Team (CHAT)</b>	5,000	5,000	0	0%
<b>Citizen's Advice Bureau (CAB)</b>	47,500	42,500	5,000	-11%
<b>Community Housing Aid Nightstop Service</b>	2,500	2,000	500	-20%
<b>Crediton Arts Centre</b>	1,000	1,000	0	0%
<b>Involve – Voluntary Action in Mid Devon</b>	14,250	11,750	2,500	-18%
<b>Market Centre Youth Drop-In</b>	2,750	2,750	0	0%
<b>Sunningmead Community Association</b>	750	375	375	-50%
<b>Tiverton and Crediton Community Transport</b>	23,275	22,000	1,275	-5%
<b>Tiverton Museum of Mid Devon Life</b>	27,500	27,500	0	0%
<b>Tiverton Tourism Information Service</b>	4,000	4,000	0	0%
<b>TOTAL</b>	<b>133,225</b>	<b>122,875</b>	<b>10,350</b>	<b>7.77%</b>

The grant for the Grand Western Canal has now been removed from this pot and will be funded from New Homes Bonus. Discussions will take place with Devon County Council to consider the levels of future funding as the Council may not always be in a position to fund £45,000 per annum.

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### Decent and Affordable Housing Policy Development Group 1 December 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**

<b>Variances</b>	<b>Amount £000</b>
<b><i>External items outside of our control</i></b>	
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
<b><i>Subtotal</i></b>	<b>1,212</b>
<b><i>Other changes</i></b>	
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)
<b>Draft budget gap for 2016/17</b>	<b>827</b>

- 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)
<b>Net Cost of Services</b>	<b>8,033</b>	<b>7,509</b>	<b>7,345</b>	<b>7,205</b>	<b>7,246</b>
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
<b>Total Budget Requirement</b>	<b>8,766</b>	<b>8,629</b>	<b>8,449</b>	<b>8,330</b>	<b>8,438</b>
<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
<b>Total Funding</b>	<b>(8,766)</b>	<b>(8,121)</b>	<b>(7,736)</b>	<b>(7,466)</b>	<b>(7,191)</b>
<b>Cumulative Surplus)/Deficit</b>	<b>0</b>	<b>508</b>	<b>713</b>	<b>864</b>	<b>1,247</b>

(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](mailto: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
<b>TOTAL NET DIRECT COST OF SERVICES</b>		<b>9,255,830</b>	<b>12,750</b>	<b>9,268,580</b>
Net recharge to HRA	8	(1,223,440)	(24,230)	(1,247,670)
<b>NET COST OF SERVICES</b>		<b>8,032,390</b>	<b>(11,480)</b>	<b>8,020,910</b>
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
<b>TOTAL BUDGETED EXPENDITURE</b>		<b>8,766,350</b>	<b>183,840</b>	<b>8,950,190</b>
<b>Funded by:-</b>				
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)
<b>TOTAL FUNDING</b>		<b>(8,766,350)</b>	<b>643,050</b>	<b>(8,123,300)</b>
<b>REQUIREMENT TO BALANCE THE BUDGET</b>		<b>0</b>	<b>826,890</b>	<b>826,890</b>

**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
<b>Cabinet</b>								
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	
<b>Community Well Being PDG</b>								
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	
<b>Decent and Affordable Housing PDG</b>								
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	
<b>Managing the Environment PDG</b>								
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	
<b>GRAND TOTAL</b>	<b>10,207,300</b>	<b>345.15</b>	<b>9,255,830</b>	<b>5.2%</b>	<b>278,000</b>	<b>100,000</b>	<b>100,000</b>	
<b>Cost Pressures</b>								
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			
<b>Other savings</b>								
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
<b>Cabinet</b>								
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	
<b>Community Well Being PDG</b>								
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			
								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
Customer First	642,450	23.00	714,230	0.0%		-25	-50	
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%				
								7k increase in water quality income & reduce food protections budget by 2k.
Food Safety	-1,530		1,330	-0.7%	-9			
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
								Look to recharge HRA with 10% of pest control budget
Pest Control	5,500		5,000	0.0%	-1			
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%				
								Savings assumed to be on income, although some savings on employment costs may occur
Recreation And Sport	141,910	53.91	-123,380	0.4%	-155.5	-155.5	-155.5	
	2,749,250	174.69	2,553,100	0.0%	-250.5	-181	-206	
<b>Decent and Affordable Housing PDG</b>								
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	
<b>Managing the Environment PDG</b>								
								48k p&d, 1k permits, 70k maint 2121, 2k overtime reduction, 9k Market Walk parking spaces - See sensitive tab
Parking Services	-434,000		-382,970	0.0%	-130		-49	check claire - incr in fees?
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	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
								250k Net saving of new waste scheme. £2k Increase bulky chrgs. 21k TW charges
Waste Collection	1,203,760	30.80	729,740	0.0%	-273			
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

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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				
<b>TOTAL</b>		<b>80,000.00</b>	<b>14,360.00</b>	<b>46,640.00</b>	<b>550,900.00</b>	<b>20,000.00</b>	<b>1,612,720.00</b>	<b>202,410.00</b>
								<b>2,527,030</b>

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	<b>- 202,411.00</b>

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**Budget 2016/17**  
**Transfers into Earmarked Reserves**

Appendix 5

<b>Cost Centre</b>	<b>Description</b>	<b>UTILISE New Homes Bonus</b>
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
<b>TOTAL</b>		<b>- 295,780.00</b>

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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	£ 4,892,620
	47.2%	52.8%

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**MDDC 2016/17 CAPITAL PROGRAMME**

Code	Responsible Officer Job Title	Scheme	Approved Capital Programme 2016/17 £000's
		<b><u>General Fund Projects</u></b>	
CA627	Estates Manager	<b><u>Exe Valley leisure centre</u></b> 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	
		<b><u>Phoenix House</u></b>	
CA451	Estates Manager	Phoenix House - Ground Floor changes - subject to business case	100
		<b><u>Pannier Market</u></b>	
CA505	Estates Manager	Pannier Market -Pedestrian roof cover - subject to business case **	290
		** Note £110k in 15/16 will be slipped to 16/17	
		<b><u>MSCP Improvements</u></b>	
CA709	Estates Manager	MSCP improvements (refer to Matrix condition report)	50
		<b><u>Play Areas</u></b>	
CA628	Estates Manager	Play area refurbishment district wide	50
		<b><u>Other Projects</u></b>	
CA452	Estates Manager	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
		<b><u>ICT Projects</u></b>	
CA425	Head of Business Information Services	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
		<b><u>Replacement Vehicles - Refuse Collection</u></b>	
CA821	Waste and Transport Manager	5 Refuse Vehicles with Food waste capability ***	160
		*** Note £740k in 15/16 will be slipped to 16/17	
			<b>1,270</b>
		<b><u>Private Sector Housing Grants</u></b>	
CG216	Head of HR & Development	Private Sector Housing initiatives to be prioritised	104
CG201	Head of HR & Development	Disabled Facilities Grants–Private Sector	468
			<b>572</b>
		<b><u>Affordable Housing Projects</u></b>	
CA200	Enabling Support Manager	Grants to Housing Associations to provide units (funded by commuted sum)	222
			<b>222</b>
		<b>Total General Fund Projects</b>	<b>2,064</b>

Code	Responsible Officer Job Tile	Scheme	Approved Capital Programme 2016/17 £000's
CA100	Housing Building Manager	<a href="#">HRA Projects</a>	
CA111	Housing Building Manager	Major repairs to Housing Stock	2,805
CG200	Housing Building Manager	Renewable Energy Fund Spend	200
CA120	Head of Housing & Property Services	Disabled Facilities Grants - Council Houses	297
		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
		<b>Total HRA Projects</b>	<b>5,922</b>
		<b>CAPITAL PROGRAMME GRAND TOTAL</b>	<b>7,986</b>

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Code		Funding Stream	Approved Capital Programme Funding 2016/17 £000
		<a href="#">General Fund Projects</a>	
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
		<b>Total General Fund Projects</b>	<b>2,064</b>
		<a href="#">HRA Projects</a>	
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
		<b>Total HRA Projects</b>	<b>5,922</b>
		<b>Grand Total ( GF &amp; HRA)</b>	<b>7,986</b>

### **Decent and Affordable Housing PDG**

Service Unit	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
SES15 Private Sector Housing Grants	(170,987)	129,590	165,720	36,130
SHG03 Homelessness Accommodation	183,885	274,560	232,470	(42,090)
<b>TOTALS</b>	<b>12,898</b>	<b>404,150</b>	<b>398,190</b>	<b>(5,960)</b>

### **SES15 Private Sector Housing Grants**

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
1000	Employees	106,263	122,420	158,350	35,930
3000	Transport	5,752	5,610	6,110	500
4000	Cost Of Goods And Services	2,210	1,560	1,760	200
7000	Income	(285,212)	0	(500)	(500)
	<b>TOTALS</b>	<b>(170,987)</b>	<b>129,590</b>	<b>165,720</b>	<b>36,130</b>

Cost Centre	Cost Centre Name
ES350	Mandatory Dfgs
ES353	Rro Grants
ES354	Private Sector Housing Team

### **Major Budget Movements**

Salary increase is due to the Environmental Health restructure where additional FTE has been added to this area.

### **SHG03 Homelessness Accommodation**

Group	Description	2014/15 Actuals	2015/16 Budget	2016/17 Budget	Movement £
1000	Employees	158,616	192,560	198,070	5,510
2000	Premises	1,643	7,800	5,300	(2,500)
3000	Transport	8,656	12,290	11,440	(850)
4000	Cost Of Goods And Services	161,205	174,410	119,160	(55,250)
7000	Income	(146,235)	(112,500)	(101,500)	11,000
	<b>TOTALS</b>	<b>183,885</b>	<b>274,560</b>	<b>232,470</b>	<b>(42,090)</b>

Cost Centre	Cost Centre Name
HG320	Housing & Homelessness Advice
HG373	Housing Options Staff

### **Major Budget Movements**

Salaries now includes the new young Person Support Worker 0.5 FTE £12k.

Reassessment of level of provision being made against DARS payments, based on repayments being received (£20k).

Moving to use of own stock for temporary accommodation over B&B.

Use of up to (£20k) of DHP funding towards DARS payments.

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## **DECENT & AFFORDABLE HOMES PDG 1 DECEMBER 2015**

### **LEASEHOLD MANAGEMENT POLICY**

**Cabinet Member** Cllr Ray Stanley  
**Responsible Officer** Housing Services Manager

**Reason for Report:** To review the Leasehold Management Policy.

**RECOMMENDATION(S):** The Cabinet approves the revised Leasehold Management Policy.

**Relationship to Corporate Plan:** None directly arising.

**Financial Implications:** Income from service charges is accounted for within the Housing Revenue Account and contributes income to support expenditure.

**Legal Implications:** The contractual relationship with leaseholders is based on their lease.

**Risk Assessment:** Failure to provide policies for appropriate arrangements with leaseholders would result in financial loss and unintended liability falling to the Council.

#### **1.0 Introduction**

- 1.1 The review of this policy reflects changes in good practice and current legislation. The revised policy provides a framework which sets out how to respond to and manage queries relating to leasehold management and service charges.
- 1.2 The Leasehold Management Policy was adopted at the meeting of the Decent and Affordable Homes Policy Development Group in August 2011. The policy was due to be reviewed by September 2015 but was delayed due to conflicting priorities.
- 1.3 Tenants Together approved the draft Leasehold Management Policy at their meeting on 12 November 2015.

#### **2.0 Proposed policy changes**

- 2.1 The reviewed policy has been updated to reflect changes in good practice and identifies our approach to meeting our obligations to leaseholders in accordance with the terms of their lease and the relevant legislative requirements.
- 2.2 It clarifies the procedure to be used when leaseholders are dissatisfied with a service or the charges levied for that service to resolve matters. They are advised that they can approach the Leaseholder Valuation Tribunal when they are in dispute.

- 2.3 The section on subletting has been extended to take into account the leaseholder's responsibilities if they decide to sublet their home. For example, they would remain responsible for paying their service charges, obtaining consent from their mortgage provider to sublet (if applicable) and servicing the gas supply and appliances at the property annually.
- 2.4 The policy sets out the circumstances where the leaseholder has the right to extend a lease or vary the lease. Extending the lease gives leaseholders the opportunity to purchase a new one, adding up to 90 years to the time left on their old lease. This allows them and any future leaseholders to hold a lease for longer.
- 2.5 The policy makes it clear that leaseholders are encouraged to participate in neighbourhood and communal walkabouts as this provides them with the opportunity to meet staff, residents and councillors. These activities also enable them to discuss specific issues including estate improvements.
- 2.6 The policy shows that breaches of the lease will be taken seriously and that the Council will take appropriate action. Such breaches may include: unapproved alterations or improvement works, improper use of the property such as illegal activities or causing antisocial behaviour.
- 2.7 The policy has introduced new clauses relating to enfranchisement and the Right to Manage. Subject to certain conditions, a group of leaseholders of flats may have the right to buy the freehold of their building, if they meet certain qualifying conditions. The Council has a duty to comply with the Commonhold and Leasehold Reform Act 2002 when we receive such requests.
- 2.8 The same Act provides a right to leaseholders of flats to force the transfer of the landlord's management functions to a special company set up by them as long as they meet certain qualifying conditions. The policy states we will provide a management service that is to a good standard and provides value for money.
- 2.9 Finally, the policy has been amended so that leaseholders are made aware that they have a statutory right to seek a summary of the service charge account from their landlord under section 21 of the Landlord and Tenant Act 1985. This means they can request a summary of the relevant cost in relation to the service charges payable in respect of the last accounting year or where accounts are not kept by accounting years, the past twelve months preceding the request.

**Contact for more Information:** Claire Fry, Housing Services Manager (01884 234920 [cfry@middevon.gov.uk](mailto:cfry@middevon.gov.uk))

**Circulation of the Report:** Councillor Ray Stanley, Management Team

**List of Background Papers:** A copy of such papers to be made available for public inspection and included on Website

**Mid Devon District Council**

**Leasehold Management Policy**

Policy Number: HSG v4.0

**December 2015**

## Version Control Sheet

*Title:* Leasehold Management Policy

*Purpose:* To review the Leasehold Management Policy in accordance with good practice and relevant legislative requirements.

**Owner: Housing Services Manager**  
**cfry@middevon.gov.uk**  
**Telephone number 01884 234920**

*Date:* **December 2015**

*Version Number:* v4.0

*Status:* Review Policy

*Review Frequency:* **Every 4 years or sooner if required and in accordance with changes in good practice and legislation**

*Next review date:* **December 2019**

*Consultation* **This document was sent out for consultation to the following:**

Cabinet Member

Staff

Tenants Together

Management Team

PDG Decent & Affordable Homes

## Document History

This document obtained the following approvals.

<b>Title</b>	<b>Date</b>	<b>Version Approved</b>
Cabinet Member	28.9.15	
Tenants Together	12.11.15	
Management Team	17.11.15	
PDG Decent & Affordable Homes		
Cabinet		

## 1. Introduction

This policy statement outlines Mid Devon District Council's (MDDC) approach to meeting its obligations to leaseholders in accordance with the terms of their leases and the relevant legislative requirements.

## 2. Scope

This policy explains how the Council will meet its responsibilities to leaseholders under the terms of their lease and to provide them with a good standard of services in the management and maintenance of their homes. In addition it explains the service charges that leaseholders are responsible for as well as ensuring that all leaseholders understand their rights and responsibilities.

This policy covers the following points and should be read in conjunction with the related documents highlighted below:-

- Leasehold management
- Changes to leases
- Selling a property and the right to manage
- Service charges
- Complaints and disputes

## 3. Related Documents

- Lease Agreements
- Leaseholder's Handbook
- Relevant Tenancy Management policies and procedures

## 4. Definitions

- **Leasehold Management** covers the range of services provided by the Council to those who own their property on a leasehold basis.
- **A Leaseholder** is a tenant who has purchased a long lease, usually lasting up to 125 years.
- **Service charges** are defined under section 18 of the Landlord and Tenant Act 1985 as "an amount payable by a tenant of a dwelling as part of or in addition to the rent (a) which is payable directly or indirectly for services, repairs, maintenance, improvements or insurance or the landlord's costs of management (b) and the whole or part of which varies or may vary according to the relevant costs".
- **Major works** are usually cyclical works to the structure or fabric of the building. This may include external painting or re-roofing, where the lease allows a recharge to be made to the leaseholder to recover costs of the work.
- **Enfranchisement** is a group right for leaseholders to buy the freehold of the building they live in subject to meeting certain conditions.
- **Lease** is a binding contract between MDDC and the leaseholder which outlines the rights and duties of both parties.

## 5. Leasehold management

### 5.1 We will comply with legislation relating to leasehold management and service

charges.

- 5.2** We expect that leaseholders will be provided with a copy of their lease by the solicitor acting on their behalf when they purchased their home. If, however, the leaseholder requires a copy, this can be obtained in various ways, for example from the Land Registry or from us. A charge will be made for this service.
- 5.3** We will collect from leaseholders all monies due from them under the terms of their lease.
- 5.4** Where a leaseholder is experiencing financial hardship, we will signpost them to appropriate agencies to provide financial advice and guidance.
- 5.5** We will provide new leaseholders with a copy of the Leaseholder's Handbook which contains key information and advice regarding the services they can expect to receive.
- 5.6** Relevant information will be sent to leaseholders to inform them about the work of the Council.

## **6. Leaseholder improvements**

- 6.1** Leaseholders are responsible for maintaining and repairing the internal parts of their home including maintenance of fixtures and fittings.
- 6.2** We are supportive of leaseholders wishing to improve their homes. Leaseholders are required under the terms of their leases to obtain written consent from us to make any alterations or improvements. Where permission is refused, we will set out the reasons in writing for our decision.
- 6.3** Leaseholders will not be given permission for any alterations or improvements that:-
- Makes the property or part of the property dangerous or unstable;
  - Creates a risk to the health and safety of others;
  - Encroaches upon land not defined in the lease;
  - Impacts on the structure or changes the appearance of the building or the shared or communal parts in any way;
  - Prevents light or air reaching other residents;
  - Affects the legal rights of other residents, for example a right of way;
  - Reduces access to other neighbouring properties;
  - Invalidates the Council's building insurance;
  - Makes maintaining neighbouring properties more difficult or expensive.
- 6.4** Any written consent given will be on condition that the leaseholder has provided us with details of the proposed works and subject to meeting conditions, such as obtaining planning permission and/or building regulations.
- 6.5** The future maintenance of any improvements or alterations to the property will be the responsibility of the leaseholder. Any damage caused to adjacent properties due to any works carried out, the leaseholder will be responsible for making good and any costs incurred for putting it right.

- 6.6** The loft space within a block of flats remains the property of the Council and should not be used by a leaseholder for any purpose including the storage of goods. Leaseholders who have sole access to a loft can apply to purchase the loft space, however we are under no obligation to sell.

## **7. Repairs and maintenance**

- 7.1** We will maintain the external fabric of the building and shared communal areas in accordance with lease obligations. This will include day to day repairs, cyclical maintenance and major works. Under the terms of the lease, we will charge leaseholders for their share of the costs.
- 7.2** A leaseholder may be entitled to a loan to help to pay for major works, subject to qualifying conditions. Under the Housing (Service Charge Loans) Regulations 1992, Right to Buy leaseholder's who have bought under the provisions of the Housing Act 1985 have the right to a loan from the Council within the first ten years of their lease.

## **8. Consultation**

- 8.1** We will ensure that leaseholders are fully consulted in compliance with section 20 Landlord and Tenant Act 1985 (as amended). This requires consultation with leaseholders on proposed major repairs or improvements for which they are required to pay and also proposed changes to contracts for long term maintenance services.

## **9. Subletting**

- 9.1** Leaseholders may be able to sublet their property, subject to written consent from us. They are advised to refer to their lease for clarification.
- 9.2** If a leaseholder chooses to sublet their property, they will become a landlord and will be subject to the rules and regulations imposed on landlords.
- 9.3** The leaseholder will still be responsible for:-
- Paying service charges;
  - Providing up to date contact details, details of their tenant and any management company (if applicable) in case of emergencies or problems caused by defects within the property;
  - Ensuring that the property does not become overcrowded;
  - Obtaining consent from their mortgage company to sublet, (where applicable);
  - Servicing the gas supply and appliances in the property annually and providing their tenant with a copy of the safety check certificate;
  - Installing carbon monoxide detectors;
  - Providing their tenant with an Energy Performance Certificate;
  - Ensuring that the leaseholder's tenant does not breach the conditions of the lease. We will take legal action against any breach of conditions which are not resolved.

## **10. Neighbourhood walkabouts**

- 10.1** We hold a programme of regular neighbourhood and communal walkabouts. Leaseholders are encouraged to participate as this provides them the opportunity to meet staff, residents and councillors as well as being able to discuss specific issues including estate improvements.

## **11. Anti-social behaviour**

- 11.1** Should a leaseholder have issues with neighbouring Council tenants, such as anti-social behaviour, harassment, noise or nuisance, they are advised to report these problems directly to the Council. This will be dealt with in accordance with our Anti-social behaviour policies and procedures.

## **12. Breaches of the lease**

- 12.1** We will take appropriate action, which may include taking legal action, whenever we become aware that a leaseholder is in breach of the terms of their lease. Such breaches may include:-
- Unapproved alteration or improvement works;
  - Improper use of property including illegal activities;
  - Failure to pay service charges;
  - Causing anti-social behaviour;
  - Failure to maintain the property or damage caused thereto; or
  - Failure to allow Council employees, contractors or agents access.
- 12.2** If the leaseholder does not remedy the breach of their lease, we may consider, as a last resort, applying for forfeiture of the lease.

## **13. Further advances and postponement of charges**

- 13.1** The Council have no influence over whether a leaseholder re-finances to release equity from their lease, however when a charge against a property in respect of the repayment of Right to Buy discount is in place, the Council will not agree to postpone its charge in favour of any additional borrowing.

## **14. The right to extend a lease/varying the lease**

- 14.1** When the term of the lease expires, the Council may give consideration to allowing the leaseholder to revert back to being a Council tenant of the property. However, the leaseholder has the right to buy an extension to the term of their lease. They can apply for a new lease at any time as long as they meet certain conditions. To qualify, they must be a long leaseholder and have held a lease for two years or more.
- 14.2** Where a leaseholder applies for a new lease during enfranchisement, their application will not go ahead until the enfranchisement process has ended.
- 14.3** The terms of a lease can be varied only by specific agreement between the parties to the lease and, where appropriate, their mortgagees or through an order by a Leasehold Valuation Tribunal (LVT).



## **15. Enfranchisement**

- 15.1** Subject to certain conditions, leaseholders of flats may have the right to collective enfranchisement, if they and the building in which they live in qualifies. They are advised to seek independent advice.
- 15.2** Should leaseholders seek to acquire the freehold of a block of flats, the Council will comply as required by the Commonhold and Leasehold Reform Act 2002.

## **16. Right to buy discount rules**

- 16.1** The Council will enforce repayment of discount for any Right to Buy purchaser who chooses to dispose of their home within the discount repayment period.

## **17. Selling the property**

- 17.1** When a leasehold property is being sold, the Council will provide on request to the Current and/or prospective leaseholder and their advisors, all the necessary information regarding service charges and any planned major works. A fee for this service will be charged.
- 17.2** A leaseholder who is selling their property is legally obliged to notify the prospective purchaser of any notices that have been served on them or the property.
- 17.3** Leaseholders are not required to seek permission from us if they wish to sell their home. However they are required to offer to sell their home back to the Council, if they purchased it under the Right to Buy scheme, within ten years of the original conveyance.
- 17.4** It is a requirement of the lease to notify the Council of the sale within one month following completion. This needs to be done by way of a formal Notice of Assignment served by the purchaser's solicitors to the Council. There is a fee for serving this Notice. If a Notice is not received, the original leaseholder will be liable for any charges made against the property.

## **18. Right to manage**

- 18.1** The Commonhold and Leasehold Reform Act 2002 provides a right to leaseholders (of flats, not houses) to force the transfer of the landlord's management function to a special company set up by them. The right empowers leaseholders to take responsibility for the management of their block as long as they meet certain conditions to qualify. The Council will provide a management service that is to a good standard and value for money to encourage leaseholders to continue to be provided with this service from the Council.

## **19. Service charges**

- 19.1** Leaseholders are responsible for paying their share of the Council's costs for repairing and maintaining the exterior and communal areas relating to their home. Service charges that leaseholders are responsible for include: ground rent,

insurance, grounds maintenance, caretaking service, communal gas/electric, repairs on communal areas, repairs before repainting, repainting, management and administration fees.

- 19.2** The Council will provide service charge estimates in the section 125 Notice (the offer notice detailing the sale) to the prospective leaseholder. Leaseholders may be charged a reasonable proportion of the cost of any relevant works undertaken after the initial five year period of their purchase.
- 19.3** Charges for each financial year are sent to leaseholders on an annual basis. Payment is required within twenty one days of the date of the invoice.
- 19.4** Leaseholders will be offered a variety of different ways to pay their service charges. Methods of payment include: monthly or annual direct debit, automated telephone service, bank transfer, cheque, Post Office, standing order, over the internet, payment kiosk, salary deduction (for employees of MDDC) or by debit or credit card at our offices or over the phone.

## **20. Service charge arrears**

- 20.1** Any leaseholder who falls behind with payments will be notified of this. In addition, they will be advised that appropriate action for debt recovery will be taken.
- 20.2** The leaseholder will be contacted and encouraged to either make an immediate payment to clear the full amount or to make an arrangement to clear the outstanding amount.
- 20.3** If a leaseholder refuses to pay for service charges or where other courses of recovery action have failed, legal proceedings may be considered including: obtaining a County Court Judgement, which will affect a leaseholder's credit rating, an Attachment of Earnings, a Charging Order on the property or an approach to their mortgage company to request payment of the outstanding charges, which would then be added to the mortgage. As a last resort, we may apply for forfeiture of the lease.

## **21. Summary of service charge accounts**

- 21.1** Leaseholders have a statutory right to seek a summary of the service charge account under section 21 of the Landlord and Tenant Act 1985. The request must be in writing and can request a summary of the 'relevant costs in relation to the service charges payable' in respect of the last accounting year, or where accounts are not kept by accounting years, the past twelve months preceding the request.
- 21.2** The Council will provide the summary within one month (or within six months of the end of the twelve month accounting period, whichever is the later).

## **22. Complaints and disputes**

- 22.1** The Council will deal with any complaints about its service in accordance with its

Complaints Procedure, details of which are available on the website at [www.middevon.gov.uk](http://www.middevon.gov.uk) or by telephone on 01884 255255.

## **23. Leaseholder Valuation Tribunals (LVT)**

- 23.1** If a leaseholder is dissatisfied with a service or the charge levied for that service, and they cannot resolve the matter, they can go to the LVT. Leaseholders can also seek a determination on works or services that are proposed in the future. There are certain restrictions where a leaseholder cannot make an application to the LVT. Leaseholders are advised to seek further guidance from the government website, [www.gov.uk](http://www.gov.uk).

## **24. References**

- Commonhold and Leasehold Reform Act 2002
- Housing Act 1985
- Housing (Service Charge Loans) Regulations 1992
- Landlord and Tenant Act 1985

## **25. Equality and Diversity**

- 25.1** The Council tailors its services to meet the diverse needs of individuals. We foster good relations with people when providing services to eliminate discrimination and to promote opportunity of equality.

## **26. Review**

- 26.1** This Policy has been written in line with current relevant legislation. The policy will be reviewed and revised to reflect any legislation requirements and/or other guidance or good practice. The next review of this Policy is due December 2019 and every four years thereafter.

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## DECENT & AFFORDABLE HOMES PDG 1 DECEMBER 2015

### THE HOUSING OPTIONS SERVICE – SUPPLY AND DEMAND POLICY

**Cabinet Member** Cllr Ray Stanley  
**Responsible Officer** Head of Housing and Property Services

**Reason for Report:** On 2nd April 2015, the Supreme Court found against Westminster Council in a case relating to how it had made a decision on where to place a family to which it owed a duty to accommodate under the Housing Act 1996. The *Nzolameso v City of Westminster* judgment has significant ramifications for local authorities who are now required to develop policies to show how they will procure accommodation both in and outside their local authority boundaries and how they will decide who has priority accommodation in or close to their operational districts.

**RECOMMENDATION(S):** The Cabinet recommends to the Council the new Housing Options Supply and Demand Policy.

**Relationship to Corporate Plan:** The Council duties are governed by the Housing Act 1996 as amended under the Homelessness Act 2002 Part VII. This legislation sets out what a Council must provide and what duties it might owe a homeless applicant.

**Financial Implications:** There is a budget set aside for the Housing Options Service. Failure to provide advice and assistance could result in the Council being taken to court.

**Legal Implications:** As a consequence of the judgment in *Nzolomeso v Westminster City Council*, local authorities must all now develop a policy which:

- Outlines the Council's approach to procuring accommodation both 'in the district, 'close to home' and 'further away'. This must indicate both the anticipated supply and the expected demand over the next year.
- Explains how the Council will decide who will receive priority in the allocation of these properties.

The policy must be compliant with the existing duties of the local authority within the Housing Act 1996 and the Children Act 2004.

**Risk Assessment:** The Council is responsible for ensuring that the Housing Act 1996 as amended under the Homelessness Act 2002 Part VII is adhered to. Failure to provide advice and assistance under the legislation could lead to financial implications.

#### 1.0 Introduction

- 1.1 The Council's statutory duties are governed by the Housing Act 1996/2002. These are as follows:

- I. To provide advice and assistance to all applicants who come through the door. Applicants are usually seen on the same day or within 28 days of being threatened with homelessness. The emphasis is on prevention work and taking a homeless claim is a last resort. (Section 184)
  - II. To provide temporary accommodation for those we have a statutory duty to whilst we investigate their claim. This can be in bed and breakfast accommodation or hostels managed either by the council or partnership agencies. (Section 188)
  - III. To provide, or assist in providing, temporary or permanent accommodation to those where a full homelessness duty is accepted. (Section 193)
  - IV. To provide assistance to those applicants who aren't accepted in order to maximise their options, and refer on to partnership agencies
  - V. To provide quarterly returns to the Department of Communities and Local Government (DCLG) on performance in areas such as the ages and family make up of applicants, the length of stay and type of temporary accommodation and the number of acceptances. Some of these are also reflected in monthly reporting. Poor performance can mean a reduction in funding
- 1.2 The Council already has its own Homelessness Strategy 2013-2018 which is available on the internet, which sets out the Council's aims and objectives. This new policy sets out the Council's aims and the need to maximise the supply of good quality, affordable housing and make the best use of the District's social housing stock.
- 1.3 The current Choice Based Lettings Scheme (Devon Home Choice) introduced in 2009 allows flexibility to local authorities when allocating properties, whilst ensuring that there is a consistent approach.

## **2.0 The New Policy**

- 2.1 The new policy refers to the Council's statutory obligations that it would owe a homeless applicant. The policy has been written to take account of government guidance and recent case law, the Homelessness (Suitability of Accommodation) (England) Order 2012 and specifically all the statutory requirements in part 1 which cover the suitability of the location of accommodation.
- 2.2 When applying the new policy the Council must have regard to applying the test of suitability when making offers of permanent accommodation.
- 2.3 Authorities have to be satisfied that the accommodation offered is suitable and have considered the following issues which are a requirement to consider under the homelessness legislation, guidance and case law when making any suitable offer of accommodation.

2.4 The consideration includes:

- I. The suitability of the accommodation in relation to its location, proximity and accessibility of the accommodation to local services, amenities and transport
- II. The significance of any disruption which would be caused by the location of the accommodation to children's education.
- III. The proximity and accessibility of the accommodation to medical facilities and other support which are (i) currently used by or provided to members of the household; and (ii) are essential to the well-being of members of the household
- IV. Consideration of any other subjective matters and issues that relate to the household circumstances
- V. Must be satisfied that the accommodation is affordable having fully considered the cost of the rent and any other expenditure relating to the property
- VI. Must consider all existing legislation, statutory guidance and case law relating to making suitable offers of accommodation and specifically paragraphs 17.40 and 17.41 of the Homelessness Code of Guidance
- VII. Considered the provisions of the Housing Act 1985 relating to slum clearance and overcrowding
- VIII. Regard to the availability of properties within the District to suit applicants households requirements
- IX. Reference to the Equality duty covered within the Public Sector Equality Act 2010

**Contact for more Information:** Mike Parker, Housing Options Manager, Tel: 01884 234906 [mparker@middevon.gov.uk](mailto:mparker@middevon.gov.uk)

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

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**Mid Devon District Council**

## **Supply and Demand Policy – Housing Options**

**Addressing Needs and Aspirations of Homeless Households & Housing Applicants**

Policy Number: HSG 1

**December 2015**

## Version Control Sheet

*Title:* Supply and Demand Policy – Housing Options  
Addressing Needs and Aspirations of Homeless Households & Housing Applicants

*Purpose:* To review the Meeting the Housing Needs Policy in accordance with the Homelessness strategy and the Allocations Policy.

*Owner:* **Housing Options Manager**  
[mparker@middevon.gov.uk](mailto:mparker@middevon.gov.uk)

Telephone number 01884 234906

*Date:* **December 2015**

*Version Number:* v3.1

*Status:* **DRAFT Policy**

*Review Frequency:* **Annually or sooner if required and in accordance with changes in legislation and case law.**

*Next review date:* **Dec 2016**

*Consultation* **This document was sent out for consultation to the following:**  
Management Team  
Cabinet Member  
PDG Decent and affordable Homes

## Document History

This document obtained the following approvals.

Title	Date	Version Approved
Head of Service		
Management Team		
PDG Decent and Affordable Home		
Cabinet		
Council		
Audit	<b>09/10/2015</b>	

## **1.0 Background Case Law**

- 1.01 On 2nd April 2015, the Supreme Court gave its judgment in the case of *Nzolameso v Westminster City Council*. The case sets legal precedent and has implications for the way in which all local authorities must now make decisions as to where to place a family to whom they owe a duty under Part VII of the Housing Act 1996. The case established the need for documenting and formalising decision making processes.
- 1.02 The judgment was handed down on 2nd April 2015 following the Supreme Court case on 17th March 2015, where the Court found against Westminster City Council. They concluded that ‘the authority could not show that the offer of a property in Bletchley was sufficient to discharge Westminster’s legal obligations under the 1996 Act’. The judgment concludes that the authority did not explain adequately ‘what, if any, consideration had been to providing accommodation in or nearer the district. Additionally, the judgment concludes that the authority could not ‘show that they have properly discharged their obligation under section 11 of the Children Act 2004’.

## **2.0 Guidance within the judgment**

- 2.1 The outcome of this case is to provide guidance to local authorities as to how they should go about explaining their decisions as to the location of any properties offered to homeless applicants. The guidance recognises that authorities are entitled to take account of the resources available to them, the difficulties of procuring sufficient units of accommodation at affordable prices in their area and the practicalities of procuring accommodation in nearby authorities. However, the decision on an individual case will depend on the policies which the authority has adopted both for the procurement and allocation of these units.
- 2.2 From the court judgment in *Nzolomeso v Westminster City Council*, each local authority must develop a policy which:
  - a) Outlines the Council’s approach to procuring accommodation both ‘in district’, ‘close to home’ and ‘further away’. This must indicate both the anticipated supply and the expected demand over the next year.
  - b) Explains how the Council will decide who will receive priority in the allocation of these properties.
- 2.3 Following the decision of the Supreme Court in *Nzolameso v Westminster City Council* [2015] UKSC 22; [2015] PTSR 549, there are now four main layers of substantive legal obligations that apply to decision making about the location of accommodation secured under the homelessness legislation in Part 7, Housing Act 1996.
- 2.4 As a preliminary point, these requirements apply to all accommodation secured under Part 7. That is not to say that they apply in precisely the same

way to, e.g. s.188 interim accommodation as to final offers of permanent accommodation under s.193(7).

2.5 The main requirements are as follows:

- a) The accommodation must be within the Council's area of operation so far as reasonably practicable: s.208(1)
- b) Where possible, it should be as close as possible to where an applicant was previously living;
- c) The accommodation must be suitable for the applicant and his or her household: s.206(1); and –
- d) When assessing suitability, the Council must have regard to the need to safeguard and promote the welfare of any children; and this means that the decision-maker should identify the principal needs of the children, both individually and collectively: s.11(2), Children Act 2004; Nzolameso at para 27.

2.6 In addition, a lawful decision on location must give adequate reasons to explain why the Council has decided the above issues in the way that it has. The Westminster judgment sets out three geographical areas the local authorities should consider when assessing locational priority: 'in district', 'close to home' and 'further away'. The Council must consider the definitions which will apply, particularly in relation to the category 'close to home'.

2.7 The judgment identifies three geographical areas that the Council should consider when assessing locational priority. These are defined for the purposes of this policy as follows:

- a) 'area of district operation': within the local authority district.
- b) 'close to home': within 60 minutes travelling distance of the district, with particular reference to the school, place of employment or other physical place which gives rise to the need to be accommodated close to home. Travelling distance will be defined as travelling by public transport on the quickest available route.
- c) 'further away': will be defined as anywhere beyond 60 minutes travelling distance of district. In deciding accommodation offers for individuals and families further away, the Council will always have regard as to the suitability of the property and the area that that property is in. In particular the Council will consider the availability of services such as schools and health services to ensure that the welfare of children is fully considered in line with the Council's duties under the Children Act 2004.

2.8 Each week the Council provides temporary accommodation to families and single adults. Given the scale of demand, our policy in terms of who has priority for accommodation must adequately reflect what is feasible to achieve and also must ensure that the processes for allocation are relevant and effective.

- 2.9 The Council's temporary accommodation consists of a mix of its own stock, private sector properties and private bed and breakfasts which are procured on a day to day basis. It is increasingly difficult for the authority to find affordable bed and breakfast accommodation, a problem now being experienced in many councils. We also have to factor in the revenue generated from Housing Benefit for each claimant.
- 2.10 In addition to the properties procured in the district, the Council procures bed and breakfast accommodation and private sector leasing properties in the neighbouring authorities. These properties are not in-district but are within 60 minutes of travelling distance of Mid Devon.

### **3.0 Equalities Implications**

- 3.1 The Equality Act 2010 (the Act) introduced a new public sector equality duty (the equality duty or the duty). It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 3.2 In summary, the Council must, in the exercise of its functions, have due regard to the need to:
- a) Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
  - b) Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - c) Foster good relations between people who share a protected characteristic and those who do not.

### **4.0 General**

- 4.01 The aim of this policy is to provide a framework for the fair allocation of the limited supply of affordable temporary accommodation within and close to Mid Devon. This policy applies to temporary accommodation secured under Part 7, Housing Act 1996 and under Part 3, Children Act 1989.
- 4.02 The award of in-district or 60 minutes travel priority does not guarantee the provision of temporary accommodation within those areas. Where the household is in receipt of welfare benefits, this may place additional constraints on the availability of affordable accommodation, including constraints on its type and location.
- 4.03 Nothing in this policy should prevent a household from considering other housing options, including asking the Council for advice, support and assistance in relocating to more settled accommodation.

## **5.0 In-district priority**

- 5.01 Priority for available in-district accommodation will be given to certain households who have a compelling need to be housed within Mid Devon. Such priority does not guarantee an in-district placement, but should suitable and affordable accommodation be available within that area, it does give that household priority over others without that assessed priority.
- 5.02 Applicants and their household members to be housed with them who satisfy one or more of the following criteria will qualify for in-district priority:
- a) They are receiving treatment for a physical or mental health condition from a specialist hospital unit which cannot be transferred to another NHS service or they are at a critical point in their treatment.
  - b) They have a longstanding arrangement to provide care and support to another family member in Mid Devon who is not part of the household. Carers will need to be in receipt of Carer's Allowance and/or the person they care for must be in receipt of middle or high rate DLA care component or the daily living component of personal independence payment (PIP).
  - c) Children subject to a Child Protection Plan in Mid Devon which cannot be transferred to another local authority without causing serious detriment to a child's welfare.
  - d) Children subject to an Education, Health and Care Plan in Mid Devon which cannot be transferred to another local authority without causing serious detriment to a child's welfare.
  - e) Other circumstances which demonstrate an exceptional and compelling need that cannot be met outside the district.

## **6.0 The 60 minutes travel priority**

- 6.01 Priority for accommodation within 60 minutes travelling distance of Mid Devon by public transport ("60 minutes travel priority") will be given to certain households who have a compelling need to be housed within that area.
- 6.02 Such priority does not guarantee a placement within 60 minutes travelling distance of Mid Devon by public transport, but should suitable and affordable accommodation be available within that area, it does give the household priority over others without that assessed priority.
- 6.03 Applicants, or their household members to be housed with them, who satisfy one or more of the following criteria will qualify for 60 minutes travel priority:
- a) They have been continuously employed within Mid Devon for 16 hours or more per week in a role which cannot be transferred to another area. Applicants must have been employed in this role for six months prior to the date of application and remain so employed. Women who are on maternity leave from employment and meet the criteria will also be prioritised for placements within 60 minutes travelling distance of Mid Devon by public transport. Wherever practicable we will seek to place

such households within 60 minutes travelling distance by public transport from their place of employment at the time of application.

- b) Children who are enrolled in GCSE, AS, or A level courses in Mid Devon, with public exams to be taken within the next academic year. Wherever practicable we will seek to place such households within 60 minutes travelling distance of their school or college, by public transport.
- c) Other circumstances, where they demonstrate an exceptional and compelling need to be housed within 60 minutes travelling distance of Mid Devon by public transport.

## **7.0 No locational priority**

- 7.01 Applicants who meet none of the criteria may be offered properties further afield when no suitable property is available within Mid Devon or within 60 minutes travelling distance of Mid Devon by public transport.
- 7.02 The Council will have regard principally to the needs of any children in the household, and to the need to safeguard and promote the children's welfare. In particular, regard will be had to any disruption to schools, medical care, social work or other key services and support. However, due to the scarcity of temporary accommodation nearer to Mid Devon, of themselves these factors will not normally confer locational priority.

## **8.0 Mid Devon Background Information**

- 8.01 MDDC had a housing stock of 3,065 (Appendix 1) dwellings as at 1 June 2015. In addition to this, there is a number of Registered Social Landlords (RSLs) operating within Mid Devon who have 1,339 dwellings (Appendix 2). Together we have a total of 4,404 social Housing properties within the District (Appendix 3).
- 8.02 Social housing is a valuable resource and MDDC must ensure that it makes the best use of its stock. Devon Home Choice (DHC) is the model of Choice Based Lettings adopted by MDDC and the majority of RSLs operating within Devon have agreed to allocate housing through this jointly operated Choice Based Lettings Scheme.
- 8.03 Registered providers of Social Housing (RPs) including (RSLs) will give preference to certain applicants where necessary and let their own properties. They will also verify the applicant making sure they are eligible for an offer as per their allocation policies.
- 8.04 DHC has been introduced across the whole of Devon. MDDC co-ordinates DHC within Mid Devon and maintains the Housing Register operating within the area. MDDC co-ordinate the allocation process and provide, where appropriate, RSLs with the nominated household following the bidding process.

- 8.05 The significant gap between the demand for housing that is affordable and the available supply of both social housing and affordable private rented accommodation continues to increase in Mid Devon. It has been significantly impacted by Welfare Reform, specifically the changes to Local Housing Allowance (LHA) and the introduction of the Overall Benefit Cap (OBC).
- 8.06 The LHA caps had a significant impact on the Council's ability to procure properties in the private rented sector both for the prevention of homelessness and the discharge of the homeless duty. The LHA caps make it unaffordable for most households who require 4+ bedrooms or more to live in Mid Devon, unless they are in receipt of Working Tax Credit and therefore exempt from the OBC.
- 8.07 Although the District is still potentially affordable for households who require one or two bedroom properties, landlords in the District typically do not tend to rent accommodation to households in receipt of benefits, and efforts to address this with landlords have had limited success to date. Also market demands mean Local landlords can set rents above LHA rates, and Housing Benefit will only make payments up to the LHA rate for a property.
- 8.08 When a household approaches the Council in housing need, the Housing Options team will try to prevent homelessness wherever possible. If this is not possible the Housing Options team will make a formal assessment against a number of criteria as prescribed in homelessness legislation, before determining whether there is a statutory duty to rehouse a homeless applicant.
- 8.09 The Council has a duty to provide suitable housing to accepted homeless households under section 193 of the Housing Act 1996. It also has a duty to prevent homelessness and to offer advice and assistance to intentionally homeless households and non-priority households.
- 8.10 This policy should enable the Council to make suitable offers of accommodation to help with the shortage of housing. The Council may offer accommodation that may not meet the expectations of an applicant, but will take into account what is available in terms of suitability for that household.
- 8.11 In making offers, the Council will consider relevant factors such as employment, health, transport, education and accommodation. When making offers the Council may need to sometimes place applicants outside the District in accordance with the policy and therefore may not meet the expectations of the applicant.

## **9.0 Devon Home Choice**

- 9.01 The introduction of DHC in February 2009 has helped with the Council's stated aim of improving access to affordable housing. The scheme was revised in 2012 to reflect the bedroom occupancy changes made in the welfare reforms.



- 9.02 The chart below (Fig 1) shows the number of households on the waiting list for social housing in Mid Devon between 2005 and 2015, it shows a large decrease in 2009 after the introduction of Choice Based Lettings, which cleared many old applications from the database.
- 9.03 Since then the Housing waiting list has increased due to the reduction of available properties in the private sector, it also appears that housing applicants have joined the scheme in order to make themselves eligible for new developments being built by RSLs.

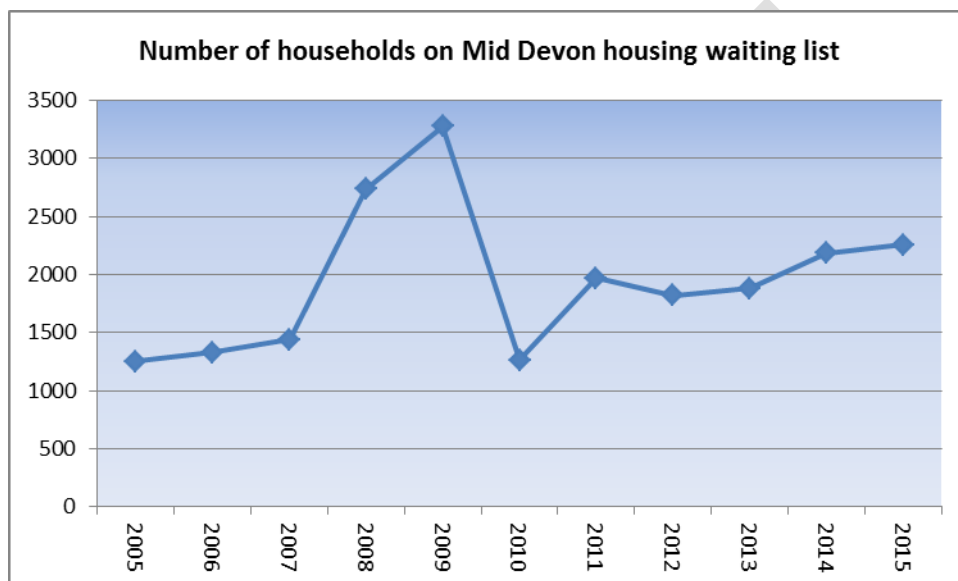


Fig 1 - Extracted from DHC (1 June 2015)

- 9.04 As at 1 June 2015, there were 2,236 applicants registered on Devon Home Choice within Mid Devon. Applications are assessed and put into one of five bands these being A, B, C, D, and E. The 'A' bands are those needing emergency accommodation. The 'B' band applicants have a high housing need and those in the 'E' band have no housing need.

## 10.0 Current Breakdown of the waiting list by Banding and Bedroom Need

- 10.01 The table below illustrates the breakdown of households within MDDC on Devon Home Choice, as of 1 June 2015, which shows over half of applicants are in band E with no housing need. It also shows that almost half of the waiting list requires a 1 bedroom property. The government's welfare reforms especially the removal of the spare bedroom subsidy has affected the numbers of households seeking to downsize.

	1	2	3	4	5	6	7	Total
Band B	107	78	8	6	6	1	2	208
Band C	62	112	87	49	3	0	0	313
Band D	391	101	22	13	2	0	0	529
Band E	554	479	178	22	1	0	0	1234
<b>Total</b>	<b>1114</b>	<b>770</b>	<b>295</b>	<b>90</b>	<b>12</b>	<b>1</b>	<b>2</b>	<b>2284</b>

Fig 2 - Extracted from DHC (10 August 2015)

10.02 In 2014-2015 we completed 58 new developments within the District, but this does not match the demand for accommodation.

10.03 The table below (Fig4) is taken from the Devon Home Choice figures on 1 June 2015. It shows the ratio of waiting list demand and the number of years it would take to meet the demand for individual property sizes through the turnover of existing stock.

10.04 This is based on the assumption that there is no future need other than the current backlog, which is clearly not the case. We know that further developments are needed to meet our demand.

10.05 This breakdown is based upon current properties being allocated via Devon Home Choice.

#### 11.0 Waiting List Need, Social Stock Turnover and Demand vs. Supply from MDDC DHC 2014/15(Including new completed developments 2014/15)

Stock Size	Waiting List (DHC)		Social Stock Turnover		Demand
	Number	%	Number	%	Ratio
1 bedroom	1114	48.8	99	39.6	11.25
2 bedroom	770	33.7	113	45.2	6.81
3 bedroom	295	12.92	36	14.4	8.19
4+ bedroom	105	4.58	2	0.8	52.5
<b>Total</b>	<b>2284</b>	<b>100.0</b>	<b>250</b>	<b>100.0</b>	<b>9.14</b>

Fig 4 - Extracted from DHC (1<sup>st</sup> June 2015)

11.01 The study also found under-occupation in the social rented sector of 11.5%, suggesting that there are around 266\* social rented properties, which are under-occupied by two or more bedrooms with over 183 of these in the Council's own stock. \*(Extracted from DHC 1<sup>st</sup> June 2015 applicants requesting downsizing)

#### 12.0 Analysis of 4+ Bedrooms within Mid Devon

12.01 Currently in Mid Devon we have limited supply of 4+ bedroom properties within the District. As a result the Council may have to allocate smaller properties to house larger Homeless families to whom we have a duty.

12.02 The table below shows the current stock with 4+ Bedrooms for Housing Associations and Local Authority stock with the maximum number of people allowed per property (Fig 4). The result clearly shows that there is a shortage of larger accommodation in the District.

Type	Social Sector	Bed Size	Maximum number of people	Qty	Location
House	LA	6	10	1	Tiverton
House	LA	5	10	1	Nymet Rowland
House	LA	5	10	1	Poughill
House	LA	4	10	2	Bampton
House	LA	4	10	1	Chawleigh
House	LA	4	10	1	Cullompton
House	LA	4	10	1	Down St Mary
House	LA	4	10	1	Shobrooke
House	LA	4	10	26	Tiverton
House	LA	4	10	2	Willand
House	LA	4	8	1	Ashill
House	LA	4	8	1	Kentisbeare
House	LA	4	8	1	Willand
Bungalow	LA	4	7	1	Yeoford
House	HA	4	6	1	Uffculme
House	HA	4	6	6	Cullompton
House	HA	4	6	1	Copplestone
House	HA	4	6	6	Tiverton
House	HA	4	6	1	Bradninch
House	HA	4	6	1	Lapford
House	HA	4	6	2	Silverton
House	LA	4	6	1	Crediton
Total				60	

Fig 5 - Extracted from LA & HA Stock 1 June 2015

12.03 The above table shows that within the District it is only the Council which has properties that will accommodate families larger than 6 persons. Housing Associations will consider housing larger households but this will be based upon their own adopted policies.

Over the last 5 years the Council has only allocated fifteen 4+ bedroom properties with no 4+ properties being allocated during 2014/15.

4+ Bedrooms Allocated on DHC 2010-2015									
	Bedroom Size	LA or HA	Allocated	Max Persons	Town	No of Bids	Band	Date	Local Connection
2010-2011	4 Bed	HA	1	6	Cullompton	58	B	Not Available	Yes
	4 Bed	LA	1	7	Yeoford	84	B	Not Available	Yes
	4 Bed	LA	1	10	Tiverton	74	B	Not Available	Yes
	5 Bed	No Properties	-	-	-	-	-	-	-
2011-2012	4 Bed	HA	1	6	Silverton	55	C	29/01/2012	S106
	5 Bed	No Properties	-	-	-	-	-	-	-
2012-2013	4 Bed	LA	1	8	Chawleigh	96	B	29/11/2011	Yes
	4 Bed	HA	1	6	Cullompton	58	B	12/07/2011	No
	4 Bed	HA	1	6	Cullompton	58	B	11/08/2010	Yes
	4 Bed	HA	1	6	Cullompton	23	B	28/11/2012	Yes
	4 Bed	HA	1	6	Cullompton	148	B	12/07/2012	No
	4 Bed	HA	1	6	Lapford	25	E	23/08/2011	Yes + S106
	5 Bed	No Properties	-	-	-	-	-	-	-
2013-2014	4 Bed	LA	1	7	Tiverton	32	B	22/03/2013	Yes
	4 Bed	LA	1	10	Tiverton	76	C	26/10/2010	Yes
	4 Bed	HA	1	6	Tiverton	35	C	15/04/2009	Yes
	4 Bed	HA	1	6	Uffculme	22	C	05/03/2013	Yes
	5 Bed	LA	1	9	Poughill	3	B	09/08/2013	Yes
2014-2015	4 Bed	No Properties	-	-	-	-	-	-	-
	5 Bed	No Properties	-	-	-	-	-	-	-

Fig 5 - Extracted from DHC Lets Summary 2010-2015

## 13.0 Conclusion

13.01 Within the District we have very little larger accommodation for families and as a consequence we may allocate homes which are not in the applicant's preferred area of choice. We may occasionally have to house households in 'Housing Need' out of the District on a temporary basis. We will however endeavour to meet the needs of our Housing applicant.

## 14.0 Related Documents

- MDDC Homelessness Strategy 2015-2018
- Housing Act 1996 Part vi
- Housing Act 1996 Part vii, as amended by the Homelessness Act 2002

## 15.0 Diversity and Equal Opportunities

15.01 Mid Devon District Council is committed to reflecting the full diversity of the community it serves and to promoting equality of opportunity for everyone. The Housing Service will tailor its services to meet the diverse needs of individuals.

## Appendix 1

The table shows the Council's current housing stock. We have a total of 3,065 properties within Mid Devon of which 22% are classed as sheltered accommodation. MDDC is the only registered provider currently providing five and six bedroom properties in the District (Fig 7).

## Appendix 2

This table shows the 1,339 Housing Association stock within the District. 32% of Housing Associations' stock is classed as sheltered accommodation (Fig 8).

## Appendix 3

This table shows the combined total stock held in the District as of April 2015. (Fig 6 & 9)  
We have a total of 4,404 properties with 25% sheltered accommodation.

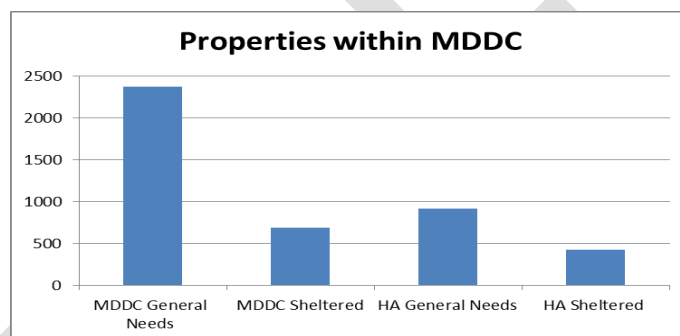


Fig 6 - Extracted from Orchard Stats & Housing Enabling Stats 1 June 2015

## Appendix 4

The table shows the total number of properties allocated during 2014/15. During this period we allocated 250 properties through Devon Home Choice. Of this total 59% was MDDC stock (Fig 10)

## Appendix 5

A summary of general needs and sheltered accommodation lets from 2010-2015 (Fig 11-15)

Appendix 1

CURRENT LA PROPERTY STOCK AS OF APRIL 2015

AREA	TYPE OF ACCOMMODATION																					TOTAL		
	GENERAL NEEDS HOUSES						GENERAL NEEDS FLATS				GENERAL NEEDS BUNGALOWS				SUPPORTED ACCOMMODATION BUNGALOWS						TOTAL	General	Supported	
	6BH	5BH	4BH	3BH	2BH	1BH	Bedsit	1BF	2BF	3BF	1BB	2BB	3BB	4BB	Bedsit	1BB/W	2BB/W	3BB/W	1BF/W	2BF/W	3BF			
TIVERTON TOWN	1		26	406	213	1	1	131	98	2	17	44	6		10	89	145		55	22		1267	946	321
CULLOMPTON TOWN			1	77	46		2	1	18	4	10	51	3			47			32			292	213	79
CREDITON TOWN			1	102	42			65	39		4		3			10	4	1	26	4		301	256	45
Ash Thomas				6																		6	6	0
Ashill			1	1																		2	2	0
Bampton			2	20	12						10	12				9		1				66	56	10
Bickley								1	1		1	2										5	5	0
Black Dog				6	1						1											8	8	0
Bradninch				31	25				4		6	26	1			16			8			117	93	24
Bow				12	7							4				10						33	23	10
Burlescombe												2										2	2	0
Buttlerleigh												3										3	3	0
Cadbury				2																		2	2	0
Chawleigh			1	5								4				11						21	10	11
Cheriton Bishop				4	1							1				13						19	6	13
Cheriton Fitzpaine				9	1											6						16	10	6
Chevithorne				1																		1	1	0
Clayhidon				1																		1	1	0
Colebrooke				2							2	2										6	6	0
Coldridge				1	3						2	1										7	7	0
Copplestone				7	13						11	7				18						56	38	18
Culmstock				7								11										18	18	0
Down St Mary			1	1	4						3											9	9	0
Eastleigh				1																		1	1	0
EastVillage					1																	1	1	0
Exbridge				3																		3	3	0
Halberton				16	10			2	8		2	11										49	49	0
Hemyock				17	8				12		4	22										63	63	0
Hockworthy				1																		1	1	0
Holcombe Rogus				3								8										11	11	0
Kentisbeare			1	7							1	4										13	13	0
Lapford				12	5						2	10				21						50	29	21
Loxbeare				1																		1	1	0
Morchard Road/Bishop				17	7						6	7										37	37	0
Morebath				3								3										6	6	0
Newton St Cyres				7	7						5	5				21						45	24	21
Nymet Rowland		1		1																		2	2	0
Oakford				1							3											4	4	0
Pennymoor				2																		2	2	0
Poughill		1		3	1																	5	5	0
Sandford				13	5						6	9				13	1					47	33	14
Samplord Peverell				14	5				6			11										36	36	0
Shillingford				4	2							7										13	13	0
Shobrooke			1	1	1							2	1			12	14					32	6	26
Silverton				15	13			2	13		6	14	1									64	64	0
Stoodleigh				1							2											3	3	0
Templeton																						0	0	0
Thorverton				6	1				4							3	23					37	11	26
Uffculme				20	28				10		19	15	1			10	18					121	93	28
Uploman				4																		4	4	0
Wembworthy				2							5											7	7	0
Westcott				2																		2	2	0
Westleigh				4								8										12	12	0
Willand			3	40	17	2		4	6		5	23				15						115	100	15
Yeoford			1	4	4						2	1	2	1								15	15	0
Zeal Monachorum				4	1																	5	5	0
TOTAL	1	2	39	930	484	3	3	206	219	6	135	330	18	1	10	324	205	2	121	26	0	3065	2377	688

Fig 7 - Extracted from Orchard Stats 1 June 2015

Appendix 2

CURRENT HOUSING ASSOCIATION PROPERTY STOCK AS OF APRIL 2015

AREA	TYPE OF ACCOMMODATION																					TOTAL		
	GENERAL NEEDS HOUSES						GENERAL NEEDS FLATS				GENERAL NEEDS BUNGALOWS			SUPPORTED ACCOMMODATION								TOTAL	General	Supported
	6BH	5BH	4BH	3BH	2BH	1BH	Bedsit	1BF	2BF	3BF	1BB	2BB	3BB	Bedsit	1BB/W	2BB/W	3BB/W	1BF/W	2BF/W	3BF				
TIVERTON TOWN			6	54	68			65	46		2	1		29	8			139	8	1	427	242	185	
CULLOMPTON TOWN			11	78	70	4	5	15	42						2	4	2	83	6		322	225	97	
CREDITON TOWN				41	44	4		8	14		24	3						84	1		223	138	85	
Ashill																					0	0	0	
Bampton				10	5			1	4												20	20	0	
Black Dog																					0	0	0	
Bradninch			1	9	15			2	1												28	28	0	
Bow				7	2																9	9	0	
Chawleigh				2	1																3	3	0	
Cheriton Bishop																					0	0	0	
Cheriton Fitzpaine				1								3									4	4	0	
Chumleigh																					0	0	0	
Collymore																					0	0	0	
Codestone			1	2	4																7	7	0	
Exton																					0	0	0	
Halberton				7	17			4													28	28	0	
Hemlock				12	9			4													25	25	0	
Hockworthy																					0	0	0	
Holcombe Rogus				1																	1	1	0	
Kentisbeare				4	4																8	8	0	
Lapford			1	6	7																14	14	0	
Morchard Road/Bishop					6																6	6	0	
Morebath																					0	0	0	
Newton St Cyres																1	2				3	0	3	
Nymet Rowland																					0	0	0	
Poughill																					0	0	0	
Sandford				4	6	1															11	11	0	
Sampford Peverell				4	8																12	12	0	
Shillingford																					0	0	0	
Shobrooke															1	1	1				3	0	3	
Silverton			2	8	9	1															20	20	0	
Templeton					1	1															2	2	0	
Thorverton				4	2																6	6	0	
Uffculme			5	24	31	8		25	2	2					14	5					116	97	19	
Wembworthy																					0	0	0	
Westleigh																					0	0	0	
Willand				3	4										26	5					38	7	31	
Yeoford				2	1																3	3	0	
TOTAL	0	0	27	283	314	19	5	124	109	2	26	7	0	29	51	16	5	306	15	1	1339	916	423	

Fig 8 - Extracted from Housing Enabling Stats 1 June 2015

### Appendix 3

#### COMBINED PROPERTY STOCK AS OF APRIL 2015

AREA	TYPE OF ACCOMMODATION																					TOTAL		
	GENERAL NEEDS HOUSES						GENERAL NEEDS FLATS				GENERAL NEEDS BUNGALOWS				SUPPORTED ACCOMMODATION							TOTAL	General	Supported
	BUNGALOWS						FLATS																	
6BH	5BH	4BH	3BH	2BH	1BH	Bedsit	1BF	2BF	3BF	1BB	2BB	3BB	4BB	Bedsit	1BB/W	2BB/W	3BB/W	1BF/W	2BF/W	3BF				
TIVERTON TOWN	1		32	460	281	1	1	196	144	2	19	45	6		39	97	145		194	30	1	1694	1188	506
CULLOMPTON TOWN			12	155	116	4	7	16	60	4	10	51	3			49	4	2	115	6		614	438	176
CREDITON TOWN			1	143	86	4		73	53		28	3	3			10	4	1	110	5		524	394	130
Ash Thomas				6																		6	6	0
Ashill			1	1																		2	2	0
Bampton			2	30	17			1	4		10	12				9		1				86	76	10
Bickley								1	1		1	2										5	5	0
Black Dog				6	1						1											8	8	0
Bradninch			1	40	40			2	5		6	26	1			16			8			145	121	24
Bow				19	9							4				10						42	32	10
Burlescombe												2										2	2	0
Buttlerleigh												3										3	3	0
Cadbury				2																		2	2	0
Chawleigh			1	7	1							4				11						24	13	11
Cheriton Bishop				4	1							1				13						19	6	13
Cheriton Fitzpaine				10	1							3				6						20	14	6
Chevthorne				1																		1	1	0
Clayhidon				1																		1	1	0
Colebrooke				2							2	2										6	6	0
Coldridge				1	3						2	1										7	7	0
Copplestone			1	9	17						11	7				18						63	45	18
Culmstock				7								11										18	18	0
Down St Mary			1	1	4						3											9	9	0
Eastleigh				1																		1	1	0
EastVillage					1																	1	1	0
Exbridge				3																		3	3	0
Halberton				23	27			6	8		2	11										77	77	0
Hemyock				29	17			4	12		4	22										88	88	0
Hockworthy				1																		1	1	0
Holcombe Rogus				4								8										12	12	0
Kentisbeare			1	11	4						1	4										21	21	0
Lapford			1	18	12						2	10				21						64	43	21
Loxbeare				1																		1	1	0
Morchard Road/Bishop				17	13						6	7										43	43	0
Morebath				3								3										6	6	0
Newton St Cyres				7	7						5	5				21	1	2				48	24	24
Nymet Rowland		1		1																		2	2	0
Oakford				1							3											4	4	0
Pennymoor				2																		2	2	0
Poughill		1		3	1																	5	5	0
Sandford				17	11	1					6	9				13	1					58	44	14
Samford Peverell				18	13				6			11										48	48	0
Shillingford				4	2							7										13	13	0
Shobrooke			1	1	1							2	1			13	15	1				35	6	29
Silverton			2	23	22	1		2	13		6	14	1									84	84	0
Stoodleigh				1							2											3	3	0
Templeton					1	1																2	2	0
Thorverton				10	3				4							3	23					43	17	26
Uffculme			5	44	59	8		25	12	2	19	15	1			24	23					237	190	47
Uploman				4																		4	4	0
Wembworthy				2							5											7	7	0
Westcott				2																		2	2	0
Westleigh				4								8										12	12	0
Willand			3	43	21	2		4	6		5	23				41	5					153	107	46
Yeoford			1	6	5						2	1	2	1								18	18	0
Zeal Monachorum				4	1																	5	5	0
TOTAL	1	2	66	1213	798	22	8	330	328	8	161	337	18	1	39	375	221	7	427	41	1	4404	3293	1111

Fig 9 - Extracted from Orchard Stats & Housing Enabling Stats 1 June 2015



Appendix 4

DEVON HOME CHOICE - MDDC/SOCIAL PROPERTY LETS (1 April 2014 - 31 March 2015)																									
AREA	TYPE OF ACCOMMODATION																						TOTAL		
	GENERAL NEEDS HOUSES						GENERAL NEEDS FLATS				GENERAL NEEDS BUNGALOWS				SUPPORTED ACCOMMODATION								TOTAL	General	Supported
	6BH	5BH	4BH	3BH	2BH	1BH	Bedsit	1BF	2BF	3BF	1BB	2BB	3BB	4BB	Bedsit	1BB/W	2BB/W	3BB/W	2BHW	1BF/W	2BF/W	3BF			
TIVERTON TOWN				15	16			26	18	2	5	6				1	3	3BB/W	2BHW	5	1		98	88	10
CULLOMPTON TOWN				4	3	1	1	3	6		5	6				2	1			2			34	29	5
CREDITON TOWN				2	3	1		17	7		1								1	4	2		38	31	7
Ash Thomas																							0	0	0
Ashill																							0	0	0
Bampton				3	2				1			1				1							8	7	1
Bickley																							0	0	0
Black Dog				1	1																		2	2	0
Bradninch			1	2	8				1		1												13	13	0
Bow				2																			2	2	0
Burlescombe																							0	0	0
Buttlerleigh																							0	0	0
Cadbury																							0	0	0
Chawleigh											1	1											2	2	0
Cheriton Bishop																1							1	0	1
Cheriton Fitzpaine											2					2							4	2	2
Chevitthorne																							0	0	0
Clayhidon																							0	0	0
Colebrooke																							0	0	0
Coldridge																							0	0	0
Copplestone					1						2												3	3	0
Culmstock					1																		1	1	0
Down St Mary																							0	0	0
Eastleigh																							0	0	0
EastVillage																							0	0	0
Exbridge																							0	0	0
Halberton								1	1														2	2	0
Hemyock				1				2	1														4	4	0
Hockworthy																							0	0	0
Holcombe Rogus																							0	0	0
Kentisbeare					1																		1	1	0
Lapford																1							1	0	1
Loxbeare																							0	0	0
Morchard Road/Bishop					1																		1	1	0
Morebath				1																			1	1	0
Newton St Cyres					1						1					1							3	2	1
Nymet Rowland																							0	0	0
Oakford																							0	0	0
Pennymoor																							0	0	0
Poughill																							0	0	0
Sandford											1												1	1	0
Sampford Peverell				1																			1	1	0
Shillingford																							0	0	0
Shobrooke												1					1						2	1	1
Silverton			1		2							1											4	4	0
Stoodleigh																							0	0	0
Sunnymead																							0	0	0
Templeton																							0	0	0
Thorverton																				2			2	0	2
Uffculme				1	4			4	2		1	1					2			1			16	13	3
Uploman																							0	0	0
Wembworthy																							0	0	0
Westcott																							0	0	0
Westleigh																							0	0	0
Willand						1						2								1			4	3	1
Yeoford				1																			1	1	0
Zeal Monachorum																							0	0	0
TOTAL	0	0	2	34	44	3	1	53	37	2	20	19	0	0	0	9	10	0	1	12	3	0	250	215	35

Fig 10 - Extracted from DHC Lets Summary 2010-2015

## Appendix 5

### General Needs Allocations (Houses) 2010-2015

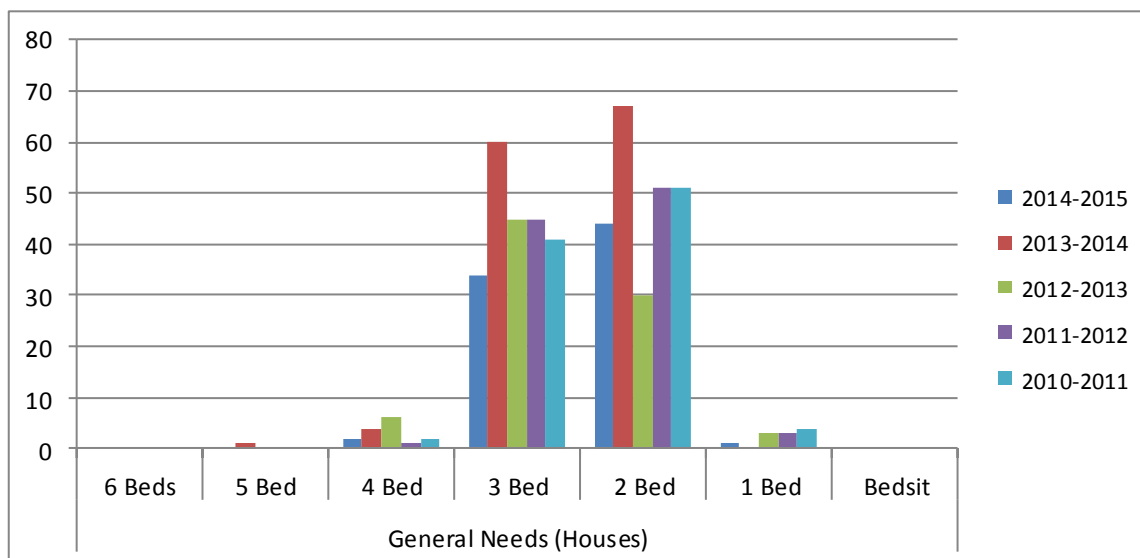


Fig 11 - Extracted from DHC Lets Summary 2010-2015

### General Needs Allocations (Flats) from 2010-2015

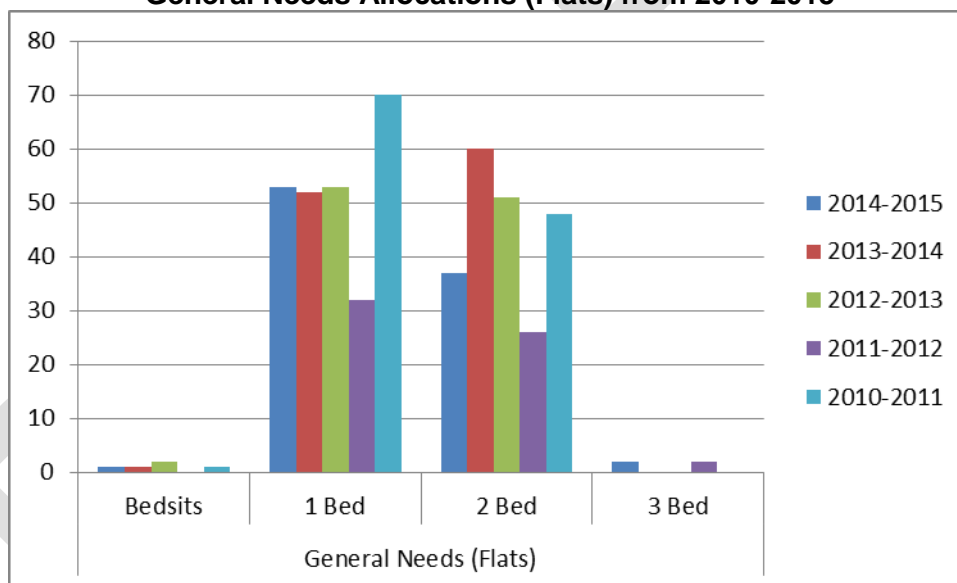


Fig 12 - Extracted from DHC (1<sup>st</sup> June 2015)

### General Needs Allocations (Bungalows) from 2010-2015

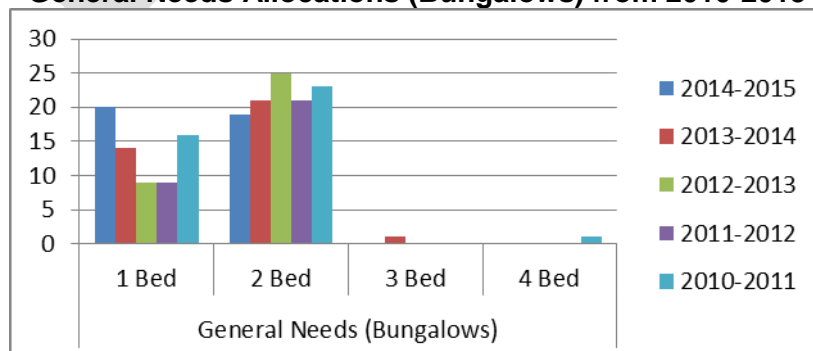


Fig 13 - Extracted from DHC Lets Summary 2010-2015

### Sheltered Allocations (Bungalows) from 2010-2015

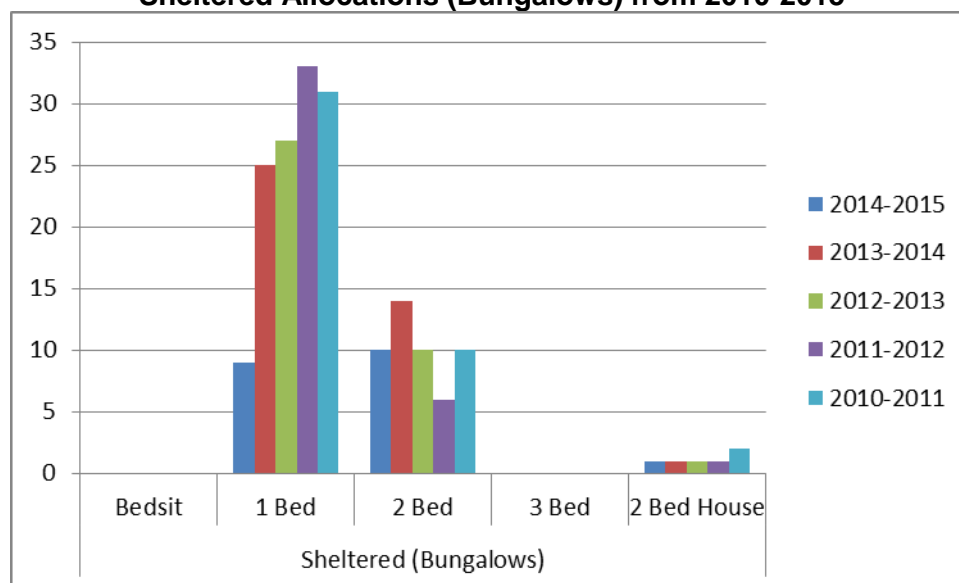


Fig 14 - Extracted from DHC Lets Summary 2010-2015

### Sheltered Allocations (Flats) from 2010-2015

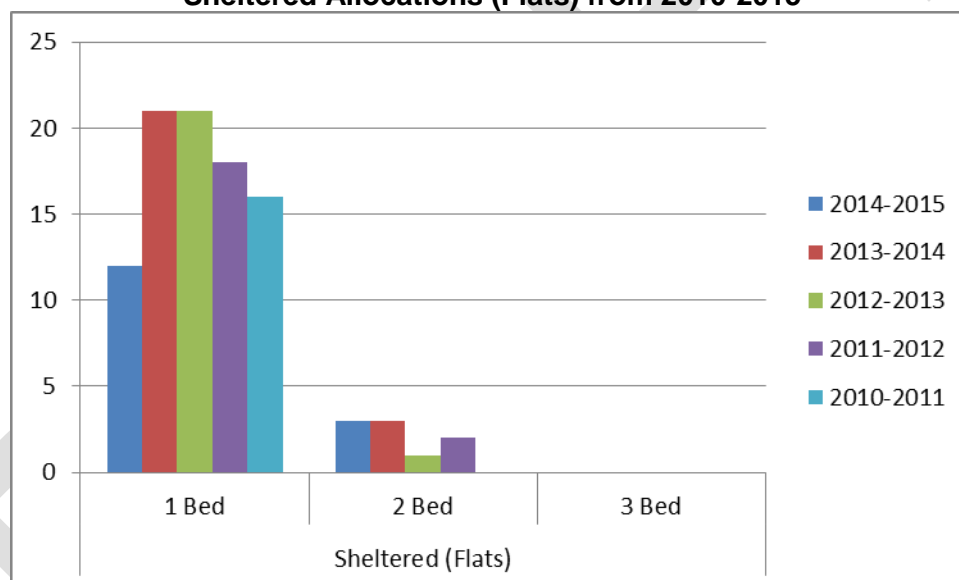


Fig 15 - Extracted from DHC Lets Summary 2010-2015

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## DECENT & AFFORDABLE HOMES PDG 1 DECEMBER 2015

### VOID MANAGEMENT POLICY

**Cabinet Member:** Cllr Ray Stanley

**Responsible Officer:** Head of Housing and Property

**Reason for Report:** To advise members of the Void Management Policy.

**RECOMMENDATION(S):** That the Cabinet recommends to Council the adoption of the Void Management Policy

**Relationship to Corporate Plan:** The Void Management Policy will be key to maintaining the councils stock within the parameters of the Decent Homes Standard.

**Financial Implications:** The financial implications will be contained within the Housing Revenue Account. It is important to prioritise financial management of the HRA to ensure the all available funds are used to the best effect.

**Legal Implications:** It will be necessary to ensure that the Void Management Policy addresses all the legal obligations the Council has as a Landlord for the housing estate.

**Risk Assessment:** The management of 3075 homes for some of our most vulnerable tenants contains many risks. These risks are managed at a service level through various risk assessment.

#### 1.0 Introduction

- 1.1 In 2014/15 works were carried out to 187 void properties, 68 of these were classified as major voids due to the extent of work involved before they could be re-let.
- 1.2 The average time to re-let a standard void in 2014/15 was 18 days against a target of 17 days, and the average void time for major voids in the same period was 50 days against a target of 45 days
- 1.3 A total of £483,490 has been spent bringing major voids up to an acceptable standard in 2014/15, an average of £7,110 per property.
- 1.4 A proportion of the total monies spent on void works each year are recharged to the vacating tenant, this is normally as a result of vandalism, abuse of the property, or failing to leave the property in a clean empty condition.
- 1.5 In order to reduce rent loss it is essential that we have a Void Management policy that covers all aspects of ending tenancies, carrying out works, through to re-letting.

- 1.6 One of the key factors in reducing void times and subsequent rent loss is the condition that the properties are returned to the Council in.

## **2.0 Tenant Consultation**

- 2.1 The Housing 'Tenants Together' group have been consulted on this policy and their comments taken into consideration.

- 2.2 Attached is a copy of the Tenants Together Voids Service Review, summarising the work of the Voids Scrutiny Working Group. They have proposed the following changes to the way in which we currently manage our void stock.

2.2.1 The provision of a 'Decoration Pack' to new tenants of general needs stock to allow them to decorate upon moving in, should be stopped.

2.2.2 The provision of a 'Decoration Reward Grant' to new tenants of general needs stock that have decorated their homes within 6 months of moving in, should be stopped

2.2.3 The provision of a 'Clean and Clear Reward' to the vacating tenants that have left the property clean and clear of rubbish, should be stopped.

## **3.0 Proposals**

- 3.1 The proposals from the service review have been considered by staff involved in the management of voids.

3.1.1 It was felt that item 2.2.1 could have a detrimental effect on both the letting process and the internal structure of the dwelling, taking this into consideration the 'Decoration Pack' should be retained. However it is recognised that savings need to be made and as such a new 'Decoration Pack' has been drawn up.

3.1.2 Neither the Decoration Reward Grant nor the Clean and Clear Reward add value to the void process and therefore these items have been removed from this revised Voids Policy.

## **4.0 Implementation of the Void Management Policy**

- 4.1 Other than the Tenants Together recommendations this policy formalises the process already used to ensure that our void properties are let as soon as possible and to a reasonable standard.

- 4.2 There are no additional resource implications as a direct result of this policy.

## **5.0 Financial Context**

- 5.1 Maintaining the Councils housing stock, including void properties, is the largest ongoing element of the Councils capital programme.
- 5.2 Within the annual budget there are sufficient monies to fund the current level of voids received each year.
- 5.3 It is envisaged that these changes to the way in which we currently work could save the Housing Revenue Account approximately £62,260 over the next 4 years.
- 5.3.1 There were 79 paint packs issued between 1<sup>st</sup> September 2014 and the 31<sup>st</sup> August 2015. Total cost £10,660. By introducing the new 'Decoration Pack' it is envisaged this cost could be reduced by 25%

Decoration Pack	Existing Cost	Proposed Cost	Envisaged Saving	Reduction
1 Bedroom Property	£117.50	£90.72	£26.78	23%
2 Bedroom Property	£132.50	£90.72	£41.78	32%
3 Bedroom Property	£142.50	£111.02	£31.48	22%
4 Bedroom Property	£152.50	£111.02	£41.48	23%

*The costs above are per property*

- 5.3.2 There were 12 decoration reward grants paid between 1st April 2015 and the 31st August 2015 (5 months). Total cost £1,275
- 5.3.3 There were 41 clean and clear payments made between the 1<sup>st</sup> April 2015 and the 31 August 2015 (5 months). Total cost £4,100

**Contact for more Information:** Mark Baglow, Building Services Manager. Tel 01884 233011 or Nick Sanderson, Head of Housing and Property. Tel 01884 234960

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

# Mid Devon District Council

# **Building Services**

## **Void Management Policy – DRAFT**

**November 2015 v1.0**



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## **Appendices**

• Our Standard of Repair for Empty Properties	Appendix A
• Decoration Pack	Appendix B

## **Policy Statement**

This policy is to ensure that Mid Devon District Council (MDDC) has effective procedures in place to manage its empty stock quickly and efficiently.

As the Housing Revenue Account (HRA) is funded from the income generated by the rental of its stock, the Void Management Policy focuses on the requirement to reduce the length of time a property is empty.

The policy will ensure a forward looking and strategic approach to void management that will help to:

- Minimise rent loss through reducing the length of the void period and repair costs
- Set out MDDC's Housing Service Standard of Repair for Empty Properties ensuring that all staff, contractors and tenants are aware of exactly what condition the council expects of its empty properties
- Set in place systems for monitoring the standards of void properties and customer satisfaction with their new home

The policy, together with MDDC's Housing Service Tenancy Management and Repair policies will guide staff in ensuring that tenants are aware of their repair responsibilities and end of tenancy obligations.

It should be used in conjunction with the most recent housing needs survey and the allocations policy, to ensure that the stock is well used in a way that meets local demand in a fair and equitable way.

This policy will be reviewed on a bi-annual basis to ensure that its contents reflect current legislation and the latest examples of best practice in the field.

## **Ending tenancies**

All tenants are required to give four weeks written notice terminating their tenancy which is effective from the Monday after the termination notice is received.

Tenancies always finish on a Sunday and keys must be returned to Mid Devon District Council by the time stated in the tenancy agreement.

Failure to return the keys by the time stated in the tenancy agreement will incur a charge as stated in the tenancy agreement. Where the keys are not returned at all, the cost of changing locks will be recharged to the outgoing tenant.

As part of the end of tenancy process the tenant will allow MDDC to carry out a pre-void inspection if requested.

The Council actively encourages tenants to leave the property and external areas in a clean and tidy condition as laid out in the tenancy agreement. When a valid notice of termination is received, all outgoing tenants will be reminded of their rights and responsibilities in relation to ending the tenancy. The Council will then arrange inspection of the property before the tenant moves out. This will enable the Housing Service to:-

- Agree any improvements which are eligible for compensation
- Identify any rechargeable repairs
- Identify and notify maintenance contractors of expected volumes of work to assist with forecasting and capacity planning
- Identify any factors which will be considered as part of offering the property for re-let, such as special adaptations

The outgoing tenant will be responsible for the full costs for clearing out the property and any other rechargeable repairs identified.

Any rechargeable repairs will be identified where possible during the pre-void inspection and the tenant made aware of their responsibilities regarding these. The outgoing tenant will be asked to sign the list of rechargeable repairs and this will be used as a checklist to ensure that their responsibilities have been met. The Council reserve the right to recharge the outgoing tenant for any rechargeable works that occurred after or that were not visible during, the pre-void inspection.

The tenant will also be informed by their Neighbourhood team about the status of their rent account and any sub accounts and required to make payments to clear any outstanding debt before the end of the tenancy. If the tenant is in arrears but is unable to clear them in full before the end of the tenancy, they will be required to make an affordable payment agreement to clear the debt. Failure to do so will mean that the tenant will be pursued for any monies owing through the courts. The outgoing tenant will be required to provide a forwarding address, as specified in their tenancy agreement.

Where it is suspected a property is abandoned the statutory procedures will be followed as detailed in our tenancy management procedures.

On becoming available for letting, the property will be offered to a potential new tenant with minimal delay in accordance with policies relating to the Devon Home Choice scheme and our own allocations policies.

## **Vacating Tenants**

The vacating tenants are required to fulfil the following conditions when they wish to end their tenancy:

### **General Conditions:**

- Provide a minimum of four weeks' notice of intention to move out
- Allow staff access to pre-inspect the property following an appointment

- Allow staff to show prospective tenants to view the property before it becomes void
- Have a clear rent account
- Return all the keys to the property as stated in the tenancy agreement
- Have all utility meters read before moving out. If key meters are fitted, leave the keys in the meters with no debts
- Provide a forwarding address
- Allow access to carryout minor repairs before you vacate the property

### **Cleaning and Clearing:**

- Make sure that the garden is tidy and free of rubbish
- Remove all furniture, belongings and any rubbish from the property - including the loft, the garden, and sheds
- Leave the property in a clean condition – windows, floors, cupboards, worktops and all sanitary ware

### **Decorations / Fixtures and fittings:**

- Make sure the property is in good decorative order
- Repair any damage caused by moving fittings and fixtures
- Repair everything that has been damaged
- Agree with staff and clearly mark any items they wish to leave behind for the next incoming tenant
- Overpaint any bold and bright wall or ceiling colours with an obliterating emulsion

### **Pre-Void Inspection**

Any adaptations to the property, such as a flush-floor shower, wheelchair height kitchen cupboards and handrails etc. will be noted at this time. This information will be shared with both the Housing Options team and the Adaptations Officer, so that they are able to offer the property to an appropriate prospective tenant.

The outgoing tenant should put any queries regarding rechargeable repairs raised at the time of the pre-void inspection to the Building Services Manager via the complaints procedure.

## **Void Inspection**

As soon as the property becomes void it will be re-inspected to confirm if the former tenant has:-

- Complied with all their end of tenancy obligations

It will also enable the inspecting officer to identify any repairs that may have been missed or hidden by furniture etc during the pre-void inspection that need to be recharged.

## **Repairs to Void Properties**

The Council aims to identify and complete all necessary repairs to enable a property to be re-let as soon as possible.

All works undertaken in the property will be completed to the Void Standard (Appendix A), which has been agreed with our tenants, and to the Decent Homes Standard as laid out by the Government.

All properties will be issued with electrical and gas safety certificates in compliance with legal requirements.

To speed re-let times, repairs will be classified into two categories:-

1. Essential repairs that must be completed while the property is empty (including safety checks)
2. Non-essential or minor repairs that could be completed once the new tenant has moved into the property or prior to the outgoing tenant moving out. Any further damage to the property would be recharged back to the outgoing tenant.

The Council will ensure that properties are checked against the planned works programme to make the most cost effective use of resources. If a property falls into a geographical area where planned maintenance work is being undertaken, the property will be moved to the top of the planned maintenance list for these works to be completed as soon as possible.

Major repairs and any necessary Health and Safety works that would cause a high level of disruption to tenants or put their safety at risk, such as the removal of asbestos, and any damp or rot treatments will be completed prior to the start of the new tenancy.

Every attempt will be made to complete all repairs prior to the new tenant taking up their tenancy; however, in some circumstances minor, non-essential repairs will be undertaken once the tenancy has commenced. These repairs and the timescales for their completion will be agreed with the new tenant. In all cases, these will be charged to the voids budget.

All void properties must have had a gas and electrical check and have the necessary certificates in place before they can be deemed as ready to let. Copies of these are given to the new tenant as part of the sign up process.

### **Internal Decoration**

The Council do not decorate general needs properties.

Where the vacating tenant has left the property with bold or hard to cover colours consideration will be given to the need to apply an obliterating emulsion prior to re-letting.

The Council will provide a 'Paint Pack' (Appendix B) to the new tenant in order to help them start to decorate their new home.

The Council will undertake internal decoration if required to our sheltered housing stock before being let.

### **Building Sustainable Neighbourhoods**

All prospective tenants are provided with information about the property attributes, and local neighbourhood facilities prior to viewing.

When a prospective tenant has indicated their acceptance of a vacant property, the tenancy will commence as soon as possible after all essential repairs are completed. All tenancies start on a Monday.

All new tenants are given opportunity to feed back their satisfaction with the void management process and standard of the property when let. New tenants will be visited within the first 6 weeks of their tenancy commencing. In summary the purpose of this visit will be:-

- To welcome the tenant and give an opportunity for them to ask any questions, raise any concerns, follow up on any outstanding issues etc;
- To establish if they need any extra help setting up their home and Identify any support needs the tenant may have;
- To offer any advice about benefit that the tenant may be entitled to;
- To discuss rent payment options or delays with outstanding Housing Benefit payments
- To reinforce the terms of the tenancy agreement and the tenants' rights and responsibilities.

The sign up process and settling in visit has a significant impact on the sustainability of tenancies. The Council will ensure a range of supportive procedures and services are in place to ensure effective delivery.

## **Diversity Issues**

The Council is committed to providing a fair and equitable service to its tenants and leaseholders. Through the management of our empty properties the council aims to treat all customers fairly, and with respect and professionalism regardless of their gender, race, age, disability, religion, sexual orientation and marital status.

## **Monitoring and Customer Involvement**

Satisfaction with the Service provided will be monitored through “settling in” visits and repairs satisfaction forms. Feedback received from these surveys will be used to inform amendments to the policy and thus improve the Service provided.

## **Appendix A**

### **Our Standard of Repair for Empty Properties**

We aim to provide a high quality repairs service to all our tenants and we rely on your comments and suggestions to help us improve.

We want our new tenants to move into properties that are safe and secure, clean and in good condition.

All our empty properties will meet our statutory and contractual obligations and the government's Decent Homes Standard.

#### **Generally:**

Our properties will have:

- Clean, hygienic facilities for preparing food
- Sanitary ware that is clean, functioning and hygienic
- An efficient heating system that is safe and easy to use
- Good thermal insulation
- Modern UPVC double glazed windows
- A mains-powered smoke alarm
- A mains-powered carbon monoxide alarm (if property has gas or solid fuel heating)

#### **Decoration:**

You are responsible for all internal decorations.

#### **Safety:**

When you sign your tenancy agreement you will receive the following documents relating to your new home:

- Electrical test certificate
- Gas appliance safety certificate (if the property has a gas supply)
- Solid fuel appliance safety certificate (if fitted)

#### **Gardens:**

- If the property has a garden, all debris will be removed and grass will be 'rough cut'
- Fencing (if provided) will mark the boundaries of the property

#### **Doors:**

- External doors to the property will be secure with at least 2 sets of keys
- Security chains will be fitted to the front and rear doors



- All doors in the property will open and close easily

#### **Internal Woodwork:**

- All internal woodwork will be free from serious damage or decay
- All new woodwork will be primed ready for painting

#### **Windows and Glazing:**

- Windows that are designed to open and close will do so
- All glazing will be intact

#### **Floors and Stairs:**

- All solid floors and floor tiling will be free of cracks or other faults that may cause injury
- All floorboards will be sound and secured. (We cannot guarantee that floorboards will not have some slight movement or creaking)
- All parts of staircases will be secure and free from defects

#### **Kitchen:**

- If there is space in the kitchen, we will provide water and waste connections so that you can plumb in a washing machine. We will also provide a convenient power point below the worktop
- All kitchen units will be clean and in good condition
- Worktops will be clean and hygienic
- The kitchen sink top will be clean and in good condition
- All kitchens will have an electric cooker connection point (If the property has a gas supply, the kitchen may have a gas cooker connection as well)

#### **Bathroom and Toilet:**

- The property will have a clean, functioning bath (or shower) and a wash hand basin
- Each toilet in the property will flush properly and have a new seat fitted

#### **Mains Service:**

- The property will have an electricity supply that has been tested prior to letting and is safe
- If the property has a gas supply, all fitted appliances will have been tested for safety prior to letting

- The property will have a water stopcock that is easy to operate and in working order (we will tell you where it is when you sign your tenancy agreement)

### **Heating and Hot Water:**

The property will have space and water heating that is safe and ready to use. We will give you a manual on how to use the heating system when you sign your tenancy agreement.

- All gas appliances (where fitted) will be safe and serviced within the last 12 months
- Any solid fuel appliances (where fitted) will be safe and serviced in the last 12 months
- All electric storage heaters (where fitted) will be tested and be safe

### **Energy Efficiency:**

- All light fittings will have low energy light bulbs fitted
- Loft spaces will be insulated to current standards

### **Cleaning:**

- The property will be clean and any rubbish and unwanted items left by the previous tenant will be removed
- If the property has a working chimney, it will be swept

### **External Condition:**

- One and two storey properties will have the rainwater gutters cleared of any debris
- Chimneys, external brickwork, pointing, rendering and cladding will be checked for defects that could result in water penetration
- Front and rear paths will be safe without trip hazards
- Entrance gates and front fencing (where provided) will be sound and secure

### **Quality Control:**

If the property that you have been offered does not meet this Standard please let us know as soon as possible.

## **Appendix B**

### **Decoration Pack**

Paint Pack - 1 & 2 Bedroom Properties

Paint Pack - 3 & 4 Bedroom Properties

Colour	Type	Qty	Unit
Brilliant White	Vinyl Matt	1	5 ltr
Magnolia	Vinyl Matt	3	5 ltr
White	Gloss	1	2.5 ltr
White	Undercoat	1	2.5 lt
Brush Cleaner	-	1	1 ltr
Brush	25mm	1	item
Brush	50mm	1	item
Brush	75mm	1	item
Roller + Tray	Plastic	2	item
Sandpaper	Sheets	1	Pack 5
Filler	Pack	1	Pack
Dust sheet	4m x 3m	1	item
Filling knife	50mm	1	item

Colour	Type	Qty	Unit
Brilliant White	Vinyl Matt	2	5 ltr
Magnolia	Vinyl Matt	4	5 ltr
White	Gloss	1	2.5 ltr
White	Undercoat	1	2.5 lt
Brush Cleaner	-	1	1 ltr
Brush	25mm	1	item
Brush	50mm	1	item
Brush	75mm	1	item
Roller + Tray	Plastic	2	item
Sandpaper	Sheets	1	Pack 5
Filler	Pack	1	Pack
Dust sheet	4m x 3m	1	item
Filling knife	50mm	1	item

## Tenants Together Voids Service Review

### A Briefing Paper Summarising the Work of the Voids Scrutiny Working Group

#### 1.0 Introduction

- 1.1 The Regulatory Framework clearly states that tenants should have opportunities to shape service delivery and to hold Councillors to account. To achieve this, stock holding local authorities are expected to engage meaningfully with their tenants and to offer them opportunities to mould the tailoring of services to shape local priorities. In particular, the Council, as a landlord, is expected to give tenants an opportunity to scrutinise performance, identify areas for improvement and influence future delivery.

## **2.0 Reason for the review**

- 2.1 The Voids Service was selected for scrutiny review by Tenants Together as we are striving to improve performance in this area. Whilst performance is improving, it is still under performing against our annual target. It is important that properties are re-let on a timely basis to maximise income for the Housing Service. Failure to address this issue will have an impact on the Housing Revenue account (HRA).

## **3.0 Who we are**

- 3.1 We are a group of tenants, called Tenants Together, who are working closely with the Mid Devon District Council's Housing Services.
- 3.2 We take in depth look at various services provided by the Housing Service in the running of its homes and services.
- 3.3 We investigate our chosen topics and report recommendations to the Decent & Affordable Homes Policy and Development Group (D&AH PDG).
- 3.4 The Tenants Together members agreed to undertake a service review on voids and set up a Scrutiny Working Group. The members involved in undertaking this service review were:
- Patricia Cowie
  - Trudy Saunders

## **4.0 The scope of the review**

- 4.1 The report details the findings of the Voids Service Review Working Group. The subject was chosen by the Tenants Together in partnership with the landlord.
- 4.2 This is a tenant-led project with the aim of reviewing the current performance and quality of the voids process and making recommendations for improvements.
- 4.3 The Voids Service Review Working Group produced an Action Plan set out in Appendix A.
- 4.4 The Voids Service Review Group has assessed data and information provided including:
- Reviewing our policies, procedures and literature relating to our voids
  - Interviewing Mark Baglow, Patrick Hyde, Michael Parker, Sian Sandy, Tanya Webber and the DLO's Voids Team
  - Comparing our procedure with other landlords and visited North Devon Homes and East Devon District Council to investigate how they undertake their voids process
  - Viewing a void property
  - Accompanying a Tenant Inspector for Voids on a void inspection
  - Speaking with tenants who had recently taken a tenancy with us

## **5.0 Overview of Scrutiny Findings and Recommendations**

The Scrutiny Working Group's Findings	The Scrutiny Working Group's Recommendations
1.1 17 day target – already a tight turnaround this includes a possible wait of 7 days for asbestos check and a gas check.	<p>Leave target as it is.</p> <p>Management response: The Cabinet Member wishes to reserve the right to reduce the target in the future, if necessary</p>
1.2 Properties not visited sometimes for several years. The risk of tenants feeling they can adapt properties as they wish.	<p>Tenancy home checks key to stopping this. Employ someone just for this role, saving money on voids. Recruit more Tenant Reps for all areas who could help.</p> <p>Management response: It is unlikely that one person would have the capacity to visit every single property. It is agreed that Tenancy Home Checks are important</p>
1.3 Paint Packs – cost £58.50 + £52.00 per decoration essentials + paint £10.50 £5.25. This is not having a positive impact on condition of voids returned. Many tenants not having the appropriate skills required to paint to government standard.	<p>Stop this system. Employ apprentices to paint all properties that require it.</p> <p>Management response: The Decent &amp; Affordable Homes PDG (PDG) will be asked to make a decision on this as part of the discussion relating to the new policy on void management. Managers feel that paint packs can offer value for money because it is cheaper than paying someone to paint the property. Apprentices still need supervision and training and there is an issue about whether or not it would be appropriate to employ apprentices to do this type of work. Paint packs can also be useful if there is a hard to let property.</p>
1.4 Clean & Clear Reward £100 per property. Nothing to suggest this has a positive outcome of void properties returned. This requirement is also part of the Tenancy Agreement.	<p>Stop this system or reinforce inspection process. If a property has obtained a clean &amp; clear reward it shouldn't need a paint pack etc.</p> <p>Management response: The PDG will be asked to discuss this.</p>
1.5 Decoration Grant (internal) – given to tenants after they have painted £75 – 1 bed, £100 – 2 bed, £150 – 3 bed.	<p>Scrap this system. Tenants are currently being given money to decorate their properties and this is already a requirement in their tenancy agreement.</p> <p>Management response: The PDG will be asked to discuss this.</p>
<p>1.6 Voids Managements Policy out of date. We took a thorough look at this policy and matched it against interviews of staff for best practice.</p> <p>Areas highlighted:</p> <p>A further £20 will be offered if.....</p> <p>Additional works to hard to let properties.</p>	<p>Update as per recommendations below.</p> <p>This doesn't happen (MB).</p> <p>This doesn't happen.</p> <p>Management response: A new policy has been drafted and this is to be presented to the PDG.</p>

<p>1.7 Voids Policy - A mains powered Carbon Monoxide alarm</p> <p>Decorating.</p> <p>Heating &amp; Hot Water.</p>	<p>This should read 'or battery'.</p> <p>Update this if systems are scrapped.</p> <p>The property will have space and water heating that is safe and ready to use. This does not make sense.</p> <p><b>Management response: A new policy has been drafted and this is to be presented to the PDG</b></p>
<p>1.8 Our Standard of Repair for Empty Properties leaflet.</p> <p>Standard was developed with the help of Council tenants on the Repairs &amp; Maintenance focus group. This is now out of date.</p> <p>Your comments.</p> <p>Whole leaflet out of date.</p> <p>Ensure tenants know legalities around tenancy.</p>	<p>Out of date – update as below. Make more user friendly.</p> <p>Review the standard.</p> <p>Not user friendly or very informative.</p> <p>Update as necessary.</p> <p>Decent Home standard.</p> <p><b>Management response: Agreed. The leaflet needs updating.</b></p>
<p>1.9 Where are materials sourced from? Are we getting best value?</p>	<p>Look into this further to get a better deal. Possibly join the Devon Wide consortium like East Devon District Council are part of.</p> <p><b>Management response: we take great care to achieve good value for money in relation to procurement and negotiate directly with manufacturers, in many cases. Therefore, it is felt that there is little to be gained by joining a procurement club. The Cabinet Member has suggested procurement as a topic for a future service review.</b></p>
<p>1.10 When a prospective tenant applies on Devon Home Choice to live in Mid Devon the property is given to them subject to references being satisfactory. If a prospective tenant is privately renting - they would have to give at least four weeks notice - this can mean that they are paying on two properties.</p>	<p>When a person applies to become a Mid Devon tenant references should be taken immediately. This will also help to eliminate tenancy fraud.</p> <p><b>Management response: The Council receives approximately 20 requests for rehousing each week. We need to limit the work associated with registering these cases. All cases in Band B are visited and their circumstances verified. Furthermore, there are approximately 700 cases in Band D most of whom are unlikely to be rehoused. We need to focus on those who are rehoused.</b></p>
<p>1.11 Tenancies can be ended online with other housing providers – after keys have been returned.</p>	<p>Now that we have a new system can this be done in Mid Devon.</p> <p><b>Management response: the Council insist on notice of 4 weeks, in all cases. We can look at</b></p>

	whether or not this is feasible but there may be issues in terms of legality and also compatibility on our system.
1.12 New tenant questionnaire – not user friendly. Doesn't ask key questions.	<p>Please refer to NDH questionnaire – Appendix C. Offer the forms in other formats</p> <p>Management response: the questionnaire needs updating and we will review it, with reference to the NDH document, as an example of good practice.</p>

## 2 Conclusion

The TT Members involved in this review would like to thank the housing staff and tenants who gave their time to assist them in this review.

**Contact for more information:**  
Leader)

Sandra Hunt (Community Support and Initiatives Team

Telephone: 01884 234278

Email: [shunt@middevon.gov.uk](mailto:shunt@middevon.gov.uk)

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## **Report of the Devon Home Choice Working Group to the Decent and Affordable Homes Policy Development Group**

**1 December 2015**

### **Background**

A Working Group had been established in the previous Council to make a recommendation regarding the continuance of Band E within the Council's Allocations Policy. Their recommendations had been presented to the Cabinet in January 2015 but it had been their decision that more work was needed and that the recommendations had not been proactive or robust enough in order to take forward.

Following the retirement of two Members of that Group it had been necessary to re-establish the working Group under the new membership of the Decent and Affordable Homes Policy Development Group in the new Council. The new Group were advised that a conclusive decision was needed in relation to Band E.

### **Members of the Working Group**

Cllr P J Heal (Chairman)  
Cllr Mrs H Bainbridge  
Cllr Mrs J Doe  
Cllr B Evans  
Cllr J Squire

### **Information received over the course of two meetings**

- The previous working group report
- Cabinet decision in relation to that report made on 8 January 2015
- Devon Home Choice Application Form
- Devon Home Choice Review – summary report from the Housing Options Manager (Include as an Appendix ?)
- Summary information in relation to:
  - South Hams District Council and West Devon Borough Council
  - East Devon District Council
  - Torbay Council
  - Teignbridge District Council
  - Plymouth City Council

- Exeter City Council
- North Devon District Council
- Torridge District Council
- Band E lets across Devon
- Shortlist examples from across Devon
- Rural Housing comments
- Devon Home Choice Band E review use

## **Conclusions**

In discussing all the information they had received and the previous work which had been undertaken, the Group came to the following conclusions:

- There are consistently high numbers of people in Band E, this needs to be reduced as many people on the list don't even log into the system and some don't even bid – how does this provide a true reflection of housing need across Mid Devon? Further questions were asked, such as, why don't some people bid and why do some bid and then repeatedly refuse an allocation? This information needs to be ascertained.
- Consider suspending those who have not logged in or who have successfully bid three or more times and refused an allocation?
- Whatever the final decision is it is likely the same number of people would need to be processed whether Band E exists or not. If it is removed these people may still come back with enquiries in the future.
- It is a fact that houses are let within Band E, 19 in the previous year.
- Even though some people are not in desperate need they do still have a 'need', for example, an adult living at home with his/her parents wanting to move out. A need can also be for people renting in private sector housing who although they are technically housed are in difficult financial circumstances caused by low income and high rents.
- As a way forward, more proactive measures need to be taken to determine the true level of housing need and a thorough review is needed of the way the waiting lists are managed.
- Mid Devon is one of the highest authorities in Devon where people haven't even logged on to the system (66%).
- There is a need to protect vulnerable people therefore questions need to be asked as to why someone has not logged on or bid as there could be a justifiable reason.
- Using criteria such as 'community contribution' in determining whether or not a property is allocated to a particular individual is very arbitrary and the value of the contribution varies from community to community.

- The Devon Home Choice software system needs an overhaul but this would come at a cost.
- More could be done to interrogate the system to see what people have bid for compared with what comes up and where. It would be useful to know, for example, when people have logged on and how proactive they are, obviously the keenest will log on as soon as the list is published.
- Need to determine what effect suspending those not logging on or bidding would have, would they reapply? This cannot be determined until they have been given an opportunity to reply. Therefore there is a need to contact them warning them of possible suspension if they cannot produce a valid reason as to why they haven't acted. The communication needs to include a prepaid envelope to give people every opportunity to come back to us. The Group would like sight of the communication before it is sent out.

## Considerations

After further investigations currently the Devon Home Choice scheme, would not allow us to change the scheme by:

- Removing applicants who have not bid for 12 months
- Removal of applicants who refuse 3 offers of accommodation.

If challenged, the scheme is open to challenge should we implement the changes without any consultation (please see DCLG Guidance notes below). These changes have already been discussed at the Devon Home Choice Management board but not yet implemented.

The refusal of 3 offers is currently written into the scheme but with conditions attached:

**Section 4.14** *“Applicants who refuse a number of homes that they have bid for and been offered will have their case reviewed by the local authority managing their case. They will be offered advice and assistance to take part in Devon Home Choice effectively. If it is found that they continue to refuse what are considered to be suitable homes they will have their priority reduced to the No housing need band (Band E) or removed from the Devon Home Choice register in those local authority areas which do not register households with no housing need”*

## Exeter Torbay and Teignbridge

The Devon Home Choice scheme changes to reflect the changes agreed by Exeter has yet to change as these changes will not apply until 1<sup>st</sup> April 2016.

Teignbridge District Council and Torbay have amended the changes after consultation for the Band E changes as follows:

### **Section 2.5: Qualifying persons (paras 2.5.8 – 10)**

Teignbridge District Council and Torbay Council have agreed that they do not consider households they assess as having no housing need as qualifying persons.

Teignbridge District Council and Torbay Council will therefore not register applicants that they assess to have no housing need, and who would otherwise have had their application placed in Band E.

Applicants living in the Teignbridge and Torbay council areas who have been assessed as having no housing need, will not be able to register with another Devon local authority, unless they have a local connection to that area.

Rupert Warren (Devon Home Choice Coordinator) has stated that the review of the DHC register needs to be updated to confirm that applications will be subject to an annual review (rather than once every 3 years as it states now). The scheme should also clarify that some LAs have agreed to cancel applications where people have not bid for 12 months. I will propose some amended wording as part of the current Scheme review. Again this must be agreed before actioned.

### **DCLG Guidance Notes**

In the allocation of accommodation guidance notes amended June 2012 outlined by DCLG, the document clearly states the following. Housing authorities must publish a summary of their allocation scheme (s.168(1)).

When an alteration is made to a scheme reflecting a major change of policy, an authority must ensure within a reasonable time that those likely to be affected by the change have the effect brought to their attention, taking such steps as the housing authority considers reasonable (s.168(3)).

A major policy change would include, for example, any amendment affecting the relative priority of a large number of applicants or a significant alteration to procedures. Housing authorities should be aware that they still have certain duties under s.106 of the Housing Act 1985. Section 166A(13) requires authorities, before adopting an allocation scheme, or altering a scheme to reflect a major change of policy, to:

- send a copy of the draft scheme, or proposed alteration, to every Private Registered Provider with which they have nomination arrangements, and
- ensure they have a reasonable opportunity to comment on the proposals

An average consultation period would be a minimum of 6 weeks and would include all applicants and stakeholders.

### **Recommendations to the Cabinet**

That Band E be retained only on the following assumptions:

1. All applicants to be reviewed annually on Devon Home Choice, this will also include contacting applicants to remind them to that they may not have logged onto the Devon Home Choice system or have never placed a bid on the system. This will take out some of the “*dead wood*” on the system and remove those who have moved and not notified Devon Home Choice of their changes. Applicants will be given 21 days in which to respond should they not reply then the application will be suspended.

2. Contact applicants who have not logged onto the system to ascertain the reasons behind this.
3. Applicants who have refused 3 properties will be investigated for the refusal, to determine if they should remain in their current band or suspended.
4. Mid Devon goes out for consultation for the following changes to Mid Devon's Housing Allocation Policy.
  1. Mid Devon Allocation Policy to be rewritten and include the following points:
    - Applicants will be removed from the Devon Home Choice waiting list if they do not bid for properties over a 12 month period\*. (\*subject to review of available & suitable properties)
    - Applicants will be removed from the waiting list if they refuse 3 reasonable offers of accommodation.
    - Whilst carrying out a consultation, the working group may wish to include other elements to the review.

These changes can be implemented ready for the 1<sup>st</sup> April 2016. This would allow for the consultation period of 6 weeks (as recommended by DCLG), a new allocation policy to be written and sent to the PDG for agreement.

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## **DECENT & AFFORDABLE HOMES PDG**

**1 December 2015**

### **ABOLITION OF CASH INCENTIVE SCHEME**

**Cabinet Member**                      Cllr Ray Stanley  
**Responsible Officer**              Housing Services Manager

**Reason for Report:** To seek permission to end the payment of incentives to encourage tenants to downsize.

**RECOMMENDATION(S):** To recommend to the Cabinet that the cash incentive scheme whereby downsizing tenants are given payments for giving up larger homes is discontinued.

**Relationship to Corporate Plan:** Relates to the pledge entitled: "Better Homes", where the long term vision is: "To ensure that the housing needs of our residents are met through the provision of affordable homes and good quality housing in both the public and private sector".

**Financial Implications:** Key reforms to the social housing sector announced by the government will have a big impact upon the level of finance available to the Housing Service going forward. Funding will be much reduced and we need to start planning savings now in order to ensure that there is enough finance available to develop new homes and to maintain our stock.

**Legal Implications:** Landlords are able to provide incentives to tenants to influence behaviour. The Housing Service offers several different types of incentive including, currently, one to encourage tenants downsize to smaller accommodation.

**Risk Assessment:** Contained within the report.

#### **1.0 Introduction**

- 1.1 The Council has been offering incentives to tenants to encourage them to downsize for some time.
- 1.2 The scheme was reviewed last year and the amount payable in each downsizing case was reduced to a maximum of £500 to those giving up one bedroom and £1,000 for those giving up two or more bedrooms.
- 1.3 During 2014/15, £6,809 was paid out to 8 applicants. During 2015/16, £1,000 has been paid out to date.

#### **2.0 National Housing Policy**

- 2.1 The downsizing scheme has been in operation for many years and since it was introduced, national policy relating to housing has changed. As a result of these changes, it can be argued that there is no longer the need for the Council to offer a financial inducement to tenants who may be considering moving to smaller accommodation and thereby freeing up larger homes.

- 2.2 The previous government made it clear that registered providers (RPs) of social housing were expected to make best use of the housing stock.
- 2.3 In order to achieve this, the Council has been using flexible tenancies since April 2013 and offers them to new tenants moving into general needs accommodation.
- 2.4 Most of the flexible tenancies offered are of five years duration but in some cases, where there are exceptional circumstances, a period of two years is offered.
- 2.5 Flexible tenancies can be ended by the Council at the end of the fixed term if the circumstances of the tenant and their household have changed, or if there are issues in terms of compliance with the tenancy agreement. In accordance with our tenancy strategy and our tenancy policy, tenancies can be ended if the property no longer meets the needs of the household on the basis of size. Therefore, the need to offer an incentive is diminishing given that the number of flexible tenancies is increasing.

### **3.0 Funding Pressures**

- 3.1 In the budget shortly after the last general election, the Chancellor announced a 1% rent reduction for tenants of RPs. The Council will therefore be expected to reduce rent for our tenants by 1% each year for 4 years. This policy will reduce the amount of funding available to the Housing Service and the asset management plan has been amended accordingly.
- 3.2 On 2 November 2015, MPs voted in favour of the Housing & Planning Bill at its second reading. More debate relating to the Bill is expected but there are a number of other provisions which are likely to affect the Council as an RP.
- 3.3 There will be a Duty on Councils to consider selling vacant high-value housing. This will fund the Right to Buy scheme for housing association tenants. The Council awaits more information on how the scheme will work in practice and upon the overall impact upon finances relating to the Housing Service. .
- 3.4 However, it would appear that councils will have to make a fixed payment to government each year, based on an estimate for the income from selling high-value homes. We may be able to enter into an agreement with the Secretary of State to reduce the amount of the payment we are required to make on condition that the money is spent on the provision of housing. The scheme is likely to reduce our housing stock and therefore the amount of income available for management and maintenance.

### **4.0 Welfare Reform**

- 4.1 The last government removed the spare bedroom subsidy for working age claimants of Housing Benefit. As at 4 November 2015, 199 of our tenants were affected by the removal of the subsidy:



- 173 were under-occupying by 1 bedroom
  - 26 were under-occupying by 2 bedrooms or more
- 4.2 The Housing Benefit team has made Discretionary Housing Payments to 13 tenants so far during 2015/16. These payments cover some, or all, of the shortfall arising from the reduction in Housing Benefit implemented as a result of under-occupation.
- 4.3 Universal Credit is a new single benefit for people on a low income, paid to those in and out of work. It has been designed to replace a number of other benefits and will be paid directly to the claimant on a monthly basis in arrears. The aim is to help people to move into work by giving them experience of managing their money in the same way that they would if they were in receipt of a salary paid on a monthly basis.
- 4.4 Currently, those in receipt of assistance with Housing costs receive Housing Benefit which is rebated to their rent accounts on a weekly basis.
- 4.5 We have identified a risk to the revenue stream into the Housing Revenue Account (HRA) now that Universal Credit is being rolled out in the District. Landlords located in areas where the new benefit was initially implemented with tenants in receipt of it have reported a significant reduction in rent recovery rates. Tenants have struggled to manage their finances and to maintain payments.
- 5.0 Another Option for Downsizers**
- 5.1 The Council and other RPs which work in Mid Devon use the Devon Home Choice (DHC) scheme to allocate available homes. This is a choice-based lettings scheme. Applicants for housing are given priority based on need and are able to bid for homes. They are placed into bands labelled A to E, according to their needs. Those people in Band A have the greatest need for rehousing. Suitable properties are allocated to those applicants, who bid for them, who have the greatest need.
- 5.2 Housing applicants wishing to downsize are placed into Band B. As at 4 November 2015, there were 73 applicants registered for downsizing in Mid Devon. 39 of these are registered as being disabled. 47 have never logged on and 54 have never placed a bid for a new home.
- 5.3 In 2014/15, 13 people in Band B on the DHC scheme moved because they needed to downsize. In 2015/16, 3 housing applicants have been able to move so far.
- 6.0 Recommendation**
- 6.1 The abolition of the cash incentive scheme for downsizing is recommended on the basis that income into the HRA is likely to reduce in coming months. National housing policy and welfare reform will have a negative impact upon income, as explained, and all areas of work must be reviewed to ensure that value for money is being achieved.

- 6.2 The use of flexible tenancies means that less people are likely to be under-occupying larger homes going forward.
- 6.3 With regard to downsizing, the removal of the spare bedroom subsidy is now a “push” factor which is likely to influence people who are under-occupying. The award of high priority for such people who apply to join the DHC scheme is also an incentive and enables them to resolve their housing needs.

**Contact for more Information:** Claire Fry, Housing Services Manager (01884 234920 / cfry@middevon.gov.uk)

**Circulation of the Report:** Councillor Ray Stanley

## DECENT & AFFORDABLE HOMES PDG 1 DECEMBER 2015

### IMPROVEMENTS TO COUNCIL PROPERTIES POLICY

**Cabinet Member** Cllr Ray Stanley  
**Responsible Officer** Housing Services Manager

**Reason for Report:** To review the Improvements to Council Properties Policy.

**RECOMMENDATION(S):** The Cabinet approves the revised Improvements to Council Properties Policy.

**Relationship to Corporate Plan:** The Council provides homes for the most vulnerable in society.

**Financial Implications:** If a tenant completes an unauthorised improvement, the Council will recharge the cost of making good the property. However, rechargeable repair costs can be increased further if there is damage and these may prove difficult to recover.

**Legal Implications:** Having a clearly defined policy ensures consistency of approach and ensures that no tenant or resident is treated any more fairly or unfairly than any other.

**Risk Assessment:** The Council needs to ensure that the housing stock it owns remains in good condition. The fabric of a dwelling may be damaged to a great extent if a tenant undertakes an unauthorised improvement. When we approve improvement works we will check if the Asbestos Survey has highlighted any risks at the property. Failure to provide this information could lead to a threat to health and safety. Some improvements will require planning permission and/or building regulations and tenants may fail to seek the appropriate consents prior to commencing work. If they understand that they must seek approval for any proposed work, then incidents such as these will be minimised.

Failure to provide housing management staff with policies to use in the course of their day to day activities could result in a less consistent and effective service.

#### 1.0 Introduction

- 1.1 The review of this policy reflects changes in good practice and allows for any legislative changes to be updated accordingly. It will provide a framework for staff which sets out how they will respond to and manage queries relating to carrying out alterations or improvements to a property at tenant's expense and for dealing with unauthorised works that have been carried out and identified.
- 1.2 Secure tenants of the Council have a statutory right to make improvements. However, introductory and flexible tenants are given a discretionary right to apply for permission to carry out alterations for health and safety purposes.

- 1.3 The tenancy agreement states that all improvement requests must be made in writing and should only be carried out once written consent has been granted.
- 1.4 The tenancy agreement also states that the Council will not unreasonably withhold consent but that permission is subject to a number of conditions. In particular, tenants must ensure that work complies with planning and/or building regulation consents; they must also ensure that the work is carried out by a qualified contractor with all electrical and gas works carried out by registered installers and copies of the relevant certificates provided.
- 1.5 In addition, the tenancy agreement states that the tenant must pay the Council for any extra work that may be necessary if the completed work is not of a good standard, or if it is unsafe or is a breach of any other regulation. Tenants become responsible for repairing and maintaining any improvements, fixtures and fittings that they or their household have installed at the property. Furthermore, the agreement states that they will be liable to return the property to its original condition apart from general wear and tear, if they make any unauthorised alteration or improvements, unless we have agreed otherwise.
- 1.6 The Improvements to Council Properties Policy was adopted at the meeting of the Decent and Affordable Homes Policy Development Group in August 2011. The policy is due to be reviewed by October 2015.
- 1.7 Tenants Together approved the draft Improvements to Council Properties Policy at their meeting on 11 June 2015.

## **2.0 Proposed policy changes**

- 2.1 The reviewed policy puts the onus on the tenant to instruct a qualified and approved asbestos surveyor to carry out a Refurbishment and Demolition Asbestos Survey. This is required before any refurbishment or demolition work, internal or external structural changes or improvements are to be carried out, unless a survey has recently been carried out and a copy supplied to the tenant.
- 2.2 The policy gives greater clarity on granting and refusing permission requests to ensure that any improvement works carried out meet our requirements and comply with provision of the tenancy agreement.
- 2.3 An additional clause about laminated and wooded flooring has been included so that the type of property is taken into account and its suitability before permission is granted. This is to ensure that this type of flooring will not contribute to or increase noise nuisance to neighbours, therefore reducing the number of complaints received.
- 2.4 Emphasis has been placed on the tenant to carry any improvements to a satisfactory standard. Failure by a tenant to satisfy a condition imposed will be treated as a breach of the tenancy agreement. It will also result in

arranging for work to be undertaken to put the property right. The tenant will be recharged for the full cost of reinstating the property or the cost of rectifying any defects or damage resulting from the works.

- 2.5 Freehold and leasehold improvement requests will be considered in line with their conveyance or lease. They are reminded that they are responsible for checking if planning permission and/or building regulations are required and be responsible for any costs associated with the works.

**Contact for more Information:** Claire Fry, Housing Services Manager (01884 234920 cfry@middevon.gov.uk)

**Circulation of the Report:** Councillor Ray Stanley, Management Team

**List of Background Papers:** A copy of such papers to be made available for public inspection and included on Website

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**Mid Devon District Council**

**Improvements to Council Properties Policy**

Policy Number: HSG v3.6

**December 2015**

## Version Control Sheet

*Title:* Improvements to Council Properties Policy

*Purpose:* To review the Improvements to Council Properties Policy in accordance with good practice and any changes in legislation.

*Owner:* **Housing Services Manager**

**cfry@middevon.gov.uk**

**Telephone number 01884 234920**

*Date:* **December 2015**

*Version Number:* v3.6

*Status:* Review of Policy

*Review Frequency:* **Every 4 years or sooner if required and in accordance with changes in good practice and legislation**

*Next review date:* **December 2019**

*Consultation* **This document was sent out for consultation to the following:**

Cabinet Member

Staff

Tenants Together

Management Team

PDG Decent & Affordable Homes

## Document History

This document obtained the following approvals.

<b>Title</b>	<b>Date</b>	<b>Version Approved</b>
Cabinet Member	<b>05/2015</b>	
Tenants Together	<b>11/06/2015</b>	
Management Team	<b>17/11/2015</b>	
PDG Decent & Affordable Homes		
Cabinet		



## **1. Introduction**

This policy statement outlines the approach of Mid Devon District Council (MDDC), to responding to requests from tenants, leaseholders or freeholders for permission to carry out alterations or improvements to their property at their own expense and for dealing with unauthorised alterations or improvements which have been carried out and identified.

## **2. Scope**

This policy sets out how the Council will respond to and manage permission requests relating to structural alterations and improvements to Council properties. It covers the following points and should be read in conjunction with the related documents as stated below:-

- Permission requests and refusals
- Satellite dishes and aerials
- Laminated and wooden flooring
- Retrospective and conditional consents
- Building regulations and planning permissions
- Right to compensation for improvements
- Freehold and leasehold requests

## **3. Related Documents**

- a. Tenancy Agreement
- b. Recharge Policy
- c. Department for Communities and Local Government (CLG), “A better deal for tenants: Your Right to Compensation for Improvements” leaflet
- d. Compliments, Comments and Complaints Procedures

## **4. Definitions**

An ‘alteration’ is where the tenant:

- alters, removes or replaces any of the existing building fabric, its grounds or boundaries.

An ‘improvement’ is where the tenant:

- replaces a MDDC fixture or fitting with one of their own which is of a higher quality or standard;
- installs an item where there is none at present, for example, a new shower;
- extends the floor area of the property in any way, for example, a conservatory or porch;
- the carrying out of external decoration.

“Fixture” means items which are attached to and form part of the land and/or buildings which are therefore included as part of the property.

“Fittings” do not form part of the land, but may be any item that is free standing or hung by a nail or hook.

## **5. Permission requests**

- 5.1** All permission requests must be made in writing. The applicant must not make any improvements without written consent from the Council. All requests will be considered subject to conditions.
- 5.2** Only secure tenants will be allowed to make improvements and structural alterations to a property. However, introductory and flexible tenants will be given a discretionary right to apply for permission to carry out improvements (not structural), for example to address a health and safety need. These will be considered on an individual basis.
- 5.3** All works to the property must be completed to an appropriate standard of workmanship, within a reasonable time and in accordance with any other conditions contained in the written consent. The tenant is required to notify the Neighbourhood Officer when works have been completed.
- 5.4** The Council will not be responsible for any costs associated with any works or future maintenance.
- 5.5** If a tenant intends to restore or reinstate an existing fixture on termination of their tenancy. The tenant must agree to store the original fixture in a safe and secure environment where it will not deteriorate or be damaged. The Council will not be responsible for any costs incurred.
- 5.6** Tenants are responsible for finding alternative accommodation, at their own expense, if they have to move out of their property during any works they carry out.
- 5.7** Where a tenant applies in writing and includes a clear description of the proposed works with a detailed plan and any other relevant information requested. The Council will provide a copy of any information held on their asbestos register about that property.
- 5.8** However, the tenant is still responsible for finding a qualified and approved asbestos surveyor to carry out a ‘Refurbishment and Demolition Asbestos Survey’. This will need to be done before any refurbishment or demolition work, internal or external, where structural alterations or improvements are carried out. The tenant will be required to supply a copy of this survey to the Council prior to works commencing. Any costs incurred will be the responsibility of the tenant.
- 5.9** Permission will normally be granted subject to the following conditions:
- Where Planning Permission, Building Regulations and/or any other statutory approvals are required, the tenant will be responsible for obtaining these and providing the Housing Service as landlord, with the original copies before works commence.

- Where Building Regulations approval is required, the tenant is requested to provide the Housing Service as landlord, with the original copy of the Completion Certificate after the work has been inspected and approved by Building Control.
- Where work on gas and/or electricity supplies is involved, the tenant is required to provide originals of the safety inspection certificates issued on completion of the work.
- Any work undertaken on party walls or boundaries complies with the Party Wall Act.
- Any damage caused to other parts of the property or neighbouring properties during or as a result of any works carried out will be made good at the tenant's expense.
- Any improvements or alterations made to a Council property must be returned to a suitable standard as outlined in the Tenancy Agreement when a tenant vacates their property unless agreed otherwise. Where a tenant does not comply with this, they will be recharged to bring the property back to an acceptable standard.
- If the improvement affects neighbouring properties, for example, fencing or walls along a boundary line or a gate on a shared footpath, the tenant will be required to consult with neighbouring properties.
- That there are no breaches of the tenancy agreement, for example rent arrears.
- Any asbestos disturbed must be removed, sealed or repaired by a qualified and approved contractor with an appropriate licence. The tenant is required to supply the Council with copies of waste consignment notes.
- The Council reserves the right to withdraw any permission granted where it has resulted in causing a nuisance to others. The tenant will be given every opportunity to put things right prior to permission being withdrawn.

**5.10** Depending on the type of work proposed, additional conditions or restrictions may be applied. This is to ensure that the works are carried out to the required standard and/or to limit the environmental impact on adjacent properties or areas.

**5.11** Examples of structural alterations or improvements include but not limited to:-

- The installation, removal or replacement of any walls, the building of any parking space, hard standing, patio, conservatory or similar structure;
- Any new outbuildings, for example sheds, greenhouses, aviaries, decking or fencing or the replacement of these;
- The removal of trees;

- The replacement of a kitchen or bathroom suite including the installation of a shower, bath and mixer taps;
- The fitting of an aerial or satellite dish to the property;
- Any electrical, gas or heating installation or alterations;
- The creation of a pond;
- Installation of an outside tap;
- External decoration.

## **6. Permission refusals**

**6.1** Permission will not be unreasonably withheld, however it will be refused if the intended work:-

- Makes the property unsafe;
- Reduces the living space (except where a Statement of Need makes a recommendation to adapt a property);
- Breaches planning, building or conservation area regulations;
- Does not comply with relevant regulations, for example, health and safety;
- Reduces the value of the property;
- Appears unsightly or out of keeping with the character of the development or surroundings;
- May result in making the property difficult to let in the future;
- Restricts access to service points such as stopcocks;
- May cause potential structural, shading or access issues to existing or future solar photo voltaic installations;
- It is detrimental to the property.

## **7. Satellite dishes and aerials**

**7.1** Tenants are expected to apply for permission to erect a satellite dish or aerial at their property. Where permission is granted the Council expects the aerial or satellite dish to be sited in a way that minimises its visual impact on the external appearance of the building and is of an appropriate size. Any aerials or dishes no longer required should be removed.

## **8. Laminated and wooden flooring**

**8.1** A tenant must seek permission before installing laminated or wooden flooring. The type of property will be considered for its suitability before granting permission. If flooring is laid without permission, the tenant may be asked to remove it.

**8.2** Where permission is granted to install this type of flooring, this will be subject to the tenant installing adequate insulation to prevent noise transferring into neighbouring properties. The Council reserves the right to inspect this insulation before the new flooring is laid. If the flooring contributes to or increases noise nuisance to neighbours, the tenant may be asked to remove it. In such circumstances, the Council will not be liable for any cost of its removal or its replacement with an alternative form of floor covering.

- 8.3** If works need to be carried out to a tenants home which requires the above flooring to be removed or lifted, the Council will not be liable for the cost of its removal, replacement or the cost of relaying it. The tenant will be responsible for lifting up any flooring prior to any repair or maintenance works being carried out.

## **9. Retrospective and conditional consent**

- 9.1** A tenant who does not apply for written consent before carrying out work will be required to seek written retrospective consent, once the Council becomes aware of the issue.
- 9.2** A tenant who has been refused permission but continued to carry out works will be required to reinstate the property to its original condition. Failure to do so will result in the Council arranging for the works to be undertaken. The tenant will be recharged for the full costs of reinstating the property and the cost of rectifying any defects or damage resulting from the works.
- 9.3** In cases where the safety and integrity of the structure and/or the Health and Safety of the tenant, any household members, visitors or members of the public are at risk, the Council will arrange for all necessary works to be undertaken. The cost of the work and any other associated costs will be recharged to the tenant.
- 9.4** Consent for improvements may be given by the Council subject to certain conditions. Failure by a tenant to satisfy a condition imposed by the Council shall be treated as a breach of the tenancy agreement.
- 9.5** All recharges will be dealt with in line with the Council's Recharge Policy.

## **10. Building regulations and Planning Permissions**

- 10.1** Some types of improvement, for example a porch, garages, sheds, extensions, satellite dishes and fencing, may need planning permission. Extra planning restrictions apply if a tenant lives in a conservation area. When a request is received, the Neighbourhood Officer will send details to Planning Services to establish if any building regulations or planning permissions are required.
- 10.2** Where building regulations or planning permissions are required it is the responsibility of the tenant to make an application and pay any fee for Planning permission before the works commence.
- 10.3** Improvements may need building control approval, whether planning permission is needed or not. This is to ensure good construction standards are adhered to. Where required it is the responsibility of the tenant to seek advice from Building Control before any works commence.

## **11. Right to compensation for improvements**

- 11.1** A Secure tenant may be eligible to apply for compensation for qualifying improvements on termination of tenancy. Further information can be obtained from

the DCLG leaflet, “A better deal for tenants: Your Right to Compensation for Improvements”.

- 11.2** Rent arrears, or other monies due to the Council when the tenancy ends (including any costs the Council may incur by failure of the tenant to abide to the terms of the tenancy agreement when vacating the property) will be off set against any compensation due under the policy.
- 11.3** No compensation will be paid if there was a court order for possession of the property based on breach of tenant’s obligations, written consent was not obtained or the improvement was replaced during its notional life.

## **12. Freehold and leasehold requests**

- 12.1** When a request is received from leaseholders or freeholders to make any improvements or structural alterations approval will be granted subject to the request being allowed under the conditions of the conveyance or lease. The freeholder or leaseholder will be responsible for checking if planning permission or building regulations approval are required and for any costs related to the works.

## **13. Complaints**

- 13.1** The Council will deal with any complaints about its service in accordance with its Complaints Procedure details of which are available on the website at [www.middevon.gov.uk](http://www.middevon.gov.uk) or available by telephone on 01884 255255.

## **14. References**

- Secure Tenants of Local Authorities (Compensation for Improvements) Regulations 1994

## **15. Equality and Diversity**

- 15.1** The Council will tailor its services to meet the diverse needs of individuals. They will foster good relations with people when providing services to eliminate discrimination and to promote equality of opportunity.

## **16. Review**

This Policy has been written in line with good practice and current relevant legislation. Unless there are any changes to such legislation beforehand, the next review of this Policy is due December 2019 and every four years thereafter.

## DECENT & AFFORDABLE HOMES PDG 1 DECEMBER 2015

### THE HOUSING OPTIONS SERVICE – ACTIVATION OF THE SEVERE WEATHER EMERGENCY PROTOCOL (SWEP) AND EXTENDED WINTER PROVISION PROTOCOL

**Cabinet Member** Cllr Ray Stanley  
**Responsible Officer** Head of Housing and Property Services

**Reason for Report:** As a member of the Devon and Cornwall Housing Options Partnership (DCHOP) the Housing service recognises that local areas should try to prevent rough sleeping at any time of the year. However, the winter period can present greatest risks to the health of rough sleepers. Therefore a protocol has been agreed with the other LAs in the County.

**RECOMMENDATION(S):** The Cabinet approves the new Housing Options Severe Weather Emergency Protocol (SWEP) and Extended Winter Provision Protocol.

**Relationship to Corporate Plan:** The Council's duties are governed by the Housing Act 1996 as amended under the Homelessness Act 2002 Part VII (The Act). This legislation sets out what a council must provide and what duties it might owe a homeless applicant.

**Financial Implications:** There is a budget set aside for the Housing Options Service.

**Legal Implications:** SWEP and the extended winter provisions operate outside the usual eligibility and entitlement frameworks that govern access to housing. The Council will still follow homelessness legislation as defined by the Housing Act 1996 before using this protocol. The protocol does not replace any current statutory duties as defined under the Act.

**Risk Assessment:** The Council is responsible for ensuring that the Act is adhered to. Failure to provide advice and assistance under the legislation could have financial implications, due to legal challenge.

#### 1.0 Introduction

1.1 The DCHOP members recognise that local areas should have adequate provision to prevent rough sleeping at any time of the year; however, the winter period often presents greatest risk to the health of rough sleepers. The winter period also provides increased opportunities to engage with entrenched rough sleepers and other hard-to-reach groups, as they may be more likely to accept support at this time of the year. This protocol therefore has two aims:

- To ensure that no one dies on the streets due to extreme cold or severe weather
- To ensure that every effort is made to engage individuals with support services during the winter months.

- 1.2 There is no strict definition of what constitutes severe weather, but local housing authorities should proactively react to any weather that could increase the risk of serious harm to people sleeping rough and put measures in place to minimise this.
- 1.3 This includes extreme cold, wind and rain. It is important not to presume when, or in what form, severe weather will occur. A common sense approach should be taken.
- 1.4 The intention of this protocol is that local housing authorities across Devon and Cornwall will standardise the system for activation of the SWEP and extended winter provision. It is not intended to affect the type of accommodation provided by each local area.

**Contact for more Information:** Mike Parker, Housing Options Manager, Tel: 01884 234906 [mparker@middevon.gov.uk](mailto:mparker@middevon.gov.uk)

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



**Mid Devon District Council**

**Housing Options**

**Activation of the Severe Weather Emergency Protocol (SWEP) and Extended Winter Protocol**

Policy Number: HSG 1

**September 2015**

## Version Control Sheet

**Title:** Activation of the Severe Weather Emergency Protocol (SWEP) and Extended Winter Protocol – Housing Options

**Purpose:** To review the provisions available to Homeless applicants within Mid Devon District during the winter months.

**Owner:** Housing Options Manager  
[mparker@middevon.gov.uk](mailto:mparker@middevon.gov.uk)

Telephone number 01884 234906

**Date:** September 2015

**Version Number:** v1.1

**Status:** DRAFT Policy

**Review Frequency:** Every 2 years or sooner if required and in accordance with changes in legislation, case law or other joint partnership working.

**Next review date:** September 2017

**Consultation** This document was sent out for consultation to the following:

Management Team  
Cabinet Member  
PDG Decent and affordable Homes

## Document History

This document obtained the following approvals.

Title	Date	Version Approved
Head of Service		
Management Team		
PDG Decent and Affordable Home		
Cabinet		
Council		
Audit	09/10/2015	0.1

## **1.0 Background**

- 1.1 The Devon and Cornwall Rough Sleeper Partnership (DCRSP) has been operational since 2011. Its membership is made up of Local Authorities, Street Outreach Providers, Homeless Link and other voluntary organisations providing services to rough sleepers throughout Devon and Cornwall.
- 1.2 The aim of the group is to provide a co-ordinated service to rough sleepers who migrate through the two counties ensuring that they are supported in a positive and appropriate way.
- 1.3 In November 2012 a young women aged 21 who was sleeping rough in Exeter died when a tree fell on her tent during a storm. Two men, aged 27 and 35, were also injured in the incident.
- 1.4 These tragic events led to the DCRSP developing the Activation of the Severe Weather Emergency Protocol (SWEP) and Extended Winter Provision incorporating No Second Night Out (NSNO) reconnection principles. The Devon and Cornwall Housing Options Partnership (DCHOP) have now drafted a briefing paper to help prevent future incidents.

## **2.0 Introduction**

- 2.1 Members of the DCHOP recognise that local areas should have adequate provision to prevent rough sleeping at any time of the year, however, the winter period often presents greatest risks to people's health. The winter period also provides increased opportunities to engage with entrenched rough sleepers and other hard-to-reach groups, as they may be more likely to accept support at this time of the year. This protocol therefore has two aims:
  - I. To ensure that no one dies on the streets due to extreme cold or severe weather
  - II. To ensure that every effort is made to engage individuals with support services during the winter months.
- 2.2 There is no strict definition of what constitutes severe weather, but Local Housing Authorities should proactively react to any weather that could increase the risk of serious harm to people sleeping rough and put measures in place to minimise this. This includes extreme cold, wind and rain. It is important not to presume when, or in what form, severe weather will occur. A common sense approach should be taken.
- 2.3 The intention of this protocol is that Local Housing Authorities across Devon and Cornwall will standardise the system for activation of the SWEP and extended winter provision. It is not intended to affect the type of accommodation provided by each local area.

### **3.0 When should this protocol be activated?**

- 3.1 This protocol will be activated during the winter months when the Met Office issues a RED warning for severe weather or extreme cold.

### **4.0 Who should receive assistance?**

- 4.1 SWEP and the extended winter provision will operate outside the usual eligibility and entitlement frameworks that govern access to housing. Assistance should be applied to all those who may otherwise be excluded from services; people with no recourse to public funds, people who have previously been banned and those with no local connection. Targeting of particular individuals should be on the basis of need and not on-going housing entitlement and, where possible, authorities should work closely with outreach teams to identify and target those who are known to be rough sleeping.
- 4.2 Where individuals have not been verified by outreach teams, all attempts should be made to confirm homelessness. Only once a non-priority decision has been made, or a judgement that this decision is likely to be made, should accommodation options be considered under SWEP.

### **5.0 Reconnection consideration**

- 5.1 For clients who are, or likely to be, considered as non-priority, the Devon and Cornwall NSNO reconnection principles could be invoked.
- 5.2 The reconnection principles state that the purpose of reconnection is to allow rough sleepers, particularly new arrivals, to return in a planned way to an area where they have accommodation, support networks and some other connection in order to provide the best chance for moving away from a street lifestyle to a more settled life.
- 5.3 It will not be appropriate to reconnect every rough sleeper or single homeless person with out-of-area connections. An individual not having a local connection with the area where they present should not be an obstacle to being assessed and offered advice and assistance which may include support with a referral to services in their local area. Where a local housing authority has accepted a duty to secure accommodation for a rough sleeper or single homeless person under Part 7 of the Housing Act 1996, *reconnections principles should not be applied*.
- 5.4 As part of a range of measures in place to tackle rough sleeping, reconnection plays an important role in reducing rough sleeping and it helps to:
- I. Prevent people rough sleeping at an early stage from becoming entrenched.
  - II. Enable people to move away from the street through accessing accommodation and support in a known area.
  - III. Ensure agencies provide a coordinated multi agency approach to support.

IV. Ensure that there are enough resources to meet local need.

5.5 When considering reconnection, SWEP service providers, in conjunction with outreach teams as appropriate, will undertake to follow the Devon and Cornwall reconnection principles as set out below:

- I. To identify new rough sleepers and reconnect rapidly before individuals become entrenched in a street lifestyle.
- II. To ensure that appropriate accommodation and support is arranged prior to the reconnection.
- III. To raise awareness of the difficulties of remaining on the streets in an area where they do not have support in place.
- IV. To challenge services in the area people are connected with, to take responsibility for supporting them.
- V. Reconnection can include a wide range of interventions including reconnections to family, friends, supported accommodation projects, LA temporary accommodation, tied work with accommodation, therapeutic communities, detox or rehab programs.
- VI. Reconnection can be national or international destinations.
- VII. Reconnection involves building an offer for each individual that is credible and realistic, based on assessment and includes the support required to ensure that the individual will not have to sleep rough.
- VIII. In some cases people will refuse the offer of reconnection and a multi-agency approach will need to take place to ensure the offer is reiterated. It may need to be reviewed at a later point if circumstances change.
- IX. If an individual cannot return due to a threat in the area they have left, which is evidenced through contact with the police or other agencies in that area, then the area where the individual is presenting should provide support and accommodation.

## 6.0 People refusing assistance

- 6.1 Services often report difficulties in persuading some individuals to access accommodation. These people should always be provided with information about health risks associated with severe weather, which are increased if they are using substances. Continued monitoring and support to rough sleepers who refuse to accept shelter could be provided by outreach teams, with frequent visits, offer of provisions and information about services. Individuals can be encouraged to access SWEP facilities, even if they chose not to sleep in the shelter – however priority will be given to those clients who are accessing services. In extreme weather or cold circumstances and continued refusal of accommodation, it may be appropriate to consider a rough sleeper's mental capacity in conjunction with the Police and other Statutory Agencies.

## 7.0 Definitions

Winter months - 1 November to 31 March

Extreme cold - The Met office has forecast that the temperature will be at zero or below for 3 consecutive nights

Severe weather - The Met Office issues a RED warning for the local area in relation to rain, snow or wind. However, Local Authorities may wish to activate this protocol when there are AMBER warnings.

## 8.0 Recent Statistics:

- 8.1 In 2014 a total of 143 local rough sleepers were included in the return to Homeless Link, with 103 in Devon and 40 in Cornwall. This had increased by 4.4%, from a total in 2013 of 137, with 60 in Devon and 77 in Cornwall. The increase in Devon is particularly significant at 71.7%, whereas in Cornwall there has been a decrease of almost 50%.
- 8.2 The breakdown of counted rough sleepers by LA area for 2010 – 2014 is shown in Figure 1 below.

Area	2010	2011	2012	2013	2014
Cornwall	80	88	50	77	40
East Devon	3	9	5	4	6
Exeter	21	29	30	23	34
Mid Devon	0	5	3	1	4
North Devon	12	16	11	7	11
Plymouth	9	18	10	9	14
South Hams	5	6	7	8	7
Teignbridge	3	8	4	0	4
Torbay	6	4	6	5	16
Torridge	10	4	4	3	4
West Devon	3	3	2	0	3
<b>D &amp; C Total</b>	<b>152</b>	<b>190</b>	<b>132</b>	<b>137</b>	<b>143</b>
<b>National total</b>	<b>1768</b>	<b>2181</b>	<b>2309</b>	<b>2414</b>	<b>2744</b>

- 8.3 This report has been compiled from data gathered from the rough sleeper count, using the HRIA (housing risk impact assessment) tool, which is now in use by the Housing Options teams and partners across the Devon district council areas, for individuals with complex needs.
- 8.4 More information on Devon and Cornwall Rough Sleeping Statistics can be obtained from the Housing Options Manager at Mid Devon District Council.

## SCRUTINY 30 NOVEMBER 2015

### ANAEROBIC DIGESTERS

<b>Cabinet Members</b>	Cllr Richard Chesterton and Cllr Neal Davey
<b>Responsible Officers</b>	Head of Planning and Regeneration and Head of Human Resources and Development

**Reason for Report:** To respond to Scrutiny Committee's request for a report on anaerobic digesters in order to , the.

#### RECOMMENDATIONS:

1. That a request is made to the Environment Agency for the opportunity for MDDC to feed into the environmental permitting regime and that a copy of the approved permit is given to this authority.
2. That where enforcement issues are raised with an AD plant, coordination take place between relevant agencies and that MDDC take a lead role in that coordination.
3. That a review of the scope of planning conditions to control AD plants be undertaken in order to develop best practice for future applications.

**Relationship to Corporate Plan:** Corporate Plan objectives include those relating to 'Caring for the Environment'.

**Financial Implications:** These relate primarily to planning decision making and the risk of a cost award against the authority at appeal if it is found to have acted unreasonably in relation to the refusal of planning permission or inappropriate application of conditions. Financial implications may also arise from fines in relation to court action or from mitigation measures in the event of proven maladministration on behalf of the Council.

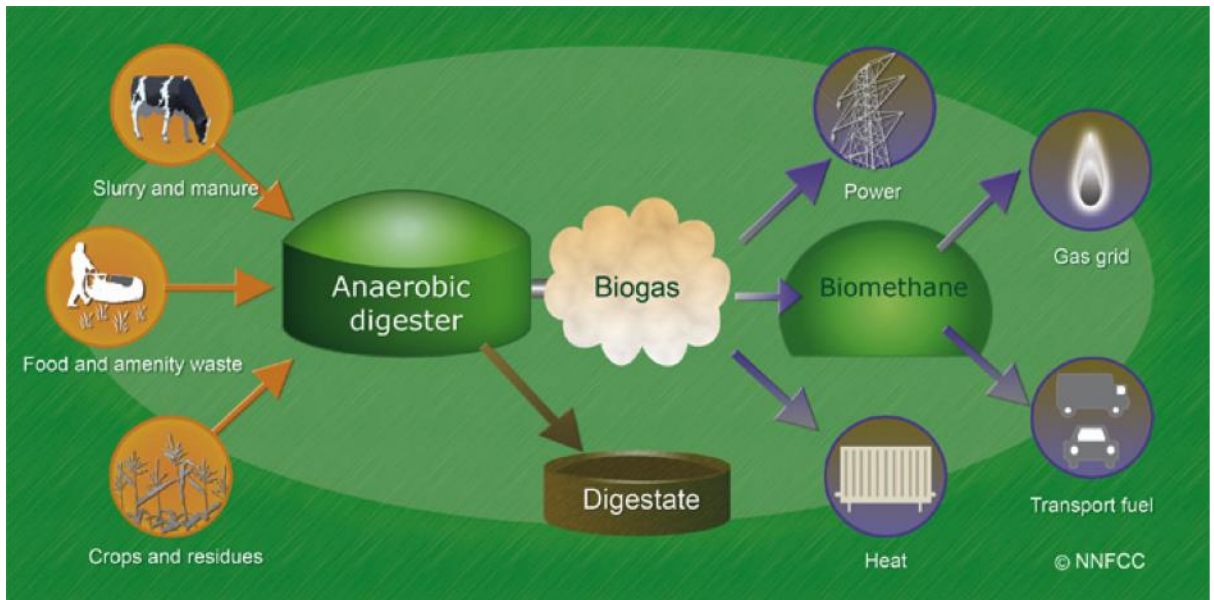
**Legal Implications:** Regulation and control of AD plants is multi-layered in that it involves a wide range of statutory powers spread across several agencies beyond the scope of MDDC. Understanding the extent and enforcement of legal powers is complex.

**Risk Assessment:** Due to the complexity of control and enforcement regimes between different agencies there is a risk that poor communication or lack of liaison between these bodies may result in poor control of such facilities or under enforcement. In turn this could lead to successful challenge at planning appeal, in court or via the Local Government ombudsman and reputational risk.

#### 1.0 Background

- 1.1 At the meeting of Scrutiny Committee on 10<sup>th</sup> September 2015 public concerns over operational anaerobic digester schemes in respect of noise, smell, pollution and traffic were discussed. Members also heard public questions on these matters focussed around impact upon the Parishes of Nomansland, Puddington, Templeton and Rackenford. It was resolved that a report be prepared to address the following issues in connection with anaerobic digesters (AD):
- i) What was being done to help local communities that had reported issues regarding Anaerobic Digesters to both the Planning and Environmental Enforcement Services;
  - ii) What work was taking place regarding this to liaise with other authorities, such as the Environment Agency;
  - iii) That lessons to be learnt from this process.
- 1.2 Issues raised at the meeting in public question time may be summarised as being impacts upon the local community in relation to:
- i) Traffic movements to and from the site in relation to the importation of feedstock for AD plants and export of digestate with associated noise, disturbance and vibration.
  - ii) Noise from AD plant operation.
  - iii) The nature of traffic associated with AD plants – large agricultural vehicles and HGVs creating an impact upon highway safety and damage to rural roads together with banks and verges. That vehicle movements are operating over large distances.
  - iv) Pollution incidents affected rivers and streams from silage effluent, slurry and liquid digestate as a result of spills and spreading.
  - v) Pumping of slurry resulting in noise and odour.
  - vi) Storage of slurry, digestate and chicken litter resulting in odour.
  - vii) Concerns over public health and biosecurity as a result of organisms and cross contamination.
- 1.3 Members of Scrutiny Committee therefore wished to understand in more detail control measures available, areas of responsibility between different organisations and how issues and complaints can be investigated. Furthermore they also wished to understand how the different relevant organisations can work together on such matters and how the experiences of local residents to date can be addressed and what changes can be made to working practices, control and enforcement as a result.
- 2.0 **Introduction to the technology: what is anaerobic digestion?**
- 2.1 Anaerobic digestion is the process by which organic material is broken down by micro-organisms in the absence of oxygen. The process begins when biomass such as slurry, manure, crops or food waste is put inside a sealed digester tank. Naturally occurring organisms digest the biomass releasing a methane rich biogas that can be used to generate renewable heat and power together with digestate which being rich in nutrients may be used as fertiliser.





- 2.2 Digestate comprises left over indigestible material and dead micro-organisms and may be used instead of synthetic fertilisers. It can be used whole, spread on land with tankers or umbilical pipe lines or separated into liquor and fibre. The liquor can be spread more easily, whilst the separated fibre can be used as soil conditioner or after further aerobic composting to stabilise it as a material to make a compost product.
- 2.3 Biogas may be either burned on site to generate heat, power or both (Combined heat and power CHP) or alternatively upgraded to biomethane by the removal of other gases for injection into the national gas grid or used as a road fuel.
- 2.4 The Government published the 'Anaerobic Digestion Strategy and Action Plan' in June 2011 demonstrating its support of anaerobic digestion technology as a means of waste management and heat / electricity generation throughout the UK.

### 3.0 Schemes in Mid Devon.

- 3.1 Several AD schemes in Mid Devon have planning permission, or are currently in process of being assessed:

**Mountstephen Farm, Uffculme:**

09/01689/FULL Erection of an anaerobic biodigester and associated structures for processing of organic farm waste. Granted by MDDC, operational.

**Ennerleigh Farm, Washfield**

10/00302/FULL Change of use of agricultural land to accommodate the siting of 12 underground anaerobic biodigester tanks, and erection of a plant room. Granted by MDDC

**Menchine Farm, Nomansland:**

10/00956/DCC County Matter application for erection of anaerobic digestion plant, ancillary equipment and associated works. Refused by DCC, dismissed at appeal.

12/01659/MFUL Erection of an Anaerobic Digestion Facility. Granted at appeal.

14/00575/MFUL Erection of an Anaerobic Digestion Facility (Revised Scheme). Granted by MDDC. Operational under this permission.

14/01915/FULL Variation of Condition 10 of Planning Permission 14/00575/MFUL to allow for the erection of an Anaerobic Digestion (1,000Kw installed capacity) Facility. Appeal in progress.

15/00573/FULL Erection of new building for processing digestate fibre in association with existing AD plant. Pending

**Edgeworthy Farm, Nomansland:**

Erection of an anaerobic digester, associated equipment and infrastructure. Refused by MDDC. Granted at appeal.

**Red Linhay (Hartnoll Farm), Halberton:**

13/01605/MFUL Erection of a 500kW anaerobic digester and associated works with 4 silage clamps. Granted by MDDC. Under construction.

15/01034/MFUL Erection of a 500kW anaerobic digester and associated works with 4 silage clamps. Revised Scheme to include the change of orientation of the layout and installation of 2 driers. Pending.

**Lloyd Maunder Road, Willand:**

DCC/3725/2014 Construction of 2MW Anaerobic Digestion Plant with new access road and weighbridge on land adjacent to existing Abattoir at Lloyd Maunder Road, Willand and construction of two bay silage clamp with hardstanding and turning area. Granted by DCC

15/00769/DCC County Matter Application for installation of a bio-refinery unit (multi-stage anaerobic digestion system connected to a combined heat and power unit) to treat the organic waste produced by the factory, and associated temporary siting of a portable cabin for the duration of the construction. Granted by DCC

DCC/3797/2015 Rerouting of the access road into the site of the Willand Anaerobic Digestion Plant (DCC/3725/2014), extending the red line to better accommodate the road and embankment and for the relocation of the pipe from the attenuation pond to the stream. Granted by DCC

#### **4.0 Roles and responsibilities**

##### **4.1 MDDC as Local Planning Authority**

- 4.1.1 The Planning Service at MDDC is responsible for assessing and determining planning applications for AD plants and associated development where feedstock for such schemes is not predominantly waste disposal, but instead

from sources such as crops. The planning application will involve assessment of a range of issues including impact upon residential amenity as a result of noise, odour; nuisance and disturbance; landscape and visual impact, highways and access, drainage, ecology, pollution and contamination, archaeology, appearance and character.

- 4.1.2 The planning process has requirements for notification and consultation on the application. This involves liaison with a range of different organisations both formally as part of the consultation process, but also more informally following up issues raised within consultation responses and as part of wider representations raised during the assessment of the planning application. The Planning Service works closely with other MDDC services such as Environmental Health over potential public health and amenity / nuisance issues; together with other organisations such as the DCC Highway Authority over access and transport considerations and the Environment Agency over environmental protection and waste management.
- 4.1.3 Planning applications must be determined in accordance with the development plans unless material considerations indicate otherwise. Assessment is made against planning policies also taking into account national planning guidance. For such schemes it is often the case that a 'planning balance' exercise is undertaken whereby the benefits of the scheme are weighted against the disbenefits on coming to a conclusion whether to grant permission. Planning permission is granted for the specified development on the particular site and is normally not personal to a particular applicant. Accordingly once granted, planning permission does not have to be implemented by the original applicant, but may be by a different party. The emphasis in the assessment of a planning application is therefore on the development and site in question rather than on the applicant.
- 4.1.4 Larger schemes may be required to be accompanied by an Environmental Impact Assessment (EIA) which seeks to understand comprehensively the likely impact of the development upon the environment. This is a formal process where significant environmental effects are anticipated. Whether the development is subject to EIA is established through a scoping exercise for which Government advice deals with scale and nature of the development, sensitivity of the area and the scale / nature of likely impacts.
- 4.1.5 Planning permission may be granted subject to conditions. Conditions are required to meet a series of tests. They may only be imposed where they are necessary, relevant to planning and the development to be permitted; enforceable; precise and reasonable in all other respects. Planning conditions requiring compliance with other regulatory requirements such as the Environmental Protection Act, waste regulations or terms of an environmental permit (all regulated by other bodies) do not meet the test of necessity and should not be imposed.

## **4.2 MDDC Environmental Health (Public Health Services)**

- 4.2.1 The Environmental Health team have a key consultation role regarding the determination of planning applications for AD plants, poultry installations and farm storage facilities. They provide advice on the environmental protection

matters, private water supplies and nuisance issues that could arise at sensitive locations in the vicinity of the proposed development. The focus is on potential impacts to public health in addition to nuisance or amenity issues. In particular this helps to support decisions on the general principle and suitability of land-use proposals at specific locations. Where information is available, potential cumulative impacts from existing or approved facilities in the surrounding area are taken into account in the advice provided. Environmental Health also have a role in providing input into the formal determination (pre-approval) of the scope of any Environmental Impact Assessment (EIA) that may be required for larger proposals and the technical evaluation of the subsequent assessments when submitted. In accordance with this role there is a well-established consultation mechanism in place and an effective working relationship with colleagues in Planning.

- 4.2.2 Environmental Health is also the enforcing authority for Statutory Nuisance legislation. These are essentially reactive powers to investigate complaints of odour, noise, dust and other nuisances. Where a nuisance is proven (and this is to a criminal evidence threshold) there are related powers to serve abatement notices requiring action to cease the nuisance and ultimately prosecute in the event of non-compliance. These powers do not apply where the source of the complaints is a site or facility which holds an integrated environmental permit issued by the Environment Agency (more below), in which case the Agency is the sole regulator. Where Environmental Health receives complaints that are ultimately the responsibility of the Agency or vice versa then there is a duty to share information.
- 4.2.3 In respect of AD and related activities then certain on-farm storage facilities for slurry or AD digestate and other activities can give rise to nuisance (typically noise and odour) but may not require an Environment Agency permit. If this is the case the Environmental Health statutory nuisance provisions apply and any complaints would be investigated in the same manner as any other agricultural premises or activity. Non-permitted sites include those where the storage point is considered to be on-farm i.e. the final point of storage on that farm to be spread directly onto the land. Slurry is also often used alongside chicken waste as biodegradable feedstock for the AD process and as indicated above, digestate is the non-biogas material remaining after digestion has taken place. If the storage involved digestate which came from an AD plant where animal by-products were used a permit would still be required. Any complaints in relation to noise or odour from farming activities arising from the preparation of any feedstocks for an AD unit will be dealt with by Environmental Health, again under statutory nuisance legislation.
- 4.2.4 Given the relative complexity of the legislation Environmental Health maintain a close liaison with field and specialist officers at the Agency over specific complaints and sites.

### **4.3 Devon County Council**

- 4.3.1 Devon County Council has several roles of relevance. The first of these is as waste planning authority where it has responsibility for the determination of planning applications relating to waste development. Where the feedstock for AD plant schemes is predominantly waste, such as the scheme at Lloyd

Maunder Road, Willand planning applications are dealt with by the County Council and MDDC is a consultee in the process.

- 4.3.2 The County Council also has a function as Highway Authority. The Highway Authority is a consultee for planning purposes when the development is likely to result in a material increase in the volume or a material change in the character of traffic entering or leaving a classified road or involves the formation of or change to an access. The impact of the proposal upon highway safety is major consideration. The Highway Authority is also responsible for roads maintainable at public expense. Issues in relation to highway safety, condition and damage are dealt with by DCC as part of this role.

#### **4.4 Environment Agency**

- 4.4.1 The Environment Agency has a general responsibility for the protection of the countryside and the natural environment. In the context of AD, there are a number of areas of interest ranging from the AD plants themselves and associated or related activities such as intensive poultry installations in addition to manure, slurry/digestate storage, use and land spreading or disposal as waste.
- 4.4.2 For the industrial or intensive agricultural activities then the Agency has specific proactive environmental permitting responsibilities. They issue and regulate integrated permits setting out management and operational controls on emissions from these sites to air, land and water. This therefore includes emissions from chimneys and stacks, releases into rivers and onto land, dust, noise, odour and vibration. The permits are 'living documents' whereby there are provisions to vary or otherwise amend the permit controls in response to changes in best practice, operations and scale etc. Where problems and non-compliance are identified then permits can be used to specify improvement plans. The permits are designed to prevent problems and damage being caused to the environment and local community in the first place. All AD plants whose feedstock contains waste and directly technically linked activities are covered by this regulation in addition to all intensive poultry sites with a combined capacity of 40,000 or more birds.
- 4.4.3 In respect of chicken litter, slurry and AD digestate then the Agency has broad responsibilities under waste management legislation and protecting controlled waters (rivers and groundwater) from pollution. There are relatively complex regulations governing how the Agency determine if a material is classified as waste (therefore has to be transported by a licenced carrier and treated/reused or disposed of at a permitted waste facility) or is exempt and can be used for other purposes such as fertiliser. If material is to be spread on land for agricultural benefit then there are further controls and guidelines that the Agency imposes to protect land and water from contamination and over nitrification included many areas in Mid Devon controlled as Nitrate Vulnerable Zones.
- 4.4.4 In common with powers exercised by Environmental Health, those enforced by the Agency are criminal offences with the according level of evidence proof and prosecution options. There is no formal consultation mechanism put in place locally by the Agency for Environmental Health or the Planning Authority

to comment on the proposed integrated permits and conditions set out therein for relevant sites.

#### **4.5 Public Health England**

- 4.5.1 Public Health England (PHE) is a relatively new agency of the Department of Health. It was set up to bring together public health specialists from a number of organisations into a single body. It has relatively few direct enforcement powers and is largely an advisory and policy body. Its overall function is to protect and improve the national health and wellbeing, and reduce health inequalities. The organisation employs scientists, specialists and researchers to provide expert public health advice. As such, local authorities and NHS bodies with direct health responsibilities such as Directors of Public Health, Public Health consultants, Environmental Health Officers and Doctors etc can use PHE to provide authoritative opinion of local public health concerns and specific case issues. In the context of AD and related activities, the Mid Devon Environmental Health team sought advice from PHE in respect of any potential health impacts arising from the storage and spreading of AD digestate.

#### **4.6 Driver Vehicle Standards Agency (DVSA)**

- 4.6.1 DVSA is another recently formed agency, in this case sponsored by the Department of Transport. They were created by the merger of the former DVLA and VOSA agencies. As such they have a wide responsibility to improve road safety nationally by setting standards for driving and motorcycling, and making sure drivers, vehicle operators and MOT garages follow roadworthiness standards. They also provide a range of licensing, testing, education and enforcement services.
- 4.6.2 In the context of issues being discussed in this report, DVSA has a role in enforcing any relevant driver and vehicle standards in relation to road transport used in connection with AD plant and poultry farming activities plus land-spreading and other material movements whilst those vehicles are on the highway. This can include vehicle design and maximum gross weight requirements/limits in addition to driver hours. There is some mutual enforcement and joint working with the Police service. The DVSA do not enforce restrictions on the use of lower-duty rated red diesel and this is a matter for the HMRC.

#### **5.0 Enforcement of control**

- 5.1 Scrutiny Committee has requested that this report address the following question:  
*What was being done to help local communities that had reported issues regarding Anaerobic Digesters to both the Planning and Environmental Health Services.*

#### **5.2 Environmental Health**

- 5.2.1 In accordance with role and responsibilities of this team and outlined above, Environmental Health have provided a range of proactive and reactive interventions to help those affected by the reported issues and also to support other agencies in their work.
- 5.2.2 Enforcement activities have necessarily focussed on activities not encompassed by a permit issued by the Environment Agency (or other functions in their responsibility) or those relevant to planning enforcement. Attention has therefore been upon slurry/digestate storage facilities and linked farm based activity. A number of odour and noise complaints have been subject to lengthy investigations. As a result Statutory Nuisance was established at one location and an Abatement Notice served in respect of noise arising from the use of trailer mounted slurry pumps. This action was substantially successful in mitigating problems arising from the specific operations being carried out at the time. However, following a change in operator and operations there is an on-going investigation of the impact of liquid digestate storage at the same location and the relevant company informed formally of potential nuisances occurring as a result of their activities. They have also been advised that noise and odour monitoring and surveillance (including the use of recording equipment) would be undertaken by Environmental Health staff and at affected residential properties if further complaints were received. This was an essential step in the process of undertaking additional enforcement action should a further nuisance be proven. Since this communication in August, monitoring equipment has been held on standby to facilitate rapid deployment. No further complaints have been reported.
- 5.2.3 The Environmental Health team are in on-going dialogue with the other agencies involved and also participated in the multi-agency, member and residents meeting facilitated by MDDC on 2 November 2015.
- 5.2.4 Detailed input has been provided on a number of recent planning applications for AD plants/associated activities in addition to large scale poultry units and biomass boilers. Environmental Health has also investigated the potential health implications of liquid AD digestate examining possible exposure levels and hazards. Further input from Public Health England was requested to evaluate this work and provide any additional relevant advice. Environmental Health has disseminated and explained the relative risks and provided assurances to concerned residents. This has been done directly with correspondents and more widely at public meetings and by sharing information with parish and district councillors, addressing any further queries that have arisen as a result.

### **5.3 Planning**

- 5.3.1 The enforcement of a breach of planning control is an important component of the Planning Service. A breach of planning control arises from either the carrying out of development without the required planning permission or failing to comply with a condition or limitation subject to which planning permission has been granted. Local Planning Authorities have the responsibility for the enforcement of planning control in their area when such

enforcement is in the public interest. Guidance on planning enforcement is contained within the National Planning Policy Framework:

*‘Effective enforcement is important as a means of maintaining public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control.’*

- 5.3.2 Development becomes immune from enforcement action if no action is taken within four years in the case of the substantial completion in the case of operational development or ten years for any other breach of planning control (mainly change of use and breach of condition). A range of enforcement tools are available including enforcement notices and the receipt of a planning application to regularise the breach.
- 5.3.3 A range of enforcement related issues have been reported to the Planning Service post planning decision in respect of several AD plants. Investigation has taken place involving site inspection, discussions and negotiation with the applicant and other relevant bodies, assessment of condition compliance and requests for information. In respect of several sites within MDDC’s planning jurisdiction revised planning applications have been submitted by the developers in order to seek to regularise breaches of control on earlier applications in terms of compliance with approved plans and/ or conditions. Some of these applications are pending or awaiting the outcome of an appeal process.
- 5.3.4 Environmental Health and Planning Services work closely together over enforcement matters in order to understand the nature or impact of the activity complained about and the most appropriate legal powers in which to address it.
- 5.3.4 The Planning Service is also currently seeking to clarify the scope of enforcement control in relation to AD scheme parameters and conditions as a result of issues raised by complainants and objectors. Legal advice is being sought with the intention that this will feed into the drafting of conditions in future. Cornwall Council has produced a renewable energy planning guidance note on the development of AP plants. Incorporating case studies, it is aimed at providing guidance to developers on the planning issues to be addressed, but also includes generic, template planning conditions. Incorporated as a recommendation within this report is that a review of the scope of planning conditions to control AD plants be undertaken in order to develop best practice for future applications. It is envisaged that this will involve liaison with other planning authorities in the region.

## **5.4 Liaison with other relevant organisations**

- 5.4.1 Scrutiny Committee has requested that this report address the following question:  
*What work was taking place regarding this to liaise with other authorities, such as the Environment Agency;*



5.4.2 Liaison already takes place with other relevant authorities as referred to above; particularly at stages in the planning process via statutory consultation and reactively in connection with specific complaints. A multi-agency meeting on AD plants was recently held, the main focus of which was enforcement of control. However, it is acknowledged that liaison is greater between some external authorities than others and therefore there is room for improvement. Recommendations in this report are that a request be made to the Environment Agency for more opportunity for MDDC to feed into the environmental permitting regime. Greater sharing of information (where possible) in respect of approved permits is also requested. It is also suggested that in future where enforcement issues are raised with an AD plant, more structured coordination take place between relevant agencies and that MDDC take a lead role in that coordination.

**Contact for more Information:** Mrs Jenny Clifford, Head of Planning and Regeneration (01884) 234346 / [jclifford@middevon.gov.uk](mailto:jclifford@middevon.gov.uk) or Simon Newcombe, Public Health and Professional Services Manager (01884) 244615 / [snewcombe@middevon.gov.uk](mailto:snewcombe@middevon.gov.uk)

**Circulation of the Report:** Councillors Richard Chesterton and Neal Davey

**List of Background Papers:** Scrutiny Committee 10<sup>th</sup> September 2015

The development of anaerobic digestion plants: Renewable Energy Planning Guidance Note 4 (Draft), Cornwall County Council  
<http://www.cornwall.gov.uk/64BD9301-283F-4BA6-AC94-49967639C7E1/FinalDownload/DownloadId-8DE7B84684C912D54C954DE6F43B0D22/64BD9301-283F-4BA6-AC94-49967639C7E1/media/3626641/4-AD-V2-Jul-2012-WATERMARKED.pdf>

Anaerobic Digestion Strategy and Action Plan: A commitment to increasing energy from waste through Anaerobic Digestion, DECC and DEFRA  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/69400/anaerobic-digestion-strat-action-plan.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69400/anaerobic-digestion-strat-action-plan.pdf)

Statutory nuisance provisions and how Councils deal with complaints.  
<https://www.gov.uk/guidance/statutory-nuisances-how-councils-deal-with-complaints>

Standard rules and Environmental Permitting of the biological treatment of waste by the Environment Agency.  
<https://www.gov.uk/government/collections/standard-rules-environmental-permitting#biological-treatment-of-waste>

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## CABINET

17<sup>th</sup> December 2015

### Council Tax Reduction Scheme 2016/17

**Cabinet Member:** Cllr Peter Hare-Scott  
**Responsible Officer:** Benefits Manager & Revenues Manager.

#### Reason for Report:

Council Tax Reduction is a local scheme for working age customers. Section 13A of the Local Government Finance Act 1992, requires the Council to approve a council tax reduction scheme by 31 January each year. No changes are proposed from the existing scheme.

#### RECOMMENDATIONS:

1. The Council Tax Reduction Scheme for working age customers is approved for 2016/17.
2. The Council's revised Council Tax Reduction, Section 13A policy, enclosed in Appendix 1 is approved for 2016/17. ( Within the Policy, the Council's Section 151 Officer has delegated authority to take into account any further changes in law, government guidance or policy)
3. That Mid Devon's Penalty policy (Appendix1) is noted and adopted.
4. That the criteria contained in the Council Tax Reduction (CTR) scheme for the forthcoming year 2016/17 will remain the same as the previous financial year 2015/16. Future DWP uprating of applicable amounts for CTR claimants and DCLG Non-dependant deduction requirement regulations will be amended in line with our scheme once the regulations are in place.

**Relationship to Corporate Plan:** This report is in line with the Council's Corporate Plan objectives

**Financial Implications:** The estimated cost of the scheme for 2016/17 is estimated to be £465K based on 2015/16 criteria. The cost has reduced from previous years due to a drop in the number of claimants

**Legal Implications:** Section 13A of the Local Government Finance Act 1992, as amended by the Local Government Finance Act 2012, requires the Council to approve a council tax reduction scheme by 31 January each year.

## **Risk Assessment:**

### **1. Introduction**

- 1.1 Council Tax Reduction (CTR) (also known as Council Tax Support) was Introduced on 1 April 2013 and replaced Council Tax Benefit, which was Previously fully funded by Department for Work and Pensions.
- 1.2 CTR is a local reduction scheme. The scheme for Working-age customers (those below the age to claim State Pension Credit) is set out in our CTR Scheme Policy. The requirement to have a policy is within S13A and Schedule 1a of the Local Government Finance Act 1992.
- 1.3 The scheme for pension-age customers is a national scheme and is prescribed within Government legislation. Pensioners are protected to receive the same level of support they received under the DWP Council Tax Benefit Scheme up to 31 March 2013.
- 1.4 When the Council Tax Reduction scheme (CTR) was introduced an in depth Equality Impact Assessment was carried out by the Benefits Manager and was included with the original CTR report to members. Mid Devon does not intend to change its CTR scheme for the forthcoming financial year 2016/17.
- 1.5 Prior to making any recommendations which would propose changes to the current CTR scheme, a full and detailed Equality Impact Assessment will need to be carried out during the year 2016/17.
- 1.6 At the end of the current financial year 2015/16 the Revenues Manager will prepare a report for the Head of Finance on Council Tax and Business Rate collection for 2015/16 which will include up to date information regarding the effect of the current CTR scheme on Council Tax collection since its introduction.

### **2. Current Scheme**

- 2.1 Mid Devon, as part of a Devon-wide group agreed that our scheme for working age customers would contain the following criteria:
  - Everyone should pay something so our claimants will be required to pay a percentage of their Council Tax liability. In Mid Devon we set this minimum at 20%.
  - We would limit the amount of Council tax support paid out to a Band D charge.
  - We would reduce the savings limit from £16,000 to £8,000.
  - We would cease Second Adult Rebate.
  - We recognise some of the community would need additional support and after consultation we introduced a discretionary exceptional hardship policy to help those struggling to pay.

- 2.2 The number of CTR claims has reduced due to improving employment levels and changes to pension age and the overall impact of the CTR scheme.

Year	Pensioner claims	Working Age claims	Total Amount CTB / CTR
2013/14 (31st Mar 2014)	2768	2429	4,325,741
2014/15 ( 28th Sept 2014)	2703	2340	4,210,917
2015/16 ( 5thOct 2015)	2600	2200	4,100,000
2016/17 Estimated	2600	2200	4, 074,260

- 2.3 Unlike some Local authority schemes to date we have received no legal challenges to our scheme or appeals
- 2.4 As the number of CTR claims has reduced during 2015/16 the estimated Band D equivalents have remained constant for the last year therefore will can use 2495 band D Equivalents for 2016/17.

### **3. Estimated cost of the Council Tax Reduction Scheme (CTR)**

- 3.1 Mid Devon's CTR scheme for 2016/17, is estimated to cost in the region of £465k based on the existing schemes criteria.
- 3.2 The cost of the CTR scheme must be reflected in the Tax Base calculation and the cost of the CTR scheme equated to 2495 band D equivalents for the 2015/16 year
- 3.3 To reflect the fact that CTR has levelled off a CTR claims figure of 2,495 Band D equivalents has been applied for 2016/17.The total Band D equivalents for the other precepting authorities will be calculated proportionally.
- 3.4 While we continue to assess Housing Benefit the administration of CTR is kept to a minimum. As working age claimants become Universal Credit claimants the numbers of Housing Benefit claims administered by the Benefit team has reduced therefore next year we may need to consider simplifying our scheme further.

### **4. Conclusion**

- 4.1 The Devon Framework which includes officers from all Devon authorities (including the Unitaries, Police and Fire) agreed they would be reluctant to make changes to the scheme until 2017/18 for the following reasons
- The scheme has only been running for 2 years therefore customers should be given longer to adjust to the new rules
  - The Government review in October 2015 is taking place and changes may be applied by the Government to the local schemes from 2017/18.
  - Changing schemes may require further reduction in entitlement which could impact vulnerable groups and as a result transitional protection

could have to be built in to reduce any equality impacts. This would add to CTR expenditure.

- This will provide minimal disruption for the council and claimants, creates no additional administrative costs and involves no additional risk

Contact for more information: John Chumbley, Revenues Manager 01884 234301  
Dawn Harris, Benefits Manager 01884 234372

Background Papers: CTB1 and supporting documentation

Circulation of Report: Cabinet member for Finance  
Councillor Peter Hare-Scott.

**Council Tax and Housing Benefit Civil Penalties Policy  
(Failure to notify or supply information)**

**1 Introduction**

- 1.1 Failure to notify a change of circumstances or provide information for Council tax billing or Housing Benefit purposes are an offence. The offence is committed if the customer fails to notify us of a change affecting their liability to pay Council Tax within 21 days of the change occurring or if they fail to notify us of a change affecting their entitlement to Housing Benefit within one calendar month.
- 1.2 For practical purposes the Council will not impose a penalty if the customer notifies us, or provides the requested information, within one calendar month or both Housing Benefit and Council tax. There is currently no penalty scheme for Business Rates.
- 1.3 During the first year of operation the additional penalty should only be imposed after discussion and approval from either the Revenues or the Benefits Manager.

**2 Council Tax penalties**

- 2.1 The law allows Councils to impose a £70 penalty to any person who;
- 2.2 Fails to notify the council that an exemption on a dwelling should have ended
- 2.3 Fails to notify the council that a discount (including single person discount and Local Council Tax Support) should have ended
- 2.4 Fails to notify the council of a change of address or fails to notify the council of a change in the liable party.
- 2.5 Fails to provide information requested to identify liability.
- 2.6 Fails to provide information requested after a liability order has been obtained

Where a penalty has already been imposed on their Council Tax and a further request to supply the same information is made, a further penalty of £280 may be imposed for each subsequent failure, provided the information is in the debtor's possession. The authority requests him to supply it and it falls within a prescribed description of information.

An example of when a further penalty may apply would be a large landlord or letting agent who continually fails to tell us about a new tenant moving in to their property.

### 3 Housing Benefit (Council Tax Benefit) penalties

- 3.1 A Civil Penalty can be imposed on Customers who receives an overpayment of Housing Benefit (or Council Tax Benefit) caused by either;
- 3.2 Negligently making incorrect statements, or Fails without reasonable excuse to provide information or disclose changes in their circumstances
- 3.3 A civil penalty of £50 can be added to the amount of an overpayment of benefit if the overpayment (after underlying entitlement) is more than £65 and where the claimant is viewed as being at fault.

For the purposes of this policy a penalty will be considered if the overpayment is more than £100

- 3.4 A civil penalty cannot be applied where the claimant has, in respect of the overpayment, been charged with an offence, been cautioned or been subject to a penalty as an alternative to prosecution under section 115A of the Social Security Administration Act 1992. (Fraud cases)
- 3.5 A penalty applies to overpayments wholly arising **on or after 1 October 2012**. Where there has been an overpayment of Housing benefit of more than £100 (after underlying entitlement)
- 3.6 East Devon and Teignbridge have already introduced Penalties for Council tax charge payers Housing Benefit and CTR claimants where they have failed to notify the Local Authority of the change within the statutory time limit.
- 3.7 The adoption of the Council Tax and Housing Benefit Civil Penalties Policy in this appendix brings Mid Devon into line with other Devon Authorities and the Revenue raised from imposing Penalties will be retained wholly by Mid Devon.

### 4 Appeals

- 4.1 If a customer disagrees with the imposition of a Council Tax penalty they may discuss it with the Council. They do however have the right to appeal directly to the Valuation Tribunal. They have two months in which to appeal after a penalty is imposed.
- 4.2 If a penalty is imposed, we must advise the customer why we have applied a penalty and provide them with information about how to appeal and the date by which any appeal should be made. If the taxpayer appeals, recovery of the penalty should be suspended until the appeal is decided.
- 4.3 Housing Benefit penalties may be appealed in the same way as any benefit decision, and with the same times scales as the Housing or Council Tax benefit appeal, with appeals being dealt with by the reconsideration process or the Tribunal Service.



## **5. Exclusions**

- 5.1 It is the Council's policy to exclude taxpayers with mitigating family/personal reasons e.g. death or illness, from the imposition of penalties.
- 5.2 Council Tax payers or benefit recipients who are severely mentally- impaired are also excluded from the penalty scheme.
- 5.3 Exclusion from a penalty should also be considered in cases where:  
The customer or their partner:-
  - 5.3.1 Has a significant degree of physical or mental infirmity, such as a terminal illness, severe clinical depression, hearing/sight/speech problems, learning difficulties or frailty due to old age.
  - 5.3.2 Has made a voluntary disclosure of the alleged offence before the Council had any suspicions regarding the validity of their entitlement to a Council Tax discount or exemption, Local Council Tax Support Reduction Scheme or their Housing Benefit entitlement.
  - 5.3.3 Could be dealt with more effectively without redress to a penalty, for example due to age or immaturity, although youth in itself is not a good enough reason not to instigate proceedings.
- 5.4 All identified exclusion cases should be verified by the Benefit Manager or the Revenues Manager

## **6. Application of the penalty.**

- 6.1 The Council Tax bill clearly shows that we have awarded discounts, exemptions and or Local Council Tax Support. It makes clear that the taxpayer must tell us straight away about any change in their circumstances that could affect their bill or a penalty could be imposed.
- 6.2 The Benefit decision letter also clearly states that failure to advise the Council of changes in circumstance that may affect their entitlement to Housing Benefit may result in an overpayment and the imposition of a penalty.
- 6.3 A Council Tax penalty will be collected by applying the penalty to the Council Tax account for collection via the normal billing process.
- 6.4 A Housing Benefit Penalty will be applied to the claim by a manual adjustment and recovered from ongoing benefit. A manual adjustment sheet will be completed and approved by the Benefit Manager.
- 6.5 A letter must be sent in all cases advising of the application of the penalty and the reason.
- 6.6 Where the penalty relates to an overpayment no penalty will be applied until one month after the notice of the overpayment has been issued. This is

because the overpayment may fall below the £65 threshold when underlying entitlement has been applied.

## **7. Awareness**

- 7.1 Effective publicity of this policy will ensure customers are aware of their responsibilities.
- 7.2 By adopting this policy we are sending a clear message our claimants and chargepayers that failure to notify the Local Authority of changes in circumstances will result in the issue of a penalty thereby acting as a deterrent to claim fraudulently.

## **8 Relevant Legislation**

*Section 14(2) of the Local Government Finance Act 1992*

*Regulation 12 & 13 of the Council Tax reduction schemes (Detection of Fraud and Enforcement) (England) 2013 SI 2013/501*

**Version 1. November 2015**

## CABINET

17th December 2015

### Tax Base Calculation 2016/17

**Cabinet Member:** Cllr Peter Hare-Scott  
**Responsible Officer:** Revenues Manager

**Reason for Report:** This paper details the statutory calculations necessary to determine the Tax Base for the Council Tax. The calculations made follow a formula laid down in Regulations.

#### RECOMMENDATIONS:

1. That the calculation of the Council's Tax Base for 2016/17 be approved in accordance with The Local Authorities (Calculation of Tax Base) (England) Regulations 2012 at **27,507.03** see Appendix 1

#### Relationship to Corporate Plan:

1. This report sets out how the Tax Base is calculated for 2016/17. This calculation is then used as a basis to set the Council's budget for the forthcoming year.
2. This report is in line with the Council's Corporate Plan objectives.

**Financial Implications:** Mid Devon District Council is a Statutory Billing Authority and must set its Council tax each year. If it were not to set a Council Tax then the Authority and all Precepting authorities would be unable to raise money to pay for all the services they provide.

**Legal Implications:** This is a statutory function and is a legal requirement. The Council must now set its budget annually using Council Tax information as at 30<sup>th</sup> November each year in accordance with The Local Authorities(Calculation of Council Tax Base)(England) Regulations 2012 calculating the relevant amount by applying the formula set out in the above regulations.

**Risk Assessment:** If the Council fails to carry this duty out then the Council Tax cannot legally be set. In accordance with the LGF Act 2012 above and SI 2914 of 2012 The Local Authorities(Calculation of Council Tax Base)(England) Regulations 2012, The Council Tax Base calculation includes a deduction for the CTR scheme within its Tax Base calculation.

The calculation shows the estimated annual cost of the CTR scheme, shown as the number of Band D equivalents. For the 2016/17 year this is estimated as 2,495 Band D equivalent properties.

### **The Collection Rate calculation (A)**

It is necessary to estimate a 'collection rate', which is the proportion of Council Tax due that will actually be paid. It is recommended that a collection rate of 98.0% be estimated for the year 2016/17, which is consistent with previous years.

Any variation from the collection rate of 98% is pooled in a collection fund, which is distributed in the next financial year to all precepting authorities.

### **Calculation of the relevant amount (B)**

#### *Number of Properties per Valuation Band*

The starting point will be the total number of properties within Mid Devon set out in the Valuation List.

#### ***Less Exemptions***

Properties are exempt from Council Tax under certain circumstances. The calculated tax base uses the information currently held in deciding the level of exempt properties that are likely to apply for 2016/17.

#### ***Add Appeals, new properties and deletions from the Valuation List***

The Valuation Officer has dealt with the vast majority of Council Tax appeals to date and so no further allowance is believed to be necessary at this time. At the 5<sup>th</sup> October 2015 we have estimated a net increase in properties within Mid Devon of **100** Band D properties to go live on or before 1<sup>st</sup> April 2015 and a further **200** during the financial year, totalling (300) This estimate is based on the current number of reports outstanding with the Valuation Officer; the actual bandings may differ when the properties are eventually entered into the Council Tax Valuation list.

#### ***Disabled Allowance (move down a Band)***

Where a disabled resident has made structural alterations to their property to help with their disability or they use a wheelchair internally at the premises, the property is entitled to a reduction and is afforded by moving the property to the next lowest band. Existing Band A properties are also entitled to a reduction by reducing the 6/9ths charge down to 5/9ths Charge.

#### ***Less 25% Discounts***

##### *Single Persons Discounts*

If only one person lives in the dwelling as their main residence then a discount of 25% is allowed.

### ***Less 50% discount***

A discount of 50% is allowed where two or more persons who can be disregarded for Council Tax purposes occupy the property, e.g. care workers.

### **Second homes now pay full Council tax.**

### ***Long Term Empties***

After a three month free period no further discount is allowed.

### ***50% premium after 2 years***

If a property remains empty of furniture and residence for two years or more the Council will apply an additional 50% premium to the Council tax charge, so the Chargepayer will have to pay 150% of the Council Tax charge in that area.

### **Estimated cost of the Council Tax Reduction Scheme (CTR)**

Before we convert the properties to Net Band D equivalents we must reduce the total properties by the estimated cost of the CTR Scheme amount. This has been calculated in the following way:

Mid Devon's CTR scheme for 2016/17, is estimated to cost in the region of £4.075m based on the existing schemes criteria. The average Band D Council Tax charge for 2015/16 was £182.15; divide Mid Devon's proportional cost of the CTR scheme by the total Band D equivalents to arrive at 3191.3 properties equivalent to **2495** Band D properties for 2016/7. The total Band D equivalents for the other precepting authorities will be calculated proportionally.

The cost of the CTR scheme must be reflected in the Tax Base calculation so the following calculation is carried out for each valuation band to arrive at the net chargeable Dwellings:

### **Calculation of the Relevant Amount**

	<b>2015/16</b>	<b>2016/17</b>
Number of Properties per valuation list	34,754.00	35,056.00
Exemptions	-424.00	-433.00
Single Occupier and 25% Disregards	-2,637.75	-2,696.75
50% Discount (57)	-28.50	-27.00
100% exempt 3 months only (248)	-62.00	-70.50
Additional LTE at 150% (111)	+55.50	+52.00
Additional net new properties	+330.00	+300.00
65 properties Class D 50% loss	-32.50	-29.00
Annexes (new)	-5.00	-6.50
Chargeable Dwellings before CTR	31,949.75	32,145.25

### **Conversion to Band D equivalents**

The net chargeable dwellings are then converted to Band D equivalents. This is carried out by multiplying the Net chargeable dwellings by the appropriate factor

(A=6, B=7, C=8, D=9, E=11, F=13, G=15, H=18) for the band and dividing by that for Band D (9). The Table below details the Net Chargeable Dwellings converted to Band D equivalents.

The Tax Base is finally calculated by applying the collection rate to the total Band D equivalents. When summarised below for the 2015/16 financial year. The properties within each band are as follows:

Band	Properties	CTR Properties	Revised Properties	Band D Equivalent
@	10.75	-6.91	3.8	2.10
A	5083.50	-1346.99	3736.5	2491.00
B	7933.25	-1015.11	6918.1	5380.80
C	5933.50	-477.55	5456.0	4849.70
D	5893.25	-230.58	5662.7	5662.70
E	4168.00	-80.15	4087.9	4996.30
F	2185.75	-27.75	2158.0	3117.10
G	886.00	-5.76	880.2	1467.10
H	51.25	-0.46	50.8	101.60
	32,145.25	-3191.26	28954.0	28068.40

Therefore, in accordance with SI 2914 of 2012 the Tax Base is to be calculated as:  
Total relevant amounts (A) **28,068.40** X Estimated collection rate (B) (98%)

And Mid Devon District Council's Council Tax Base for 2016/17 will be **27,507.03**  
Contact for more information: John F Chumbley 01884 234301

Background Papers: CTB1 and supporting documentation

File Reference: JFC/G/CTB1

Circulation of Report:

Cabinet member for Finance

Councillor Peter Hare-Scott.

APPENDIX 1																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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## **CABINET 17 DECEMBER 2015**

### **CORPORATE PLAN FOR 2016-2020**

**Cabinet Member** Cllr Clive Eginton  
**Responsible Officer** Head of Communities & Governance

**Reason for Report:** To present Members with the Corporate Plan for 2016-2020

**RECOMMENDATION(S):** The Cabinet approve the contents of the draft Corporate Plan for consultation.

**Relationship to Corporate Plan:** This is the Corporate Plan which sets out the strategic direction and aspirations of the Council for the next four years

**Financial Implications:** These have been included within the Medium Term Financial Plan and will be reviewed each year as part of the budget setting process

**Legal Implications:** None

**Risk Assessment:** Failure to have a Corporate Plan would mean that the Council would fail to communicate its priorities and vision to the community of Mid Devon, adequately ensure that its finances reflect its key objectives and this would impact on our Value for Money Conclusion issued by our External Auditor

#### **1.0 Introduction**

- 1.1 The purpose of this report is to present Members with the Council's draft Corporate Plan for the period of 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2020. During the preparation stages, officers and Members have had an input into the Plan.
- 1.2 The draft Corporate Plan is ready for consultation with the Council's stakeholders. It is proposed that a five week consultation period take place between Friday 18<sup>th</sup> December 2015 to Sunday 24<sup>th</sup> January 2016.
- 1.3 Feedback from the consultation will then be included in the Corporate Plan which will be returned to the Cabinet in February 2016 for recommendation to Full Council along with the budget.

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

**Circulation of the Report:** Cllr Clive Eginton and Management Team

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# OUR CORPORATE PLAN 2016 TO 2020

**VISION:** *Making the most of Mid Devon*

## PRIORITIES:

### ECONOMY

We will focus on:

Bringing new businesses into the District

Business development and growth

Improving and regenerating our town centres

Growing the tourism sector

### HOMES

We will focus on:

Building more council houses

Facilitating the housing growth that Mid Devon needs, including affordable homes

Planning and enhancing the built environment

### COMMUNITY

We will focus on:

Working with local communities to encourage them to support themselves

Working with town and parish councils

Increasing activity and promoting health and wellbeing

### ENVIRONMENT

We will focus on:

Increasing recycling and reducing the amount of waste going to landfill

Reducing our carbon footprint

Protecting the natural environment

# PRIORITY 1: ECONOMY

## ***Over the next five years we will:***

### Aim 1 - Attract new businesses to the District

- Focus on particular sectors and their supply chains e.g. agriculture, food and drink offer, leisure and tourism, professional scientific and technical, etc
- Actively market and promote the employment sites within our Local Plan by improving the marketing of Mid Devon as a place for business

### Aim 2 - Focus on business retention and growth of existing businesses

- Work with education providers to ensure that skills training matches the needs of businesses and create jobs through apprenticeships
- Lobby Devon County Council and others for faster Broadband
- Work with the business groups in the area to improve local economic vitality

### Aim 3 - Improve and regenerate our town centres with the aim of increasing footfall, dwell-time and spend in our town centres

- Improve the Tiverton Pannier Market and support other local markets in the District
- Focus on projects that will regenerate and increase footfall in our town centres

### Aim 4 - Grow the tourism sector

- Increase the number of people visiting, staying and spending money in the District
- Improve the marketing of Mid Devon as a visitor destination

### Other

- Act as a champion to improve local rail services
- Work in partnership with the Heart of the South West Local Enterprise Partnership, Devon County Council and Exeter, East Devon and Teignbridge on projects that will support and grow the local economy
- Be proactive in bringing in funding to the District to support economy projects
- Be more entrepreneurial and commercial as a Council

<b><i>Our priority projects for 2016-17</i></b>	<b><i>Lead Portfolio</i></b>	<b><i>Service Area</i></b>
Finalise the review of the Local Plan and submit it for inspection	Planning and Economic Regeneration	Planning
Finalise and approve the Inward Investment Strategy	Planning and Economic Regeneration	Economic Development
Develop a strategy for the Marketing and promotion of the District in terms of Economic Development	Planning and Economic Regeneration	Economic Development
Develop a strategy for Tourism upon the conclusion of a piece of work identifying what we have in the District in terms of attractions, accommodation, etc and also gaps.	Planning and Economic Regeneration	Economic Development
Finish and approve the Pannier Market five year Business Plan	Planning and Economic Regeneration	Economic Development
Coach parking – work with the Town Teams to deliver coach parking spaces in each of the three main towns and actively market and promote this	Planning and Economic Regeneration	Economic Development
Put together a programme of events across the District and work with local groups to deliver them	Planning and Economic Regeneration	Economic Development
Deliver the Tiverton Town Centre Masterplan	Planning and Economic Regeneration	Planning & Property Services

# PRIORITY 2: HOMES

**Over the next five years we will:**

Aim 1 – Build more council houses

- Build 250 council houses

Aim 2 – Facilitate the housing growth that Mid Devon needs, including affordable housing

- Deliver 360 homes per annum as per the Strategic Housing Market Assessment
- Support opportunities to provide high quality affordable housing
- Promote significant growth east of Cullompton
- Work with developers to ensure that the sites in the Local Plan come forward for development
- Work with developers to ensure that the houses being built meet the needs of our population
- Continue to work with private sector landlords and other partners to bring empty homes back into use

Aim 3 – Planning and enhancing the built environment

- Ensure that our special landscape assets are considered during the planning process so that we do not waste our valuable natural assets
- Ensure development works to enhance the character of the local environment
- Ensure good design and quality of new housing and associated environment together with necessary supporting infrastructure

Other

- Continue to manage our Council homes efficiently
- Continue to work to prevent homelessness
- Consider the impact of an aging population and help elderly people retain their independence and remain in their own homes

<b>Our priority projects for 2016-17</b>	<b>Lead Portfolio</b>	<b>Service Area</b>
Finalise the review of the Local Plan and submit it for inspection	Planning and Economic Regeneration	Planning
Investigate developing the rear of the Town Hall	Housing and Property	Property Services
Commence Wadderton Park development	Housing and Property	Property Services
Build out Palmerston Park and Birchen Lane	Housing and Property	Property Services
Develop homelessness strategy	Housing and Property	Housing
Promote community land trusts and neighbourhood plans	Housing and Property	Housing
Work with partners to develop a strategy for an aging population	Housing and Property	Housing
Work with private landlords	Housing and Property	Private Sector Housing
Seek HCA funding for new developments	Housing and Property	Housing
Adopt masterplan supplementary planning document north west Cullompton urban extension 16/17	Planning and Economic Regeneration	Planning
Adopt masterplan supplementary planning document Area B Tiverton eastern urban extension 16/17	Planning and Economic Regeneration	Planning
Produce a design guide for the district (NB not proposed 16/17, 17/18 is probably more realistic as a project.)	Planning and Economic Regeneration	Planning

# PRIORITY 3: COMMUNITY

**Over the next five years we will:**

Aim 1 – Work with local communities to encourage them to support themselves

- Work with health partners and community groups to provide a stronger voice for health and wellbeing throughout the District
- Support local communities to retain and develop their local facilities and services

Aim 2 – Work with Town and Parish Councils

- Ensure that town and parish councils have access to the advice they need to carry out their functions legally and efficiently and are supported to take on County and District Council services where appropriate

Aim 3 – Increase activity and promote health and wellbeing

- Ensure the financial sustainability of our Leisure Centres
- Introduce “Trimtrails” across the District
- Support the Devon Youth Games, working with schools to encourage young people to participate in sport
- Actively promote the facilities that are available in our District for health and wellbeing such as walking (footpaths) and cycle paths
- Work with partners such as the National Health Service on the public health agenda
- Develop cultural, sport, leisure and heritage facilities with activities that benefit the entire District

Other

- Help people access our services digitally
- Embrace opportunities that devolution may bring

<b>Our priority projects for 2016-17</b>	<b>Lead Portfolio</b>	<b>Service Area</b>
Finalise the review of the Local Plan and submit it for inspection	Planning and Economic Regeneration	Planning
Develop new income streams for leisure centres	Community Well Being	Leisure
Delivery of the first trim trail and investigate others across the District	Community Well Being	Public Health
Trial a locality budget of £500 per Member and consider whether this should continue in future years	Leader	Community Development
Continue to work on digital inclusion and digital transformation projects to help people access our services digitally	Community Well Being	Customer First and IT



## PRIORITY 4: ENVIRONMENT

### ***Over the next five years we will:***

Aim 1 – Increase recycling and reduce the amount of waste going to landfill

- Provide a high standard waste and recycling service for the benefit of all households
- Work to deliver a recycling rate greater than 60%
- Work with businesses, especially pubs and restaurants, to encourage recycling to improve business efficiency and reduce commercial waste going to landfill
- Increase understanding of environmental sustainability and recycling initiatives through education and promotional activities

Aim 2 – Reduce our carbon footprint

- Seek new ways to improve our operational efficiency, reducing energy use and lowering our carbon footprint
- Continue to promote energy saving initiatives
- Continue to research “green” initiatives which can be installed in council homes and which can help to reduce fuel poverty

Aim 3 – Protect the natural environment

- Look after our heritage assets by managing designated conservation areas, protecting listed buildings and monuments, and preserving trees that are important
- Protect the natural environment and encourage biodiversity
- Prosecute dog fouling and littering to ensure the cleanliness and attractiveness of our public realm and open spaces for all residents

<b><i>Our priority projects for 2016-17</i></b>	<b><i>Lead Portfolio</i></b>	<b><i>Service Area</i></b>
Finalise the review of the Local Plan and submit it for inspection	Planning and Economic Regeneration	Planning
Introduce a littering patrol team	Environment	Street Scene
New waste and recycling depot – temporary and permanent	Housing and Property Services	Property Services and Waste
Reduce residual household waste by 10%	Environment	Waste & Recycling
Introduce waste education and enforcement policy e.g. compulsory recycling	Environment	Waste & Recycling
Reduce the net cost of the waste collection service by 20%	Environment	Waste & Recycling
Agree waste treatment saving sharing mechanism with Devon County Council	Environment	Waste & Recycling
Generate 10,000 customers on chargeable garden waste service	Environment	Waste & Recycling
Undertake a review of the street cleansing service to improve the District	Environment	Street Scene

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**CABINET**  
**17 DECEMBER 2015**

**AGENDA ITEM**

## **FINANCIAL UPDATE FOR THE SEVEN MONTHS TO 31 OCTOBER 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 highlights 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 forecast in year movements and final predicted position at 31 March 2016:

Usable Reserves	31/03/2015	Forecast in year movement	31/03/2016
	£k	£k	£k
<b>Revenue</b>			
General Fund – see note	(2,380)	289	(2,091)
Housing Revenue Account	(2,000)	(129)	(2,129)
<b>Capital</b>			
Major Repairs Reserve	0	(212)	(212)
Capital Receipts Reserve	(985)	415	(570)
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 £289k as shown at Appendix A. The most **significant** service movements, highlighted in Appendix B, this month comprise:

	£k
Redundancy costs following Leisure management restructure	123
Recycling income down – tonnages up but lower price per tonne	70
Housing Benefit additional agency staff required	18
Lords Meadow Leisure Centre income down (Cancelled special discount for annual memberships)	15
Delayed introduction of Construction Infrastructure Levy (CIL)	15
Recycling – fuel and repairs down following purchase of new fleet	(55)
Homeless case numbers down with reduced B and B costs	(20)

It should be noted that whilst the price per tonne of commodities such as steel and glass has decreased, following falls in world prices, the amount of waste recycled has increased significantly as a consequence of the changes to the waste collection service.

Indeed in the draft budget for 2016/17 there is an overall budget movement of £200k from waste collection to recycling reflecting the increase in the recycling tonnage and the movement of one crew from one sphere to the other. Aside from the monetary considerations this is also beneficial for our environment.

- 3.3 The major variances are highlighted at Appendix B. The current income

from our major funding streams are shown at Appendix C, whilst current employee costs are shown at Appendix D.

#### **4.0 Housing Revenue Account (HRA)**

- 4.1 This is a ring-fenced account in respect of the Council's social housing function. Major variances and proposed corrective action are highlighted at Appendix F.
- 4.2 Appendix E shows that the reserve opening balance is £2,000k. A forecast underspend of £129k would increase the available balance to £2,129k.
- 4.3 The most significant items of this underspend comprise a surplus in income generated from community alarms, staffing savings and reduced expenditure on community initiatives.
- 4.4 There are budgeted revenue contributions to capital projects as follows for 2015/16.

<b>Description</b>	<b>Budget £'000</b>	<b>Forecast Outturn £'000</b>	<b>Variance £'000</b>
Sewage pumping stations	50	50	0
HRA digital transformation	30	30	0
Replacement vehicles	59	59	0

In addition to the above, the works required at Birchen Lane, which were slipped from the 2014/15 capital programme will still require funding. Part of these costs may need to be covered by a revenue contribution from the HRA.

#### **5.0 Major Repairs Reserve**

- 5.1 The Major Repairs Reserve had a nil balance at 31 March 2015. After this year's capital expenditure and funding of the Major Repairs Reserve the closing balance is forecast to be £212k.

#### **6.0 Capital Programme**

- 6.1 The status of this year's capital programme is shown at Appendix G.
- 6.2 Committed and Actual expenditure is currently £3,965k against a budgeted Capital Programme of £13,720k.
- 6.3 Forecast *net* underspends currently amount to (£32k), which are mainly comprised of the following (please see notes on appendix G):
  - ICT software for 'Incab' re Waste & recycling vehicles £(60)k
  - Various projects charged to revenue as under £20k (Capital de minimis) £(125)k
  - Forecast additional spend on Council House building

project at St Andrews Street	£144k
------------------------------	-------

6.4 Forecast slippage into 2016/17 currently amounts to £5,717k, which are mainly comprised of 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	£212k
• Renewable Energy fund - renewable wall insulation	£70k
• Tiverton Pannier Market Roof	£110k
• Various ICT projects	£294k
• 5 Refuse vehicles	£740k
• Council House Build Projects at Burlescombe & Beech Road Tiverton	£987k
• Council House Build Projects at Palmerston Park & Birchen lane Tiverton	£2,620k
• Exe Valley Leisure Centre fitness gym extension	£473k
• Multi-Storey car park works	£89k

## 7.0 Capital Contingency Reserve

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

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

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

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

	£k
Unapplied Useable Capital Receipts at 1 April 2015	(985)
Earmarked Reserve for Private Sector Housing	194
	<b>(791)</b>
Net Receipts to date (includes 8 RTB's)	(422)*
(* Forecast pending completion of Q3 pooling return)	

<b>Current Balance</b>	<b>(1,213)</b>
Forecast further capital receipts in year	(258)
Forecast capital receipts to be applied in year	901
<b>Forecast Unapplied Capital Receipts c/fwd. 31 March 2016</b>	<b>(570)</b>
	=====

## 9.0 Treasury Management

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

Interest Received:

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

The investment income from the CCLA property investment for 2015/16 has not been included in the figures above.

## **10.0 New Homes Funding**

- 10.1** Members will be pleased to learn that the Housing and Communities Agency (HCA) has approved funding for the Palmerston Park development amounting to £1.17m. This comprises £45k per property (£45k x 26), which is significantly more than was first envisaged.

## **11.0 Conclusion**

- 11.1** Members are asked to note the revenue and capital forecasts for the current financial year. This report covers the first seven months of the year and begins to show some key trends.
- 11.2** Clearly some pressures can be seen developing in the General Fund and managers in some areas are struggling to meet their budgets. Some of the factors involved are external and beyond our control. Overall the forecast for the year at this point is a deficit of £289k on a net budget of £8.7 million, a 3.3% variance.
- 11.3** This monitoring report comes at a time when our draft 2016/17 budget, based upon a series of assumptions, shows a deficit of £827k. Our total budget requirement for the General Fund has already dropped from £11.45m in 2010/11 to the current year's £8.77m with the expectation that the Revenue Support Grant from central government of £1.7m will be lost entirely by 2019/20. Going forward Members will be required to consider various potential future scenarios and inevitably some challenging decisions will need to be made to facilitate a balanced budget, of prioritised services, linked to the new corporate plan.

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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 31 OCTOBER 2015**

Com	General Fund Summary	Note	2015/16 Annual Budget £	Full Year Forecast (Net of Trf to Earmarked Reserves (EMR) (0 = On budget) £	Variance %
	<b>Cllr C J Eginton</b>				
<b>CM</b>	Corporate Management	<b>A</b>	1,197,130	(24,000)	-2.0%
<b>LD</b>	Legal & Democratic Services: Member/Election Services	<b>B</b>	1,027,290	28,300	2.8%
	<b>Cllr N V Davey</b>				
<b>CP</b>	Car Parks	<b>C</b>	(23,680)	(39,000)	-164.7%
<b>ES</b>	Cemeteries & Public Health	<b>D</b>	156,640	(15,000)	-9.6%
<b>ES</b>	Open Spaces	<b>F</b>	593,300	20,000	3.4%
<b>GM</b>	Grounds Maintenance	<b>E</b>	(16,870)	25,000	-148.2%
<b>WS</b>	Waste Services	<b>H</b>	2,287,120	65,000	2.8%
	<b>Cllr C R Slade</b>				
<b>CD</b>	Community Development	<b>I</b>	328,270	5,800	1.8%
<b>ES</b>	Environmental Services incl. Licensing	<b>D</b>	157,180	19,000	12.1%
<b>IT</b>	IT Services	<b>Q</b>	(12,040)	(35,900)	298.2%
<b>PR</b>	Planning - Land charges	<b>N</b>	(600)	(15,000)	2500.0%
<b>RS</b>	Recreation And Sport	<b>J</b>	662,400	271,000	40.9%
	<b>Cllr P H D Hare-Scott</b>				
<b>FP</b>	Finance And Performance	<b>K</b>	(180)	0	0.0%
<b>RB</b>	Revenues And Benefits	<b>L</b>	782,650	(116,000)	-14.8%
	<b>Cllr R L Stanley</b>				
<b>ES</b>	ES: Private Sector Housing Grants	<b>D</b>	112,120	10,000	8.9%
<b>HG</b>	General Fund Housing	<b>M</b>	317,150	(45,000)	-14.2%
<b>PS</b>	Property Services	<b>G</b>	253,800	(336,000)	-132.4%
	<b>Cllr R J Chesterton</b>				
<b>CD</b>	Community Development: Markets	<b>I</b>	60,550	10,000	-16.5%
<b>PR</b>	Planning And Regeneration	<b>N</b>	960,400	170,000	17.7%
	<b>Cllr M Squires</b>				
<b>CS</b>	Customer Services	<b>O</b>	15,730	56,000	356.0%
<b>ES</b>	Environment Services - Public Health	<b>D</b>	356,920	0	0.0%
<b>HR</b>	Human Resources	<b>P</b>	98,470	0	0.0%
<b>LD</b>	Legal & Democratic Services: Legal Services	<b>B</b>	(10)	19,000	
	<b>All General Fund Services</b>		<b>9,313,740</b>	<b>73,200</b>	<b>0.8%</b>
<b>IE260</b>	Interest Payable		68,390	79,064	
<b>IE290</b>	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	
<b>ABFGF</b>	Statutory Adjustments (Capital charges)		(905,860)	83,453	
<b>TREMR</b>	Net Transfer to/(from) Earmarked Reserves	<b>APP B</b>	424,170	1,619,725	
	<b>TOTAL BUDGETED EXPENDITURE</b>		<b>8,766,350</b>	<b>188,759</b>	<b>2.2%</b>
	Formula Grant (includes Non Domestic rates)		(3,767,480)	100,000	
	Council Tax		(4,955,540)	0	
	Collection Fund Surplus		(43,330)	0	
	<b>TOTAL BUDGETED FUNDING</b>		<b>(8,766,350)</b>	<b>100,000</b>	<b>-1%</b>
	<b>Forecast in year (Surplus) / Deficit</b>		<b>0</b>	<b>288,759</b>	
	General Fund Reserve 01/04/15			(2,380,180)	
	<b>Forecast General Fund Balance 31/03/16</b>			<b>(2,091,421)</b>	

## GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 OCTOBER 2015

Note	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
<b>A</b>	<b>Corporate Management</b>		
	External audit fees have seen a significant reduction	(24,000)	Cabinet
		(24,000)	
<b>B</b>	<b>Legal &amp; Democratic Services</b>		
	Legal Services recruitment costs	6,000	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)	43,000	Cabinet
	Recovered costs on General Election	(10,000)	Cabinet
	Individual election registration (IER) costs less than budgeted	(10,000)	Cabinet
	More IER Grant income received than budgeted	(2,700)	Cabinet
	Various other minor variances	(4,000)	Cabinet
		47,300	
<b>C</b>	<b>Car Parks</b>		
	Pay and Display 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)	
<b>D</b>	<b>Environmental Services combined</b>		
	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	
<b>E</b>	<b>Grounds Maintenance</b>		
	£25k cut in grass cutting budget from Devon County Council	25,000	MTE
		25,000	
<b>F</b>	<b>Open Spaces</b>		
	Urgent repairs works to play area wall at Newcombes Meadow	20,000	MTE
		20,000	
<b>G</b>	<b>Property Services</b>		
	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 first 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 31 OCTOBER 2015

Note	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
<b>H</b>	<b>Waste Services</b>		
	Refuse - vehicle repairs, running aged fleet until replacement need is known	50,000	MTE
	Recycling material income is down, this is due to receiving a lower price per tonne than budgeted	70,000	MTE
	Recycling - fuel and vehicle repairs due to new fleet	(55,000)	MTE
	Trade waste income up against budget which is part offset by additional disposal charges	(10,000)	MTE
	Trade waste - vehicle hire costs	10,000	MTE
		65,000	
<b>I</b>	<b>Community Development</b>		
	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	
<b>J</b>	<b>Recreation And Sport</b>		
	Exe Valley Leisure Centre (EVLC) salaries	15,000	CWB
	EVLC Income-Adult/Junior membership volumes down-new manager looking in to	80,000	CWB
	Culm Valley Sports centre (CVSC) salaries	8,000	CWB
	Lords Meadow Leisure Centre (LMLC) salaries	5,000	CWB
	Lords Meadow Leisure Centre Income (cancelled operating special offer for annual memberships)	15,000	CWB
	Maintenance overspend -squash court roofs/ATP repairs at EVLC	25,000	CWB
	Redundancy costs due to management restructure	123,000	CWB
		271,000	
<b>K</b>	<b>Finance And Performance</b>		
		0	
<b>L</b>	<b>Revenues And Benefits</b>		
	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)	36,000	CWB
	Housing Benefit Subsidy	(90,000)	CWB
		(116,000)	
<b>M</b>	<b>General Fund Housing</b>		
	Better recovery on DARs	(25,000)	DAAH
	Lower costs than budgeted due to using own stock instead of B&Bs and case numbers below average	(20,000)	DAAH
		(45,000)	



## GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 OCTOBER 2015

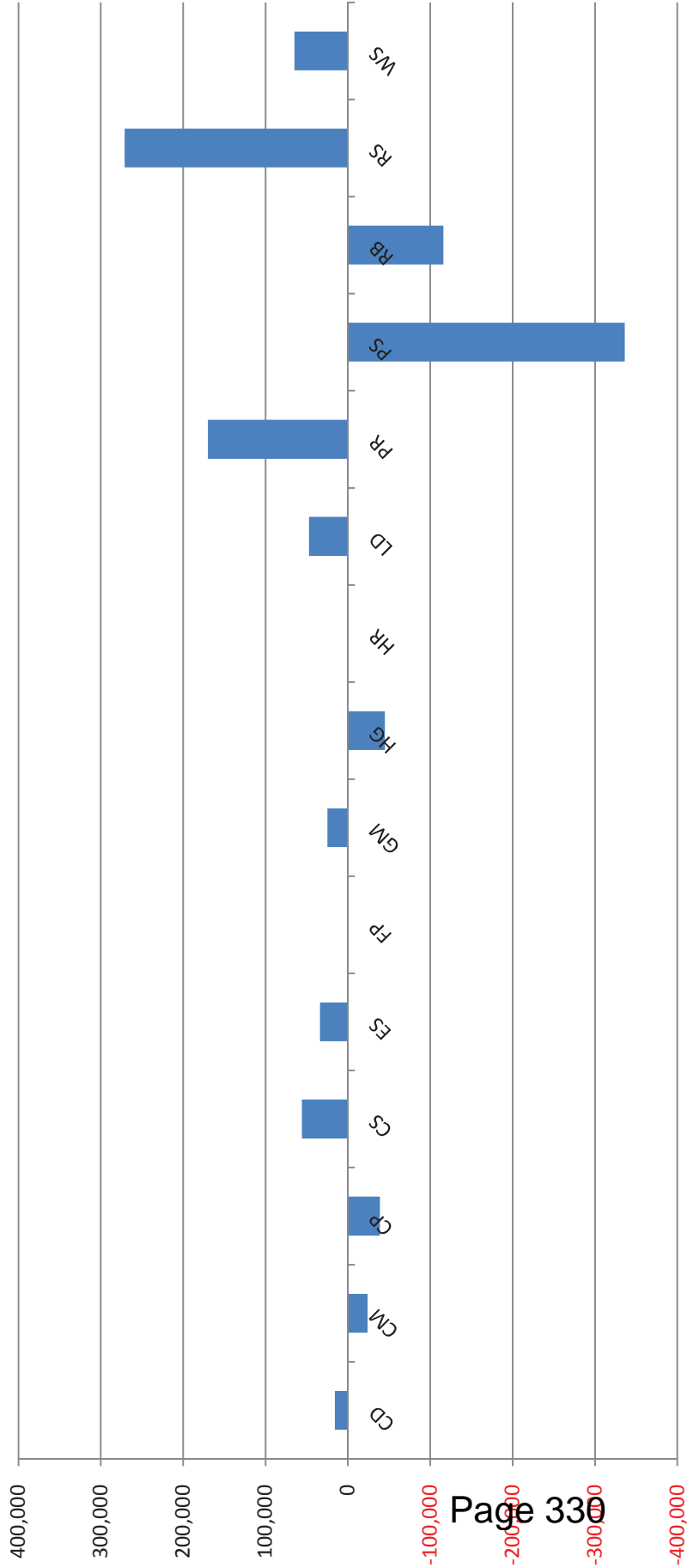
Note	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
<b>N</b>	<b>Planning And Regeneration</b>		
	Enforcement-Direct Action costs (predominantly Harlequin Valet)	80,000	CWB
	Enforcement salary savings	(10,000)	CWB
	Development Control salaries (incl recruitment costs)	10,000	CWB
	Development Control income	(10,000)	CWB
	Local Plan consultancy costs	25,000	CWB
	Land charges fee income	(15,000)	CWB
	Building Control shared arrangement with NDDC/Consultancy costs	30,000	CWB
	Forward Planning salaries (incl recruitment costs)	5,000	CWB
	Non Commencement of CIL	15,000	CWB
	Business advice service for whole of Mid Devon (covered by earmarked reserve)	25,000	CWB
		155,000	
<b>O</b>	<b>Customer Services</b>		
	Staffing for Digital Strategy Projects funded by Ear Marked Reserve (see below)	68,000	CWB
	Franked Mail	(12,000)	CWB
		56,000	
<b>P</b>	<b>Human Resources</b>		
<b>Q</b>	<b>I.T. Services</b>		
	Other sundries	(5,900)	Cabinet
	Salary saving - apprentice employed	(14,000)	Cabinet
	Head of BIS recharge to NDDC, any savings however will be earmarked for digital transformation expenditure	(30,000)	Cabinet
	Training costs (covered by earmarked reserve)	14,000	Cabinet
		(35,900)	
	<b>FORECAST (SURPLUS)/DEFICIT AS AT 31/03/16</b>	<b>73,200</b>	

<b>Cabinet</b>	<b>(12,600)</b>
<b>CWB</b>	<b>400,800</b>
<b>DAAH</b>	<b>(35,000)</b>
<b>MTE</b>	<b>(280,000)</b>
	<b>73,200</b>

## 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	(43,000)
Local Plan consultancy costs	(35,000)
Projected surplus on Market Walk transfer to reserves earmarked for economic development	172,000
Business advice and Town project spend covered by earmarked reserve released	(25,000)
Digital strategy staffing from New Homes Bonus	(66,000)
Grant spend from seed fund earmarked reserve released	(12,000)
ICT training costs	(14,000)
<b>Net Transfer to / (from) Earmarked Reserves</b>	<b>1,619,725</b>

2015/16 General Fund Projected Outturn Variance £



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

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

## GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 OCTOBER 2015

	2015/16	2015/16	2015/16	2015/16	Full Year	Variance
	Annual Budget	Profiled Budget	Actual	Variance	Forecast	
	£	£	£	£	Variation	%
Building Control Fees	(235,030)	(137,101)	(163,166)	(26,065)	0	0%
Planning Fees	(777,000)	(453,250)	(476,874)	(23,624)	(15,000)	2%
Land Searches	(110,460)	(64,435)	(83,856)	(19,421)	(15,000)	14%
Car Parking Fees - See Below	(661,050)	(350,275)	(384,394)	(34,119)	(29,000)	4%
Leisure Fees & Charges	(2,530,020)	(1,472,394)	(1,349,453)	122,941	95,000	-4%
Trade Waste Income	(605,000)	(588,893)	(621,311)	(32,418)	(35,000)	6%
Licensing	(113,560)	(80,542)	(90,830)	(10,288)	0	0%
Market Income	(111,670)	(65,141)	(58,559)	6,582	10,000	-9%
	<b>(5,143,790)</b>	<b>(3,212,031)</b>	<b>(3,228,443)</b>	<b>(16,412)</b>	<b>11,000</b>	<b>-0.2%</b>
<b>Pay and Display</b>						<b>Bud Income</b>
					<b>Spaces</b>	<b>pa per space</b>
Beck Square,Tiverton	(76,000)	(44,333)	(49,730)	(5,396)	40	(1,900)
William Street,tiverton	(36,000)	(21,000)	(18,024)	2,976	45	(800)
Westexe South,Tiverton	(42,500)	(24,792)	(28,457)	(3,665)	51	(833)
Wellbrook Street,Tiverton	(13,000)	(7,583)	(9,165)	(1,582)	27	(481)
Market Street,Crediton	(34,000)	(19,833)	(21,668)	(1,835)	39	(872)
High Street,Crediton	(48,500)	(28,292)	(32,466)	(4,175)	190	(255)
Station Road,Cullompton	(22,000)	(12,833)	(18,645)	(5,811)	112	(196)
Multistorey,Tiverton	(100,500)	(58,625)	(63,745)	(5,120)	631	(159)
Market Car Park,Tiverton	(195,000)	(113,750)	(116,632)	(2,882)	122	(1,598)
Phoenix House,Tiverton	(4,000)	(2,333)	(1,817)	517	15	(267)
	<b>(571,500)</b>	<b>(333,375)</b>	<b>(360,349)</b>	<b>(26,974)</b>	<b>1,272</b>	<b>(7,363)</b>
<b>Season Tickets</b>	(31,000)	(3,087)	(3,087)	0		
<b>Residents Permits</b>	(11,870)	(925)	(925)	0		
<b>Business Permits</b>	(9,670)	(371)	(371)	0		
<b>Overnight Permits</b>	(1,000)	0	0	0		
<b>Town Hall,Tiverton</b>	0	0	(755)	(755)		
<b>Other Income</b>	(36,010)	(12,518)	(18,908)	(6,390)		
	<b>(661,050)</b>	<b>(350,275)</b>	<b>(384,394)</b>	<b>(34,119)</b>		
<b>Standard Charge Notices (C</b>	<b>(25,000)</b>	<b>(14,583)</b>	<b>(21,466)</b>	<b>(6,883)</b>	<b>(10,000)</b>	

## GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 OCTOBER 2015

	2015/16	2015/16	2015/16	2015/16
	Annual Budget	Profiled Budget	Actual	Variance
Total Employee Costs	£	£	£	£
<b>General Fund</b>				
Community Development	284,610	166,023	158,909	(7,114)
Corporate Management	859,280	501,247	491,592	(9,655)
Customer Services	686,030	400,184	430,746	30,562
Environmental Services	853,970	498,149	544,833	46,684
Finance And Performance	589,040	343,607	355,439	11,832
General Fund Housing	191,940	111,965	109,580	(2,385)
Grounds Maintenance	415,900	242,608	229,918	(12,690)
Human Resources	292,190	170,444	169,187	(1,257)
I.T. Services	544,220	317,462	289,770	(27,692)
Legal & Democratic Services	411,330	239,943	232,516	(7,427)
Planning And Regeneration	1,413,870	824,758	768,576	(56,182)
Property Services	359,220	209,545	157,087	(52,458)
Recreation And Sport	1,504,870	877,841	914,221	36,380
Revenues And Benefits	706,340	412,032	378,676	(33,356)
Waste Services	1,792,050	1,045,363	1,007,079	(38,284)
	<b>10,904,860</b>	<b>6,361,171</b>	<b>6,238,128</b>	<b>(123,043)</b>
<b>Housing Revenue Account</b>				
BHO09 Repairs And Maintenance	773,080	450,963	377,185	(73,778)
BHO10 Supervision & Management	1,448,740	845,098	776,099	(68,999)
BHO11 Special Services	61,760	36,027	55,536	19,509
	<b>2,283,580</b>	<b>1,332,088</b>	<b>1,208,820</b>	<b>(123,268)</b>
<b>Total</b>	<b>£ 13,188,440</b>	<b>£ 7,693,259</b>	<b>£ 7,446,948</b>	<b>£(246,311)</b>

	2015/16	2015/16	2015/16	2015/16
	Annual Budget	Profiled Budget	Actual	Variance
Agency Staff	£	£	£	£
<b>General Fund</b>				
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	2,917	13,617	10,700
Human Resources	0	0	7,042	7,042
I.T. Services	0	0	0	0
Legal & Democratic Services	0	0	0	0
Planning And Regeneration	0	0	0	0
Property Services	0	0	22,824	22,824
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	29,201	29,201
Waste Services	88,510	51,631	80,957	29,326
	<b>127,510</b>	<b>54,548</b>	<b>163,761</b>	<b>109,213</b>
<b>Housing Revenue Account</b>				
BHO09 Repairs And Maintenance	0	0	0	0
BHO10 Supervision & Management	0	0	8,744	8,744
BHO11 Special Services	0	0	0	0
	<b>0</b>	<b>0</b>	<b>8,744</b>	<b>8,744</b>
<b>Total</b>	<b>£127,510</b>	<b>£54,548</b>	<b>£172,504</b>	<b>£117,956</b>

**HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR  
THE PERIOD 01 APRIL TO 31 OCTOBER 2015**

		2015/16 Annual Budget	Forecast	Variance
Housing Revenue Account (HRA)	Notes	£	£	%
SHO01 Dwelling Rents Income	A	(12,810,600)	(1,000)	0.0%
SHO04 Non Dwelling Rents Income	B	(519,780)	(17,000)	3.3%
SHO06 Tenant Charges For Services	C	(30,980)	(14,000)	45.2%
SHO07 Leaseholders' Service Charges	D	(19,840)	(4,000)	20.2%
SHO08 Contributions Towards Expenditure	E	(34,970)	2,000	-5.7%
SHO09 Alarm Income - Non Tenants	F	(138,170)	(55,000)	39.8%
SHO10 H.R.A. Investment Income	G	(40,000)	0	0.0%
SHO11 Miscellaneous Income	H	(19,000)	(17,000)	89.5%
SHO13A Repairs & Maintenance	I	3,274,710	32,000	0.0%
SHO17A Housing & Tenancy Services	J	1,358,850	(70,000)	-5.2%
SHO22 Alarms & L.D. Wardens expenditure	K	178,700	15,000	8.4%
SHO29 Bad Debt Provision Movement	L	25,000	0	0.0%
SHO30 Share Of Corporate And Democratic	M	202,890	0	0.0%
SHO32 H.R.A. Interest Payable	N	1,323,820	0	0.0%
SHO34 H.R.A. Transfers between earmarked reserves	O	2,589,500	0	0.0%
SHO36 H.R.A. R.C.C.O.	P	139,000	0	0.0%
SHO37 Capital Receipts Reserve Adjustment	Q	(15,600)	0	0.0%
SHO38 Major Repairs Allowance	R	1,986,590	0	0.0%
SHO45 Renewable Energy Transactions	S	(150,000)	0	0.0%
		<b>(2,699,880)</b>	<b>(129,000)</b>	<b>-4.8%</b>
Net recharge to HRA		1,223,440		
Capital Charges		1,476,440		
<b>Net Housing Revenue Account Budget</b>		<b>0</b>		

Housing Revenue Account	£k
Total HRA reserve as at 01/04/14	(2,000)
Forecast variance for the year (see above)	(129)
<b>Forecast HRA reserve as at 31/03/15</b>	<b>(2,129)</b>

Housing Maintenance Fund	£k
Opening balance	(6,360)
Amount required to fund MRA works	914
Reserve utilised for capital works (see appendix G)	3,921
Budgeted transfer to reserves	(2,465)
<b>Forecast closing balance</b>	<b>(3,990)</b>

Renewable Energy Fund	£k
Opening balance	(370)
Expenditure forecast for this year (see appendix G)	200
Income forecast for this year	(163)
<b>Forecast closing balance</b>	<b>(333)</b>

# HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 OCTOBER 2015

			Forecast Variance £
Note	Description of Major Movements	Corrective Action	
A	No major variance	None	(1,000)
B	Garage rents are ahead of target so far	N/A	(17,000)
C	LD warden contract generating more revenue than budgeted	N/A	(14,000)
D	No major variance	N/A	(4,000)
E	No major variance	N/A	2,000
F	Excellent performance of community alarms, both in the tenant population and private sector	N/A	(55,000)
H	Sale of a piece of land has generated income in excess of budget	N/A	(17,000)
I	Planned Maintenance contracts will require higher expenditure than expected	N/A	32,000
J	Various staffing savings combined with reduced expenditure on community initiatives	None	(70,000)
K	Final costs of wrapping up warden service	None	15,000
		<b>TOTAL</b>	<b>(129,000)</b>

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
		£	£	£	£	£	£	£	
	<b><u>Estates Management</u></b>								
	<b><u>Leisure - Site Specific</u></b>								
	<b><u>Lords Meadow leisure centre</u></b>								
CA624	Main car park resurfacing	50,000	0	0	0	(50,000)			Project due to be delivered in Q3 15/16 This project has been delivered for circa £4k & will therefore be charged to Revenue as under the capital diminimis
CA625	Squash Court roof improvements	20,000	0	0	0	(20,000)	(20,000)		
	<b><u>Exe Valley leisure centre</u></b>								
CA626	Fitness gym extension	500,000	15,500	0	15,500	(484,500)		473,000	Figures included per Leisure consultants report - further work required & subject to Business Case demonstrating acceptable payback period
	<b><u>Other MDDC Buildings</u></b>								
CA403	Town Hall Redevelopment Project	46,000	14,682	0	14,682	(31,318)		18,000	Linked to New Build St Andrews Street CA113. Will be used for improvements to Ham Lane
	<b><u>MSCP Improvements</u></b>								
CA709	Planned expansion joint replacement	89,000	(7,098)	7,098	0	(89,000)		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
	<b><u>Play Areas</u></b>								
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
	<b><u>Other Projects</u></b>								
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	26,363	70,234	96,597	(3,403)	10,000		Budget increased by £46k per Cabinet Report 30/07/15. Completion anticipated Dec'15
CA448	Angel Hill improvements	20,000	0	0	0	(20,000)		12,000	This project will be completed by Nov'16. Potential external grant Funding being explored
	<b><u>ICT Projects</u></b>								
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	(150)	150	0	(26,000)			
CA437	Digital Transformation	89,000	34,510	28,104	62,614	(26,386)		54,000	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	0	0	0	(70,000)		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
	<b><u>Economic Development Projects</u></b>								
CA504	Schemes as yet to be identified	270,000	0	0	0	(270,000)	(105,000)		Circa £80k will be spent on Tiverton Pannier Market Pigpens (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 Options currently being costed This project will cost circa £80k to deliver, to be funded from budget identified on CA504 above
CA505	Tiverton Pannier Market Walkway Roof	110,000	0	0	0	(110,000)		110,000	
CA507	Tiverton Pannier Market Pigpens		7,408	0	7,408	7,408	80,000		
	<b><u>Replacement Vehicles</u></b>								
	<b><u>Grounds Maintenance</u></b>								
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

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
		£	£	£	£	£	£	£	
CA819	<a href="#">Street Cleansing</a> Green Machine Ride-On Sweeper (or equivalent)	25,000	0	0	0	(25,000)			Decision to be replaced pending trial with Culmpton TC
CA820	Green Machine Ride-On Sweeper (or equivalent)	25,000	0	0	0	(25,000)			Due to be purchased in Q3/Q4
CA814	<a href="#">Refuse Collection</a> 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
CA816	<a href="#">Recycling</a> 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	
CA449	<a href="#">CCTV Initiatives</a> Town centre/Market area fibre optic hub and camera system	40,000	0	0	0	(40,000)			Project being scoped anticipated spend Q4
	<a href="#">Waste &amp; Recycling</a>								
CA824	New Refuse & Recycling scheme Oct '15	276,000	220,217	55,783	276,000	0			
		3,566,000	343,932	246,899	590,831	(2,975,169)		(120,970)	1,803,000
CG216	<a href="#">Private Sector Housing Grants</a> Private Sector Housing initiatives to be prioritised	102,000	0	0	0	(102,000)			
CG201	* Disabled Facilities Grants–Private Sector	590,000	138,493	133,109	271,602	(318,398)			
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 £139k. This underspend includes underspent budget on Private Tenant DFG's amounting to *£318k; these are effectively ring fenced, therefore leaving £97k uncommitted. (£415k - £318k) 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	138,493	138,540	277,033	(414,967)		0	0
CA200	<a href="#">Affordable Housing Projects</a> Affordable Housing 0.67 FTE	21,000	11,915	0	11,915	(9,085)			
CA200	Grants to Housing Associations to provide units (funded by commuted sum)	300,000	5,000	0	5,000	(295,000)			
		321,000	16,915	-	16,915	(304,085)		0	0
CA100	<a href="#">HRA Projects</a> Housing Maintenance Fund	2,900,000	1,211,961	872,894	2,084,855	(815,145)		212,000	£212k will be reprioritised for spending in 16/17
CA111	Renewable Energy Fund Spend	270,000	133,132	0	133,132	(136,868)		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)		120,000	£80k HCA grant approved. Anticipated commencement of this project Q4 15/16 with completion likely by March '17.
CA113	Council House Building - St Andrews Street	419,000	461,628	35,433	497,061	78,061	144,000		Project due to be complete end of Nov '15. Remaining £70k HCA grant received Oct '15 (from total HCA grant of £280k)
CG200	Disabled Facilities Grants - Council Houses	291,000	279,624	0	279,624	(11,376)			Budget adjusted as £41k spent in Q4 14/15. HCA bid successful £1,170k (£45k*26 properties). Anticipated commencement of this project Q3 15/16 with completion likely by March '17
CA119	Palmerston Park Tiverton - affordable dwellings	3,959,000	75,354	0	75,354	(3,883,646)		2,500,000	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	
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 diminimis & 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)	(30,000)		This work is being carried out on Revenue within the HRA & will be under diminimis.
CA122	<a href="#">Replacement Vehicles - Housing Repairs</a> 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	2,169,368	911,326	3,080,694	(6,060,306)		89,000	3,914,000
	CAPITAL PROGRAMME GRAND TOTAL	13,720,000	2,668,707	1,296,765	3,965,473	(9,754,527)		(31,970)	5,717,000



# MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

December 2015

The Forward Plan containing key Decisions is published 28 days prior to each Cabinet meeting

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<b>Land for Affordable Housing</b> To acquire land ( in consultation with the Cabinet Member for Housing) for the provision of affordable housing (under the scheme of delegation) at Waddeton Park, Post Hill, Tiverton	Head of Housing and Property Services	Not before 20th Oct 2015	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960		Open
<b>Partial Disposal of Council Asset</b> To agree in consultation with the Cabinet Member for Housing and the Cabinet Member for Planning & Economic Development the disposal to Premier Inn for 125 years of part of the multi-storey car park and ancilliary grass area for the provision of a hotel.	Head of Housing and Property Services	Not before 31st Oct 2015	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960		Open

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Strategic Land Issues</b> To receive a report of the Chief Executive advising on responses to the Town Centre Masterplanning to include expressions of interest and the potential for acquiring a new site for depot redevelopment.	Cabinet	14 Jan 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt <i>Financial and business issues</i>
<b>Future Joint Working with Other Local Authorities</b> To receive a report of the Chief Executive outlining opportunities for joint working on Forward Planning and Economic Development	Cabinet	14 Jan 2016	Kevin Finan, Chief Executive Tel: 01884 234201	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Landscape Implications of Wind and Solar Energy Proposals Supplementary Planning Document</b> Report of the Head of Planning and Regeneration regarding proposals for the Supplementary Planning Document	Cabinet Council	14 Jan 2016 24 Feb 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Annual Monitoring Report</b> Report of the Head of	Cabinet	14 Jan 2016	Jenny Clifford, Head of Planning and	Cabinet Member for Planning and	Open

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
Planning and Regeneration presenting the authority's Monitoring Report for the period 1 April 2014 to 31 March 2015			Regeneration Tel: 01884 234346	Economic Regeneration (Councillor Richard Chesterton)	
<b>Private Sector Housing Renewal Policy</b> Report of the Head of Housing and Property Services undertaking a review of the policy.	Cabinet	14 Jan 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Car Park Management Policy</b> Report by the Head of Housing and Property Services seeking agreement to the revised car parking policy for Council estate amenity car parks and permit car parking areas.	Decent and Affordable Homes Policy Development Group  Cabinet	26 Jan 2016  11 Feb 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Garage Management Policy</b> Report by the Head of Housing and Property Services seeking	Decent and Affordable Homes Policy Development Group	26 Jan 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open

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<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
agreement for the revised garage management policy.	Cabinet	11 Feb 2016			
<b>Recharge Policy</b> Report by the Head of Housing and Property Services seeking adoption of the revised Housing Services recharge policy.	Decent and Affordable Homes Policy Development Group  Cabinet	26 Jan 2016  11 Feb 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Masterplan - Cullompton North West Urban Extension</b> Report of the Head of Planning and Regeneration requesting consideration the Masterplan Supplementary Planning Document	Cabinet  Council	28 Jan 2016  24 Feb 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Inward Investment Policy</b> Report of the Head of Communities and Governance regarding this policy	Community Well Being Policy Development Group  Cabinet  Council	2 Feb 2016  11 Feb 2016  24 Feb 2016	Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Masterplan - Area B Tiverton Eastern Urban Extension</b> Report of the Head of Planning and Regeneration requesting the Cabinet to consider consultation drafts	Cabinet	11 Feb 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Economic Development Strategy</b> To consider a report of the Head of Communities and Governance revising this policy	Community Well Being Policy Development Group	2 Feb 2016	Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
	Cabinet	11 Feb 2016			
<b>Tourism Strategy</b> To consider a report of the Head of Communities and Governance regarding a new policy	Community Well Being Policy Development Group	2 Feb 2016	Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
	Cabinet	11 Feb 2016			
	Council	24 Feb 2016			

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Budget</b> Report of the Head of Finance proposing the budget for 2016/17 for consideration by Council	Cabinet  Council	11 Feb 2016  24 Feb 2016	Andrew Jarrett, Head of Finance Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
<b>Tenancy Agreement (including proposals for rent increase)</b> Report of the Head of Housing and Property Services regarding this revised policy.	Decent and Affordable Homes Policy Development Group  Cabinet	26 Jan 2016  11 Feb 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Capital Programme</b> Report of the Head of Finance seeking approval for the 2016/17 Capital Programme	Cabinet  Council	11 Feb 2016  24 Feb 2016	Andrew Jarrett, Head of Finance Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
<b>Policy Framework</b> Report of the Chief Executive requesting that the policy framework be endorsed.	Cabinet  Council	11 Feb 2016  24 Feb 2016	Kevin Finan, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Clive Eginton)	Open
<b>Establishment</b> Report of the Head of HR and Development outlining	Cabinet  Council	11 Feb 2016  24 Feb 2016	Jill May, Head of HR and Development Tel: 01884 234381	Cabinet for the Working Environment and	Open

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
the overall structure of the Council showing the management and deployment of officers				Support Services (Councillor Margaret Squires)	
<b>Treasury Management Strategy and Annual Investment Strategy</b> Report of the Head of Finance outlining the proposed strategy for 2016/17	Cabinet	11 Feb 2016	Andrew Jarrett, Head of Finance Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
<b>National Non Domestic Rates</b> Report of the Head of Finance providing an update of the income generation and financial implications of the number of business rate properties in Mid Devon and requesting it to approve the NNDR1	Cabinet	11 Feb 2016	Andrew Jarrett, Head of Finance Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
<b>Revised Housing Strategy</b> A report of the Housing Services Manager reviewing the existing strategy	Cabinet	11 Feb 2016	Claire Fry, Housing Services Manager Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Single Equalities Policy 2016-17</b> Report of the Head of Communities and Governance regarding this revised policy	Cabinet	11 Feb 2016	Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246	Cabinet Member for Community Well Being (Councillor Colin Slade)	
<b>Partnership Working with North Devon</b> Report of the Chief Executive referring to proposals for joint working between Mid Devon District Council and North Devon Council.	Cabinet	10 Mar 2016	Kevin Finan, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Clive Eginton)	Open
<b>Asset Management and Capital Strategy Plan (Corporate)</b> A report of the Head of Housing and Property Services reviewing the existing policy and providing an update on recent acquisitions / disposals	Cabinet	10 Mar 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Climate Strategy and Action Plan</b> Report of the Head of Housing and Property	Cabinet	10 Mar 2016	Jill May, Head of HR and Development Tel: 01884 234381	Cabinet Member for the Environment (Councillor Neal Davey)	Open



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Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Services regarding this revised policy					
<b>Ageing Well Strategy</b> Report of the Head of Communities and Governance regarding a new strategy.	Community Well Being Policy Development Group  Cabinet  Council	2 Feb 2016  11 Feb 2016  27 Apr 2016	Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
<b>Gas Service Contract</b> Report of the Head of Housing and Property Services regarding the awarding of the tender for maintenance, servicing and responsive repairs.	Cabinet	10 Mar 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt
<b>Pay Policy</b> Report of the Head of HR and Development complying with the legislative requirements of the Localism Act 2011 relating to senior officer pay	Cabinet  Council	10 Mar 2016  27 Apr 2016	Jill May, Head of HR and Development Tel: 01884 234381	Leader of the Council (Councillor Clive Eginton)	Open

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