Public Document Pack

Mid Devon District Council

Cabinet

Thursday, 11 February 2016 at 2.15 pm
Phoenix House

Next ordinary meeting
Thursday, 10 March 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 - 14)*
To receive the minutes of the meeting of the special meeting of 28 January 2016.

4. **Clinical Waste** *(Pages 15 - 18)*
Arising from a report from the Head of Finance, the Managing the Environment Policy Development Group had recommended that:

   a) A separate clinical waste collection be offered only for hazardous or infectious clinical waste. This meant that offensive waste, such as sanitary protection products, would be collected and disposed of via ordinary residual waste collections;

Committee Administrator: Sally Gabriel
Tel: 01884 234229
Email: sgabriel@middevon.gov.uk
This document is available on the Council's Website at: www.middevon.gov.uk

b) Additional waste capacity be provided to households generating offensive waste. This would mean providing a black wheeled bin, for the period that offensive waste was being generated. The normal bin supply charge will be waived;

c) Mid Devon District Council work with healthcare providers to ensure they remove clinical waste that they generated in clients' homes, or that they pay the Council to collect this waste.

5. **Housing Strategy** *(Pages 19 - 76)*

Arising from a report from the Head of Housing and Property Services, the Decent and Affordable Homes Policy Development Group had recommended that the revised housing strategy be approved once the changes as set out in the report had been implemented.

6. **Tenancy Agreement** *(Pages 77 - 122)*

Arising from a report from the Head of Housing and Property Services, the Decent and Affordable Homes Policy Development Group had recommended that consultation take place with Council tenants in accordance with sections 102 and 103 of the Housing Act 1985 on the proposed changes to the draft Tenancy Agreement.

7. **Car Park Management Policy** *(Pages 123 - 132)*

Arising from a report from the Head of Housing and Property Services, the Decent and Affordable Homes Policy Development Group had recommended that the revised Car Park Management Policy be approved.

8. **Recharge Policy** *(Pages 133 - 144)*

Arising from a report from the Head of Housing and Property Services, the Decent and Affordable Homes Policy Development Group had recommended that the revised Recharge Policy be approved

9. **Garage Management Policy** *(Pages 145 - 154)*

Arising from a report from the Head of Housing and Property Services, the Decent and Affordable Homes Policy Development Group had recommended that the revised housing strategy be approved once the changes set out in the report have been implemented.

10. **Tourism Action Plan** *(Pages 155 - 162)*

Arising from a report from the Head of Communities and Governance, the Community Well-Being Policy Development Group had recommended that the Tourism Action Plan for 2016/17 be approved.

Committee Administrator: Sally Gabriel
Tel: 01884 234229
Email: sgabriel@middevon.gov.uk

11. **Leisure Pricing** *(Pages 163 - 170)*

Arising from a report from the Interim Chief Executive and Head of HR and Development, the Community Well-Being Policy Development Group had recommended that the Leisure Pricing report be approved subject to the following:

a) All basic fees, lets and charges be increased by 5% from 1 April 2016;

b) That discounts for 60+ Zest membership be set at:
   a. 30% for 2016/17
   b. 20% for 2017/18
   c. 10% for 2018/19
   d. And from 2019/20 be as per the appropriate Zest membership fee;

c) That concessionary Junior Zest memberships be discounted by 10% from the appropriate junior monthly Zest membership fee;

d) That a full review of rents, lets and charges be undertaken with a view to further simplifying the tariff structure;

e) That within six months a full review of Leisure Services income and resources be undertaken to ensure a positive long-term financial result for the service.

12. **Community Well-Being - Budget Recommendations**

Arising from a report of the Head of Finance, the Community Well-being Policy Development Group had made the following recommendation that subject to the £500 Member Locality budget being removed, the draft budget be approved.

13. **Scrutiny Committee - Budget Recommendations**

The Scrutiny Committee considered the budget proposals at its meeting on 25 January 2016 and made the following recommendations:

a) If the New Homes Bonus was used to balance the budget for 2016/17, that this happen for one year only, and that continued income generation be sought to balance future budgets.

b) That the proposed £21K Locality Budget be invested in schemes to generate long term income for the authority and that the suggested £500 not be issued to individual Members.

c) That this Council investigate whether there was a need to have the

Committee Administrator: Sally Gabriel
Tel: 01884 234229
Email: sgabriel@middevon.gov.uk
This document is available on the Council's Website at: www.middevon.gov.uk

current number of Councillors or whether this number could be reduced.

d) That this Council investigate the Committee structure as a whole, with regard to adding an additional Policy Development Group, to ensure that Committees best served the Authority with regard to the Corporate Plan.

14. **Cullompton Article 4 Direction Review** *(Pages 171 - 188)*
Report of the Head of Planning and Regeneration seeking approval for the confirmation of an Article 4(1) Direction with immediate effect for 6 categories of permitted development and to seek approval for confirmation of the Article 4(1) Direction covering the additional category of permitted development namely the installation of solar and photovoltaic panels.

15. **National Non Domestic Rates** *(Pages 189 - 200)*
Report of the Head of Finance providing Members with an update of the income generation and financial implications of the number of business Rate properties in Mid Devon and requesting approval of the NNDR1 (estimated income to be generated in 2016/17 from business rates).

16. **Corporate Plan** *(Pages 201 - 234)*
To receive a report of the Head of Communities and Governance presenting Members with the Corporate Plan for 2016-2020

17. **Financial Monitoring** *(Pages 235 - 252)*
To receive a report from the Head of Finance with regard to the current financial position.

18. **Budget** *(Pages 253 - 278)*
Report of the Head of Finance proposing the budget for 2016/17 for consideration by Council.

19. **Capital Programme** *(Pages 279 - 290)*
Report of the Head of Finance seeking Council approval for the 2016/17 Capital Programme and that the estimated amounts for 2017/18, 2018/19 and 2019/20 be noted.

20. **Establishment** *(Pages 291 - 318)*
Report of the Head of HR and Development outlining the overall structure of the Council showing the management and deployment of officers.

21. **Policy Framework** *(Pages 319 - 332)*
Report of the Interim Chief Executive requesting that the policy framework be endorsed.

22. **Notification of Key Decisions** *(Pages 333 - 340)*
To note the rolling plan containing key issues.

Committee Administrator: Sally Gabriel
Tel: 01884 234229
Email: sgabriel@middevon.gov.uk
This document is available on the Council's Website at: www.middevon.gov.uk

Jill May
Interim Chief Executive
Wednesday, 3 February 2016

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 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

Public Wi-Fi is available in all meeting rooms.

This page is intentionally left blank

MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **CABINET** held on 28 January 2016 at 10.00 am

Present Councillors R J Chesterton, N V Davey, P H D Hare-Scott, C R Slade, Mrs M E Squires and R L Stanley

Apologies Councillor(s) C J Eginton

Also Present Councillor(s) Mrs E M Andrews, Mrs A R Berry, R J Dolley, R Evans, F J Rosamond, J L Smith and Mrs N Woollatt

Also Present Officer(s): Jill May (Interim Chief Executive and Head of HR and Development), Andrew Jarrett (Head of Finance), Amy Tregellas (Head of Communities and Governance and Monitoring Officer), Jenny Clifford (Head of Planning and Regeneration), Adrian Welsh (Forward Planning Team Leader) and Julia Stuckey (Member Services Officer)

Also in Attendance: Ian Sorenson (Devon County Council)

127. **APOLOGIES**

Apologies were received from Councillor C J Eginton.

128. **PUBLIC QUESTION TIME**

Referring to item 4 on the agenda Cllr G Guest from Cullompton Town Council informed the Cabinet that Cullompton Town Council had made written statements regarding the Masterplan, some of which had been taken into consideration and some of which were mentioned under comments within the report. However, he still had concerns regarding the width of the proposed relief road as wide agricultural vehicles would need to use it. Cllr Guest also referred to the sports and recreation areas that had been allocated and stated that local sports groups had expressed to him that they would prefer a multi games area or tennis courts rather than three football pitches and he asked who would maintain the pitches. He also said that it was important that the school was built early in the process and that it had adequate sports and play facilities. Cllr Guest asked if the current public footpaths and bridleways within the area would be maintained and improved and realigned if they were on a steep hill. The extension should be a walking and cycling amenity. He asked that the Cullompton Town Council be involved in any consultation regarding the spend of section 106 funds. Cllr Guest asked for clarification on the difference between land allocation sales and house sales. He also asked if any enhancements

would be made to ensure that the residents of St Georges View were not inconvenienced during the build.

The Chairman indicated that questions would be answered at the agenda item.

Mr R Hopkins, referring to item 4 on the agenda asked the Cabinet if they were aware of concerns regarding the roundabout and access to the relief road on Tiverton Road. He stated that the development at Swallow Way had become a rat run for people avoiding the Town Centre, that it had cars parked on either side of it and that access could be difficult.

Mr Hopkins also said that the area towards Ponsford was extremely wet and that there could be problems with water run-off into the new estate. The road there had flooded a couple of years ago and this may occur again. He also asked how far the extension would reach in the direction of Knowle.

Mr J Chard, referring to item 4 on the agenda asked what facilities it was anticipated would be provided in the area identified for employment and a local centre. He also asked if a site could be identified for a swimming pool. He explained that a local group had raised funds for a pool but two identified sites had been turned down.

Cllr R J Chesterton informed Mr Chard that a land promoter that held an option on land to the North West of the extension was in discussion with the swimming pool team and had pledged that he would provide land for a pool. This land was however outside the area being discussed today.

Mr Tinley, a resident of St Georges View, referring to item 4 on the agenda explained that St Georges View comprised of 30 plus houses, many of the residents had lived there a long time and most were retired or semi-retired. The area had a nice neighbourly atmosphere. He said that all the residents were against their road being used for access and that this had been shown by the numbers attending meetings and sending letters. He said that sadly this had been to no avail and that now the quiet cul-de-sac would become a noisy dirty access road, helping developers to make profits. Householders would have a loss of value to property and a lack of quality of life.

Cllr John Berry from Devon County Council expressed concern regarding the width of the proposed road. He stated that it needed to be wider than proposed or the same problems would occur as were happening in Swallow Way. He urged that all authorities got together to sort out the problems in Swallow Way and that the width of the new road be given serious consideration as well as parking being prevented on the road.

129. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 14 January 2016 were approved as a true record and signed by the Chairman.

130. **MASTERPLAN - CULLOMPTON NORTH WEST URBAN EXTENSION (00:28:09)**

The Cabinet had before it a * report of the Head of Planning and Regeneration requesting it to consider the draft Masterplan supplementary planning document for the North West Cullompton urban extension.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report stating that the Core Strategy adopted in 2007 established a growth strategy which concentrated development within the main settlements of the district including Cullompton. An urban extension on the NW side of Cullompton was established within the Allocations and Infrastructure Development Plan Document This was adopted in January 2010 following extensive public consultation and examination by a Planning Inspector. The urban extension had therefore been established in adopted planning policy for some 16 years with land on this side of Cullompton having been accepted as being an appropriate location to help meet the growth needs of the town. The urban extension was allocated on this basis to provide housing and employment, together with associated infrastructure.

An area of 74.8 ha to the north west of Cullompton was allocated for mixed use development for 1100 dwellings and 40,000 square metres of employment floor space. 28 ha were proposed for strategic green infrastructure. A range of adopted planning policies set out requirements for the planning of the urban extension in terms of development requirements, employment provision, housing including affordable housing and gypsy pitches, transport provision, environmental protection, green infrastructure, community facilities, carbon reduction and air quality, phasing and masterplanning. The latter, required that the Council carry out a major public consultation exercise into the masterplanning of the site before planning applications were made and the Masterplan was adopted as a Supplementary Planning Document.

Masterplanning of this site had taken place over approximately a 2 year period with two stages of public consultation, the first between 12th September and 12th October 2014 and the second between 20th August and 1st October 2015. The Masterplan attached at Appendix 2 was the result of this process and was proposed to be adopted as a supplementary planning document. It set out key principles that planning applications would need to take on board in order to be acceptable, how the development would take place in a comprehensive way to deliver common infrastructure and coordinate phasing.

He explained that the report set out in more detail the key issues considered at an early masterplanning stage:

- The developable area and quantum of development
- Access options
- The location and amount of employment land
- The location of sports pitches
- The location of the primary school
- The location of gypsy and traveller pitches

The masterplanning of this site was last considered by Cabinet in August 2015 prior to the second stage consultation. A total of 120 valid responses were received and a copy of the consultation summary document was attached at Appendix 1. The report set out how the Masterplan had been amended as a result of the consultation

responses and the views that had been received from Cullompton Town Council. The Town Council was broadly supportive of the Masterplan.

The Head of Planning and Regeneration explained the key elements of the Masterplan in more detail, including the way in which it proposed to prioritise the delivery of the new primary school and the proposed road that would link Willand Road with Tiverton Road.

The Officer outlined the contents of the report, explaining the purpose of the Masterplan, the fact that the land was in multiple ownership and that there would be multiple developers who would need to be coordinated to ensure that the site came forward in a planned manner. The Masterplan referred to aspirations for the development, picking up on what was special about Cullompton and visions for a high quality development that would be sustainable, ensuring walking and cycling were considered, schooling and a local centre. The plan looked at how the development would happen, timescales for infrastructure, who would provide what and formed a clear blue print which would be used by the planning authority.

With regard to the site itself, the officer explained how the new road between Tiverton Road and Willand Road would be delivered. The land was within three main control areas, some land owned by a developer and some land owned by land promoters. These land parcels would be sold in future to developers for housing or employment. Land parcels for sale were indicated within the plan as the land promoters would not develop but would sell on with planning permission to developers.

Working through the Masterplan the Officer highlighted employment areas, housing areas, the primary school, community centres, the new road, and the local centre on a map. The function of the new road was to act as a distributor road around Cullompton, by-passing the town centre, as well as a residential street. Green infrastructure areas were also highlighted. Sports pitches were indicated for both the school and for community use. It would be usual to plan for three pitches but the current provision in the town had been looked at and the Masterplan provided the opportunity for a pitch to be built off site to supplement an existing sports provider in the town, this would be secured at the planning stage. There was also provision for sports changing facilities, a possible youth element such as a youth centre and a crèche.

The Head of Planning and Regeneration outlined access options and highlighted employment land. She explained that there had been a reduction in provision following the commissioning of a review which indicated that the area allocated was too large for the development, taking into consideration nearby employment land.

There was allocation for 5 gypsy pitches on the northern part of the site, close to access from Millennium Way. There was a proven need to provide pitches and it provided part of the affordable housing provision. These pitches would be managed by the Housing Service.

A community health garden had been requested during consultation and this was included within the Masterplan next to the existing health centre.

The Masterplan made it clear that footpaths and bridleways throughout the site would be upgraded.

Higher density housing would be in a location that was easily accessible by public transport, cycling and walking. Density would be lower on the development fringes.

Details of drainage would come forward at the planning stage and would deliver an improvement upon pre-development surface water drainage.

The delivery of the road was intended to be early in the development. On the sale of the two land parcels to developers money would be released into an account to commission the building of the road. The Council would have the ability to step in and access funds if the road did not come forward as expected. This should be within 2 to 3 years from the start of the development (opening to the public). This was quicker than relying on road funding from individual developers house sales. The temporary access through St Georges View would only be required until the new road was open and available for use. It would then close to vehicles but was likely to stay open to pedestrians and cyclists. The Masterplan made it clear that traffic management measurements would be in place. Temporary access also meant felling of a tree currently protected by a Tree Preservation Order. The merits of felling the tree to deliver the road earlier in the process had been taken into consideration. The new road would be constructed from both ends simultaneously.

The Officer explained that there were no significant traffic impacts anticipated to Ponsford Lane from the junction with Tiverton Road.

The Officer informed the Cabinet that phase 1 would be for 500 homes and this would involve the delivery of the new road, traffic measurement measures on Willand Road, temporary access on St Georges View, the provision of primary school land and right of access, the servicing of land for a community building and facilities, green facilities, sports pitches and the gypsy site.

The officer talked through amendments that had been to the plan following the second stage consultation, which were highlighted within the report.

An amendment to the response from Devon County Council regarding the positioning of the new road onto Willand Road was highlighted. The County Council were satisfied with the contents of the masterplan subject to traffic management measures.

Discussion took place regarding:

- The width of the road and the need for it to be wide enough for large vehicles to use;

- The need to ensure that parking issues such as those at Swallow Way (Kingfisher Reach) do not occur;

- The need for off road parking and provision for parking near the school and community facilities;

- The market would demand what was provided in the way of shops, crèche, hairdressers or takeaways and it was expected that this area would be broadly in line with what was provided at the Moorhayes area in Tiverton;

- Concerns regarding the lower allocation of land for employment following the report which suggested employment land to the east of the motorway junction was sufficient;

- Clarification regarding the amount of land required for employment and floor space for employment;

- The need for sustainable urban drainage systems to prevent flooding;

- The number of parking places allocated per property and how this was calculated;

- A shared surface approach to the highway and whether this approach could be used within the development;

- A construction management plan which would be put in place for St Georges View and could restrict times of deliveries, manage car parking and ensure that the road was reinstated to a good condition;

- Whether compensation could be available for the residents of St Georges View.

It was **AGREED** that:

Additional text be included in the masterplan:

Parallel parking bays will provide opportunity for parking in a controlled manner without obstructing the free flow of traffic. Visitor parking requirements and shared surface arrangements should be taken into account in the overall design proposals for the development;

RECOMMENDED to Council that:

a. Subject to additional text, in respect of parking and shared surface requirements, the North West Cullompton Supplementary Planning document be adopted;

b. That delegated authority be granted to the Head of Planning and Regeneration in consultation with the Cabinet Member for Planning and Regeneration to make any minor text changes;

c. That concerns over parking and the flow of traffic on Swallow Way (Kingfisher Reach) be raised in writing with Devon County Council and that solutions be requested urgently.

(Proposed by the Chairman)

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

131. **LANDSCAPE IMPLICATIONS OF SOLAR ENERGY PROPOSALS SUPPLEMENTARY PLANNING DOCUMENT (02:42:00)**

The Cabinet had before it a * report of the Head of Planning and Regeneration seeking approval to publish the draft Landscape Supplementary Planning Document for public consultation.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report stating that the Landscape Implications of Solar Energy Proposals (SPD) provided guidance on key landscape issues associated with solar photovoltaic (PV) developments. It gave guidance on the relative landscape sensitivities of different areas within Mid Devon to solar developments and provided advice with regard to the good siting and design of solar PV schemes including guidance on how potential impacts could be minimised.

This latest public consultation version of the draft SPD document followed on from previous extensive work undertaken with respect to landscape sensitivity. A Landscape Sensitivity Assessment was initially commissioned in response to concern from Members regarding the lack of consistent landscape related advice available to inform planning decisions. Previously consultants had been commissioned on a case-by-case basis to advise on landscape sensitivity in a particular location. Land Use Consulting (LUC) was commissioned to prepare districtwide evidence based on Mid Devon's own published Landscape Character Assessment. The methodology used by LUC drew on its extensive experience of preparing such studies, including one for Torridge District Council, and the study buillt on the Devon Landscape Policy Group's Advice Note 2 on accommodating solar PV developments in Devon's landscape.

A scoping consultation was undertaken in July 2014. The results of this consultation informed the latest draft SPD. A total of 13 valid representations were received and had been considered when producing the draft landscape SPD.

In accordance with Policy SCI/14 of the Statement of Community Involvement, a second phase of consultation was now proposed to be undertaken. There had been a significant delay in reaching this stage in the process owing largely to changes in national planning policy which had resulted in this latest version of the SPD relating solely to solar energy rather than including other sources of renewable energy.

Discussion took place regarding:

- The need for all references to wind to be removed from the document;
- Consultation would involve advertisements, press releases and the website. Officers were happy to attend parish meetings if requested;
- The document would need to refer to the adopted Local Plan policies rather than the emerging plan, due to timescales.

RESOLVED that:

a. The draft Landscape Implications of Solar Energy Proposals Supplementary Planning Document be submitted for public consultation.

b. Delegated authority be given to the Head of Planning and Regeneration in consultation with the Cabinet Member for Planning and Economic Regeneration to finalise consultation material.

(Proposed by Cllr R L Stanley and seconded by Cllr C R Slade)

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

132. **PROPOSED CHANGES TO THE DECISION MAKING PROCESS RELATING TO THE AUTHORITY'S MONITORING REPORT (02.56.20)**

The Cabinet had before it a * report of the Forward Planning Team Leader requesting it to review the procedures for publishing the Authority's Monitoring Report (AMR) in line with national changes to reporting requirements and to reduce unnecessary pressure on future Cabinet agendas.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report stating that for many years the Annual Monitoring Report, now known as the Authority's Monitoring Report following changes to the Town and Country Planning (Local Planning) (England) Regulations 2012, was required to be submitted to the Secretary of State before the end of each calendar year. The requirement for the AMR to be submitted to the Secretary of State also necessitated formal Council Member consideration. As the report was no longer submitted formally to government it would also no longer need consideration by Cabinet. All Members would be notified each year of the report's publication and it would also be made available on the Council's website.

RESOLVED that:

a. The changed procedure for dealing with the Authority's Monitoring Report be approved.

b. The Scheme of Delegation to the Head of Planning and Regeneration be amended accordingly.

(Proposed by Cllr N V Davey and seconded by Cllr P H D Hare Scott)

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

(The meeting ended at 1.10 pm) **CHAIRMAN**

MANAGING THE ENVIRONMENT PDG **AGENDA ITEM:**
12TH JANUARY 2016:

Redesign of Clinical Waste Collection Service

Cabinet Member Cllr Neal Davey
Responsible Officer Waste & Transport Manager

Reason for Report: To consider and agree the recommendations for Cabinet on the approval for the redesign of the clinical waste collection service. If the recommendations can be implemented fully, this could enable the Council to reduce costs by approx. £16,200 per annum and ensure that we continue to comply with all relevant legislation.

RECOMMENDATION(S): That the PDG recommends to the Cabinet the following recommendation:

(i) That a separate clinical waste collection is offered only for hazardous or infectious clinical waste. This means that offensive waste, such as sanitary protection products, will be collected and disposed of via ordinary residual waste collections;
(ii) That additional rubbish capacity is therefore provided to households generating offensive waste. This will mean providing a black wheeled bin, the normal bin supply charge will be waived;
(iii) That Mid Devon District Council works with healthcare providers to ensure they remove clinical waste that they generate in clients' homes, or that they pay the Council to collect this waste.

Relationship to Corporate Plan: Maintaining front line services in the face of the ongoing funding cuts requires the redesign of services to enable them to continue to be affordable.

Financial Implications: To reduce the costs incurred by Mid Devon District Council in providing a clinical waste service that currently exceeds our statutory duties.

An accurate estimate of likely cost savings will not be practicable until a survey of all our clinical waste customers is completed. However, annual savings of £16,200 could be achievable, if the recommendations made in this report can be implemented fully. This is based on data from other authorities which have made these changes, which indicates a majority of clinical waste currently collected on the service could actually be disposed of as residual waste.

Although the precise level of savings are unknown this will be monitored and assumptions built into future years budgets. Each household removed saves £117 per annum in collection costs and £117 in disposal costs for the county council.

A one off investment of £3,750 for 240 Litre black wheeled bins for those who generate offensive waste to be used and collected with fortnightly residual collections.

Legal Implications: Section 45 of the Environmental Protection Act 1990 requires the Council to "arrange for the collection of household waste". The Hazardous Waste Regulations 2005, the Carriage Regulations 2009 and the List of Wastes Regulations 2005 set out the wastes that require separate collection and how these wastes must be classified and transported.

Where waste is generated by a healthcare worker for people in their own homes, the healthcare worker is responsible for ensuring that the waste is managed correctly; this is part of their duty-of-care (Duty of Care is established in the Environmental Protection Act 1990, Section 34, and the Environmental Protection (Duty of Care) Regulations (England, Scotland and Wales).

Risk Assessment: Without considering and implementing changes to service delivery, the Council will face the risk that it runs a service that is not affordable or will require deeper cuts to other services to support it. Without the introduction of this change the Council faces increased costs due to the reduction in subsides from Devon County Council.

Adverse reaction from members of the public who see the diversion of offensive waste into the general rubbish scheme as a cut in service. For the majority, this will mean a bi-weekly rather than a weekly collection of this material. The risk will be mitigated by offering additional containment capacity to suit the customer.

Clinical waste being wrongly classified by the householder: this could result in hazardous or infectious materials being put in the general rubbish container along with offensive waste. Each householder will be offered a visit to assist with the completion of the form.

1.0 Introduction

1.1 Mid Devon Council currently provides separate clinical waste collection to approximately 250 households. The net budgeted spending on domestic clinical waste collection in 2015/16 is £27,000. This service is provided by a contractor on behalf of the Council.

1.2 This service consists of the collection of used needles in secure sharps boxes on an 'on demand' basis and the collection of bagged offensive and infectious wastes on a weekly scheduled basis, with some 'on demand' collections.

1.3 Clinical waste is categorised as below. Throughout Devon, it has been customary to collect all these materials as part of a separate clinical waste collection and send them for treatment by high-temperature incineration. This dates back to guidance issued by Devon County Council in 2000, which adopted a precautionary approach to classification and treatment.

(i) Offensive (non-hazardous) waste – e.g. incontinence pads, nappies, catheters, stoma bags, dressings, etc., from a person not currently being treated for an infection. These do not legally require a separate collection, nor high-temperature thermal treatment. They can be disposed of via general rubbish collections.

(ii) Infectious clinical waste – waste from a patient currently being treated for an infection. This waste must be removed via separate collection in a suitably labelled sack.

(iii) Sharps waste – needles (infectious and non-infectious) – hazardous waste which must be removed via separate collection in an approved rigid container.

1.4 In October 2014 Exeter City Council surveyed their clinical waste customers to establish what waste they were putting into their clinical collection. They achieved a 60% return rate and then sent reminders to the remaining 40%. This will be followed by a telephone call to encourage the highest possible response rate. Data from the initial respondents indicates that for 68% of customers, at least some of their clinical waste is generated through treatment by a healthcare visitor. Furthermore, a majority of

respondents indicated that they put sanitary protection products in their clinical waste sack. Torbay Council also found similar results from a survey they undertook.

1.5 This indicates that a majority of clinical wastes currently collected in Mid Devon may not require a separate collection. There is, therefore, scope to reduce the resources dedicated to providing separate collection of these wastes. These resources include, customer support, waste sacks and contractor charges for staff & transport costs.

1.6 In addition to the collection costs, the disposal cost for clinical waste is over £260 per tonne due to the need to incinerate the material at high temperature. This requires the waste to be transported to Liskeard, the location of the nearest legally compliant disposal facility, and this cost is borne by Devon County Council.

1.7 A number of other English local authorities have stopped, or have never operated, separate collection of offensive healthcare waste. In Staffordshire, waste collection savings of £35,515 pa were achieved from a clinical waste customer base of 280 households. The Staffordshire partnership has developed a toolkit, 'Clinical Waste: A Guide for Local Authorities', which describes a strategy for achieving savings and avoiding potential problems from changing the service.

1.8 In order to achieve cost savings across Devon and continue to meet the needs of customers, Devon County Council and several Devon district councils have formed an officer working group, including representatives from the NHS. The involvement of NHS staff in this group has been useful in identifying the needs of healthcare clients and developing appropriate communication methods. It is hoped that this collaborative approach can be extended to the responsibility for removal of clinical waste by the healthcare provider where appropriate. Devon County Council has already written to its NHS contacts to establish a dialogue.

1.9 A high proportion of customers receiving a separate clinical waste collection will be experiencing ill-health or will have a disability. 48% of respondents to Exeter's customer survey had their forms completed by a carer, parent or guardian or their healthcare professional. Therefore, any communication requesting information or advising of service changes will be carried out sensitively, with telephone calls and the offer of household visits to explain issues and establish the needs of particular householders. No changes will be made to individual collections until it is absolutely certain that they have received all the required information in a format that they understand.

1.10 Special consideration will be given to households where there is limited storage for waste, e.g. in flats.

2.0 Proposed Actions

2.1 In order to implement the recommendations, the following actions will need to take place:

i) Contact all current customers by letter to ensure they are classifying their clinical waste correctly through a generic form being used across Devon.
ii) Follow up contact for those that don't reply to letter. This will involve telephone contact and offers to visit householders;
iii) For those that are identified as putting out offensive waste to deliver a 240 litre wheeled bin and collect with fortnightly residual waste;
iv) Carry out a risk assessment for the collection of offensive wastes as part of the general rubbish stream. This will consider the needs of customers and collection crews. Likely impacts on collection crews are the additional manual

handling and handling of offensive wastes. These can be mitigated by the provision of wheeled bins where practicable. It is worth noting that this waste will account for less than 1% of our regular crews' rounds, so the additional impacts will be slight. The waste scheme introduced in 2015 has created capacity to absorb this very small increase in workload on residual waste rounds.

3.0 Are there any other options?

3.1 The Council has the legal power to make a reasonable charge for the separate collection of clinical waste in order to cover the cost of the service. However, this means or be among the more vulnerable members of the community.

The exceptions to this principle will be:

(i) Where healthcare providers are generating waste in their clients' homes, and instead of removing the waste themselves would prefer to pay the Council for this as a trade service;

(ii) Where residents can put their offensive waste in the fortnightly rubbish collection, but would prefer to retain a weekly collection and are willing to pay a reasonable charge.

Contact for more Information: Stuart Noyce, Waste & Transport Services Manager (01884 244635 snoyce@middevon.gov.uk)

Circulation of the Report: Cllrs, Management Team

DECENT & AFFORDABLE HOMES PDG
26 JANUARY 2016

HOUSING STRATEGY 2015-2020

Cabinet Member Cllr Ray Stanley
Responsible Officer Housing Services Manager

Reason for Report: To inform Members about the results of the recent consultation on the draft housing strategy document

RECOMMENDATION(S): That the Cabinet adopts the revised housing strategy once the changes set out in the report have been implemented.

Relationship to Corporate Plan: The Corporate Plan is currently under review. The provision of homes features as a priority in both the existing plan and the new draft plan, which is currently out for consultation. This latest draft explains that we will focus on building more Council housing, facilitating the housing growth that Mid Devon needs, including affordable homes and planning and enhancing the built environment.

Financial Implications: All actions arising from the strategy will be met by existing and future budgets informed by service plans

Legal Implications: The Local Government Act 2003 imposes a duty on the Council to publish a housing strategy which sets out the vision and priorities for housing in the District.

Risk Assessment: Having a housing strategy in place which references other strategies and plans should help to mitigate the impact of welfare reform and the reduced availability of public sector finance. It should also help to manage the expectations of local people and other stakeholders

1.0 **Introduction**

1.1 The draft housing strategy was discussed at the meeting of the PDG on 6 October 2015 and it was agreed that the Council should undertake a consultation.

1.2 Members will recall that in accordance with the provisions of the Local Government Act 2003, the Council is required to publish a housing strategy which sets out our vision and priorities for housing in the District. This strategy must contain the objectives and targets and policies on how we intend to manage and deliver our strategic housing role. It also needs to provide an overarching framework against which we consider and formulate other policies on more specific housing issues.

1.3 The existing housing strategy 2010-2015 now needs updating.

1.4 The revised strategy should address all relevant issues, including homelessness and the energy efficiency of housing stock.

1.5 In addition, it should contain information about the current position and the context. This should include reference to wider priorities including national ones, and also local ones.

1.6 The strategy can also include information about how the Council manages its housing stock and performs its role as a landlord.

1.7 The purpose of the strategy is to provide a framework for achieving the outcomes and priorities for housing in Mid Devon. To inform this, the strategy should include information on the current and future position of all significant aspects of housing need in all tenures and on service performance.

1.8 The strategy should reflect the Council's role in discharging a number of statutory duties including those relating to public sector housing, homelessness and safeguarding of vulnerable children and adults.

2.0 The Draft Housing Strategy

2.1 A number of key priorities have been identified which have been included within the draft strategy. These take account of information gathered as part of the Census 2011 and the Strategic Housing Market Assessment (SHMA) which was published by the authorities in the Exeter Housing Market Area. The priorities also reflect the challenging financial climate, recent changes to housing policy and ongoing welfare reform.

2.2 Members will recall that the priorities are as follows:

Priority One: Delivering affordable housing

2.2.1 In accordance with this priority, we will work in partnership with other providers to develop new homes to meet the need established in the SHMA. We will also try to develop more Council housing and to work with landlords in the private sector to bring empty homes back into use. The need for additional pitches for gypsies and travellers has been recognised within the new draft strategy and the Devon Partnership Gypsy and Traveller Accommodation Assessment has been referenced.

Priority Two: Making better use of existing housing stock

2.2.2 The work of the Private Sector Housing team aligns with this priority because overall housing supply is affected by property condition and investment in maintenance. The provision of aids and adaptations in both private and public sector accommodation is also important because this enables people to remain independent in their own homes.

2.2.3 We use Devon Home Choice to award priority for rehousing and Members of the PDG are about to review the operation of the scheme in Mid Devon. Even if changes are made to the scheme, it will still offer a consistent approach to the allocation of social housing which will enable us to make best use of the housing stock in the District.

2.2.4 In accordance with this priority, we have made it clear within our tenancy strategy that we expect registered providers of social housing (RPs) to use fixed term tenancies. The management of our own housing stock also supports this priority.

Priority Three: Preventing homelessness

2.2.5 The homelessness strategy which was adopted in 2014 contains three specific priorities and these are confirmed in the housing strategy.

Priority Four: Managing the impact of an aging population

2.2.6 The housing strategy acknowledges that a huge increase in the number of elderly living in Mid Devon is projected over the next two decades. The population over 65 is likely to increase by over 54% and the population aged 75 or over is likely to go up by nearly 82% in the period until 2033. We have already started to explore new ways of delivering services to older people in both public and private sector housing and to expanding existing services in support of this priority.

Priority Five: Reducing the impact of welfare reform

2.2.7 Work to reduce fuel poverty is important in our strategy to reduce the impact of welfare reform. In addition, partnership working with other agencies such as Wiser£Money also enables us to support those who are vulnerable.

3.0 **Consultation**

3.1 There was a consultation relating to the priorities which should be included in the strategy in 2013.

3.2 Members agreed another consultation on the finished draft and this latest consultation ran from 16 November 2015 to 3 January 2016. Stakeholders were emailed and these included neighbouring strategic housing authorities, other providers of social housing in the District and partner agencies such as the Citizen's Advice Bureau, the Churches Housing Action Team (CHAT) and Age UK. We sent a link to the draft housing strategy in each email.

3.3 The consultation documents were also uploaded to the Council's website in the section entitled: "Strategies and Policies" in the Council Housing pages and in the "Consultation and Involvement" pages and were there for the duration of the consultation.

3.4 Our Tenants Together group was consulted on the draft housing strategy; and we published an article about it in our Housing News 4U tenant newsletter. This will be posted to all tenants during the week commencing 11 January 2016 and the Housing Services Manager will give a verbal update to the PDG relating to any feedback received from tenants in connection with this exercise.

3.5 In total, we received 3 responses from stakeholders (although the comments of one respondent were made in a personal capacity rather than as a

representative of their organisation). We also received 1 response from a member of our Tenants Together group.

3.6 One of the stakeholders, The Devon Senior Voice (DSV), made a number of comments regarding the draft strategy.

3.7 The table in appendix 2 summarises the main issues received as feedback following the consultation, and our response.

4.0 Proposed Changes to the Draft Housing Strategy

4.1 Looking at the table in appendix 2, it can be seen that there was no suggestion that the key priorities set out in the draft housing strategy should be changed.

4.2 Some of the comments received were positive.

4.3 As a result of the consultation, it is proposed that several amendments are made to the document shown in appendix 1.

4.4 One respondent expressed concern about the future availability of funding for initiatives such as Local Welfare Assistance, floating tenancy support and other charitable provisions.

4.5 It is therefore proposed that an additional paragraph is added to page 12 within the section relating to priority 3 which is entitled: “Preventing Homelessness”. This will be inserted between the paragraph relating to the employment of a Young Person’s Support Worker and that which discusses partnership working.

4.6 The proposed form of wording is: “The Council is operating within a challenging financial climate given that we have been advised that our government grant will be reducing with an expected reduction of £1.7 million by 2019/20. This is likely to have an impact upon the ability of the Housing Service to prevent homelessness and to sustain tenancies. We are also aware that in this age of austerity, other partner agencies will also be operating with reduced finances and, as a result, that they may have to review their mission statements, aims and business plans, to reduce service levels or to cease offering a service. This may have a significant impact upon levels of homelessness and the choices available to those in housing need. It is therefore important that the Housing Service is flexible in its approach to prevention work and that it works in partnership, where possible, in order to keep overhead costs to a minimum. It is important to ensure that our Officers are well trained and aware of all the options available so that they can give appropriate advice and support, where necessary.”

4.7 There was also some concern about a lack of local provision of supported accommodation for those assessed as having high needs in Mid Devon and for this reason it is proposed to add a further paragraph to the section relating to the prevention of homelessness. This will read: “We recognise that there is a lack of local provision of supported accommodation for those who have high needs and as part of our housing options approach we endeavour to support

such individuals to secure suitable accommodation suitable for them". If approved, this amendment would be inserted at the bottom of page 12 following the sentence which reads: "The Council also operates a mortgage rescue scheme and has a dedicated Housing Benefit Officer to fast track temporary accommodation and rent/deposit applications".

4.8 In response to feedback received following the consultation exercise, it is also proposed to amend the action plan to add the following:

- We will promote downsizing as a positive option for elderly tenants in our publicity to Council tenants.

- We will consult with DSV in connection with the development of our handyman service.

4.9 Both actions will be listed for action by March 2016 and will be reviewed on an on-going basis.

4.10 Members are asked to approve these changes to the draft Housing Strategy document and to recommend them to the Cabinet.

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

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

This page is intentionally left blank

Mid Devon District Council
Draft Housing Strategy
2015-2020



September 2015

Executive summary
Contents

1. **Foreword**
2. **Housing Priorities**

Appendix 1: Strategic Context
Appendix 2: Local Context
Appendix 3: Planning Policies in Mid Devon
Appendix 4: Action Plan
Appendix 5: Registered Providers working in Mid Devon

1 Foreword

I am pleased to introduce this Housing Strategy for 2015-2020 for Mid Devon District Council because it is set in a challenging climate of austerity, welfare reforms and difficult housing conditions. I feel that it is important to set out the significant housing issues which we need to respond to and our plans for dealing with them.

As a stock-holding Council, the Authority has two roles in the District. It is a registered provider and it is also the strategic housing authority. This new Housing Strategy provides a framework and an evidence base for all the housing related activities of the Council and other partners.

We are lucky enough to live in an area which is very beautiful and where crime rates are low. I know that people want to live here and I am keen to ensure that all the housing available, across a range of tenures, is fit for purpose and offers opportunities for people to put down roots in areas where they want to live. We are committed to providing homes for our community and this strategy document reflects that.

I am passionate about improving the housing stock in the District and ensuring that we deliver value for money in the achievement of our objectives. This Housing Strategy offers finite opportunities to move forward to address the priorities we have identified.

Councillor Ray Stanley, Cabinet Member for Housing



2. Our Housing Priorities

Priority One: Delivering affordable housing

The Local Plan Review will set an annual housing target for Mid Devon based on evidence arising from the SHMA. Once this has been adopted, the Council will work proactively to ensure strategic sites are master-planned, whilst maximising the delivery of brownfield and infill development. It is important for the Council to exploit opportunities to meet the overall demand for housing in the District and to make use of planning policies to deliver new affordable homes.

Meeting Affordable Housing Need in Mid Devon

As stated, the SHMA established a need for 124 new affordable homes annually in the District.

In general, the planning authority prefers to see the provision of affordable housing "pepper potted" within sites, in order to promote mixed and sustainable communities. However, there may be cases where on site provision is not appropriate, for example, where the provision of a single affordable dwelling on a site may be inefficient to manage, and a RP may be reluctant to take over such small scale provision. In accordance with national advice, it is still appropriate for such sites to contribute to meeting affordable housing need and in these situations a contribution to off-site provision should be made. The level of contribution will be subject to viability appraisal based on the value of the site.

The appropriate mix of affordable housing in terms of tenure, size and spread within a proposed development will be determined in response to identified needs and priorities as indicated on the DHC Housing register at the time an application is submitted, together with either evidence provided by the local Housing Needs Survey for that Parish or from the SHMA.

Funding Affordable Housing

Developer contributions through Section 106 agreements on development sites has been the method which has provided the highest number of affordable units throughout the lifetime of the previous strategies.

Where possible, the Council will look to maximise investment from external bodies to enable the development of affordable housing. The National Affordable Housing Programme (NAHP) made £2.2 billion available to RPs for the period 2011-2015. NAHP funding is only available for the new "affordable" rent product so other streams of funding must be exploited to develop homes at less than 80% of market rent. Nor is the NAHP available to fund Section 106 sites which as previously mentioned has been the main source of affordable housing in the past few years.

During 2014/15, the Council and other RPs were able to complete 57 units some of which were part funded by the HCA. In addition, the Council purchased an additional unit which had previously been sold under the Right to Buy scheme.

The Council is registered with the HCA and has made successful bids for funding from the NAHP 2015-2018.







Sums have been received in respect of schemes at Fir Close, Willand, where 6 new homes were built by the Council, and at St Andrew Street, Tiverton, where a further 14 new homes developed by the Council are almost complete. Further funding is being sought through the programme for another 4 units in Tiverton and it is proposed to bid for monies to support the building of at least another 26 units in Tiverton and rural areas in the future.

The Council will also seek to contribute its own resources where viability issues may be preventing development from occurring wherever possible and where value for money can be demonstrated. This will be in the form of Right to Buy receipts, commuted sums from previous developments and our own land assets.

Continuing to work with private sector landlords to bring empty homes back into use and also partner agencies, if appropriate

The Council is keen to bring empty homes back into use to provide accommodation for those in housing need. The New Homes Bonus is payable in such circumstances and any monies received can be ploughed back into the community to add to and to enhance local infrastructure. We work in partnership with Wessex Home Improvement Loans for help to bring homes in the private sector up to a Decent Standard for letting.

The Council routinely monitors the number of empty properties in the District. We concentrate our efforts on properties that have been empty for longer than 6 months without a specific Council Tax exemption. Exemptions include uninhabitable due to major disrepair, where there is an issue relating to a probate case, or where the owner is in residential care.

It is our aim to return properties to use with the cooperation of owners but enforcement action will be utilised if all other avenues have been exhausted. Work is currently ongoing to develop a partnership with Exeter City Council to support this work. The Private Sector Housing Renewal Policy 2015 to 17 contains an action plan relating to empty homes.

Developing more Council housing

Reform of the housing revenue account led to councils taking on a share of the national housing debt, and gave some flexibility in terms of the management of this debt. This Council decided to use the additional borrowing capacity available under the new regime to build more homes in order to increase supply of available housing and in order to stimulate local economic growth. The Council used the new flexibilities and returned a payment of £47million to central government in exchange

for an additional approximately £1million each year which has been used to finance the management and maintenance of our properties and the building of new homes.

Following the development of 22 new homes at Crediton, a further £2million was set aside for future development. The new homes were let using the affordable rent model. The new schemes at Willand and St Andrew Street provide a further 20 new homes with others, with some funding derived from the HCA Affordable Homes Programme 2015-2018, in the pipeline. In addition, an options appraisal of redundant garage sites and surplus land in Council ownership is ongoing with a view to redeveloping these to provide more affordable homes.

Provision of pitches for gypsies and travellers

Plymouth and Devon Racial Equality Council define gypsies and travellers as people who either have a nomadic or semi nomadic heritage or a nomadic or semi nomadic lifestyle. In August 2015, the Government stated that for planning purposes, the following definition should apply: “Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family’s or dependants’ educational or health needs or old age have ceased to travel temporarily, but excluding members of an organised group of travelling show people or circus people travelling together as such”.

Settled travellers may live in houses. Alternatively, they may live on local authority sites, private sites, unauthorised sites (tolerated) or unauthorised sites (temporary). Members of these groups may be affected by poor health and racism, and experience problems in terms of education and accommodation.

In accordance with the provisions of the Housing Act 2004, every local authority must carry out an assessment of the accommodation needs of gypsies and travellers residing in or resorting to their District. Local planning authorities are also expected to identify a five year supply of deliverable sites with a further ten year supply of developable sites or broad locations for growth on top of this.

The Public Sector Equality Duty 2011 means that the Council must work to eliminate unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act. It must also advance equality of opportunity between people who share a protected characteristic and those who do not; and foster good relations between people who share a protected characteristic and those who do not. The Government has a stated aim of ensuring fair and equal treatment for gypsies and travellers in a way that facilitates the traditional and nomadic way of life of travellers while respecting the interests of the settled community.

51 pitches for gypsies and travellers have been constructed since 2006. A pitch is usually defined as space for a static caravan, a touring caravan, a small amenity building (often known as a day room) and two parking spaces.

The Devon Partnership Gypsy and Traveller Accommodation Assessment (GTAA) identifies the need for gypsy and traveller pitches. This need is to be met either

through the allocation of specific sites or through the inclusion of a number of travellers' pitches within larger housing sites.

In Mid Devon, the GTAA 2015 stated that as of 2014, there was the following provision for these groups in Mid Devon:

Housed G&Ts	106
Authorised Pitches	53
Unauthorised encampment	0
Unauthorised development	0
Temporary pitches	2
Vacant pitches	0
Potential pitches	20
Trans pitches	7

Source: Devon Partnership GTAA 2015

The table shows the potential for 20 pitches on sites which have consent but which have not yet been built out. The GTAA also states that a further 35 pitches are needed by 2034. In addition, there is a need for a further 11 pitches for travelling show-people by 2034.

There is a need for a further 4/5 gypsy and traveller transit/ emergency stopping places in the period from 2014 to 2019 across Devon although no further need has been identified in respect of the period from 2019 to 2034.

The need will predominantly be met through the allocation of sites for gypsies and travellers on the urban extensions as set out in the Local Plan Review.

Priority Two: Making better use of existing housing stock

Providing Decent Homes for the vulnerable

Overall housing supply is affected by property condition and investment in maintenance. Residential accommodation must meet minimum quality standards if it is to be fit for purpose.

The Government has made it clear that the responsibility to maintain private property lies with the owner. However, the Council recognises the importance of the private sector stock as an asset within the District. We have statutory duties in relation to unfit properties and will take enforcement action, where necessary.

In order to understand the state of housing in Mid Devon, we are planning to survey the stock. Our Private Sector Housing Renewal Policy contains a commitment to carry out some form of House Condition survey and to undertake other investigations. An understanding of the condition of the housing stock in the District will enable us to target assistance where it is needed, subject to funding being available. The Private Sector Housing team will continue to seek opportunities to assist home-owners by identifying funding arrangements and working to implement them, where possible.

In accordance with the HHSRS, there are 29 hazards which can be assessed. These include damp and mould growth, the risk of falling on level surfaces and the risk of falling on stairs. Hazards are accounted for in different categories with 1 being the most serious and 4 being the least serious. When a hazard presents a severe threat to health and safety, it is known as a category 1 hazard. Examples include a leaking roof, a broken rail on a steep stairway or a lack of adequate heating. If category 1 hazards exist, it is especially important to promote the availability of loans and any grants; the Council needs to ensure that vulnerable households in the private sector are able to live in homes which meet the Decent Homes standard.

Provision of affordable housing

We are committed to making best use of the housing stock and to supporting residents to remain in their existing homes, in order to enable them to remain independent, as far as possible. In the private sector, we will use housing renewal powers to support the main aim of providing affordable housing. The use of loan and grant conditions will help retain units in support of these aims. The Cabinet Member for Housing has, during September 2015, stated a commitment to a target of 300 additional homes in Mid Devon over the next four years.

Using Disabled Facilities Grants to help those who need adaptations to remain in their own homes, if appropriate

We will make best use of existing disabled adaptations in partnership with other agencies as appropriate, including Devon County Council Social Care, other Devon Districts and any future Home Improvement Agency.

Housing those in housing need

The DHC scheme is used to allocate homes in Mid Devon. The scheme ensures that there is a consistent approach to the allocation of all social housing across Devon. It was developed by all the local authorities and social landlords with stock in the County and an equality impact assessment was undertaken to measure the impact of the scheme upon different sections of society. Feedback is available to people who bid for properties; this makes the scheme transparent and gives applicants an understanding of the amount of time they might have to wait before being housed.

The Council has its own local allocations policy which allows for certain properties to be labelled. In this way, those needing adaptations will be given preference when adapted homes are allocated, and those with a local connection will be given preference during the allocation process relating to rural homes in villages.

The Council is committed to the use of flexible tenancies as a means of making better use of the housing stock. The Localism Act 2011 requires local authorities to develop a tenancy strategy which should include a description of the high level objectives ("matters") that RPs should "have regard to" in their tenancy policies. These policies will relate to:

- the kind of tenancies they grant
- the circumstances in which they will grant a tenancy of a particular kind
- where they grant tenancies for a fixed term, the length of the term
- the circumstances in which they will grant a further tenancy on the coming to an end of an existing tenancy

In the past, most tenants offered a home by a council or housing association were given lifetime tenancies. However, the Localism Act introduced tenure reform and as a result RPs can now let homes on fixed term or flexible tenancies. These are tenancies which are let for a limited period of time; with a minimum five year term in most cases. As a landlord, the Council now uses flexible tenancies. This was to address issues relating to a shortage of available accommodation especially larger homes. The tenancy policy sets out the circumstances in which these tenancies will be re-issued and the main reasons relate to changes in the composition of the household and/or household circumstances.

The Council also expects housing associations working within the District to make the most of the new flexibilities for the same reasons. A new protocol is about to be implemented. This has been agreed by all the local authorities in Devon and is to be used to ensure that all those tenants whose fixed term or flexible tenancies are not to be renewed receive appropriate advice relating to their housing options.

Managing Council housing efficiently and effectively

The HCA is responsible for the regulation of council housing. The regulatory framework consists of a number of Standards which have been divided into two sets: the Consumer Standards and the Economic Standards, and the Council is obliged to deliver the specific outcomes set out in the Consumer Standards.

Councillors are responsible for ensuring that the standards are met, in accordance with the framework. However, the regulator does not have a proactive role in monitoring compliance and will only intervene in cases of serious detriment. Housing providers such as the Council and the Councillors responsible for the Housing Service are expected to ensure that all activities are transparent so that tenants, service users and other stakeholders can scrutinise and ensure that the outcomes required by the relevant standards are being delivered.

The regulatory framework clearly states that tenants should have opportunities to shape service delivery and to hold Councillors to account. To achieve this, providers are expected to engage meaningfully with their tenants and to offer them opportunities to shape 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. Consequently, the Housing Service is expected to provide training opportunities for tenants to help them to develop their skills and capacity so that any engagement and scrutiny is effective. The Council also has to demonstrate that it understands the particular needs of its tenants.

The Housing Service offers a wide range of opportunities to enable tenants to get involved and to scrutinise all aspects of the work. In particular, our Tenant's

Together group (formerly known as the Scrutiny Improvement Group, or SIG) regularly reviews performance documents, comments on new policies and strategies, and is encouraged to undertake service reviews.

The Cabinet Member for Housing has been involved in setting targets relating to all aspects of service delivery and performance against these targets is regularly monitored by senior officers, Councillors and tenants. Performance information is also published on the Housing Service pages on the corporate website. The targets relating to income collection are seen as the most important ones as maintaining the revenue stream is vital; the Housing Revenue Account is ring-fenced and the Housing Service is financed mainly out of rent collected from tenants. However, performance relating to voids is also given high priority. In order to increase income, the Housing Service has a robust policy relating to rechargeable repairs and reinvests any monies received from tenants.

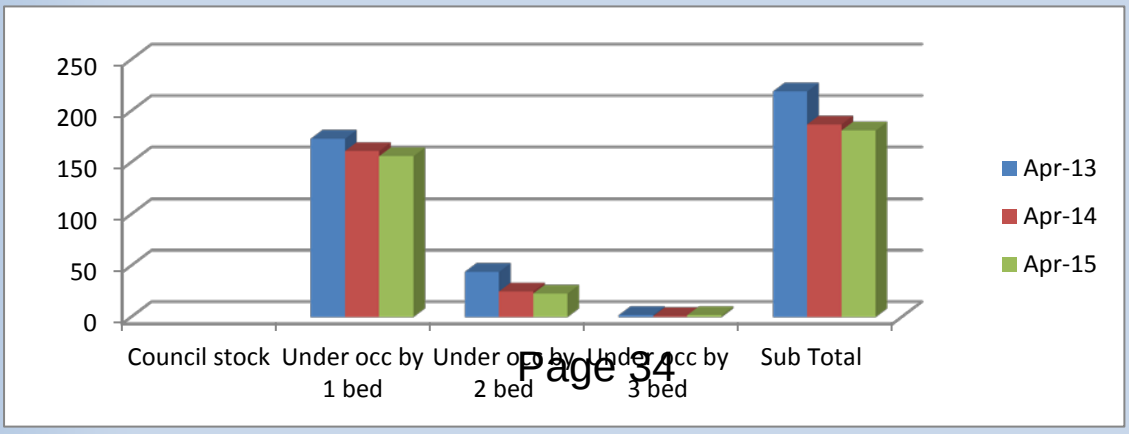
The Council successfully secured an additional £1.4million to invest in the housing stock. This grant funding was used to ensure that all homes were sound and compliant with the Decent Homes standard. There has been a concerted effort in recent years to ensure that the bulk of the repairs budget was allocated to planned, rather than responsive, maintenance. £2.1million was spent in 2013/14 improving homes by updating kitchens and bathrooms, and on heating upgrades. Going forward, expenditure on these items is likely to be in the region of £1.1million per annum. In addition, a total of £750,000 is spent each year on routine repairs and maintenance. There is a dedicated budget of £250,000 for aids and adaptations needed in Council accommodation.

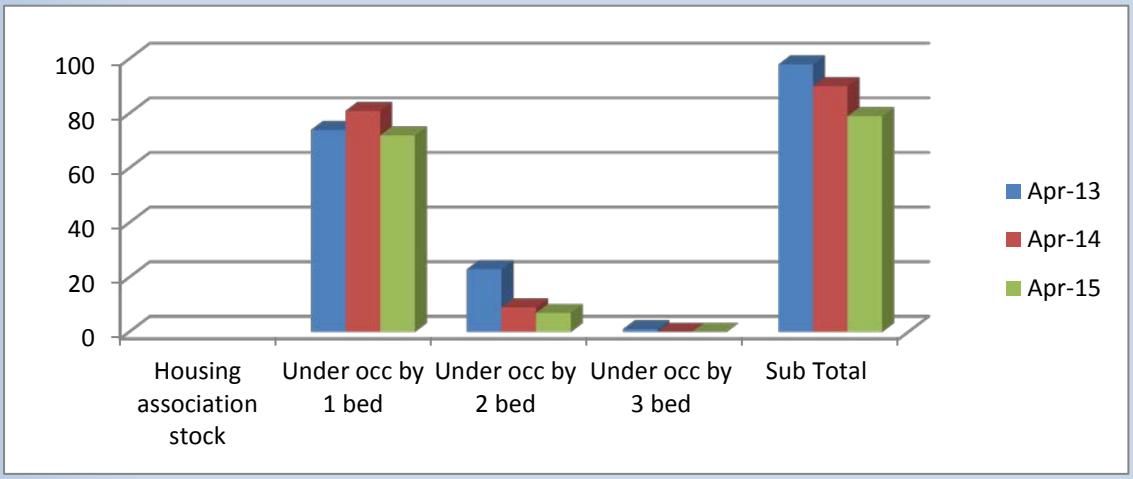
In order to combat tenancy fraud, the Housing Service now operates a programme of Tenant Home Checks which involves visiting each property once every five years. The visits offer an opportunity to monitor who is living in the property but also enable officers to ensure that the service is meeting the needs of the tenants, to identify any tenant damage and to offer advice about issues such as welfare reform.

The Council also works in partnership with other Devon authorities to combat tenancy fraud. A grant from the Department of Communities and Local Government was obtained to establish a specialist team to work across the county for the period of two years until the end of 2015.

Continuing to promote downsizing initiatives

The Spare Bedroom Deduction has affected a number of people in the District.





Source: Benefit team, Mid Devon

Housing Benefit claimants by Local Authority: by Spare Room Reduction: February 2015					
	All HB claimants	Spare Room Subsidy Reduction			
		Not applicable (private housing)	Not applied	Applied	
				Number	Average HB reduction amount
Mid Devon	4,493	1,828	2,406	264	£14.12

Source: https://www.gov.uk/government/statistics/number-of-housing-benefit-claimants-and-average-weekly-spare-room-subsidy-amount-withdrawal

The Homelessness Strategy states that ensuring the efficient and effective use of existing stock in the District by assisting households to downsize where appropriate is a priority. The Council's approach was discussed earlier in the narrative. However, existing tenants wishing to downsize are also awarded high priority within the DHC scheme because they go into the B Band. In recent years, the Council has operated an incentive scheme aimed at giving our tenants some assistance with removal and other costs associated with transferring to alternative accommodation but this is due to be reviewed in December 2015 and it is likely that the scheme will cease. Recent welfare reforms have meant that a significant number of tenants have already moved to smaller accommodation.

Priority Three: Preventing homelessness

The new homelessness strategy 2013-2018 adopted in 2014 sets out the Council's key strategic aims in tackling homelessness in the District, details how these aims are to be achieved, and sets out actions for delivery.

Homeless acceptances in Mid Devon have been decreasing for some years and between 2004/05 and 2011/12 there was a 90% reduction. This was despite the fact

that the total number of approaches made to the Council saw a fivefold increase over the period from 2009/10 from a low of 47 to 273 in 2012/13. The reduction in the numbers of acceptances is directly attributable to the early intervention and preventative measures taken by the Housing Options team and partners. Over the last 5 years, there has been an average of 19 homeless acceptances each year and homelessness preventions increased from 150 in 2011/12 to 330 in 2014/15.

The Council uses a range of tools to assist applicants to prevent or resolve their homelessness at the earliest opportunity. A Housing Options approach to the management of homelessness is seen as key and, for this reason, homeless applicants are encouraged to register on DHC and are also given advice about securing accommodation in the private sector. The Deposit and Rent in Advance Scheme (DARS) is available to help applicants to access private rented accommodation.

Recently, a Young Person's Support Worker has been recruited to work with young people and their families to prevent homelessness. This Officer is also expected to co-ordinate support for young people who may be at risk, for whatever reason; in a safeguarding role taking into account their individual needs. In addition, she has been tasked with building up good working relationships with local landlords, including RPs of social housing, and local lettings agents in order to find accommodation for young people in housing need.

The Council also works in partnership with a number of agencies to assist those in housing need. In particular, Sanctuary Supported Living works across Mid Devon to provide support to those in private and social sector tenancies and owner occupiers where they are at risk of losing their home. A number of grants are made to support the work of local partners such as the CAB and CHAT (Churches Housing Action Trust) and a contribution is made to towards the cost of the post of the Devon Housing Options Partnership Co-ordinator, who supports the work of district councils in the county.

The Council works with ADVA (Against Domestic Violence and Abuse Partnership) which provides services to those who have experienced domestic abuse; BCHA Street Homeless Outreach Team (SHOT) to help secure accommodation and support for single people and to support the Council's response to the Government's No Second Night Out initiative for those sleeping rough (BCHA is an organisation committed to the creation of lasting solutions for homelessness, unemployment and social exclusion in local communities); and Wiser£Money, part of Wessex Resolutions, which operates the Local Welfare Assistance Fund which will provide rent and deposit assistance as well as money management advice. Furthermore, the Council will work with Young Devon and Social Services to refer young people to supported lodgings; and the Homeless Prevention Panel multi agency forum to consider housing options for 16-21 year olds. The Council also operates a mortgage rescue scheme and has a dedicated Housing Benefit Officer to fast track temporary accommodation and rent/deposit applications.

Welfare and social housing reforms are having an impact on vulnerable people in Devon and the Council is aware of the need to respond to the reforms in a proactive way to ensure that the benefit cuts do not lead to unnecessary homelessness.

The Localism Act allows local authorities to fully discharge their duty to secure accommodation by arranging a suitable offer of accommodation in the private sector without requiring the applicant's agreement as was previously the case. A key action for the future will be to develop a comprehensive policy outlining in what circumstances the main homelessness duty will be discharged into the private sector. The policy will include an assessment of suitability, property condition, cost/affordability and family type.

The homelessness strategy contains three specific priorities:

1. Preventing homelessness and sustaining tenancies
2. Increasing the availability of affordable housing
3. Mitigating the effects of the welfare reforms and the Localism Act

In particular, the Council will continue to work with partners to prevent homelessness by intervening early, further developing tenancy sustainment services and providing high quality advice and support. A number of key actions were identified to achieve this objective and these include ensuring that our homelessness advice service and prevention information is up to date and well publicised and working with partner agencies to identify gaps in provision and funding and seek solutions.

The development of comprehensive management systems to measure the impact of homelessness prevention advice will also be important. Developing a framework to provide support to people who may need help with sustaining a new tenancy will be achieved through working proactively with RPs including the Council's own Housing Service to reduce evictions from social tenancies particularly in light of the new flexible and fixed term tenancy regime.

All of the actions relating to increasing the availability of affordable housing which have been discussed in this housing strategy will support the homelessness strategy.

Likewise, the actions set out later in the housing strategy to mitigate the impact of welfare reform should help to minimise levels of homelessness.

Priority Four: Managing the impact of an aging population

Devon County Council has made some predictions relating to the numbers of elderly people in the County over the period from 2013 to 2033. By 2020, the 65+ population across the whole of Devon is predicted to increase by 42,400 to 215,200, and then to 264,400 by 2030, representing a 53% increase over the period from 2011 to 2030. It is predicted that the most significant increases in population will be in the 80-84 and 85+ age bands up to 2030, with percentage increases of 80% and 98% respectively.

The SHMA noted that, on the basis of these projections, the population over 65 in Mid Devon would increase by 54.3% or 9,366 over the period. It found that by 2030, there would be 6,527 people of people aged 65+ living alone, an increase of over 64% on the position in 2014. The population aged 75 or over in the District is also likely to increase by nearly 82% from 7,748 in 2013 to 14,089 in 2033.

At the end of December 2013, DCC informed the Council that it was reviewing its Adult Social Care Accommodation Strategy for older people in Devon to examine the range of accommodation options that will be needed in the County in the future. It was noted that the service need is changing, with an increase in the number of older people with dementia or mental health needs and a decline in residential placements for older frail people due to improved Community based services. The County Council's Cabinet approved investment in DCC Residential homes to provide specialist centres of dementia services and there is also approval to seek providers and partners to deliver over 900 Extra Care Housing units across the county.

The County Council, as part of the work to estimate the number of Extra Care Housing units needed, has also identified those towns in which Extra Care housing is likely to be most viable and where there is an unmet need. The DCC Commissioning Strategy for Extra Care housing which, based on 2008 population estimates, shows the population at risk within the Mid Devon area. It identified a need for 50 Extra Care Housing units in both Cullompton and Tiverton. DCC closed a significant number of their care homes from March 2015.

The District Council identified a need for an Older Person's strategy to reflect how services will plan for the future to meet the increase in demand given the rising numbers of people in Mid Devon over 65 and this is awaiting approval. A number of additional recommendations were made which included:

- Promoting a community hub in Newton St Cyres and setting up a community hub in Tiverton
- Setting up a garden share scheme
- Reviewing the voluntary groups in the District and linking in with the DCC register
- Setting up a register of trusted tradesmen or actively promoting that already provided by Age UK
- Raising awareness in the parishes on identifying the signs of vulnerability in adults

It was also recognised that very elderly people will require specially adapted bathrooms and have a need for lifts. It is acknowledged that some of the provision for older people may be delivered by Extra Care units.

Helping elderly people to remain in their own homes

The traditional sheltered housing service has disappeared following the move from property-related support to targeted support services that are based on individual's support needs.

DCC commissions these services and requires providers to deliver services to individuals with the greatest level of need. Providers have been issued with new Targeted Support contracts of lower value than the previous contracts. From 2015/16 these services moved into DCC's Framework Agreement, and existing providers were required to tender to deliver their current services. As funding has been reduced services have been significantly reduced and limited to those who have met DCC's Fairer Access to Care (FACs) assessment criteria.

Alarms:

In 2012, the Council completed the installation of telecare alarms in our sheltered housing properties. Lifeline alarms were installed in properties where the tenants required support services. All of the alarms are able to take additional telecare sensors.



The Future:

As stated, the SHMA identified a significant increase in the number of elderly people living in Mid Devon over the next two decades.

A Strategic Review of Older Persons Housing and Support Services commissioned from CIVIS, a consultancy, by DCC in 2008 identified that the majority of persons requiring support services lived in their own homes. The report concluded that providers should provide services to the wider community and not restrict them to their own sheltered housing schemes.

In 2013, the Council significantly reduced its Supported Housing Services staffing resources due to the impact of funding cuts. It is recognised that there is a demand for these services in the community and the Council will consider offering these to private customers.

The Council has 872 private Lifeline alarm customers that may require additional support services, and some of these are outside District. 278 Council tenants also pay for the service. The Council will explore introducing a range of new services to the private sector which could include marketing the services of our own directly

employed skilled tradesmen to install disabled adaptations, a handyman service, building repairs and the coordination of shopping, gardening and cleaning services.

The Housing Service now has two Community Housing Support Officers working alongside the Neighbourhood teams. These Officers provide a tenancy sustainment service to more vulnerable tenants. The Officers will work with a tenant for a specific period of time whilst they are experiencing a particular issue or difficulty. The role of the Officer is to enable the tenant to continue living independently and to signpost or to refer to other agencies, as appropriate. The Officers have a good understanding of the communities in which they work and of the different voluntary groups based in them which may be able to provide support and assistance to our tenants.

To develop the handyman service so that elderly residents in Mid Devon have access to reliable tradesmen

The Housing Service provides a Handyman Service, which is available to all tenants and leaseholders. This includes gardening, plumbing, carpentry, masonry, electrical works and cooker connections. It does not include decorating or cutting hedges which exceed four feet. Customers pay in full before work commences but there is discretion to agree alternative payment arrangements. In addition, there is a subsidised service for new tenants who are over 65 and/or in receipt of DLA, which provides two hours free labour for minor DIY jobs such as hanging pictures, fitting blinds and erecting shelves. To qualify, they must register interest within 2 weeks of moving into their new home.

MDDC Lifeline customers, whether in council or private properties, can seek a quote and arrange to have plumbing, electrical and carpentry work completed. We also fit key safes for a reasonable charge.

Priority Five: Reducing the impact of welfare reform

In September 2013, the Devon Strategic Partnership (DSP) Welfare Advisory Group identified that welfare reform would take £343 million out of the Devon economy each year. The Group calculated that this loss would affect over 160,000 working age households, 60% of whom are in employment, with an average loss of £2000. At that stage, it was calculated that the average loss in Mid Devon per working age household due to welfare reform would be £688. Since July 2015, following the summer budget, it has become clear that welfare budgets will continue to reduce and that there will be further cuts which will impact upon people on low incomes.

The Council's corporate Debt Collection Policy has been reviewed in order to ensure that there is a joined up approach to the collection of debt. The Council needs to maximise income to ensure that it can continue to provide responsive services to local people. The aim of the policy is to provide flexibility to enable Officers to respond in a sensitive way to individual circumstances and, in particular, those cases

where people, for whatever reason, are experiencing financial difficulties and are finding it difficult to pay debts owed to the Council.

The Council works in partnership with Sanctuary Supported Living which delivers a floating support service to those at risk of losing their home. This usually involves intensive case working to help people to sustain their tenancies. Officers in the Housing Options team are able to make referrals, as are Officers from within the Neighbourhood teams, when they identify one of our own tenants who may be experiencing financial or other difficulties.

Wiser£Money is contracted to deliver Local Welfare Assistance in Mid Devon and as part of their role, they will also provide help, advice and assistance to local people who are experiencing difficulty with money. Currently, they spend the majority of their time providing money advice. The organisation is registered with the FCA and their advisors will help clients to maximise their income, liaise with creditors and provide advice on budgeting. The Housing Service refers cases to money advisors as a matter of routine and 47% of enquiries/referrals involve Council tenants.

Requests for Local Welfare Assistance and money advice have increased by 19% between 2014 and 2015.

- The Housing Service is the biggest single referrer into the LWA/money advice scheme
- 80% of referrals from the Housing Service are for money advice
- The complexity of cases has increased significantly from 2014 to 2015; in 2014, £28,000 of debt was dealt with on behalf of clients and, by July 2015, this figure increased to £108,000 – this is a 274% increase
- 40% of money advice clients are under the age of 34
- 45% of the clients have a budget with under £50 disposable income available per month
- 21% of clients have a budget that show they have more expenditure than income
- During the first 6 months of 2015 (Jan – June) they achieved a total financial gain of £75,000 (this include Debt Relief Orders, debt managed, debt written off, increased income, benefit gains etc.)

The Troubled Families programme was introduced by the Department for Communities and Local Government to “turn around” the lives of 120,000 families estimated as facing multiple problems in three years. In Devon, this programme is known as the Targeted Family Support Scheme (TFS). The programme aims to:

- Get children back in the classroom
- Get parents back into work
- Reduce crime and anti-social behavior
- Reduce public costs associated with these families

Since the TFS was implemented, may families across the district have been engaged and are receiving support. The scheme has offered a great opportunity for partnership working in the District and has therefore delivered on many levels. Officers from the Housing Service have worked as lead professionals in a number of cases and contributed to positive outcomes in many others.

Providing grant funding to agencies which can provide advice and support to those in housing need

The Council has a strategic grants programme and currently provides funding to a number of agencies which provide advice and support to local people; these include Age UK Tiverton, Cullompton and Crediton, Churches Housing Action Team (CHAT), the Citizen's Advice Bureau and Community Housing Aid Nightstop Service. This programme is reviewed annually and, in the prevailing economic climate, it is likely that the grants will be reduced going forward. However, those agencies currently being provided with grants whose work aligns with Council key priorities are likely to continue to receive some funding in the future.

Continuing to promote energy saving initiatives

The commitment of the Council to supporting initiatives to reduce fuel poverty is stated in the Private Sector Renewal Policy. The Home Energy Conservation Act (HECA) 1995 requires local authorities to make reports from time to time on energy efficiency saving. The latest report, dated 2015, is available to view on the Council's website. This sets out the energy conservation measures that the Council considers practicable, cost effective and likely to result in significant improvement in the energy efficiency of residential accommodation in the District.

The definition of fuel poverty is now measured by the Low Income High Costs definition. A household will be in fuel poverty if:

- They have required fuel costs that are above the national median level
- They would be left with a residual income below the official poverty line if they were to spend the amount required

As at August 2015, it was estimated that over 4,000 households were in fuel poverty in Mid Devon.

Our strategy for addressing this issue, and for improving the housing stock in the private sector, contains three main strands:

- We will provide energy efficiency advice and assistance either directly or through partners. We are members of the Cosy Devon Energy Company Obligation scheme, a partnership involving DCC, Torbay and all the other Districts in Devon and we will continue to support this initiative.
- Green Deal funding, introduced by the Energy Act, provided capital investment in home energy efficiency measures funded by loans repayable

through the estimated savings in the household energy bills. This initiative has come to an end and it is uncertain what new funding streams will be made available, or even if this will be a priority going forward. The Council currently works with Wessex to provide loans to home owners and this could provide assistance to owners of homes which have low levels of insulation and which do not have adequate heating. In particular, it could be used to assist those owners of homes which are defined as hard to treat and/or those located in areas where there is no gas supply to improve energy efficiency.

- We will also submit bids for other capital funding as and when any new funding streams are announced by the Department of Energy and Climate Change (DECC)

This strategy is informed by a need to maintain the diversity and condition of the stock in the private sector in order to support the health and wellbeing of the local community.

Continuing to research "green" initiatives which can be installed in Council homes and which can help to reduce fuel poverty

The Housing Service is committed to investing in our homes to make them more energy efficient and to securing available funding to enable this work to continue. The work undertaken by the Housing Service feeds into the work undertaken to support the Devon Affordable Warmth Strategy. Nearly 1,000 Council properties in the District are not connected to gas and so it is important to explore alternative technologies in order to deliver more efficient, and less expensive, forms of heating.

Progress to date: reducing fuel poverty for Council tenants

The Council has installed solar Photo Voltaic panels (PV) in 1,175 (38%) units within our housing stock. This has reduced the fuel costs of tenants by at least 10%. This project was undertaken in partnership with Anesco Ltd. Energy prices have gone up more than 20% since then but the potential energy savings to Council tenants is still significant. The Council receives a rental income for allowing the panels to be installed on the roofs of its housing stock and the tenant has access to any electricity that is generated by the system.





In addition, an ongoing programme to upgrade heating systems was undertaken to make the housing stock compliant with the Decent Homes Standard. Where possible, all Council-owned open flued gas appliances were removed together with those central heating boilers rated D to G in recognition of the fact that they have low efficiency.

The Council is trying to ensure that there is a joined up approach to the improvement of properties to make them more energy efficient. As a matter of routine, 'A' rated boilers are now fitted in Council homes and there is on-going research into new developments such as boiler controls and insulation. The Council's own workforce is seeking accreditation, which enables them to install certain technologies and claim funding if it is an eligible technology. The new homes let in 2014 in Crediton at Joseph Locke Way and Station Approach, were compliant with level 3 of the Sustainable Code and were fitted with 'A' grade boilers and solar thermal panels to reduce the cost of producing hot water.

Air source heat pumps (ASHP) have been installed in 160 properties. These are central heating systems which extract heat from the air and deposit it in the hot water and central heating system. These technologies can be extremely energy efficient but the new technology and the way the heating is delivered can take some of our tenants a little while to adjust to.

67 properties have been upgraded with solar thermal heating. These are panels fitted to the roof which take heat from the sun to create hot water. They are very effective. They are installed mostly on properties with electric storage heaters. This system should provide significant amounts of hot water in the summer and contribute to lower energy costs in the winter by using available light to raise the temperature of the water, which is then topped up during the E7 or E10 periods. This technology can be linked with any heating system which has a suitable hot water cylinder. They are not usually linked with gas systems, except at the new Crediton properties developed by the Council. The Government has recently opened a scheme titled: "The Renewable Heat Incentive" and a retrospective application is being made to receive this funding.

The Housing Service has fitted Air to Air (A2A) heat pumps to 4 properties on a trial system. A2A heating systems work in a similar way to ASHPs but distribute the heat through fan units in each room. They are simpler to install with a lower capital cost than ASHPs but only suited to smaller properties and not all tenants appreciate the low level noise or movement of air associated with the fan in the wall unit.

The servicing of heat pumps is dealt with in-house by our own plumbers and heating engineers.

95% of our homes with a gas supply have 'A' rated boilers. Gas is our preferred source of heating. The Council is using available funding to extend the number of properties on the mains gas grid. During 2015/16 it is expected that we will move closer to 100% but tenants have the right to refuse works. We promote the cost-

saving benefits of an ‘A’ rated boiler as opposed to a ‘G’ rated boiler (up to £250 each year cheaper to run) but sometimes ill-health, advanced age or a fondness for the existing system, determines whether works will go ahead.

The Housing Service is committed to investing in our homes to make them more energy efficient and to securing available funding to enable this work to continue.

Embracing new technology

The Housing Service is keen to maintain its record of trialling new and installing tested renewable or energy saving measures in our properties. The technologies need to be simple, low maintenance and ideally supported by capital funding or have the ability to generate additional revenue through energy tariffs.

We continue to draw in funding from the solar panels that were installed on a significant proportion of our housing stock. We use this money to fund some of the new technology in those properties that currently have none. Wherever possible we also make applications to capital grant schemes to boost the number of renewable technology installations we can achieve.

Our priority properties are those off the main gas network and without solar PV. We will continue to upgrade gas boilers to those of the highest efficiency rating. Where possible we enhance this even further by installing additional technology. One example of this is a small device called the CombiSmart. This helps to conserve water that would otherwise be wasted each time the hot tap is turned on. Waiting for the boiler to kick in can waste water and gas. The CombiSmart helps reduce the flow of water until it is up to temperature. Typically 7-10 litres of water goes down the drain before it’s considered hot enough to use. It costs more than £5/m3 to transport water to and from a domestic property. Every time someone lets it run down the drain without using it, they are wasting money. We’re helping to reduce that.

We recently accessed a stream of funding from Wales & West Utilities. We can use this money to extend the gas mains and bring gas central heating to many new properties. Unfortunately this doesn’t mean that the more rural areas will get gas, only those next to an existing supply.

As we become more knowledgeable about the heating technologies available to those properties without gas, we improve the choices we make. Air source heat pumps are no longer the standard for ‘all electric’ properties. Smaller flats and bungalows are just as likely to have new highly efficient Quantum (electric storage heating) panels installed. The hot water is then provided by solar thermal panels linked to a highly insulated cylinder. We can now also redirect unused solar generated electricity directly to a special immersion heater.

As new or untried technology becomes available to us we evaluate its effectiveness and cost. Current and recent trials include Infra-Red heating panels in the ceiling;

ground source heat pumps, where boreholes are drilled over 100m into the earth to extract low but constant levels of heat; hybrid ASHPs/gas boilers; battery storage for PV; and grey water recovery, where shower/bath water has the residual heat extracted and is then filtered and purified to be reused to flush toilets.

So many technologies exist but not all are suitable. We try to be even handed about where the technology goes but the reality is that not everything is practical or affordable. We will continue to provide modern, efficient heating to achieve the standards required as a social landlord and where possible go beyond this, helping reduce household running costs to a minimum by installing as many energy saving measures as practicable.

Giving advice on housing options

The Housing Options team will provide those people who need rehousing with appropriate advice and support. Prior to giving advice, they will take into account the income of the client and make reasonable suggestions regarding how they can resolve their housing problem. This may involve directing them to the private sector, providing a loan to assist with paying the deposit and suggesting that those tenants needing to move, for whatever reason, consider a mutual exchange. Mutual exchange can be an effective way in which tenants can resolve their own housing need and the Council subscribes to the HomeSwapper scheme to facilitate these.

The team will also work with RPs to provide good quality advice and assistance to tenants whose flexible or fixed term tenancies will not be renewed at the end of the fixed term, for whatever reason.

Appendix 1 - The Strategic Context

Government policy relating to the national housing strategy was set out in "Laying the Foundations – A Housing Strategy for England" which was issued in November 2011 http://communities.gov.uk/documents/housing/pdf/2033676.pdf

This document confirmed the view that housing supply was a key issue and that the development of new homes could be a driver for economic growth. It also promoted the concept of meeting needs and aspirations through housing on the basis that the value of the asset can unlock opportunities and enable wealth to be cascaded from one generation to the next. A number of new initiatives were introduced including an equity loan scheme to assist first time buyers, known as FirstBuy, and a Growing Places Fund where finance was made available for infrastructure and for builders. In addition, a range of measures was also introduced to encourage new development:

- An ability for builders to challenge planning obligations contained in legal agreements setting out social benefits from development under section 106 of the Town and Country Planning Act 1990 (s106 agreements) on stalled building sites. In addition, builders can challenge the viability with a consequence of a reduction in the offsite financial commitment.
- A means of freeing up public sector land for 100,000 homes
- Land auctions

The National Planning Policy Framework

In 2012, the Government also revised national planning policy, replacing over 1,000 pages of guidance with the 50 page National Planning Policy Framework (NPPF). The NPPF contains a presumption in favour of sustainable development which should be seen as the "golden thread running through both plan-making and decision-taking". The Localism Act, introduced the year earlier in 2011, contained new freedoms and flexibilities for local government and new rights and powers for communities and individuals. The framework set out nationally important issues and halted government involvement in regional and more local strategies.

Practical support was also made available through a number of funding streams which were identified in the government housing strategy including:

- Short term finance, available specifically for self- builders
- A budget to bring empty properties back into use
- The Affordable Homes Programme which is the main affordable housing funding stream. This is operated by the Homes and Communities Agency (HCA) and sets out how affordable housing will be delivered to support the Housing Strategy. The new framework introduced the new Affordable Rents model where rents are charged at 80% of market rents and the additional

income generated used for affordable housing provision, some of which should be set aside for community led development projects.

Mainstream providers are now expected to assist and facilitate the process of community led housing projects. This could involve project management, development agency, financing joint venture partnerships and even final incorporation of the new community into the group structure of a Registered Provider (RP) of social housing (this would most probably be a housing association).

All community housing is different and there are many different models. In Mid Devon, there are some very vibrant community housing groups. For example, the Community Land Trust (CLT) at Hemyock worked with Hastoe Housing Association to deliver twelve new homes and the CLT at Cheriton Bishop is working with Teign Housing to deliver 8 new homes.

Government proposals included encouraging a thriving private rented sector by the provision of fiscal incentives to encourage large institutional investors, and addressing issues of quality and safety.

The Localism Act 2011

This Act devolved more power away from central government to local authorities. It gave local people more power to challenge decisions relating to housing and planning. It introduced a general power of competence which allows local authorities to respond to the needs and aspirations of the communities in their areas.

Localising planning

Regional spatial strategies were abolished. These had imposed building targets on local authorities. Instead, the Duty to Co-operate was placed on councils which requires them to co-operate effectively and on an on-going basis on cross-boundary matters which impact on their respective local plans. Housing growth is now based on meeting the objectively assessed need for housing, taking account of household and population projections, migration and demographics as well as addressing the needs of all types of housing. Local plans are expected to cater for this calculated housing need.

Neighbourhood development plans were introduced to sit beneath local plans. Local authorities must provide advice and support to communities wishing to prepare a neighbourhood plan. These neighbourhood development plans must be approved if they receive 50% of the votes cast in a referendum.

There is now a *Community Right to Build,* where a neighbourhood development order can be made to allow communities to approve development without requiring normal planning consent. Building regulations were reviewed and the Green Deal was introduced to boost retrofit schemes.

Councils may choose to raise funding for infrastructure through adoption of a Community Infrastructure Levy (CIL) charging schedule. Finance towards affordable housing provision may not currently be raised through CIL. It does not replace s106 agreements (also known as planning obligations) but will make provision for financial contributions to be pooled and put towards a certain infrastructure project or type of infrastructure. Section 106 agreements still apply on strategic sites.

The *New Homes Bonus* was introduced to provide an incentive for growth and to provide funding for communities where an increased population in the area could result in deterioration in the level of public services and other amenities. It was introduced in April 2011 and provides an additional sum for the following six years. The Government has stated that this money should be used to deliver demonstrable community benefits. The New Homes Bonus is for a limited time only, ending in 2017.

Local retention of business rates: The aim of the scheme is to encourage billing authorities to support business growth in their areas.

The Community Right to Bid: this enables buildings or land to be listed by the local authority as an asset of community value. Local authorities are expected to maintain a list of Assets of Community Value.

Localising social housing

The Localism Act heralded major changes to the social housing system. It was hoped that more decisions about housing would be taken locally and that the system would become fairer and more effective. The Council has published a Tenancy Strategy, as required by the Act, setting out the matters RPs of social housing should have regard to when formulating their tenancy policies. The main areas covered include affordable rents, disposals, conversions and the introduction of flexible and fixed term tenancies.

The housing provisions of the Localism Act can be summarised as follows:

- **The Reform of Social Housing Regulations**: The HCA became responsible for the regulation of social housing

- **Complaint Management:** Responsibility for reviewing complaints passed to the Housing Ombudsman Service

- **Making better use of social housing:**

  - A new form of tenure was introduced to make better use of scarce resources – flexible/or fixed term tenancies
  - A national mobility scheme was introduced to assist tenants to move to other areas in order to access greater work opportunities
  - Local authorities were given the ability to discharge their duties to homeless people by using private rented accommodation
  - Local authorities were given more freedom to set their own policies regarding qualification for housing in their areas and increased priority for service personnel

- **Council house finance** was reformed by allowing local authorities to borrow against the value of their housing stock and abolishing the subsidy system

RPs were given new powers to enable them to make best use of stock. For example, squatting became a criminal offence and new tools to tackle anti-social behaviour including tenancy fraud were introduced. Following the Localism Act, funding was provided to assist troubled families. This scheme became known as Targeted Family Support in Mid Devon and was rolled out across the District following a successful pilot in Tiverton.

There have been steps to improve the accuracy of rough sleeper counts and to roll out the "No Second Night Out" initiative as a means of reducing rough sleeping.

The Coalition Government attempted to increase voluntary transfers of Council housing stock to other RPs and endeavoured to raise the profile given to the Right to Buy scheme by encouraging landlords to promote this. In addition, discount limits were increased and it was announced that a new home would be built for each one sold.

Welfare Reform Act 2012

The Act introduced a number of changes which had a significant impact upon the income of those in receipt of benefits and consequently RPs of social housing.

These included:

- The spare bedroom deduction of Housing Benefit for those claimants of working age who are under-occupying their homes and currently set at 14% if one room is spare and 25% if two or more rooms are spare)
- The benefit cap for claimants of working age which was set at the level of the average (after tax) earnings of working households
- The introduction of direct payments of Housing Benefit to tenants except in cases where the tenant is vulnerable; through the introduction of Universal Credit where claimants receive one lump sum paid in arrears in respect of their benefits. This was introduced to give claimants an opportunity to organise their own finances as they would if they were in work.
- Other changes included more stringent sanctions; the introduction of Personal Independence Payments to replace Disability Living Allowance (DLA) and time-limited payments of contributory Employment & Support Allowance (ESA) for all but the most sick and/or disabled.

The spending review: July 2013

The economic situation had a profound impact on national housing policy and this was reflected in this spending review and related announcements issued in the summer of 2013. It was announced that overall public expenditure was to remain very constrained and welfare reform continued. The capital available for infrastructure was increased. The Coalition Government aimed to encourage more

new build housing by ensuring that housing associations could maximise borrowing capacity. There was a stated intention to ease planning rules and to make the HCA the default disposer of public land.

Other measures arising from the spending review included:

- Social rents to be increased using a new formula based on the consumer price index (CPI) + 1% over the next ten years
- £3.3billion made available for affordable housing and a budget of £400million earmarked for the new affordable rent to buy product
- £100million made available for stock transfers

The Department for Communities and Local Government (DCLG) budget was cut by a further 10% (having already been cut by 60%) and Council tax was frozen for a further two years.

Further welfare reforms were announced. For example, claimants were required to sign on weekly, rather than once every two weeks

Further welfare reforms were introduced; for example, jobseekers were required to wait a week before receiving any payments after losing a job. However, there were some concessions around direct payments designed to support social landlords, as the direct payment demonstration projects showed increased arrears.

The Autumn Statement 2013

In order to support the development of 10,000 new affordable homes, it was announced that local authority borrowing caps were increased by £150million in 2015/16 and £150million in 2016/17. The role of local enterprise partnerships (LEPs) in enabling the development of new homes was recognised, through the changes to the borrowing caps and plans to unlock stalled development sites. The Chancellor also announced a commitment to retain at least £55m in discretionary housing payments to support tenants affected by the removal of the spare bedroom subsidy in 2014/15 and 2015/16.

Other relevant announcements:

- A 6 year programme to unlock new large housing sites.
- A consultation on a “right to move” for tenants who need to relocate for employment reasons.
- Right to Buy Agents were announced to help households to complete the purchase of their Council home.
- An exploration of the options relating to housing estates in need of regeneration, which could be achieved through repayable loans.
- A consultation on potential changes to the New Homes Bonus, which would introduce mechanisms to withhold payments where planning applications are only approved on appeal. This is part of a range of measures designed to remove barriers to the building of new homes in the planning system.
- Further details relating to the cap on welfare spending.

A new Conservative Government was elected in May 2015 and in July 2015, in an emergency budget, the Chancellor announced further changes which will have a significant impact upon the social housing sector.

Rent reduction

It was announced that RPs of social housing would have to reduce their rents by 1% from April 2016 until 2020. The changes mean an end to a rent formula agreed in 2013.

As at end of July 2015, reports are indicating that this will result in an 11% – 15% reduction in average rents by 2020/21 compared to current forecasts. This has the potential to undermine the ability of both Councils and housing associations which work in Mid Devon to deliver new build developments given the impact it could have on long-term business viability. The rental income received by the Council is approximately £12million per annum. There is likely to be a significant reduction of income totalling £5million estimated cumulative rent loss over years 1-4 and £80million estimated cumulative rent loss over years 1-30. The Chancellor expressed the view that the social housing sector can make efficiency savings to enable them to manage the reduction.

This policy is likely to be included in the Welfare Reform Bill due to be passed in September 2015, which means that RPs will not be able to mount a legal challenge against the proposal.

Observers are currently suggesting that anything between 14,000 (the Office for Budget Responsibility) and 27,000 (National Housing Federation) less affordable homes are likely to be built nationally over the four year period when the reduction in rent is to be implemented.

The Council will need to review plans for future investment in the housing stock, how we deliver housing services and in particular how we will finance the development of new housing stock. Other RPs working in the District will also need to review their business plans.

Pay to Stay

Tenants on higher incomes will have to pay the market rate or near market rent for their homes. The threshold will be £30,000 in Mid Devon and will come into effect from 2017/18. Under the new, compulsory scheme, which the government estimates will save £365million in 2017/18, local authorities will have to pay the extra cash raised to the Treasury, therefore, contributing to deficit reduction. It is anticipated that around 340,000 renters out of England's 3.9 million social tenants are likely to be affected.

However, the implementation of higher earners paying market or near market rents is likely to be problematic. The Council cannot insist that our tenants provide information regarding household income. In fact, few RPs hold data on their tenants' earnings. The government will publish more details on how the scheme will work in due course.

Security of Tenure

A further review of security of tenure in social housing is planned. It will also look at whether certain groups of tenants could be exempted from proposals to limit lifetime tenancies; for example, those in supported housing. It is yet to be confirmed whether or not the policy could be applied to existing tenancies. The Council's strategic housing policy enables RPs to use flexible or fixed term tenancies in the District.

Welfare reform

Further changes to the welfare system were announced in July 2015:

- A four year freeze on welfare payments. Working age benefits will be frozen from 2016/17 for four years to 2019/20. This is forecast to save £4 billion a year by 2019/20. This will apply to Jobseeker's Allowance, Employment and Support Allowance, Income Support, Child Benefit, applicable amounts for Housing Benefit and Local Housing Allowance.

- The benefit cap will reduce from £26,000 to £20,000 in Mid Devon. Benefit for housing costs is the first payment cut if a household is affected by the cap. It should be noted that the date for implementation of the new policy was not included in the Budget report.

- The removal of the family premium. This is an extra payment for households with children.

- From April 2016, the Government will reduce the level of earnings at which a household's Tax Credits and Universal Credit award starts to be withdrawn for every pound earned. This will affect tenants in work on a low income.

- Tax Credit and Universal Credit support will be limited to the first two children from April 2017. Multiple births, for example, where there are triplets will be excluded from the limit. This will impact on larger families as this will limit the amount of benefits received therefore reducing their overall income.

- From April 2016, Housing Benefit claims will be backdated for a maximum of 4 weeks. This is a change from the current limit of 6 months, depending on the claimant's circumstances. These changes will put the onus on the claimant to take greater responsibility for paying their rent on time. This is likely to have an impact upon the revenue of the Housing Service and other RPs in the District as not every tenant is able to submit their claim for Housing Benefit on time, or to provide the necessary evidence when requested to do so.

- From April 2017, those out of work aged 18-21 who make a new claim for Universal Credit will no longer automatically be entitled to the housing element. There will be some exemptions to this rule; however this highlights a potential risk relating to increased rent arrears.

- There will be a further £800 million of funding available to local authorities to make Discretionary Housing Payments over the next 5 years, which can be used to support vulnerable claimants of Housing Benefit

- People aged 18-21 will be required to "earn or learn". However, there will be some exceptions to this rule. Those claimants in receipt of Universal Credit will have to apply for an apprenticeship or traineeship, gain work-based skills, or go on a work placement 6 months after the start of their claim.

Given the forthcoming changes, the challenge for the Council as the strategic housing authority and RP of social housing will be to assist social housing tenants and housing applicants with reviewing their household budgets. Many of these people may find their household incomes adjusted by these changes. There is a need to mitigate against the risk of an increase in the level of people approaching the Council as homeless; and a reduction in the level of income into the Housing Service.

From April 2016 the government will introduce a new National Living Wage of £7.20 for over 25's rising to £9.00 an hour by 2020. The government recognised that the new National Living Wage may increase costs for some businesses. This could have a detrimental impact upon small businesses, in particular, in Mid Devon. However, from April 2016, National Insurance Contributions (NICs) Employment Allowance will commence not from £2,000 but £3,000 with the aim of helping employers with additional wage costs.

Following the summer budget in 2015, the government published further details relating to its plans to improve the nation's productivity. The plans were explained in a document called: "Fixing the Foundations: Creating a More Prosperous Nation" which set out proposals designed to encourage long-term investment, and to promote a dynamic economy.

The plans focused on changes to the planning system and indicated a very clear shift to the provision of homes solely for home ownership. In particular, it was made

clear that the government is supporting the building of more new homes for home ownership. Low cost homeownership for first time buyers has become a priority. Reform of the planning system will support this. The extension of the Right to Buy to housing association tenants was also proposed.

Appendix 2 - Local Context



Mid Devon

Mid Devon is a sparsely populated area of 352 square miles (913 sq km) in an inland area of South West England. It extends from the edges of Dartmoor in the South West to Exmoor in the North East. It is a predominantly rural area and whilst the majority of the population (total: 77,500) is located in three main towns: Crediton Cullompton and Tiverton a large number of residents live in the rural areas outside these towns. The principal concentration of people is in the eastern part of the District, where the market towns of Tiverton and Cullompton lie within 6 miles of each other.

The significant urban areas of Exeter (total population: 137,087) and Taunton (total population: 60,479) are just beyond the Southern and Eastern boundaries of the District respectively. Major East-West lines of communication run through Mid Devon, including the M5, the A361, the A30 and the Great Western Mainline Railway. However, transport in rural areas can be a problem for some families.

The recently published Strategic Housing Market Assessment (SHMA) for the Exeter area established housing requirements in four local authority areas, over the twenty year period from 2013 to 2033 – East Devon, Exeter, Teignbridge and Mid Devon. This in-depth study, which reviewed housing issues in Mid Devon and the other local authority areas, enables the Partner Authorities to understand the nature and level of housing requirement within their local areas.

Population

Population change, 2001 – 2011

	Population 2001	Population 2011	Absolute change	% Change
Mid Devon	69,774	77,800	+8,026	+11.5
South West	4,928,434	5,288,900	+360,466	+7.3
England	49,138.831	53,012,500	+3,873,669	+7.9

Source: ONS Census (2001/2011)

The growth in the population of Mid Devon district rose by over 11% in the period from 2001 to 2011 from 69,900 to 77,500 people; 49% are male and 51% female. This rate of growth is significantly higher than the rates for England and the South West. Minority ethnic groups make up over 1% of the population. The proportion of those born in the UK decreased from 97% in 2001 to 95% in 2011.

Proportion (%) of the population by age, 2011

	Pop aged 0-14 (%)	Pop aged 15-24 (%)	Pop aged 25-44 (%)	Pop aged 45-64 (%)	Pop aged 65+ (%)	Average age (years)
Mid Devon	17.3	10.7	22.8	28.8	20.4	42.3
HMA* area	15.3	12.7	22.5	27.3	22.2	43
England	17.6	13.1	27.4	25.4	16.5	39.4

Source: Census 2011 *HMA: housing market assessment

Dwellings

The 2011 Census found that there are 33,990 dwellings in Mid Devon.

Existing stock by property type (%)

	Mid Devon	Devon	South West	England
Detached	38	35	30	22
Semi-detached	25	25	27	31
Terraced	20	23	23	25
Flat/ maisonette	16	16	19	22
Other	1	1	1	0

Source: Census 2011

Tenure Profile 2011

	Mid Devon	Devon	South West	England
Owner occupied	69.1	70.2	67.4	63.4
Shared ownership	0.9	0.8	0.8	0.8
Social rent	12.6	11.2	13.3	17.7
Private rent/ other	17.4	17.8	18.5	18.1

Source: Census 2011

Housing across all tenures is assessed against the Decent Homes Standard. This contains four criteria and all properties will have them if they are “decent”. To meet the criteria, a property will be in a good standard of repair, have a reasonably modern kitchen and bathroom and must have effective insulation and efficient heating.

The Housing Health and Safety Rating System (HHSRS) sets standards for acceptable accommodation and assesses hazards. Hazards may be categorised

into category 1 or category 2 hazards. If there are any category 1 hazards found within a property, the Council may take action to ensure that these are put right. The SHMA contains the following information derived from a 2009 study undertaken by the South West Regional Assembly: "The Condition of Private Sector Stock in the South West".

Meeting the Decent Homes Standard

Area	% Non-Decent	Reason for non-decency			
		Reasonable repair	Thermal comfort	Modern Amenities	Cat 1 Hazards
Mid Devon	42.8	9.9	35	0.7	29
Devon	32.8	11.5	23.9	1.6	20.2
South West	21.7	10.3	18.5	2.2	15.5

Economy

The 2011 Census showed that 17% of those employed in Mid Devon work in the wholesale or retail trade or in motor vehicle repair. This compares to 16% of people in Devon and 16% of people in England and Wales. Manufacturing is also important (employing 10% of people in the District compared to 8% in Devon and 9% in England and Wales). Although farming makes up only a small proportion of the economy as a whole, there is a higher proportion of people (6%) working in agriculture, forestry and fishing than in other Devon districts and in England and Wales, as a whole (both 1%).

The unemployment rate had increased to 3% of the working age population at the date of the Census in 2011 but unemployment remains low compared to national figures. Mid Devon shows a high rate of self-employment with 15% being self-employed compared to 14% in Devon and 10% in England and Wales. 16% of the population is retired compared to 18% in Devon and 14% in England and Wales.

According to the Census in 2011, 14,167 residents in Mid Devon work within the District. After that, the main place of work for local people in Mid Devon was Exeter, followed by East Devon.

Affordability and the Mortgage Market

The average house price in the South West in 2013, according to the NHF publication Home Truths 2014/15, was £228,420 which gives a house price to earnings ratio of 9.6 compared with the UK average ratio of 9.5. In Mid Devon the average house price was £223,632 and, mean annual earnings in 2013 were £21,554 making the ratio of house prices to incomes 10.4.

The income required for an 80% mortgage in Mid Devon in 2013 was £51,116. Mortgage as a percentage of income stood at 34.9% in the fourth quarter of 2012 in the South West compared to the UK average of 28.1%. The HCA considers a 45% household debt to net income ratio affordable in terms of home ownership yet not

over stretching in order to allow buyers to adapt to market changes in mortgage interest rates.

According to the SHMA, house prices grew by 121% in Mid Devon over the period from 2000 to 2013, compared with 124% across the housing market assessment area and 124% across Devon.

Nationally, there is concern that house price inflation in the last decade was driven by long-term chronic under-supply of housing to meet the needs of a growing population. As a result, the Government is now trying to stimulate house building activity and is also encouraging councils to build new homes.

Average monthly private rents – December 2014

Area	Median (£)	Lower Quartile (£)
Mid Devon	595	500
HMA* average	643	538
Devon	625	525
South West	650	525
England	595	475

Source: VOA report December 2014 *HMA: housing market assessment

Current housing need in Mid Devon

The SHMA provides an objectively assessed statement of housing need in Mid Devon. The lower end of the range is 359 per annum and the higher end of the range is 381 per annum; the mid-point is 370 per annum. The emerging local plan will take account of this projection.

The Council uses the countywide Choice Based Lettings scheme, Devon Home Choice, to allocate social housing. The scheme has been revised to reflect the bedroom occupancy changes made in the welfare reforms.

As at 1 April 2015, there were 2,131 applicants registered with Mid Devon on Devon Home Choice.

The applications are assessed and put into one of five bands, these being A, B, C, D, and E. Those in the 'A' band are those needing emergency accommodation. The 'B' band applicants have a high housing need and those in the 'E' band have no housing need.

Number of households in housing need (Bands A to D) as at 1 April 2015

	Band A		Band B		Band C		Band D		Total	Band E	
	No	%	No	%	No	%	No	%		No	%
Mid Devon	0	0	194	20	306	32	462	48	962	1,169	55
Total DHC	24	0	3,801	20	5,141	27	9,935	53	18,901	13,978	43

Source: DHC Quarterly Monitoring Report (April 2015)
Only 48% (962) of those cases registered on DHC are in housing need. 55% (1169) of cases registered have no housing need.

Bedroom need of applicants in housing need (Bands A to D) as at 1 April 2015

	1 Bed		2 bed		3 bed		4+ beds		Total
	No	%	No	%	No	%	No	%	
Mid Devon	490	51	280	29	121	13	71	7	962
Total DHC	10,887	58	4,872	26	2,018	11	1,124	6	18,901

The DHC scheme offers an assessment framework and, as previously stated, housing applicants are placed into five bands according to their need. Those with no housing need are placed into Band E. Other housing authorities in Devon no longer operate a Band E. As at July 2015, Members are reviewing the situation in Mid Devon and, as a result, the Council may well amend the DHC scheme and decide against placing those with no housing need on to the housing register.

During 2014/15, 280 general needs units and 30 homes for vulnerable people were let by the Council and other RPs in Mid Devon (making a total of 310). It would appear that there is a high proportion of housing applicants who have a need for one-bedroom accommodation and therefore RPs who are developing new homes for rent need to take this into account.

The present system allows some flexibility to give preference to certain groups, such as transferring applicants or existing tenants, who need to downsize. The removal of the spare bedroom subsidy for Housing Benefit claimants can be seen to have increased the number of people seeking one-bedroom accommodation in the District.

Affordable Housing

The SHMA assessed the social and affordable rented need by bedroom size:

	Bedroom size (%)			
	1 bed	2 beds	3 beds	4 beds +
Mid Devon	45	40	15	

The SHMA also assessed under-occupation in the social rented sector in Mid Devon as10.4%, which represents 429 units. It also found that 218 households, or 5.3%, were living in overcrowded conditions.

The SHMA contains an assessment of specific affordable housing needs. It established a need for 124 affordable homes each year.

It was noted that there is a shortage of larger homes available for families in the District and that new social/ affordable rented delivery should target under-occupied three/ four bedroom houses to help address the needs of larger families, especially those who are over-crowded and also be linked to the strategies for older people.

During 2014/15, 12 empty homes in the District were brought back into use to add to the overall level of housing supply.

The Council is currently working with 18 other RPs in the District (see Appendix 5) to provide affordable homes for those in housing need. Affordable housing is defined as social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. The government definition contained within the NPPF states that: “Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision”.





Deprivation

The Indices of Deprivation (2010) provide a relative measure of deprivation in small areas across England. They are based on the concept that deprivation consists of more than just poverty and that a lack of resources and opportunities also have an impact. All the district-level authorities in England were ranked and Mid Devon was ranked at 155 out of 326. It was found that there are three wards in Tiverton which are in the most deprived quartile.

Appendix 3 - Planning policies in Mid Devon

The Council has an adopted Local Plan which is in three parts. The adopted Local Plan covers the period 2006-2026 and sets the policy framework against which planning applications are determined within Mid Devon. The first part, the Core Strategy (adopted 2007) sets the spatial strategy and distribution of development across the District. The Allocations and Infrastructure Development Plan Document (adopted 2010) sets out the infrastructure requirements and allocates land to meet the need for housing, employment and other development. The Local Plan Part 3: Development Management Policies (adopted 2013) sets policies to guide development management decisions including design, housing standards, parking and environmental considerations.

National policy requires plans to be kept up to date to take account of the latest evidence and Government guidance. The Council has been preparing a new plan which once adopted will supersede the three parts of the existing Local Plan. The Local Plan Review covers the period 2013-33. A consultation on the version of the Local Plan Review proposed for submission concluded in the Spring of 2015. There were just fewer than 1,000 responses and where appropriate the draft document is being amended to take account of any significant issues raised. The plan is due to be submitted to the Secretary of State in in early 2016 upon which an examination process will be initiated. It is anticipated that the document will be able to be adopted in 2016.

The Local Plan Review will set out the housing need for the period of the plan. The Housing Strategy will take account of the figures in the final Local Plan. The Local Plan Review reflects the Government's review of housing standards which introduced a new national standard for dwelling sizes, which has been incorporated into the document. Minimum standards for building accessibility are also included which will replace the Lifetime Homes requirements set out in the current adopted plan. Policies setting out a requirement for 5% of plots on sites of 20 or more dwellings to be made available for self-build and the provision of low cost self-build plots in rural areas are also proposed.

The Meeting Housing Needs Supplementary Planning document http://www.middevon.gov.uk/CHttpHandler.ashx?id=18182&p=0contains more guidance for developers who wish to build in the District and confirms the target of 2,000 or more affordable dwellings during the period from 2006-2026. It states that the Council will seek the majority of social rented housing (60%) where affordable housing is to be provided and 40% intermediate and affordable rent housing. New housing developments should contain a mix of dwelling sizes and this is specified. It is anticipated that this document will be reviewed following adoption of the Local Plan to ensure it is up to date and aligns with the Local Plan and latest Government policy.

Appendix 4 - Housing Strategy Action Plan

Priority /Action	By Whom	When?
Delivering affordable housing		
Exploiting opportunities to meet the overall demand for housing in the District:		
In partnership with other RPs and other partners to enable the delivery of new affordable homes	Housing Enabler & Business Support Manager	Ongoing until 2018
Working alongside the Planning Service, with registered providers and developers, to facilitate new development which delivers the right amount and type of affordable housing on site. Where off site contributions are necessary, make reference to the economic viability assessment.	Housing Enabler & Business Support Manager	Ongoing
Develop a strategy for the spend of S106 contributions or provide affordable housing and to achieve value for money	Head of Housing & Property Services	Ongoing
In partnership with Exeter City Council, work to address issues relating to empty homes	Private Sector Housing (Lead Officer)	March 2016
Provide pitches for gipsies and travellers to address needs identified in the GTAA 2015	Head of Housing & Property Services Head of Planning & Regeneration	Ongoing

Priority /Action	By Whom	When?
Continue to work with the Devon Rural Housing Enablers to undertake Housing Needs surveys in rural communities	Housing Enabler & Business Support Manager	Ongoing
Making better use of existing housing stock		
Undertake a stock condition survey and other investigations, as specified in the private sector renewal policy	Private Sector Housing (Lead Officer)	March 2016
Identify funding opportunities which can be used to assist home owners	Private Sector Housing (Lead Officer)	September 20145 and ongoing collaboration with other Devon LAs
Use housing renewal powers to address poor conditions in the housing stock in the private sector	Private Sector Housing (Lead Officer)	Current and continual development
Review of provision of adapted social housing properties in the District	Housing Options Manager and Housing Enabler & Business Support Manager	December 2016
Implement recommendations made by Members in relation to DHC scheme & Band E	Head of Housing & Property Services	March 2016
Continue to deliver high levels of performance in relation to the management of the housing stock	Housing Services Manager & Building Services Manage r	On-going
Continue to develop & review policy and procedure to take account of legislative changes and good practice	Housing Services Manager, Building Services Manager & Housing Policy Officer	On-going
Restructure the Building Service unit to ensure it is future-proof and fit for purpose	Building Services Manager	March 2016
Annually, review 5 year and 30 year Asset Management Strategy and implement adjustments to take	Building Services Manager	By March 2016, 2017, 2018, 2019,

Priority /Action	By Whom	When?
account of new data, legislative requirements and budgetary constraints		2020
Further development of the integrated housing management system to facilitate more efficiency and effectiveness	Housing Services Manager & Building Services Manager	March 2016
Implement an asbestos inspection regime to check the condition of the asbestos containing materials that have been deemed low risk and left in situ	Building Services Manager	March 2016
Ensure that the Housing stock remains 100% Decent year on year	Building Services Manager	Ongoing
Review policies relating to the management of former tenant arrears	Housing Services Manager	March 2016
Facilitate and support involved tenants to undertake one service review annually	Community Support & Initiatives Team Leader	Ongoing
Preventing homelessness		
Review downsizing scheme	Housing Services Manager & Housing Options Manager	March 2016
Update info relating to homelessness advice service and prevention	Housing Options Manager	March 2017
Work with partner agencies to identify gaps in provision and funding	Housing Options Manager	March 2017
Develop management systems to measure the impact of homeless prevention advice	Housing Options Manager	December 2015
Work with RPs on strategies	Housing Options Manage r	Ongoing

Priority /Action	By Whom	When?
relating to tenancy sustainment to reduce evictions		
Working in partnership, further develop the approach to the prevention of youth homelessness to ensure that young people have a range of options open to them and also the support of statutory organisations	Housing Options Manager	Ongoing
Working with the Devon & Cornwall Housing Options Partnership to put in place strategies to ensure that flexible and fixed term tenants whose tenancies will not be renewed are supported whilst they find alternative accommodation	Housing Options Manager	March 2016
Work with private landlords with a view to investigating whether it would be possible to utilise the private rented sector for discharging the homeless duty	Housing Options Manager	March 2017
Continue attending MARAC meetings and develop a closer working relationship with MAPPA	Housing Options Manager	Ongoing
Review the use of temporary accommodation for homeless households and review alternatives to avoid the use of B&Bs	Housing Options Manager	March 2017
Managing the impact of an aging population		
Actions identified in the older person's strategy	?	
Further development of handyman service, especially in the private sector	Building Services Manager	Ongoing
Reducing the impact of welfare reform		

Priority /Action	By Whom	When?
Green initiatives WB to provide a couple of targets	Building Services Manager	
Review structure of the Neighbourhood teams to ensure that support is available for tenants experiencing financial difficult	Housing Services Manager	March 2017
Develop the service offered by the Community Housing Support Officers	Community Support & Initiatives Team Leader	Ongoing
Assist tenants affected by welfare reform who need to move to alternative accommodation by providing housing options advice	Housing Options Manager	Ongoing
Monitor the impact of the introduction of Universal Credit and also the changes to Housing Benefit which will affect those under 22	Housing Services Manager	March 2018

Appendix 5 - Registered Providers working in Mid Devon

Affordable Homes UK
Abbeyfield Society
Affinity Sutton
Aster Group
Cornerstone Housing
Devon and Cornwall Housing Group (Tor Homes manages Devon Stock)
Falcon Rural Housing
Guinness Hermitage
Heathcoat
Hastoe Housing
Housing 21
Magna West Somerset Housing Association,
Newcombes HA
Persimmons
Raglan Housing
Sanctuary Housing
Sarsen / Aster
Spectrum Signpost
South Western Housing Society
Sovereign
Tiverton Almshouse Trust
Twyford Trust Tiverton
Westcountry Housing
Yarlington Housing Group
William Sutton HA

Report to the Decent & Affordable Homes PDG on the Housing Strategy 2015 -20

Appendix 2

Summary of feedback comments

We would like to thank everyone who read the draft housing strategy and provided feedback

Comments relating to specific parts of the housing strategy were as follows:

	Comment Made	Response
1	The draft housing strategy is very clear in terms of setting out the priorities for the Housing Service	Noted
2	The draft housing strategy is considered to be very well presented and in terms that the layman could understand Some typographical errors were also identified, which have been addressed	Noted
Priority One: Delivering Affordable Housing		
3	Affordable housing should be “pepper potted” on sites, even those which are very small	It is our policy to support “pepper potting” in accordance with our Meeting Housing Needs SPD
4	Affordable housing for key workers is important for sustainability of communities	We allocate in accordance with the provisions of the Devon Home Choice Scheme (DHC). Some authorities in Devon give preference to those who make a contribution to the local community but at this stage there are no plans to do this in Mid Devon following a review of our allocations scheme by Members of our Decent & Affordable Homes Policy Development Group. However, we do give priority in some cases to those with a local connection and

		employment in the local area can be counted as a local connection.
5	Key workers may benefit from shared equity schemes	Noted but we are dependent upon registered providers (RPs) making a decision to develop this type of accommodation and there is only a limited range of mortgage products available to those people who wish to buy into this housing tenure which can be problematic.
6	The targets for new homes must be achieved especially as there are many housing applicants aged 50+	The Council will do all that it can to build new homes and to enable other RPs to provide new homes in the District. The Local Plan Review is the mechanism by which the Council sets out its strategy to deliver this requirement in full (the Inspector at the plan's examination will want to test that the need for affordable housing is met by the plan)
Priority Two: Making Better Use of Existing Housing Stock		
7	Providing Decent Homes for the Vulnerable Concern about space within new homes leads to a recommendation that new government guidelines relating to space standards are incorporated in the Housing Strategy to ensure new homes are fit for purpose	The issue of dwelling size is one that the Council takes seriously and MDDC has implemented mechanisms through planning policy to ensure minimum standards are delivered. This included the adoption of a "dwelling size" policy in 2013 which set minimum size standards for all newly constructed properties. This would be assessed at the planning application stage. Following the subsequent introduction of the National Dwelling Size Standard, the Council has now moved to implement this new standard instead of that set locally in 2013 and it is against this standard that

		current planning applications are being determined.
8	Provision of affordable housing There is support for the commitment to develop new homes but the target stated in the Housing Strategy must be a minimum requirement due to high levels of housing need in the District	Noted
9	Additional development of small units including a quota of affordable housing near to rural villages would help meet housing need	The Local Plan Review proposes to allocate 24 sites within or on the edge of 22 designated villages within Mid Devon. These will provide a mix of market and affordable dwellings. Planning policy also allows "exception sites" to come forward on the edge of rural settlements without the need for allocation. These would provide primarily affordable housing to meet a local need.
10	Using DFGs to help those who need adaptations to remain in their own homes, if appropriate More publicity is required to increase awareness of this scheme	The Council has a budget for adaptations required by Council tenants. We have a good relationship with Occupational Therapists who will refer clients in both the private and public sectors if they are in need of adaptations.
11	Housing those in housing need Housing providers should give preference to some key workers when allocating homes	The Council has a housing strategy which sets out how we expect RPs to use fixed term tenancies. We allocate homes in accordance with the provisions of the DHC scheme and also have an allocations policy which we use in certain cases which are specified. With regard to key workers, we do

		give priority in some cases to those with a local connection and if someone works locally, this will be taken into account.
12	Continuing to promote downsizing initiatives Downsizing can help to sustain communities as it enables local people to retain their existing local network and the resulting allocations can be made to other local people in housing need	Agreed. We will promote downsizing as a positive option in our publicity to Council tenants and will include this in the action plan.
Priority Three: Preventing Homelessness		
13	Part of this document may already be out of date Concern that information relating to BCHA and SHOT may have been misrepresented Funding reductions may jeopardise the service Nightstop is able to offer	Agreed. We are working at a time when housing policy is evolving very quickly and where the financial climate is not favourable to local authorities. We will add the following paragraph to the section relating to this priority: "The Council is operating within a challenging financial climate given that we have been advised that our government grant will be reducing with an expected reduction of £1.7 million by 2019/20. This is likely to have an impact upon the ability of the Housing Service to prevent homelessness and to sustain tenancies. We are also aware that in this age of austerity, other partner agencies will also be operating with reduced finances and, as a result, that they may have to review their mission statements, aims and business plans, to reduce service levels or to cease offering a service. This may have a significant impact upon levels of homelessness and the

		choices available to those in housing need. It is therefore important that the Housing Service is flexible in its approach to prevention work and that it works in partnership, where possible, in order to keep overhead costs to a minimum. It is important to ensure that our Officers are well trained and aware of all the options available so that they can give appropriate advice and support, where necessary." We continue to use both SHOT and Nightstop, services provided by partner agencies, and have a commitment to provide some funding to the latter for the coming. year. We continue to work with the SHOT team and they verify rough sleepers in the District.
14	There is now no local accommodation for those with high level support needs which will impact upon the strategy	Agreed. We will add the following to the section relating to this priority: "We recognise that there is a lack of local provision of supported accommodation for those assessed as having high needs and as part of our housing options approach we endeavour to support such individuals to secure suitable accommodation suitable for them". Locally, our partners are aware of the issue and there is some joint working proposed which may offer a solution but this is very much in its infancy. We do try to find pragmatic solutions to problems such as this and this will involve consideration of all the options.

15	Concern about the DARS scheme relating to whether or not it is affordable for people who may be experiencing financial difficulties	The Council views this scheme as just one part of our housing options approach. Our Officers do endeavour to assess the needs of those who are applying for assistance. We have a commitment to collecting monies which have been awarded as loans under the scheme as in the current financial environment we need to maximise recovery. However, we do take a flexible approach to arrangements for repayment and endeavour to ensure that they are affordable.
16	Concern that services may be affected by resourcing issues in the current economic climate. As a result, the document should not be overly optimistic about how other partner agencies will be able to assist the Council as we move forward.	This is a concern shared by the Council. Hopefully, the addition of the paragraph set out in relation to the comment numbered 13 above will set the scene and explain the economic realities.
Priority four: Managing the impact of an ageing population		
17	This is an alarming issue. Extra care units can play an important role in meeting this need.	Devon County Council has informed MDDC of the need for extra care provision within Tiverton and Cullompton, and this has been reflected in the Local Plan Review (and the Infrastructure Plan which supports it). A care home or retirement complex has been included within both the North West and East Cullompton allocations within the document. A planning application for a 45 unit extra care scheme in Tiverton is currently awaiting determination.
18	To develop the handyman service	We would be happy to consult with DSV and will include this in the

	Devon Senior Voice (DSV) would welcome an opportunity to be involved in discussions about this.	action plan.

This page is intentionally left blank

DECENT & AFFORDABLE HOMES PDG
26 JANUARY 2016

PROPOSED CHANGES TO THE TENANCY AGREEMENT

Cabinet Member Cllr Ray Stanley
Responsible Officer Housing Services Manager

Reason for Report: To agree the proposed changes to the draft Tenancy Agreement prior to consultation with tenants.

RECOMMENDATION(S): To seek Cabinet approval for the Council to consult with its respective tenants in accordance with sections 102 and 103 of the Housing Act 1985 on the proposed changes to the draft tenancy agreement.

Relationship to Corporate Plan: The provision of good quality housing in the public sector is a priority for the Council and there is a commitment to achieve this by managing our Council homes efficiently. A robust tenancy agreement which sets out the rights and responsibilities of tenants and the Council will enable efficient and effective management of our homes.

Financial Implications: Reviewing the tenancy agreement involves detailed consultation with tenants, staff and stakeholders. This will lead to some additional expenditure which will be contained within existing budgets in the Housing Revenue Account.

Legal Implications: As a registered provider (RP) of social housing, the Council is obliged to take account of the standards contained within the revised regulatory framework which is administered by the Homes and Communities Agency (HCA). This states that RPs should meet all applicable statutory and legal requirements in relation to the form and use of tenancy agreements or terms of occupation.

Section 102 and 103 of the Housing Act 1985 provides that in England and Wales the terms of a secure tenancy (other than those implied by statute) may be varied, therefore correct compliance with legislation is a requirement to prevent any legal challenges.

The Consumer Rights Act 2015 now replaces the Unfair Terms in Consumer Contracts Regulations 1999. Landlords are required to avoid unfair terms in their tenancy agreements. Using unfair terms in the tenancy agreement could have a number of consequences on the landlord.

Risk Assessment: It is good practice to review tenancy agreements on a regular basis to take account of changes to legislation and to ensure that housing management staff have the tools available to manage the housing stock efficiently and effectively.

1.0 Introduction

1.1 This report seeks Cabinet approval of the proposed changes to the tenancy agreement and to agree that the Council consults with its secure tenants in accordance with sections 102 and 103 of the Housing Act 1985. This report

sets out the reasons for undertaking the review and varying the existing tenancy conditions. **Appendix 1** contains a copy of the draft tenancy agreement.

1.2 The Council currently operates nine different tenancy agreements. The revised tenancy agreement amalgamates these documents into one.

1.3 Prior to implementation of the tenancy agreement, as part of the statutory consultation process, all current secure tenants need to be consulted on the proposed changes to the draft tenancy agreement. Under Section 105 of the Housing Act 1985, the Council has a legal obligation to consult its secure tenants on "matters of housing management" which in the opinion of the Council represent a change in the practice or policy of the authority.

1.4 The Council consults secure tenants by serving a Preliminary Notice. This will explain that the Council intends to vary the tenancy agreement, why the Council wishes to do so, together with a summary of the proposed changes and a copy of the draft tenancy agreement. Tenants will be encouraged to comment through the completion of a feedback form, email, telephone, by social media such as Facebook or Twitter or attending one of a number of drop in sessions.

1.5 Under Section 105 of the Housing Act 1985, flexible tenants should also be consulted as those tenancies that are renewed at the end of the fixed term, will be signed up to the new tenancy agreement, therefore we need to be making tenants aware of the proposed changes

1.6 Members are asked to agree to the proposed changes to the tenancy agreement. They are also asked to give approval for the Council to commence consultation with secure tenants in accordance with the provisions of sections 102 and 103 of the Housing Act 1985.

2.0 Background

2.1 A tenancy agreement is a legally binding document, which sets out the responsibilities of the Council as landlord and the tenant as the occupier of a property. The Council operates nine different types of tenancy agreements relating to introductory, secure and flexible tenancies. The clauses of the tenancy agreement are important to both the tenant and the Council as they set out rights and responsibilities. The Council can take enforcement action based on the agreement made by a tenant when they sign their tenancy in cases where there is anti-social behaviour (ASB) or neighbourhood nuisance caused by people living in our properties.

2.2 The Housing Act 1985 is one of the main sources of legislation for the regulation of the relationship between the Council and its tenants. The procedure for varying existing secure tenancies is contained in sections 102 and 103. Section 102 provides that a secure tenancy agreement may be varied by agreement or by way of the procedure in section 103.

2.3 The procedure in section 103 is that the terms of an existing secure tenancy may be varied by the Council by the service of a Notice of Variation on the

tenant. However, before the Council can serve this Notice, the Council must firstly serve a Preliminary Notice which informs the tenant of the Council's intention to serve a Notice of Variation. It must specify the proposed variation/s and its effect/s and invites the tenant to comment on the proposed variation/s within a period considered reasonable by the Council. The Council must consider any comments made by tenants within the consultation period before deciding to serve the Notice of Variation.

2.4 The current version of the introductory and secure tenancy agreements were introduced in 2010. Since then, flexible tenancies (2 and 5 year terms) have been introduced and this created an opportunity to revisit the conditions of tenancy and amend them where appropriate to be in line with statutory requirements and good practice.

3.0 Consultation undertaken

3.1 During the period 16 March 2015 to 11 May 2015 we consulted with tenants using Facebook and Twitter to seek their views and ideas on what should be included or removed from the tenancy agreement. Only one reply was received; this was in connection with tenants being asked if they would like the new tenancy agreement to have pictures that made reference to the clauses. For example, the clause relating to Rent and Charges should be identified by a pound symbol, and that relating to ASB identified by a dog barking symbol. The reply was in favour of introducing pictures.

3.2 Staff were consulted via a discussion thread on the proposed clauses to the tenancy agreement during the period 10 March 2015 to 10 April 2015. One reply was received this was in connection with the following:-

- To encourage tenants to have a spare key somewhere safe so that it can be used to gain entry if the keys are lost;
- To highlight that it is a tenant's responsibility to reduce damp, mould and condensation through ventilation and control moisture;
- To advise tenants that they must request permission including any relevant asbestos information before carrying out any refurbishment work;
- To prevent tenants from using the loft space for storage space;
- When a tenant requests a repair, if they intentionally give incorrect information to the call centre to increase the priority, to add a clause that we reserve the right to charge them for any costs incurred, for example an administration fee;
- To advise tenants that any work we carry out for them such as securing and re-glazing, we will recharge for any costs incurred.

3.3 The April 2015 edition of Housing News 4 U newsletter invited tenants to share their ideas on what they would like to be included in their tenancy agreement. They were given the opportunity to get involved in reviewing the tenancy agreement through focus groups, email, and telephone or questionnaire consultation. No replies of interest were received.

3.4 During the year, staff have, on an ad hoc basis, made recommendations. These have been incorporated into the draft tenancy agreement, where appropriate.

3.5 Tenants Together approved the draft tenancy agreement at their meeting on 12 November 2015.

3.6 Section 105 of the Housing Act 1985 compels the Council to undertake consultation with tenants in relation to the review of the tenancy agreement. This advises the tenant that the Council is considering making changes to the terms and conditions of the tenancy agreement. This consultation is proposed to commenced January 2016.

4.0 Consultation proposed

4.1 The Council is required to serve Notice on tenants in accordance with sections 102 and 103 of the Housing Act 1985. It is proposed that this consultation will commence late February/early March 2016.

4.2 At the end of the consultation period, a formal Notice of Variation will be sent to all secure tenants giving them notice of the date that the new terms and conditions of the tenancy agreement will come into effect. It is proposed that this will be sent in May 2016.

4.3 Once the new tenancy agreement is issued with the Notice of Variation, it will come into effect twenty-eight days later. It is proposed that the new tenancy agreement will be implemented with effect from June 2016.

5.0 Proposed changes

5.1 The current tenancy agreements have been reviewed to take into account changes in legislation and good practice. There are new sections and sub-sections that do not feature in the current tenancy agreements. Some clauses have been re-worded and the numbering, titles and layout of the agreement has been adapted to make the agreement more user friendly.

5.2 The revised tenancy agreement has also taken into account the following:

- The amalgamation of existing tenancy agreements into one to enable the Council to use one tenancy agreement for all types of tenancies offered;
- The current introductory and secure tenancy agreement has been in use since 2010 and needs updating;
- Changes in the law such as the Anti-social Behaviour (ASB), Crime and Policing Act 2014. The law has introduced simpler, more effective powers to tackle ASB and provides better protection for victims and communities;
- Changes to the way some people receive benefits. Universal Credit was introduced to Devon in November 2015. If a tenant is eligible to receive benefit for housing costs, this benefit is now paid directly to them or to a member of their household, it is still the tenant's responsibility to make payments to cover the rent charge.
- Proposed changes to legislation such as Pay to Stay which will require higher earning households to pay either nearly market rent or full market rent for the property they live in.

- The move away from charging rent over 48 weeks each year to charging rent over 52/53 weeks with effect from April 2017.
- The layout of the agreement so that a tenant will find it easier to read and understand.

5.3 There are a number of new sub-sections that have been introduced to the draft tenancy agreement to make it easier to identify clauses and also to introduce new clauses and to strengthen existing clauses. These include the following:-

- Introduction and welcome to Mid Devon District Council
- Former arrears
- Household bills
- Financial assistance
- Advice and support services
- Threats to employees and contractors
- Misrepresentation
- Gang membership
- Living in your home
- Overcrowding
- Lodgers
- Subletting
- Changed circumstances
- Using your property
- Running a business
- Refuse
- Being away from home
- Our responsibilities as a landlord
- Your responsibilities as a tenant
- Gas safety
- Assignment by way of exchange
- Ending the tenancy during the fixed term of a flexible tenancy
- Retraction of notice
- Transfers
- Moving out
- Personal information
- Making contact
- Minors
- Household changes
- Court orders
- Tenancy fraud
- Changes in the law

5.4 A table has been included at the end of the draft tenancy agreement which sets out the rights of tenants. This allows tenants to see at a glance some of their rights such as who has the right to mutual exchange or the right to be consulted on housing matters.

5.5 The definitions have been included at the end of the draft tenancy agreement. These have been updated to reflect the amalgamation of the tenancy agreements into one and reflect all types of tenancies offered by the Council.

5.6 The draft tenancy agreement is subject to change. Before making a decision on whether to take some or all of these changes forward we will consider all representations made in response to the consultation exercises carried out.

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

Mid Devon
DISTRICT COUNCIL

Your Tenancy Agreement

DRAFT

This Tenancy Agreement is available in other languages and formats. Please contact the Housing Service on Tel 01884 255255 for further information.

Version v8.0 – December 2015

Contents

		Page
	Introduction	3
Section One	Rents and charges	5
Section Two	Living in your community	7
Section Three	In and around your property	9
Section Four	Repairs and improvements	16
Section Five	Other tenant rights	23
Section Six	Ending your tenancy	27
Section Seven	General information	30
Section Eight	Signing your tenancy agreement	34
	Definitions	38
	Table – Rights of tenants	40

Introduction
Welcome to Mid Devon District Council

This tenancy agreement is the document you sign when you become a tenant of Mid Devon District Council. It is a legally binding contract between "you" and "us". It sets out your rights and responsibilities as a tenant and our responsibilities to you as the landlord.

We want you to enjoy living in your new property. We feel it is important that we make it clear from the start of your tenancy what you can expect from us and in turn, what we expect from you during your tenancy.

The type of tenancy you have been offered will be explained. All terms and conditions apply to all tenancy types unless stated otherwise.

If you have signed this tenancy agreement with someone else you are jointly responsible for the tenancy. Even if you leave the property, you and the tenant(s) who remain are still responsible for abiding by this agreement including paying the rent.

Whilst a joint tenant of an introductory or secure tenancy can unilaterally terminate the tenancy without the other joint tenant's agreement, a joint tenant of a flexible tenancy cannot unilaterally terminate the tenancy. You are advised to contact us if you require further advice.

Throughout this tenancy agreement, we will refer to "you" as the tenant, however, you are responsible for the actions of members of your household and visitors (including children and pets/animals) to your property and the locality. This means they too have to respect the terms and conditions of your tenancy and if they breach any of these, this will impact on your tenancy.

We are committed to ensuring that your property and the services we provide are to a decent standard. We want you to live in a peaceful neighbourhood free from anti-social behaviour. We expect you to look after your property, and, therefore if any damage is caused to it whether this was intentional or accidental, you will be recharged for putting it right. We ask that you treat your neighbours in the way you would like to be treated. You must pay your rent and any other charges on time. These are reasonable expectations.

If we fail to meet our responsibilities under this agreement, we expect you to tell us and to give us the opportunity to put things right. If you break your side of the agreement we will tell you and give you a chance to put things rights. If you fail to take this opportunity then we will use the tools and powers available to us to take enforcement action which could include demoting the security of your tenancy or starting possession proceedings against you.

The Anti-social behaviour (ASB), Crime and Policing Act 2014 introduced simpler, more effective powers to tackle ASB and provides better protection for victims and communities.

We will work with other agencies to tackle this unwanted behaviour. If we take any legal action, your property is at risk and you will be responsible for any costs incurred for taking such action. It may also prevent you from being re-housed with us in the future.

This firm approach is only right to ensure that we provide a safe environment in a place where people want to live. We deliver a Housing Service that tailors its services to meet the diverse needs of individuals and we will encourage and foster good relations with people when providing our services, to eliminate discrimination and to promote opportunity of equality.

Other useful information we provide to help you to manage your tenancy include the Tenant and Repairs Handbooks. The Tenant Handbook is an explanatory booklet which will be given to you at the beginning of your tenancy. It does not form part of this tenancy agreement but it contains useful information.

The Repairs Handbook contains handy tips on what to look out for and how to sort minor repair problems yourself. We also have a range of policies and procedures which complement your tenancy agreement. These can be provided on request.

Most importantly, you are entering into a legal contract with us. **Please read this agreement carefully before accepting the tenancy and keep it in a safe place so that you can refer to it when needed. If you do not understand anything in your tenancy agreement, then please speak with us or obtain independent advice from a solicitor or Advice Centre.**

Finally, we hope you enjoy your new property and experience many happy years being a tenant of Mid Devon District Council.

Section One
Rents and charges

1.0 Your rent and other charges

1.1 Payment of rent and charges are due weekly. We work these charges over a 48 week period to determine your rent. No rent or charges will be raised for the remaining weeks and these are called rent free weeks. If your account is in arrears or you have a court order in place, you must continue to pay during this time. With effect from April 2017 rent and charges will be charged over a 52/53 rent period.

1.1.2 You are expected to pay at least one week's rent in advance.

1.1.3 You are responsible for paying your rent and other charges on time. You must not run a debt for any period.

1.1.4 If you fall behind with payments and do not make or keep to an arrangement plan to clear your arrears, we will start possession proceedings against you which will put your property at risk.

1.1.5 Your total weekly rent charge may include a charge for a service you receive. Any additional charges are included in your total weekly payment amount and we will list them separately from your rent charge.

1.1.6 If you receive additional services from us or another provider, we will notify you of these charges at the start of the service being available.

1.1.7 If you pay for an alarm service and fall behind with payments and fail to make an arrangement plan to clear the charge, we will terminate the service you receive. You will be responsible for finding an alternative provider.

1.1.8 Where you pay for a sewage charge, you are responsible for making payments to clear this charge in addition to your ongoing rent payments.

1.1.9 If you have an insolvency arrangement in place, you are still responsible for paying your rent on time.

1.1.10 If you are a joint tenant, you are jointly responsible for all of the rent, charges and any arrears. This means that we can ask any individual joint tenant to pay the full amount due and recover any arrears or unpaid sums owed for your property. We will not split the charges between you.

1.1.11 If your rent account goes into credit, we may deduct any other debt owed to the Council from any money that we may owe you. This could include recharges, Council Tax or other sundry debts. We will carry out checks before refunding any credit, if we owe you any money. This is to ensure that you do not have any other debts with the Council.

1.1.12 We may vary the rent and other charges by giving you at least four weeks' written notice before any changes take effect. These charges may increase or decrease from time to time – usually once a year.

1.1.13 Changes in legislation may require high earning households to pay either nearly market rent or full market rent for the property they live in. If you meet the Government's criteria, you agree to pay the relevant amount as set out in legislation or to give back possession of the property to us.

1.2 Former arrears

1.2.1 If you owe us money for any former tenancy or for any other debt related to your former property, it is a condition of this tenancy that you pay that debt in addition to the current total charges.

1.2.2 At the end of your tenancy you must pay us any arrears and unpaid sums, for example recharges. If there are any unpaid sums, we will pursue them. We may pass your details onto debt collection agencies or make a claim through the Small Claims Court which may affect your credit rating.

1.3 Household bills

1.3.1 You are responsible for paying household bills, for example, Council Tax, water charges, electric, gas and any other outgoings whether metered or billed (unless included in any other charges). We will forward your details to the relevant utility company if requested.

1.4 Financial assistance

1.4.1 You may get help with paying your rent by claiming benefit. It is your responsibility to make a benefit claim. You need to apply as soon as you think you qualify and to provide all the information that is requested to support your claim. If your circumstances change, you must inform the relevant organisation where you claim help for housing costs immediately. If you are paid too much benefit you will be asked to pay it back.

1.4.2 If you are eligible to receive benefit for housing costs and this benefit is paid directly to you or to a member of your household, it will be your responsibility to make payments to cover your rent charge.

1.4.3 If you fail to pay your rent, where possible we will apply to the Department of Works & Pensions (DWP) to apply for deductions from your benefit to either pay ongoing rent payments or to cover arrears.

1.5 Advice and support services

1.5.1 We work in partnership with agencies that provide debt and financial advice and we will provide you with guidance to seek further advice. We will not pass your details onto them without your consent**.**

Section Two
Living in your community

2.0 Community obligations

2.1 We take complaints of anti-social behaviour and nuisance seriously. Your home will be at risk if you cause anti-social behaviour, nuisance or carry out any illegal activities.

2.1.2 You must respect other people who live in your neighbourhood. Each individual in your household has the right to quiet enjoyment of their property providing this does not cause harassment, alarm or distress to others in the locality.

2.1.3 Our aim is to bring communities together by making your neighbourhood a better and safer place to live by helping people to solve differences peacefully. We expect you to try and resolve disputes with your neighbours and to be tolerated of different lifestyles. You are encouraged to make use of mediation services to resolve your differences. Where this fails we will take the most appropriate action to resolve the situation.

2.2 Anti-social behaviour

2.2.1 "Anti-social behaviour" means in this tenancy agreement:-

- conduct that has caused, or is likely to cause, harassment, alarm or distress to any person;
- (b) conduct capable of causing nuisance or annoyance to a person.

You must not commit any acts of anti-social behaviour.

You must not cause permit allow or encourage anti-social behaviour.

2.2.2 You must not harass or threaten to harass on the grounds of race, age, colour, religion, sex, sexual orientation, disability, or any other reason that may interfere with the peace and comfort of or cause offence to other persons residing, visiting, working or otherwise engaging in lawful activity in the neighbourhood or to any tenant, agent, employee or contractor of ours whether in the neighbourhood or elsewhere (for example at our offices). Nor must you allow, fail to prevent or incite anyone living with you (including children) or your visitors to do any of these things.

2.2.3 Examples of Anti-social behaviour include, but are not limited to:

- behaviour causing alarm or distress to others;
- language causing alarm or distress;
- using or threatening to use violence;
- using insulting or abusive words or behaviour;
- damaging or threatening to damage another person's property or possessions;
- writing threating, abusive or insulting letters of graffiti;
- noise nuisance;
- violent or abusive behaviour or any form of harassment;
- distributing controlled drugs;
- persistent dog barking and failing to keep your pets/animals under control;
- rubbish dumping, fly-tipping or lighting excessive bonfires;

- riding in or driving vehicles at excessive speed or dangerously;
- making false or malicious complaints about the behaviour of another person.

2.2.4 You must not play or permit anyone at your property residing or visiting to play any radio, television, record, stereo, tape recording, DVD, CD, mini disc, sound system or musical instrument or to operate any other equipment in the property in such a manner as to cause or be likely to cause a nuisance, disturbance or annoyance to any person in the locality.

2.2.5 You must not do anything which interferes or is likely to interfere with the security or safety of equipment or vandalise or cause damage, deface, graffiti any property or structure we own. This includes putting your property or anyone at risk. Any health and safety issues should be reported to us immediately.

2.3 Illegal activities

2.3.1 You must not use or allow your property (including garages, outhouses) to be used for criminal, illegal or immoral acts. This includes but is not limited to:-

- cultivating or manufacturing, selling or conspiring to sell, using, possessing or dealing in “controlled drugs” which are defined by Section 2 of the Misuse of Drugs Act 1971;
- the storage or manufacture of unlicensed firearms and/or offensive weapons;
- handling or storing stolen or counterfeit goods including vehicles;
- using your property as a brothel or for prostitution in the locality of your property;
- storing or distributing racial, offensive or illegal material.

2.3.2 You or anyone living with you, including children and your visitors, must not use the property or the neighbourhood to make, supply or store any drug (unless there is a lawful prescribed medical use for the drug by the relevant person) or to cultivate, manufacture, supply or sell any drug.

2.3.3 You must obtain written consent from us to securely store a licensed weapon at your property.

2.4 Violence and abuse in the property

2.4.1 You must not inflict violence or abuse, threaten violence or abuse against your partner or former partner, your children, your partner’s children or any other person living in your property or in another Council property, such that the person can no longer live peacefully in the property. This includes all forms of abuse, for example, psychological, physical, financial or emotional abuse.

2.5 Threats to employees and contractors

2.5.1 You must not abuse, assault, threaten, harass or obstruct our employees, contractors, agents or Councillors in person, by telephone, in writing or in any other way, whether at the property or elsewhere such as at our offices, in public or in the locality.

2.6 Misrepresentation

2.6.1 This tenancy is granted to you on your promise to us that in respect of any previous accommodation occupied by you, whether provided by us or not, there has been no substantive complaints made against you that you have behaved in an anti-social manner or

been a nuisance to former neighbours or those in the neighbourhood or committed any incident of tenancy fraud.

2.6.2 In so far as any such substantive complaints have been made, you have declared them to us prior to you signing this Agreement. If we find out that you have not made full disclosure of any relevant information under **clauses 2.6-2.6.2** this will be treated as a breach of this agreement and we will take steps to end the tenancy.

2.7 Gang membership

2.7.1 You or anyone living with you must not become a member of a gang or allow a member of a gang to visit the property. When we refer to a gang, we mean the definition applied by the Metropolitan Police Authority as amended from time to time which is a "group of individuals involved in persistent criminality for some form of personal gain (this includes profit and/or to gain or to demonstrate status) which is causing significant harm to the community and/or is of cross border concern". The Association of Chief Police Officers say that "significant" harm can have one or more of the following characteristics: significant profit or loss; significant impact upon community safety; serious violence; corruption; exercise of control".

Section Three
In and around your property

3.0 Living in your property

3.1 You must use and occupy your property as your only or principal home.

3.1.2 If we have reason to believe that you are not living in your property as your only or principal home or you have abandoned it, we will take action to obtain possession.

3.1.3 If your tenancy is an introductory or secure tenancy we will serve you a Notice to Quit and apply to court for an order to take possession of your property. In these circumstances we reserve the right to charge you four weeks' full rent and any additional charges, for example, legal costs or rechargeable repairs that we consider necessary. We will also reserve the right to charge in addition further rent until we have obtained actual possession.

3.1.4 If your tenancy is a flexible tenancy we will forfeit the tenancy and apply for a Court Order to bring the tenancy to an end.

3.1.5 If we obtain possession in these circumstances you may not be entitled to another Council property.

3.2 Overcrowding

3.2.1 You must not allow your property to become overcrowded. The permitted number of people who can live in your property is shown on your Tenancy Agreement. If you are unsure about this, please contact the Housing Service for advice.

3.3 Lodgers

3.3.1 Secure and flexible tenants have the right to take in lodgers without our consent but must

not allow their property to become overcrowded. If you receive any help with housing costs or Council Tax, you are responsible for updating the relevant organisation.

3.3.2 You do not have the right to take in lodgers if you have an introductory tenancy.

3.4 Subletting

3.4.1 Secure and flexible tenants have the right to sublet part of their property with our written consent. They cannot sublet their entire property.

3.4.2 Secure and flexible tenants are responsible for the behaviour of any sub-tenants and/or lodgers, this includes making sure they comply with the terms and conditions of the tenancy agreement.

3.4.3 You must not carry out or commit any fraud related to your occupation of the property. Examples of tenancy fraud include, but are not limited to, subletting the property whether for profit or not, abandoning the property, not telling the truth about your circumstances which induced us to grant you the tenancy, housing benefit and council tax fraud.

3.4.4 You do not have the right to sublet your property if you have an introductory tenancy.

3.5 Changed circumstances

3.5.1 During your tenancy you must not (either solely or jointly) own or rent any other residential property which it would be reasonable for you to live in as your property. You must inform us if you own a residential property or have another residential lease or tenancy or inherit a property.

3.6 Using your property

3.6.1 You and members of your household must keep the inside and outside of your property, including garages and any outbuildings, in a clean and tidy condition. It must be kept free from excessive build-up of belongings or refuse that could cause a health and safety or fire risk to you, anyone else or to property.

3.6.2 You must ensure that you are able to evacuate your property in the event of a fire or other emergency situation.

3.6.3 You are required to maintain the standard of your property (apart from normal wear and tear) during your tenancy to the same standard that it was allocated to you.

3.6.4 If we need to undertake any repair or improvement works to your property, you must provide employees, contractors or agents with clear access to all work areas. You must remove any possessions, for example, furniture, flooring, if requested to do so. We may refuse to carry out works until such time as clear access to all work areas is available.

3.6.5 Where there is a ceiling hatch to allow access to the loft space of your property, this is for authorised use only by employees, contractors or agents. We accept no liability should you use the loft space and cause damage to any services such as electric cables, water pipes, insulation, ceilings or the solar panel system or for any damage that may be caused to personal items or personal injury to yourself, any member of your household or any visitor to your property.

3.6.6 In exceptional circumstances we may give consent for you to use the loft space but you need to obtain our written consent.

3.6.7 You are required to:

- provide a smoke-free environment when employees, contractors or agents are visiting or working in your property, similar we will ask you to extinguish a cigarette when we visit;
- place any dogs in an alternative room when employees, contractors or agents are visiting or working in your property;
- keep chimneys and flues free from obstruction and ensure chimneys, where in use, are swept at least once a year, or more frequently if necessary;
- only use fuel suitable for the particular appliance or open fire (a list is available from our Environmental Health Service), failure to do so may cause damage or inefficient running. You should not burn any plastics, food, pet(s)/animal(s) waste, recyclable material and timber that has been painted or treated with a preservative.

3.6.8 You must not interfere with any property that belongs to a gas, electric, water or phone company or a supplier of other similar services.

3.6.9 You are not permitted to set light to sky lanterns from your property.

3.6.10 You are responsible for pest control (rodents, hornets, fleas, bedbugs and cockroaches) at your property. You may be eligible for financial assistance to pay for pest control. If you do not receive financial assistance, then we can provide a service for treatment of pest control for a charge. Please speak with the Housing Service for further advice.

3.6.11 You are responsible for the treatment of ants and the removal of wasp nests or beehives at your property.

3.7 Running a business

3.7.1 You must not run a business from your home without first obtaining written consent from us. We will not unreasonably withhold permission unless we feel that the business will, or is likely to, cause a nuisance or annoyance to your neighbours or damage any property. If we give you permission and the business creates a nuisance or annoyance we reserve the right to withdraw our permission giving you twenty eight days' notice.

3.8 Gardens

3.8.1 You are responsible for looking after your garden, you must:

- keep your garden in a well maintained condition (this includes cutting the grass, removing weeds, trimming hedges and cutting back flowerbeds);
- ensure that any hedges do not grow more than two metres high;
- ensure that plants, trees, boundary hedges or large shrubs, do not become dangerous or overgrown, cause nuisance to your neighbours or damage to any property;
- notify us if you believe that tree roots may be affecting underground services or foundations so we can arrange an inspection;
- not store or hold any rubbish, household furniture, appliances, scrap materials, vehicle parts, in your garden area, except where a designated bin has been used or you are awaiting their collection within ten working days;

- not cause any nuisance, annoyance, disturbance, potential risk or harm to your property, neighbouring properties or people working in the locality, for example, by burning flammable or hazardous materials;
- give your neighbours fair consideration whenever you light bonfires in your garden;
- not do anything to encourage pests or vermin into your property or any communal or garden areas;
- ensure that all plants, trees or shrubs do not obstruct windows, doors, outhouses, footpaths, public right of ways, solar panel or energy efficiency systems.

3.8.2 If you want to plant a tree within the boundary of your property, you must obtain written consent from us. We reserve the right to refuse consent for certain types of fast growing trees, such as Leyland cypress conifers. We may give consent for fruit trees.

3.8.3 Where we decide that any trees or shrubs planted within your garden are your responsibility and are causing a nuisance or are dangerous, we will give you written notice asking you to remove or cut back within a certain timescale. We will take appropriate action to remove or cut back any trees or shrubs where you have failed to cut back and recharge you for any costs incurred.

3.8.4 We will not give you consent to remove any tree that is protected by law.

3.8.5 You must not erect fencing or plant hedges or trees where there are designated open plan areas.

3.8.6 You are responsible for notifying us if there is a good reason you are unable to look after your garden and for arranging for someone to look after it on your behalf.

3.8.7 You must obtain written consent from us before you or members of your household wish to do any of the following:

- place, build or erect any greenhouse, garage, shed, patio, decking, aviary, fencing, conservatory, pigeon-loft, fishpond, pool or similar structure in your garden or communal area or anywhere in/or on Council property;
- place, build or erect any gate or barrier across a communal path;
- replace or erect fencing. Where we allow fencing, it should be no higher than one metre at the front or two metres at the back of your property;
- make changes to boundary walls, outbuildings or hard surfaces.

3.8.8 We may not grant written consent for items listed **under clause 3.8.7** for properties that are situated in a conservation area or are classed as being listed buildings.

3.9 Communal areas

3.9.1 If you live in a block of flats where you do not pay a service charge for communal cleaning services, you are responsible, together with your neighbours, for keeping all communal areas clean and tidy.

3.9.2 You must not do the following:-

- block or obstruct communal areas (for example, entrance, hallways, landings, stairwells or lifts) this includes leaving items such as gardening materials, prams, motorcycles, bicycles, play items or mobility scooters;
- leave any items within communal areas which could be a potential health and safety risk;

- wedge open any communal doors;
- litter, dirty or allow any pet(s) to foul in communal areas;
- allow dogs to be off the lead when in communal areas;
- store harmful or explosive materials in your property, garden, communal area, sheds or storage areas;
- throw anything or allow anything to fall from any windows, balconies or communal areas;
- leave refuse or recycling boxes in enclosed communal areas except where facilities are provided;
- tamper, damage or deface any door entry system, emergency alarm equipment, smoke or carbon monoxide detectors, gas, electric or water supplies or meters, solar panel systems, communal aerials or damage any fire doors, escapes or lifts;
- smoke or drink alcohol in enclosed communal areas;
- misuse the communal area.

3.9.3 Unwanted items must not be left in communal areas. You are responsible for making arrangements for the removal of items. Fly tipping is an illegal offence and those responsible for it will be prosecuted.

3.9.4 Communal areas are not to be seen as an extension to your property. You must seek written consent from us if you would like to place any of your belongings in or on around communal walkaways, balconies or gardens. This includes, for example, installing hanging baskets or plant boxes.

3.10 Pets and animals

3.10.1 You must obtain written consent from us if you want to keep a pet(s)/animal(s) unless it is a registered support dog, a small domestic caged animal or small fish. Any consent we grant will be at our absolute discretion.

3.10.2 You must not keep or allow any dangerous pet(s)/animal(s) into your property. This includes those covered by The Dangerous Dogs Act 1991, The Dangerous Wild Animals Act 1976 or any other relevant legislation.

3.10.3 You must take responsibility for pet(s)/animal(s) ownership. This includes ensuring that any pet(s) or animal(s) you own or care for:

- has a suitable environment with room to exercise;
- is kept securely where they cannot escape;
- is provided with a suitable diet and fresh water; and
- given the ability to display normal behaviour patterns.

Any pet(s) or animal(s) also needs to be protected from pain, suffering, injury and disease.

3.10.4 You must not allow any pet(s)/animal(s) that you keep at your property to cause any nuisance or annoyance to anyone living in the locality of your property, including employees, contractors or agents of the Council or cause(s) damage to your property or any other Council owned property. Examples include, causing excessive noise or fouling. We reserve the right to withdraw our consent for you to have a pet(s)/animal(s) at any time.

3.10.5 You must not allow intentional breeding of any pet(s)/animal(s), this includes selling them for profit.

3.10.6 You must obtain written consent from us to erect a pet(s)/animal(s) home, for example a pond or aviary.

3.10.7 You are not permitted to have more pet(s)/animal(s) that are deemed suitable for your property. Where we have identified an issue with hoarding you will be expected to re-home the pet(s)/animal(s) responsibly.

3.10.8 You must not keep pigeons at your property unless you have our written consent. You must be a member of the Royal Pigeon Racing Association to be granted consent. You are required to provide us with the relevant paperwork to support this request.

3.10.9 If you or a member of your household requires a support dog, you must supply us with the relevant paperwork that this pet(s)/animal(s) is required.

3.10.10 If you are no longer able to care for a pet(s)/animal(s) it is your responsibility to re-home it responsibly.

3.10.11 You must not leave any pet(s)/animal(s) unattended for a period that will result in you being unable to meet its welfare needs. You are responsible for making arrangements to meet their needs.

3.10.12 If you move out of your property, abandon it or are evicted, you are responsible for taking any pet(s)/animal(s) with you. In the event that they are left behind, we will take reasonable steps to make contact with you, however, any cost incurred by the Council in dealing with the pet(s)/animal(s) left behind will be recharged to you.

3.10.13 You must not use your garden or communal gardens as a burial ground for pet(s)/animal(s).

3.10.14 You will need our consent before looking after someone else's pet(s)/animal(s). The normal rules for granting consent will also apply for pet(s)/animal(s) sitting if this takes place at the property.

3.11 Vehicles and parking

3.11.1 You may not:-

- park any boat, trailer, caravan, motor home, mobility scooter or similar on any part of your property without our prior written consent (we will not unreasonably withhold this);
- park any motor vehicle, boat, trailer, caravan, motor home or similar on any part of your property unless you have a constructed hard standing, driveway or a garage with direct access from the highway and an appropriate dropped curb entrance;
- park or leave any vehicle on Council land other than in an area set aside for parking (you will need our written consent to park or leave any trailer, caravan, boat, motor home, mobility scooter or similar);
- park a vehicle which is untaxed, un-roadworthy and not insured at your property or on any other Council-owned land;
- park any vehicle that exceeds 2000kg unladen weight;
- not carry out repairs to vehicles on Council land, except for, topping up windscreen washer fluid, oil or water, changing one tyre, putting in a new sound system or changing windscreen wipers. It is not acceptable to change the oil;

- not to use power tools to undertake car maintenance. Cordless vacuum cleaners may be used;
- keep any motor vehicles (for example a motorcycle or moped) inside your property, or in any indoor shared communal area;
- sell, rent or give away any parking space or garage let to you;
- store an “end of life” vehicle intended for road usage but which would be dangerous to use on a road, within the boundaries of your property;
- park in a designated disable parking bay unless you have a valid blue badge;
- abandon any unwanted motor vehicle, caravan trailer or boat on any Council land. The Council reserves the right to remove any such vehicle and recharge you the costs of its removal;
- build a parking space, car port, drive or garage without first obtaining written consent from us.

3.11.2 Where applicable, you are required to display clearly on the front windscreen/dashboard of the vehicle, a valid parking permit when parking in designated permit car park areas.

3.11.3 You must not park anywhere which may obstruct access to other properties in the locality of your property or prevent the Emergency Services gaining access or cause inconvenience, nuisance or potential danger to others.

3.11.4 You must take precautions to minimise the possibility of an outbreak of fire and materials must be disposed of correctly when carrying out vehicle repairs.

3.12 Refuse

3.12.1 You must not dispose of any medical waste in refuse bags, bins or recycling boxes.

3.12.2 You must ensure that you dispose of all refuse securely, safely and hygienically.

3.12.3 You are responsible for your refuse until it is collected by the Council. Refuse must not be put out on the street until the evening before or the morning of collection.

3.12.4 You must dispose of any other material that we do not normally collect for free by paying for it to be collected or by taking it to a refuse disposal centre.

3.12.5 Unwanted items must not be left in gardens or on housing land. You are responsible for making arrangements for the removal of items. Fly tipping is an illegal offence and those responsible for it will be prosecuted.

3.12.6 You must not leave refuse or recycling boxes in enclosed communal areas except where facilities are provided.

3.13 Being away from home

3.13.1 If you intend to leave your property for more than twenty eight days, you must make sure that it will be looked after and kept secure while you are away. You must provide us in writing with your contact details or of someone else in the locality who can deal with any emergency on your behalf and a date you will return home. You must ensure your rent will be paid whilst you are away. If you do not inform us, we may treat you as having parted with possession of the property and take action to repossess the property.

3.14 Insurance

3.14.1 We have a responsibility to insure the structure of the building and any fixtures and fittings that belong to us. You are responsible for insuring your contents such as your personal belongings, furniture, carpets or decorations, which remain your responsibility. We strongly advise you to take out your own home contents insurance cover.

3.14.2 You must not do anything that may invalidate or increase the premium for the insurance that we provide for the structure of the building and any fixtures or fittings that belong to us.

Section Four
Repairs and improvements

4.0 Our responsibilities as a landlord

4.1 We will keep in repair:

- the structure and exterior of your property, including chimneys and chimney stacks (not including sweeping), roofs, external walls and doors, window frames, internal walls, floors, ceilings, skirting boards, doors and door frames;
- gutters, drains, sewers and external pipes (except those adopted by the water authority);
- service installations where originally fitted or adopted by us**,** such as those provided for the supply of water, gas, electricity (but not the Solar Panel System);
- sanitation wear, such as basins, sinks, baths, toilets and installations for room and water heating;
- the external decoration of your property in accordance with our programmed cycle for such work; (any communal parts of the building will be treated in the same way);
- integral garages and outhouses;
- communal areas, such as door entry systems, aerial systems, hard wired smoke detectors and other installations provided by us, hallways, stairways, lifts and other common parts;
- hard wired smoke detectors and hard wired pull cord systems;
- pathways, walkways, hallways, balconies, passageways, alleys, garage access ways, steps or other means of access (that are owned by the Council).

4.1.2 We will not be liable for any of the above if:

- the repair becomes necessary because you damage these items, whether by accident or deliberately;
- an installation, alteration or improvement was not part of your property at the start of the tenancy, nor was later provided by us.

4.1.3 We are not liable for repairs or decorations that were the responsibility of the previous tenant where you have undertaken a mutual exchange.

4.1.4 Details of how to report a repair, the different types and how these are prioritised are shown in your Repairs Handbook.

4.2 Your responsibilities as a tenant

4.2.1 You must not decorate the outside of your property unless you have our written consent.

4.2.2 Where the property is either listed or built in a conservation area, you must not carry out any internal or external works to the property including internal decorations before seeking our written consent.

4.2.3 Where the property is newly converted or built you must seek guidance from the Housing Service prior to decorating the property.

4.2.4 You are responsible for reporting any repairs needed to your property or shared areas that we are responsible for. We are not responsible for any loss or damage because a tenant fails to report any disrepair or fault immediately.

4.2.5 If you fail to report a repair, we may recharge you the cost of repairing any damage caused by you failing to tell us.

4.2.6 If an appointment has been agreed to carry out a repair or inspection, you must keep it. If you are unable to keep an appointment, it is your responsibility to inform us and to ensure that a further appointment is made and kept.

4.2.7 You must not steal or sell any material goods from any property, building or grounds owned by us.

4.2.8 You are responsible for reducing damp, mould and condensation through ventilation and controlling moisture. If we inspect your property to resolve damp issues and these are found to be due to lifestyle choices, we may refuse to put them right or recharge you for carrying out any works.

4.2.9 You are responsible for carrying out minor repairs to your property. This includes, but is not limited, to:-

- plumbing in domestic appliances such as washing machines or dishwashers;
- maintaining fittings such as WC seats, covers, hinges, chains and handles, plugs and chains to baths, basins and sinks;
- replacing electrical fuses, light bulbs, electric plugs, fluorescent tubes and starters (except those in communal areas), resetting trip switches;
- repairing or replacing washing lines (unless you share them with other people);
- clearing outside gullies;
- repairing and maintaining the garden (except communal gardens) including patios;
- repairing any equipment, fixtures or fittings left in your property fitted by a former tenant and left in place at your request;
- providing any additional keys, replacement keys or locks and gaining access to the property (except where a crime number is provided);
- replacing cracked or broken glass (except where we accept responsibility);
- testing any smoke detector provided by us. In particular, you are responsible for checking and replacing batteries;
- outbuildings, sheds, garages, driveways, fences (unless it is a post and wire fence provided by us) or greenhouses at your property other than those we have provided permanently for you;
- ensuring that your own fittings (such as cookers) are installed correctly and meet current safety standards;
- installing TV aerials (except communal aerials), aerial sockets;
- bleeding radiators and resetting heating time clocks or programmers;

- annually sweeping of all chimneys that you use in your property;
- keeping drains inside and outside your property clear;
- small jobs around the house such as putting up curtain rails, blinds, shelves, doorbells, minor superficial plaster cracks and any such fittings or structures not installed by us.

4.2.10 If you have a chimney flue and it is defective or blocked in any way you must report this to us without delay.

4.2.11 You are responsible for maintaining and servicing any appliance not provided or adopted by us.

4.2.12 You are responsible for repairing or renewing any items associated with extensions, improvements or alterations that you have carried out.

4.2.13 You are advised to keep a spare key to your property safe, so that it can be used to gain entry if you lose your keys.

4.3 Major repairs and redevelopment

4.3.1 We may require possession of your property if we need to carry out major work or if we need to redevelop the site. In such circumstances we have a legal right to possession. However, if we are required to decant you either on a permanent or temporary basis, we will offer you suitable alternative accommodation. In addition you may receive some form of compensation or assistance with removal costs, depending on your circumstances, in accordance with published policy.

4.3.2 If we have to decant you due to neglect or wilful damage to your property caused by you, we will not provide any compensation or financial assistance to move. You will be recharged for the cost of having any work carried out to repair your property.

4.4 Gas safety

4.4.1 As your landlord we are under a duty to check any gas fitting and the flues serving it in the property at least once a year in order to minimise the risk of explosion or carbon monoxide poisoning. We will always give you reasonable notice in writing of any inspection. You are obliged to provide access for the inspections and to pay for any reasonable expenditure we incur as a result of any failure by you to provide access.

4.4.2 You must ensure that you have sufficient credit on gas and electric meters to enable the engineer to carry out your annual service unless you have chosen to have your gas capped.

4.4.3 We employ qualified gas engineers to carry out servicing to all appliances that we are responsible for, however, they will at the same time carry out a visual inspection of any non-Council mains gas appliances. Any non-Council appliances failing the safety check will be isolated or decommissioned. It will be your responsibility to repair or replace any appliances failing the safety check.

4.4.4 You must obtain written consent from us if they would like to install any gas appliances at your property, for example gas fires, Liquid Petroleum Gas (LPG). Any installations must be completed by a qualified gas engineer.

4.4.5 You must not use as bedroom accommodation, any room where an open flued gas appliance is installed.

4.4.6 You will not be allowed to undertake a mutual exchange unless the necessary safety checks have been carried out at your property prior to the exchange date.

4.5 Access to your property

4.5.1 You must allow our employees, agents and contractors access at reasonable times (subject to giving you reasonable notice) to conduct a gas safety inspection and or inspect the condition of, or to carry out repairs or improvements or other works to the property, the installations, the common areas or adjoining property. We will normally give you at least twenty four hours' notice except where more immediate access may be required in an emergency. We are not required to give notice to inspect communal areas or footpaths. In the event of an emergency where we cannot reasonably be expected to gain access in any other way, we may force entry to the property.

4.5.2 You will reimburse us for any reasonable expenditure we incur as a result of your failure to allow access on a pre-arranged appointment.

4.5.3 You should ask all callers for official identification before you allow them access to your property. If in doubt, contact us or the police.

4.5.4 Where we have requested access to your property and you are unavailable to be present at the appointment, you are allowed to ask a responsible person to be present to act on your behalf. This person must be eighteen years old and above.

4.5.5 If no one is at your property when an emergency occurs, we will attempt to contact you or your designated contact by all means available to us, however if this is unsuccessful we reserve the right to force entry to your property to rectify the issue. We will repair any damage we cause when we enter your property and we will ensure it is secured against unauthorised entry.

4.5.6 We visit our properties periodically in order to carry out inspections, such as tenancy home checks. Tenancy home checks are unannounced visits, however if you do not wish to give us access, we will give you twenty four hours' notice of a further visit.

4.6 Improvements and alterations

4.6.1 Secure tenants have the right to apply for written consent to make improvements, alterations or structural changes. Examples of improvements include:

- any structural change or alteration to your property including the removal or replacement of any walls, the building of any parking space, garage, hard standing, patio, driveway, conservatory or similar structure;
- any erection of outbuildings, sheds, greenhouses, fencing, the replacement of a kitchen or bathroom suite, as well as any other internal or external alterations;
- the fitting of an aerial or satellite dish including CB aerials, radio masts to your property or communal area;
- any electrical, gas or heating installations or alteration including additional electrical circuitry (for example, showers, cookers or additional sockets).

4.6.2 Introductory and flexible tenants cannot make improvements, alterations or structural changes unless there is a health and safety issue and we give prior written consent, which is at our absolute discretion.

4.6.3 Clauses 4.6.3 to 4.6.15 apply to introductory, secure and flexible tenancies.

4.6.4 You must submit requests **in advance and in writing** and you must support this with

diagrams, drawings or plans as appropriate.

4.6.5 Any improvements, alterations or structural changes to your property, these become part of it and must be left when you vacate unless we agree otherwise.

4.6.6 All improvements, alterations or structural changes are subject to the following conditions:

- you do not owe money to the Council;
- the work complies with Planning and/or Building Regulation Consents, conservation and listed building criteria (you must provide copies of relevant consents where necessary);
- the work is completed within an agreed timescale;
- 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;

4.6.7 You are responsible for repairing and maintaining all improvements, fixtures and fittings that you have had installed at your property.

4.6.8 We will not be held responsible for repairing and maintaining showers that have not been installed by us.

4.6.9 Unless you otherwise agree with us, you must ensure that your property is returned to the Council's end of tenancy standard before you vacate.

4.6.10 It is your responsibility to contact us prior to you carrying out any refurbishment work to check if our management survey has identified asbestos at your property.

4.6.11 You are to notify us if you suspect there to be asbestos in your property before interfering or disposing of any materials.

4.6.12 Where asbestos has been identified at your property, you will be responsible for arranging for a qualified asbestos removal service to dispose of the asbestos before works are to be carried out. You will be responsible for supplying us with a certificate by the asbestos removal service prior to commencing work. All costs associated with this will be your responsibility.

4.6.13 You must seek written consent from us before installing laminated or wooden flooring in your property. Without consent, you may be asked to remove it. If consent is granted, this will be subject to you:

- installing adequate insulation to our satisfaction to prevent noise transferring into neighbouring properties;
- taking responsibility to maintain, replace or remove any flooring;
- lifting up any flooring prior to any repair or maintenance works being carried out;
- removing any flooring if you vacate your property.

4.6.14 If consent is granted but subsequently in the opinion of the Council, it contributes to or increases noise nuisance caused to your neighbours, including day to day living noise nuisance, we may require you to remove it. In such circumstances we will not be liable for any costs of its removal or its replacement with an alternative form of floor covering.

4.6.15 You are required to seek written consent from us if they want to install an aerial or sky dish at your property.

4.7 Solar Panel System

4.7.1 Clauses 4.7 to 4.7.21 are express terms of your tenancy if Solar Panels have been installed at your property.

General Terms relating to the Solar Panel System

4.7.2 We or the Provider will retain the Solar Panel System at your property.

4.7.3 During the FIT Period, the Solar Panel System belongs to the Provider and is not part of your property.

4.7.4 We or the Provider may connect the Solar Panel System into and use the existing electrical system within your property.

4.7.5 The Provider is exclusively entitled to the benefit of the Feed in Tariff (FIT).

4.7.6 Any electricity generated by the Solar Panel System may be used by you and we will not charge you for that electricity.

4.7.7 Any electricity that you do not use will be exported to the national grid for the sole benefit of the Provider.

4.7.8 The part of the Solar Panel System known as the inverter may use a small amount of electricity from the electricity supply in your property and you will not charge us or the Provider for that electricity.

4.7.9 We or the Provider may at any time alter the Solar Panel System or remove it from your property either permanently or for a period of time.

4.7.10 Our obligation in this Tenancy Agreement to repair service installations for the supply of electricity does not include an obligation to maintain or repair the Solar Panel System.

4.7.11 In the event of the Solar Panel System or any part thereof failing and being uneconomic to repair or replaced. The Solar Panel System can be left in situ until such time as it is economic to repair or replace or the Solar Panel System is removed.

4.7.12 The amount of free electricity that the Solar Panel System may generate and which may be used by you may vary. Neither we nor the Provider are liable in any way to compensate you for any variation to the amount of free electricity that may be used by you whether as a result of:

- us or the Provider carrying out repairs, works or alterations to the Solar Panel System or removing it from your property;
- us carrying out repairs, works or alterations to your property;
- the weather, season or other factors beyond our control or the control of the Provider;
- the age of the Solar Panel System (solar panels may become less efficient with age);
- the Solar Panel System or any part thereof failing and being uneconomic to repair or replace; or
- any other reason.

4.7.13 In the event that you apply to exercise the right to buy of your property and you wish to continue to receive the electricity generated by the Solar Panel System, you should let us know so that we can advise the Provider. The Provider may offer to enter into a contract with you under which you allow the Solar Panel System to remain at your property and in return you will still get free electricity from the Solar Panel System.

Our obligations relating to the Solar Panel System

4.7.14 We will inform you if the Solar Panel System is going to be removed by us or by the Provider.

4.7.15 We will take reasonable steps to ensure that, subject to clauses **4.7.9 to 4.7.11** above, the Provider keeps the Solar Panel System in good repair and working order during the FIT Period.

Your obligations relating to the Solar Panel System

4.7.16 You will allow us or the Provider (including employees, contractors or agents acting on our or the Provider's behalf) access at reasonable times. This will be subject to reasonable notice to maintain, repair, replace or undertake other works to or inspect the condition of the Solar Panel System and to take meter readings (the inverter is usually installed in your loft space which means that we or the Provider may need access to your loft space from time to time).

4.7.17 You will not cause any damage to or interfere with the Solar Panel System (including any cables serving the same). You will be responsible for paying us or the Provider any costs incurred by us or the Provider in respect of any damage caused to the Solar Panel System. You are responsible for keeping a small amount of credit on any electric meters to allow the inverter to work correctly.

4.7.18 You will make sure that no trees or vegetation at your property grow to overshadow the Solar Panel System.

4.7.19 You will make sure that nothing is constructed or erected at your property, which overshadows the Solar Panel System.

4.7.20 You will tell us as soon as you are aware of any damage (however the damage is caused) to either the Solar Panel System or any part of your property to which the Solar Panel System is attached or in which it is contained.

4.7.21 You agree to use the electricity generated by the Solar Panel System for personal domestic use only. You must not store any electricity generated by the Solar Panel System in large storage batteries (this does not include rechargeable batteries in portable appliances such as a mobile phone, electric toothbrush or mobility scooter), and not to sell or attempt to sell any electricity generated by the Solar Panel System to anyone.

4.8 Right to repair scheme

4.8.1 Under the right to repair scheme we have a duty to carry out certain qualifying repairs within set time limits. These repairs, which, if not carried out on time, could affect your health, safety and security. Where we have not completed the repair within the specified time period, you have the right to tell us to find another contractor to do the work. If they fail to do the work within the new time limit you may be entitled to claim compensation. For information, please see your Repairs Handbook.

4.9 Right to compensation

4.9.1 At the end of the tenancy, secure tenants have the right to claim compensation from us for certain kinds of improvements that you have made to the property with our written consent. This applies to improvements that would normally form part of our ‘duty to provide’ and that were carried out after 1 April 1994.

4.10 General recharges

4.10.1 You must pay for any cleaning, repair or replacement of items if any damage to your property has been caused as a result of neglect, misuse or accidental damage caused by you. (This includes any parts of your property, shared areas, or property which is in the locality of your property and which belongs to us).

4.10.2 You are responsible for ensuring that any alterations or improvements you make to your property are to a standard agreed by us. We reserve the right to withdraw our consent if you do not meet the relevant standard of work. You will be responsible for reinstating your property at your own expense or we will carry out the work and recharge the costs to you.

4.10.3 If you make any unauthorised alterations or improvements you will be liable to return your property to its original condition. The cost of doing so will be your responsibility and if you do not carry out the work, we may do so and will recharge you.

4.10.4 When requesting a repair, if you intentionally give incorrect information to the call centre to increase the priority, we reserve the right to recharge you.

4.10.5 If, we or any other agency, for example, the Police damage your property, fixtures and fittings, furniture or belongings or the shared areas because we needed to gain access to your property, for example issue of a warrant of execution or other legal power of entry, if this was due to something you have done wilfully or illegally, you must arrange for the damage to be repaired. You must do this within a required period of time, or you will be recharged for the works to be put right.

4.10.6 With regard to any legal action we take due to a breach of the tenancy agreement by you. We will recharge you for any costs incurred as a result of taking such action.

4.10.7 If we carry out any repairs on your behalf we will recharge you for any cost incurred.

4.10.8 You will be charged for the use of the Council's Handyperson Scheme or cooker connection service, if requested by you.

Section Five
Other tenant rights

5.0 Assignment

5.1 If you have a secure tenancy or flexible tenancy you will not assign your tenancy except where permitted by law as follows:

- an assignment in accordance with section 92 of the Housing Act 1985 (assignment by way of exchange);

- an assignment in pursuance of a Court order made under:-

  (i) section 24 of the Matrimonial Causes Act 1973 (property adjustment orders in connection with matrimonial proceedings);

(ii) section 17(1) of the Matrimonial and Family Proceedings Act 1984 (property adjustment orders after overseas divorce, etc.);
(iii) paragraph 1 of Schedule 1 to the Children Act 1989 (orders for financial relief against parents);or
(iv) Part 2 of Schedule 5, or paragraph 9(2) or (3) of Schedule 7, to the Civil Partnership Act 2004 (property adjustment orders in connection with civil partnership proceedings or after overseas dissolution of civil partnership etc.

- an assignment to a person who would be qualified to succeed the tenancy if you died immediately before the assignment. **See clauses 5.3 to 5.3.4** for further details.

5.1.2 If you have an introductory tenancy you will not assign or attempt to assign your tenancy except where permitted by law as follows:

- a Court Order under the family provisions set out for secure and flexible tenancies above;
- assignment to a person who would be qualified to succeed the tenancy if you died immediately before the assignment. See clauses **5.3.5 to 5.3.9** for further details

5.1.3 Assignment to a person who would be qualified to succeed a secure tenancy or flexible tenancy

5.1.4 Clauses 5.1.3 to 5.1.6 apply to secure and flexible tenancies only.

5.1.5 If your tenancy commenced before 1 April 2012 and where there has been no previous succession or assignment, you can assign your tenancy to the following:

- your spouse or registered civil partner, as long as they are living with you;
- another member of your family (this includes cohabiting partners, children, parents, siblings and most other close relatives). This is provided that they resided with you at your property as their only or principal home for the previous twelve months.

5.1.6 If your tenancy commenced after 1 April 2012 and where there has been no previous succession or assignment, you can assign your tenancy to the following:

- your spouse, civil partner or cohabiting partner as long as they are living with you.

5.1.7 Assignment to a person who would be qualified to succeed an introductory tenancy

5.1.8 Clauses 5.1.7 to 5.1.9 apply to introductory tenancies only

5.1.9 You can assign your tenancy to a person who would be qualified to succeed if you died immediately before the assignment and where there has been no previous succession or assignment to the following:-

- your spouse or registered civil partner, as long as they are living with you;
- another member of your family (this includes cohabiting partners, children, parents, siblings and most other close relatives). This is provided that they resided with you at your property as their only or principal home for the previous twelve months.

5.2 An assignment in accordance with section 92 of the Housing Act 1985 (assignment by way of exchange)

5.2.1 Clauses 5.2. to 5.2.5 apply to secure and flexible tenancies only.

5.2.2 You may apply to exchange your property with another tenant of ours, another Council or a housing association if you comply with certain conditions, but you must first obtain our written consent.

5.2.3 We may refuse the exchange if you or the person you are swapping with does not meet with certain conditions.

5.2.4 When you exchange a property, you have to accept it in its current condition. We have a responsibility to carry out safety checks but any damage caused by neglect, misuse or unauthorised substandard work becomes your responsibility as the exchanging tenant. You are also responsible for both approved and unauthorised improvements and alterations carried out by the previous tenant.

5.2.5 We can only refuse consent on one or more of the grounds as set out in the Housing Act 1985. Where there are rent arrears, we will ask the current tenant to clear their account before assigning the tenancy.

5.3 Succession for secure and flexible tenancies only

5.3.1 Clauses 5.3 to 5.3.4 apply to secure and flexible tenancies only.

5.3.2 If your tenancy commenced before 1 April 2012**,** when you die your tenancy

- may be passed to a spouse, civil partner, or partner provided that there has not been a previous right to succession or assignment. If you do not have a spouse, civil partner or partner then the tenancy may be passed to a member of your family. This is provided that they resided with you throughout the period of twelve months ending with your death.

5.3.3 If your tenancy is passed to someone other than your spouse or civil partner and your property is:

- bigger than they need;
- there is an age restriction of occupants to stay in your property;
- it has been adapted for a disabled person and the successor is not disabled.

We have the right to move them to a more suitable property.

5.3.4 If your tenancy commenced after 1 April 2012**,** when you die your tenancy may be passed to a spouse, civil partner, or partner provided that there has not been a previous right to succession or assignment.

5.3.5 Succession for introductory tenancies only

5.3.6 Clauses 5.3.5 to 5.3.9 apply to introductory tenancies only.

5.3.7 When you die your tenancy may be passed to the following:

- your spouse or civil partner, as long as they are living with you:
- another member of your family (this includes cohabiting partners, children, parents, siblings and most other close relatives). This is provided that they resided with you throughout the period of twelve months ending with your death.

5.3.8 Your tenancy cannot be succeeded if there has been a previous right to succession or assignment:

5.3.9 If you die whilst you are still an introductory tenant, any successor who takes over your tenancy will also be an introductory tenant.

5.3.10 Clauses 5.3.10 to 5.3.18 apply to introductory, secure and flexible tenancies.

5.3.11 If you have a joint tenancy and you die, the tenancy will pass to the other joint tenant and this will count as the one succession allowed by the Housing Act 1985 (for example husband and wife to surviving wife or husband).

5.3.12 If more than one person has a claim to take over your tenancy and they cannot agree whose claim we should consider we will choose who to give your tenancy to.

5.3.13 A successor is not liable for any rent arrears owed by you as a sole tenant at the time of death. We will recover any arrears or unpaid sums, for example recharges from your estate. However, if there is a possession order in force at the time of your death, your successor will be at risk of losing their property if they do not comply with the terms of the order.

5.3.14 If a successor has succeeded to your tenancy which has an outright possession order in force, we can apply to the court for a warrant of possession after the date for possession. You or anyone who may succeed to the tenancy are advised to speak with us for further advice.

5.3.15 If there is no right to succession, the surviving person will receive guidance relating to their housing options.

5.3.16 If you die and your tenancy does not automatically pass to a person qualified by law to succeed to your tenancy. If you have a will, the executors or administrators of the estate can end your tenancy, but must serve a minimum of four weeks' notice on us or surrender the tenancy to give it up (if agreed by us).

5.3.17 A tenancy does not automatically end when you die. If you have not left a will, we will end your tenancy by serving notice on the Public Trustee.

5.4 Right to buy

5.4.1 Secure and flexible tenants have the right to apply to buy their property, subject to conditions. Certain properties, such as sheltered properties, or adapted properties may be exempt.

5.4.2 You do not have the right to apply to buy your property if you have an introductory

tenancy. Time spent under an Introductory Tenancy may be included in the qualifying period for your Right to Buy.

Section Six
Ending your tenancy

6.0 Ending the tenancy

6.1 Clauses 6.0 to 6.1.3 apply to introductory and secure tenancies only

6.1.2 You must give us **at least** four weeks' written notice to quit when you wish to end your tenancy. All keys to your property must be returned to our offices by **10.00am at the latest, on the following day** after the tenancy ends, or we reserve the right to charge you a further week's rent. We will charge you full rent throughout the notice period.

6.1.3 If you are a joint tenant, any one of you can end the tenancy by giving four weeks' written notice to quit.

6.1.4 Clauses 6.1.4 to 6.1.14 apply to introductory, secure and flexible tenancies.

6.1.5 If you are receiving an alarm service from us. Any charges for this service will end if you pass away. The charge will cease following the Sunday after death and the service will be disconnected.

6.1.6 If you or someone acting on your behalf fails to return all the keys to your property after the tenancy ends, we will recharge you for changing any locks, obtaining new keys and for any loss due to extending the void period.

6.1.7 If you vacate before the notice expires you are responsible for paying the rent and any other charges up to the end of the notice period.

6.1.8 If you do not give the correct notice you will continue to be responsible for the rent and any other charges.

6.1.9 Before ending your tenancy you must ensure that your property (including outbuildings, sheds and lofts) is left clean and free from furniture and possessions. You must leave all of our fixtures and fittings intact and in the same condition as they were as at the start of your tenancy with the exception of fair wear and tear. If you fail to do this, you may be recharged for any costs incurred.

6.1.10 We are not responsible for any item that you, members of your household, or visitor leaves at your property at the end of your tenancy. We will sell or dispose of anything that is left. By signing this agreement you agree that if any items are left we can dispose of them in a way we think is appropriate.

6.1.11 We do not have to return your belongings or give money we gain from selling any items left in the property. If the belongings you left in your property were not yours and we sell or dispose of them, you will be responsible for the cost of replacing them or compensating the owner.

6.1.12 In the event of your death where no succession rights exist, if you have a will, your executor or personal representative must notify us in writing and terminate the tenancy. The tenancy will continue until we receive notice and failure to terminate may incur further costs against your estate, for example rent charges. If you have no will and where no succession rights exist, we will end the tenancy on the Public Trustee.

6.1.13 Your property may be advertised on Devon Home Choice before you vacate.

6.1.14 We have a responsibility to carry out safety checks and routine repairs before re-letting a property. Therefore if you are moving from your property you must let us have access to carry out a 'pre-vacation' inspection before you vacate to carry out minor repairs and to show prospective tenants around your property.

6.1.15 Clauses 6.1.15 to 6.1.27 apply to flexible tenancies only

6.1.16 A flexible tenant can serve a Notice of Termination to terminate the flexible tenancy provided that on the date specified in the notice there are no arrears of rent, and the tenant is not otherwise in breach of a term of the tenancy. All joints tenants must give the Notice of Termination otherwise it will be ineffective.

6.1.17 The tenancy will terminate on the date specified in the notice or determined only if on that date:-

- no arrears of rent are payable under the tenancy; and
- the tenant is not otherwise in breach of a term of the tenancy.

6.1.18 The Council ending the flexible tenancy at the end of the Fixed Term

6.1.19 Not less than six months before the end of the flexible tenancy, we will consider whether we should grant you a new tenancy. We will arrange to visit you at your property to review your tenancy. If you fail to attend a review appointment and do not re-arrange another appointment or fail to supply us with the relevant information to enable us make a decision about the ending of the fixed term of tenancy, we will proceed to serve you the relevant notices to end your tenancy.

6.1.20 If we do decide not to grant a new tenancy we will give you six months' notice of this before the end of the flexible tenancy. We will notify you of the reasons for that decision and inform you about your rights to request a review within twenty one days of notification. If you do not request a review in time or the original decision is confirmed, we will serve a final notice on you advising that it is our intention to seek possession of your property when the flexible term ends. We will pursue a possession order if required.

6.1.21 Ending the tenancy during the Fixed Term of a Flexible Tenancy: Forfeiture

6.1.22 We may forfeit the flexible tenancy in any of the following circumstances:

- if any total weekly rent, including service charges, is unpaid for seven days after it became due, whether formally demanded or not;
- if there has been a breach of any of your other obligations in this agreement or any of those obligations have not been performed;
- in any of the circumstances amounting to a ground for possession set out in the Housing Act 1985 as it may be amended from time to time;
- if you cease to occupy our property as your only or principal home.

6.1.23 You shall be liable to pay for any legal and/or other professional costs incurred by us in

preparing and serving any notice on you in contemplation of forfeiting this agreement.

6.1.24 Ending the tenancy during the Fixed Term: Break notice

6.1.25 We may serve a Break Notice on you at least twenty eight days before the Break Date in any of the following circumstances:

- if any total weekly rent, including service charges, is unpaid for seven days after it became due, whether formally demanded or not;
- if there has been a breach of any of your other obligations in this agreement or any of those obligations have not been performed;
- in any of the circumstances amounting to a ground for possession set out in the Housing Act 1985 as it may be amended from time to time;
- if you cease to occupy our property as your only or principal home.

6.1.26 The Break Notice shall be in writing and for the purpose of this clause, writing does not include facsimile transmission or e-mail.

6.1.27 The flexible tenancy shall terminate on the Break Date specified in the Break Notice.

6.2 Retraction of notice

6.2.1 If you serve a Notice to Quit (for introductory and secure tenancies) or a Notice of termination (for flexible tenancies) on us to end your tenancy and then change your mind, the notice cannot be retracted by you. However both you and us can agree to grant you a new tenancy during the notice period but it is at our absolute discretion if we allow this. You are advised to contact a solicitor or an Advice Centre for further advice. We therefore, advise you to think carefully about serving notice to end your tenancy.

6.3 Transfers

6.3.1 You have the right to request a transfer to alternative accommodation under certain conditions. We will not normally allow you to transfer to another property owned by us if:-

- you are in rent arrears or owe other unpaid sums and you have not kept to a regular arrangement plan;
- you have caused anti-social behaviour and have been served with a 'Notice of intent to seek possession'; or
- your tenancy has been demoted.

6.4 Moving out

6.4.1 When you vacate your property, you must:

- give us vacant possession;
- pay all the rent and other unpaid sums up to the date of the end of your tenancy. If you owe us money for rent and other unpaid sums when you leave your property, you must make arrangements with us to pay the debt;
- ensure all utility bills such as gas, electric and water have been paid;
- arrange the disconnection of any gas, electricity and water supplies;
- ensure any household appliances have been disconnected safely and meets legal requirements and includes certification when appropriate;
- return all gas and electric meter cards (you should do this at the time of returning your keys);

- provide us with your new address and contact number;
- make arrangements to re-direct your post;
- remove all your furniture and personal belongings from your property unless previously agreed by us. If you leave any items at your property we reserve the right to dispose of these and recharge you for this service;
- remove all rubbish from both inside and outside your property, including the storage areas, lofts and gardens;
- leave your property in a clean and tidy condition (if we have to carry out any further cleaning to your property we reserve the right to recharge these costs to you);
- remove any greenhouses, garages, sheds, etc, that you have erected in the garden unless you have agreed with us to leave it at your property;
- ensure that all the fixtures and fittings you have installed and which you are leaving at your property, with our consent, are in good working order;
- ensure that any damaged or missing fixtures and fittings are replaced;
- ensure that any member of your household or visitor vacates your property at the same time as you;
- ensure that no pet(s)/animal(s) remain at your property; and
- take steps to ensure that your property is free from vermin or insect infestation.

6.4.2 Introductory and secure tenants must return all keys for lockable doors and windows of their property, including communal door keys/fobs, to our offices by **10.00am at the latest, following the day** after the tenancy ends. If you do not return the keys by this date and time you will be recharged the cost of replacing the keys and locks of the property, as well as a further week's rent.

6.4.3 Flexible tenants must return all keys for lockable doors and windows of their property, including communal door keys/fobs, to our offices by **10.00am at the latest, on the termination date specified in the Notice**. If you do not return the keys by this date and time you will be recharged the cost of replacing the keys and locks of the property, as well as a further week's rent.

Section Seven
General information

7.0 Personal information

7.1 This agreement records information such as your name, national insurance number, household details, Trustees details (if applicable), the date you become a tenant and the rent and charges due for your property.

7.1.2 When you sign for your new property, we will take a photograph of you. A copy of your photograph will be either kept on your housing file and/or in a photographic database that is held by the Council.

7.1.3 By signing this tenancy agreement, you agree to provide us with details of your household's income when requested to enable us to carry our housing management functions.

7.2 Making contact

7.2.1 If we need to make contact with you, we reserve the right to use the communication method that we deem to see as being most cost effective and appropriate. This may be in the form of letter, email, text messaging, telephone or face to face.

7.3 Minors

7.3.1 We will only give a tenancy agreement to someone under the age of eighteen if a responsible person signs this agreement on their behalf as trustee. That person accepts that any notices or demands for payment served under this agreement can be served on the trustee until the tenant reaches the age of eighteen. Once the minor turns eighteen, they will be asked to sign a new tenancy agreement.

7.3.2 The Trustee/s must agree that he/she will not:

- personally occupy the property at any time during this tenancy;
- exercise personally any rights granted by this tenancy; or
- personally benefit from the tenancy or attempt to do so.

7.4 Household changes

7.4.1 You must notify of us of any permanent changes to your household.

7.5 Court Orders

7.5.1 You must tell us the outcome of any legal proceedings which results in a Court Order affecting your tenancy or rights of occupation, for example, Occupation Orders or Property Adjustments Orders.

7.6 National Fraud Initiative

7.6.1 We are required under Section 6 of the Audit Commission Act 1998 to participate in the National Fraud Initiative data matching exercise. The data held by us will be used for cross-system and cross authority comparison for the prevention and detection of fraud.

7.7 Tenancy Fraud

7.7.1 You or members of your household must not commit fraud or attempt to commit fraud in respect of your tenancy. This includes illegal subletting and knowingly making a false statement or withholding information in order to obtain a tenancy. The Prevention of Social Housing Fraud Act 2013 makes provisions that if you have committed tenancy fraud, we can take legal action against you.

7.8 Consultation and information

7.8.1 We will consult with secure tenants about any changes we want to make to their tenancy agreement. Under sections 102 and 103 of the Housing Act 1985, we may change any of the conditions of this tenancy agreement. The Act sets out a procedure we must follow when making any changes.

7.8.2 Clauses 7.8.2 to 7.8.5 apply to introductory, secure and flexible tenancies.

7.8.3 You have the right to be consulted over any major changes in housing management, maintenance and improvement works affecting your property and your tenancy. We will consider your views, including carrying out any statutory consultation, before putting the changes into effect.

7.8.4 You have the right to manage your neighbourhood, subject to certain criteria. Tenant management organisations (TMOs) can take on responsibilities for housing management provided they have followed the appropriate regulations and guidance. Please contact the Housing Service for more information about this.

7.8.5 You have the right to information from us about the terms of this tenancy and about our repairing obligations, our policies and procedures on tenant consultation, housing allocation transfers and our performance as a landlord.

7.9 Data Protection

7.9.1 We will process personal information in connection with your tenancy in accordance with the Data Protection Act 1998.

7.9.2 The Data Protection Act sets out how we can use and store your details. The Act also gives you certain rights relating to the information we hold. You have the right to see the information we keep on your tenancy file about you. Your access to this information will be subject to current regulations. Information will be made available within reasonable timescales. Charges may apply for copies of any documents.

7.9.3 You agree that we may use any information you have provided to us about you and members of your household for housing management purposes in connection with this tenancy.

7.9.4 We will follow the terms of the Data Protection Act 1998 and will safely manage and protect any information we hold about you. However, where the law allows us and where it is relevant, we may share information we hold about you with other business partners, contractors or statutory agencies. These may include:

- tracing agencies or debt collection companies where you have permanently left the property owing rent and we are seeking recovery;
- Right to Buy enquiries when we have to provide tenant contact details to the valuers; and
- repairs contractors where we need to provide tenant contact details.

7.10 Contract rights for third parties

7.10.1 A person who is not a party to this agreement has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this agreement.

7.11 Customer service and complaints

7.11.1 Customer service – we aim to provide the highest possible standards of service. If you would like more information about our standards, you can find them in your Tenant Handbook, online at www.middevon.gov.uk or phone 01884 255255.

7.11.2 Complaints procedure – we must deal with any complaints about our service effectively and speedily. As a landlord we operate a complaints procedure in accordance with the requirements of the Housing Ombudsman Service. If you feel that we have not met our

obligations under this agreement, we would urge you to use our complaints procedure, details of which can be obtained from our offices or online at www.middevon.gov.uk or phone 01884 255255.

7.12 Changes in the law

7.12.1 All references in this agreement to sections and schedules of Acts of Parliament are to be regarded as including references to those sections and schedules as amended, varied, replaced or re-enacted from time to time.

7.13 Serving notice

7.13.1 Any notice that we need to serve on you under the terms of this Agreement or as required by law will be validly served if it is:

- Handed to you or anyone at your property;
- Left at your property;
- Fixed to your front door or another prominent part of your property;
- Sent by first or second class post to your property; or
- Left at or sent by first or second class post to your last known address

7.13.2 Any notice that you wish to serve on us will need to be either hand-delivered during office hours or sent by post or recorded delivery to:

Housing Services
Mid Devon District Council
Phoenix House
Phoenix Lane
Tiverton
Devon
EX16 6PP

We advise you to request a receipt for proof of hand-delivery.

Section Eight
Signing your tenancy agreement

Tenancy Agreement (*Please tick the relevant boxes)*
This Tenancy Agreement is between us, **Mid Devon District Council** (the landlord and **you** (the tenant/s or trustee/s) on behalf of the minor tenant/s or tenant/s named below.

	Tenants' or Trustees names	**National Insurance number**
1		
2		
3		
4		

	Minor names	**National Insurance number *(If applicable)***
1		
2		

Household members
The people who will live in the property with you (your household) are named below:-

Full name	**Date of birth**	**Their relationship to you**

This tenancy agreement is for the property at:

Property type (House, flat, bungalow etc)

Number of bedrooms:		Permitted number of persons	
Is garden included?		If Yes, is the garden for sole or shared use	

This tenancy is an:

Introductory tenancy

Secure tenancy

Flexible 2 year tenancy

Flexible 5 year tenancy

Your weekly tenancy starts on

You will become a secure tenant on unless we take action to extend or end your introductory tenancy

You will become a flexible tenant on this will end on

You must pay us the following charges **every week on time**.

Charge	Amount	Frequency
Rent		Every week
Service charge		Every week
Alarm charge		Every week
Other		Every week
Other		Every week
Total charges		Every week

Declaration

This Tenancy Agreement is accepted subject to the terms and conditions that I/We have read and understood. I/We understand that I/we may lose my/our property if I/we fail to comply with the terms and conditions of this Tenancy Agreement.

Flexible tenancy only - I/We acknowledge that before the tenancy was granted I/we was/were served with a notice stating the tenancy would be a flexible tenancy.

Signatures

Tenant(s) or Minor(s) signatures

Signed **Date**

Print name

Signed **Date**

Print name

Signed **Date**

Print name

Signed **Date**

Print name

Trustee(s) signatures

Signed **Date**

Print name

Signed **Date**

Print name

Signature on behalf of the landlord

Signed **Date**

Print name

Payments you owe from a previous Council tenancy
You are responsible for the full amount owed from your previous tenancy at:

Address

Full amount owed: £……..

You agree to pay the above amount in instalments of £ …… a week, every week with your rent unless agreed by us.

Tenants' signatures

Signed **Date**

Print name

Signed **Date**

Print name

Signature on behalf of the landlord

Signed **Date**

Print name

Definitions and express terms

An explanation of the wording we have used in this agreement can be found below.

Definition:	Meaning:
Break date	The date stated in the Break Notice on which a flexible tenancy shall terminate
Break Notice	A notice to terminate a flexible tenancy lease
Central FIT Register	Means the register kept and maintained by OFGEM
Communal area	Any part of the building and communal land that all tenants share or can use including stairs landings paved areas shared gardens and parking areas
Conservation area	An area where the buildings are protected because they are of historical importance
Demoted tenancy/Demoting the security of tenancy	A secure or flexible tenancy, which has reduced rights to those of an introductory tenancy because of a Court Order. Under certain circumstances, we may apply to court to have a secure or flexible tenancy reduced to a demoted tenancy
Employees	Includes any contractor, agent or anyone employed by us
Evict or Eviction	This is when you are required to leave your property. We will not evict you without a Court Order
Feed in Tariff	Means the sums paid by energy companies and/or the government and/or any other buyer in consideration for the electricity generated from the Solar Panel System and/or the electricity which is exported to the grid or sold to any other buyer, and any other benefits that arise from the micro-generation of electricity by the Solar Panel System including carbon credits or CO2 savings
FIT Period	Means the period of twenty-five (25) years from the date that the Solar Panel System is installed at the Property and is recognised under the MCS as satisfying the relevant equipment and installation standards and has been entered into the Central FIT Register by OFGEM
Flexible tenancy	A tenancy under section 107A of the Housing Act 1985. A flexible tenancy is a secure tenancy that lasts for a fixed period of time
Garden	Includes lawns, hedges, flowerbeds, trees, shrubs, outside walls and fences
Household	All those living at the property, including pets
Improvement	Any alteration or addition to the property
Injunction	A Court Order requiring a tenant or person to do, or refrain from doing specific acts
Introductory tenancy	A tenancy under Part 5 of the Housing Act 1996, which lasts for a trial period of 12 months and may then become a flexible or secure tenancy
Joint tenancy	If you are joint tenants, the words “you” or “tenant” refer to both tenants but also to either tenant. This is because each of you, as individuals, is responsible for keeping to the terms of the Tenancy Agreement. Please note that in respect of serving a Notice of Termination for a flexible tenancy all tenants must sign the Notice of Termination
Landlord, Council, We, Us, Our or Housing Service	Mid Devon District Council
Listed building	A listed building is a building or structure which is considered to be of 'special architectural or historic interest
Locality	The area around your property that includes the road, street or estate where your property is located

Lodger	A person who pays you money to live in your property and does not have any exclusive rights to any parts of it
MCS	Means the Microgenerator Certification Scheme or equivalent schemes accredited under EN45011
Neighbours	Your neighbours include: Other tenants of Mid Devon District Council Everyone living in the area near your property including people of other tenures
Notice of Seeking Possession	A legal document that is served prior to taking possession action against a tenant
Notice period	The period of notice required by either party to bring the tenancy to an end. This is normally four weeks' notice
Notice of Termination	Notice of termination of a flexible tenancy by tenant-all joint tenants must give notice for it to be effective Unless the Council agrees otherwise in writing the notice must be in writing stating that the tenancy will be terminated on a date specified in the notice and this date must be after the end of the period of four weeks beginning with the date on which the notice is served The notice of termination will not be effective to end the tenancy if there are arrears of rent or the tenant is in breach of a term of the tenancy
OFGEM	Means the Gas and Electricity Markets Authority or such other authority that takes over its functions in respect of the Feed in Tariff
Partner	A husband, wife or someone who lives with you as a husband or wife. Partner also includes a partner of the same sex
Pet(s)/animal(s)	A domestic pet(s)/animal(s) which depends on a human for food, water and shelter
Property or Home	The property let to you under this Agreement
Secure tenancy	A secure tenancy under Part 4 of the Housing Act 1985 which is a periodic tenancy and not a flexible tenancy
Solar Panel System	Means any solar panels, fixings and ancillary equipment including the cables, inverter meter and monitoring equipment installed or to be installed in or on your property
Subletting	When someone pays you rent to live in your property and have exclusive rights to part of your property.
Tenancy	This agreement containing the terms, conditions and obligations of the tenancy
The Provider	Means any person appointed by us to install, maintain, operate, repair or replace the Solar Panel System and includes their successors in title
Trustee	The person who holds the legal estate in the tenancy
Vacant possession	The property is unoccupied and empty of possessions
Vehicles	Includes: car, bus, lorry, motorbike, boat, caravan, trailer, scooter, motorised transport or similar
Visitors	People not living with the tenant but who come to the tenant's property
Written consent	A letter from us giving you permission/consent to do something. If you do need our consent we will ask you to put your request in writing
You or Your	The tenant(s), who is also responsible for members of their household and visitors to their property

Table – Rights of tenant

Legal rights of tenants	Introductory Tenants	Secure Tenants	Flexible Tenants	Demoted tenants
Right to succession of spouse/civil partner/partner	Yes	Yes	Yes	Yes
Right to succession of family members	Yes, in certain cases	Yes, in certain cases	No	Yes, in certain cases
Right to Assign	Yes, in certain cases	Yes	Yes	Yes, in certain cases
Right to take in lodgers	No	Yes	Yes	No
Right to sub-let part of your property	No	Yes	Yes	No
Right to Mutual Exchange	No	Yes	Yes	No
Right to Buy	No	Yes, in most cases	Yes, in most cases	No
Right to Repair	Yes	Yes	Yes	Yes
Right to improve (with written consent)	No	Yes	No	No
Right to improve on discretionary grounds for health and safety purposes (with written consent)	Yes	Yes	Yes	Yes
Right to compensation for improvements to your property	Yes, in certain cases	Yes	No	No
Right to information	Yes	Yes	Yes	Yes
Right to be consulted on housing management issues	Yes	Yes	Yes	Yes
Right to vote prior to transfer to new landlord	No	Yes	Yes	No

DECENT & AFFORDABLE HOMES PDG
26 JANUARY 2016

CAR PARK MANAGEMENT POLICY

Cabinet Member Cllr Ray Stanley
Responsible Officer Housing Services Manager

Reason for Report: To review the Car Park Management Policy.

RECOMMENDATION(S): Cabinet approves the revised Car Park Management Policy.

Relationship to Corporate Plan: The Council must run the Housing Service efficiently and effectively in accordance with legislative requirements and the provisions of the regulatory framework.

Financial Implications: Neighbour disputes relating to car parking issues can be problematic and may be time-consuming. The provision of an up-dated policy relating to car park management should reduce the amount of time officers spend on managing such issues.

Legal Implications: Having a clearly defined policy ensures fairness and consistency of approach.

Risk Assessment: 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 legislative changes. It will provide a framework for staff which sets out how they should respond to queries and tackle management issues where enforcement is required.

1.2 The Council does not have a statutory obligation to make provision for car parking. However, the provision of parking facilities helps to reduce congestion on roads and estates. Parking problems in residential areas can cause great concern to residents and can lead to neighbourhood disputes. The quality of life for residents can be improved if car parking is managed.

1.3 The Car Park Management Policy was adopted at the meeting of the Decent and Affordable Homes Policy Development Group in June 2011. The policy was due to be reviewed by May 2015. Conflicting priorities have delayed this work.

1.4 Tenants Together approved the draft Car Park Management Policy at their meeting on 10 December 2015.

1.5 Members are asked to consider the proposed changes and to agree the adoption of the reviewed policy.

2.0 Proposed policy changes

2.1 The policy has been reviewed and a number of minor changes have been made.

2.2 The layout of the policy has been changed to give greater clarity. More information on the responsibilities of both the Council and those of residents has been added. For example, the policy confirms our commitment to removing offensive graffiti within one working day of being notified. In addition, it also states that residents should not use Council land for the purpose of accommodation or for criminal activities.

2.3 Additional definitions have been added to section four; who we consider to be a resident, for example Council tenant, private tenant or lodger, also Council property to explain that we consider this to be a MDDC home including gardens or shared communal areas. The definitions relating to abandoned and non-roadworthy vehicles have been changed.

2.4 The policy makes it clear that Council tenants are responsible for the behaviour of members of their households and visitors.

2.5 Residents are reminded that if they do anything which interferes with or is likely to interfere with the security or safety of any Council land, or cause damage, defaces, or paints graffiti on any property or structure, they will be recharged for making good the damage.

2.6 Finally, an additional clause has been added stating that we will not be responsible for damage, theft or vandalism to vehicles parked on Council land or property.

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

Mid Devon District Council

Car Park Management Policy

Policy Number: HSG v3.7

January 2016

DRAFT

Version Control Sheet

Title: Car Park Management Policy

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

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

Date: **January 2016**

Version Number: v3.7

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: **January 2020**

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.

Title	**Date**	**Version Approved**
Cabinet Member	28.9.15	
Tenants Together	10.12.15	
Management Team	12.1.16	
PDG Decent & Affordable Homes		
Cabinet		

1. Introduction

This policy statement outlines Mid Devon District Council's (MDDC), Housing Services approach to dealing with car parking in and around neighbourhoods. This includes housing amenity, residential and permit holder car parks. We recognise that tenants and residents in some areas have no or limited means of transport and rely on a car. Many of our estates were built when levels of car ownership were not so high. Tenants and residents are encouraged to use Council car parks to reduce congestion on roads, to reduce parking issues and to promote safer communities.

2. Scope

This policy explains how the Housing Service will manage car parking on Council land which is utilised by a range of users, such as Council tenants, leaseholders, owner occupiers, tenants of Registered Providers and private landlords. This policy covers the following points and should be read in conjunction with the related documents highlighted below.

- Parking responsibilities
- Amenity/residential/permit holder car parking
- Inconsiderate parking
- Liability for theft, damage and vandalism to vehicles
- Maintenance of housing estate car parks

3. Related Documents

a. Tenancy Agreement
b. Property Deeds or Lease
c. Policy relating to tenancy changes
d. Anti-social behaviour Policy and Procedures
e. Recharge Policy

4. Definitions

The following definitions apply to this policy:

- **Resident** – any Council tenant, registered provider or private tenant, lodger, leaseholder, owner-occupier or business user
- **Tenant** – means anyone who holds a Council tenancy or is a leaseholder with MDDC
- **Vehicle** – any car, motorcycle, caravan, trailer, trailer tent, motorhome, van, lorry, horsebox, boat, motor scooter or similar
- **Council owned land** – is land owned by MDDC, including all estates or amenity, residential and permit holder car parks
- **Council property** – a MDDC home including gardens or shared communal areas
- **Abandoned vehicle** - any vehicle which the owner no longer wants that has been left on Council land. The vehicle may be in poor condition, unmoved for some time or have no valid insurance or tax

- **Non-roadworthy vehicle** - any vehicle that is not fit to be driven on the open road, vandalised or parked on Council land and could potentially be a danger to others.

5. Our parking responsibilities

5.1 Increased car ownership can lead to congestion on our estates and escalate parking issues. As part of our day to day car park management we are responsible for the following:-

- Implementing car parking controls;
- Taking appropriate action to manage car parks efficiently and effectively;
- Reserving the right to charge for unauthorised parking or withdraw a permit;
- Taking appropriate action to resolve issues, for example unauthorised and inconsiderate parking or nuisance;
- Removing offensive graffiti within one working day of being notified;
- Acting swiftly to contact the owner of a vehicle where an unauthorised or abandoned vehicle is parked on Council land before arranging the vehicle's removal and disposal. However where this has failed, we may give due notice to remove the vehicle before arranging for its removal and disposal;
- Taking appropriate enforcement action, where required;
- Enforcing vehicle repair activity. This will be in accordance with the Tenancy Agreement.

6. Resident parking responsibilities

6.1 We manage parking using the resources available and ask that tenants and residents take responsibility for parking. In order to do this we ask those who park on Council land or live on our estates including members of their household or visitors to their home, to:-

- Only park in the designated parking space that has been allocated, where applicable;
- Ask visitors not to park in designated parking spaces which do not belong to the tenant or resident;
- Not leave untaxed, SORN, non-roadworthy or abandoned vehicles on Council land;
- Not park commercial lorries, trailers, horseboxes, camper vans or caravans on Council land except with prior written consent from us;
- Not park any vehicle that exceeds two tonnes unladen weight on any Council land;
- Not park or leave any vehicle on Council land other than in areas set aside for parking;
- Park vehicles considerately for neighbours;
- Avoid obstructing access to other properties, vehicles or access points;
- Allow accessibility for Emergency Services and Council vehicles;
- Avoid causing noise nuisance to neighbours or driving at an inappropriate speed around Council land;
- Not carry out repairs to vehicles on Council land, except for, topping up windscreen washer fluid, oil or water, changing one tyre, putting in a new

sound system or changing windscreen wipers. It is not acceptable to change the oil;
- Precautions must be taken to minimise the possibility of an outbreak of fire, and any vehicle materials must be disposed of correctly;
- Not use power tools to undertake car maintenance. Cordless vacuum cleaners may be used;
- Avoid playing loud music from vehicles parked on Council land;
- Not park any vehicle where it will churn up the grass verge;
- Display permits prominently in vehicles, either on the dashboard or windscreen;
- Not sell or exchange a permit with another person;
- Not use Council land for the purpose of accommodation, such as camping;
- Avoid rigging up any cables from a property to a vehicle parked on Council land;
- Not chain or tie any animal to a vehicle to graze on Council land or property;
- Avoid leaving any person or animal in a vehicle on Council land or property for a prolonged period which will have a detrimental effect on their wellbeing;
- Prevent doing anything which interferes with or is likely to interfere with the security or safety of any Council land or cause damage, deface, or apply graffiti to any property or structure we own;
- Not use any Council land for criminal activity or immoral purposes;
- Not use Council land for the purpose of running a business without prior consent;
- Prevent doing anything that may put someone at risk. Any health and safety issues should be reported to us immediately.

7. Amenity/residential/permit holder car parking

7.1 Tenants and residents are responsible for the actions of members of their household and visitors to their home. Where a tenant or resident abuses the use of Council land, we will take enforcement action.

7.2 All tenants and residents are expected to follow the terms of parking conditions as stated on their parking permits (if applicable), displayed on boards at designated car parks or conditions attached to written consent issued by us.

7.3 Tenants and leaseholders of this Council or owner occupiers of ex MDDC Council properties have to comply with the parking conditions set in their tenancy agreement, lease or deeds.

7.4 The parking of any vehicle other than a car, a motorcycle or light van, is not allowed on Council land or property unless prior written consent from us has been granted.

7.5 We do not permit vehicles with a Statutory Off Road Notification (SORN) to park on Council land. However, we may grant consent to park a SORN vehicle at a Council property with an approved hard standing or garage.

7.6 Parking is on a first come, first served basis at amenity and residential car parks.

7.7 Anyone can use Council amenity car parks or park on our estates, regardless of their tenure status or whether they are resident on that estate or not.

7.8 We will issue one permit free of charge to each leaseholder (where this is a condition of their lease) and tenant household. This will be for residential and permit holder only car parks, where applicable.

7.9 At residential car parks, only vehicles displaying a permit for that specific car park will be allowed to use the non-designated spaces. If there is ample parking for tenants or residents, we may decide to allocate spaces for visitors.

7.10 Permits issued for permit holder car parks are allocated for designated spaces. Where we have more spaces than households or a tenant/resident requests an additional parking space, a permit will be offered for an annual fee (at the current rate for the financial year as determined by Councillors). Vehicles must not be parked in any space other than where the permit allows.

7.11 In permit holder car parks, where demand outstrips the supply of parking spaces, an applicant can be added to a waiting list. If a space becomes available, priority will be given to a tenant who lives on the estate followed by a tenant who lives elsewhere. If there are still spaces available, a non-Council tenant will then be offered the permit.

7.12 We will not offer an additional or replacement permit where the tenant or resident has an outstanding debt with the Council. Once the debt is cleared, we will consider the request. There will be a charge for this service except where the permit has been stolen and a valid crime reference has been supplied to us.

7.13 In the event that the permit is lost or stolen and a new permit is required, it is the responsibility of the tenant or resident to request a replacement.

7.14 Permits are allocated to households, not vehicles and they are transferable to individual users within that household. Visitors including carers may also use a resident's permit by displaying it in their vehicle. Any vehicle parked not displaying a permit (where applicable) is liable to enforcement action.

7.15 Duplicate permits can be requested, however, only one vehicle displaying that permit is allowed to park at any one given time. There will be a charge for non-Council tenants for this service.

7.16 A tenant or resident can terminate their permit in writing to us at any time. If a tenant has a permit and they move to another property which is not on the current estate, they are no longer eligible to hold that permit. They will be required to surrender the permit when they vacate their property.

7.17 Disabled spaces are for use by drivers and/or passengers with mobility difficulties. These spaces are not for specific users and can be used by any vehicle displaying a blue badge on a first come, first served basis. We expect tenants and residents not to abuse the use of a space.

7.18 We reserve the right to recharge the tenant or resident for any costs incurred from the misuse of Council land caused by them, members of their household or visitors to their home. All recharges will be dealt with in accordance with the Housing Services Recharge Policy.

8. Inconsiderate parking

8.1 We will work with tenants and residents to find reasonable solutions to parking problems. However, we are unable to take any enforcement action where the problem occurs on the highway or private land.

8.2 Where the Council does not own the land, our powers to manage parking problems are limited; this will include parking on pavements, or in front of dropped kerbs. We will offer advice to a tenant or resident when they raise concerns.

8.3 We are unable to limit the number of vehicles a household owns. However, we may offer solutions to resolve parking issues, for example, grant permission for a hard standing or offer a garage to rent, where the relevant criteria is met.

9. Liability for theft, damage and vandalism to vehicles

9.1 We are not responsible for vehicles parked on Council land or property including liability for damage, theft or vandalism.

10. Maintenance of housing estate car parks

10.1 Neighbourhood Officers carry out six monthly neighbourhood walkabouts and monthly communal inspections, which include inspecting our car parks. They will inspect car parks routinely, report any repairs and address any health and safety risks.

11. References

- The Road traffic Act 1991

12. Equality and Diversity

12.1 The Housing Service will tailor 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.

13. Review

13.1 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 January 2020 and every four years thereafter.

This page is intentionally left blank

DECENT & AFFORDABLE HOMES PDG
26 JANUARY 2016

RECHARGE POLICY

Cabinet Member Cllr Ray Stanley
Responsible Officer Housing Services Manager

Reason for Report: To review the Recharge Policy.

RECOMMENDATION(S): Cabinet approves the revised Recharge Policy.

Relationship to Corporate Plan: The Council must run the Housing Service efficiently and effectively in accordance with legislative requirements and the provisions of the regulatory framework.

Financial Implications: The Council will recover the cost of work undertaken for tenants, leaseholders, other residents and any other organisations.

Legal Implications: The contractual obligations of tenants are contained in the tenancy agreement. Individual leases set out the liabilities of leaseholders and the responsibilities of freehold residents who reside in former Council properties are usually set out in their conveyance and any associated covenants.

Having a clearly defined policy ensures a fair and consistent approach.

Risk Assessment: Failure to provide housing management staff with the appropriate policies 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 legislative changes. It provides a framework for staff which sets out how they should respond to queries and tackle management issues where enforcement action is required.

1.2 The Recharge Policy was adopted at the meeting of the Decent and Affordable Homes Policy Development Group in June 2011. The policy was due to be reviewed by May 2015. Conflicting priorities have delayed this work.

1.3 The tenancy agreement clearly states that the Housing Service will recharge the tenant for any repair or replacement of items if the damage has been caused as a result of neglect, misuse or accidental damage caused by the tenant, their household or visitors to their home.

1.4 Tenants Together approved the draft Recharge Policy at their meeting on 10 December 2015.

1.5 Members are asked to consider the proposed changes and to agree the adoption of the reviewed policy.

2.0 Proposed policy changes

2.1 The policy has been updated and sets out how the Council will deal effectively with recharges. These may be due to damage, or for the cost of clearing redundant possessions which are left by tenants when they vacate their property, or for any non-standard alterations.

2.2 The policy has been amended to give more clarity with subheadings to reflect the different recharges which may be recovered.

2.3 A section has been added to reflect the steps that will be taken to reduce recharges. This includes reducing incidents of unauthorised and substandard alterations and neglect, misuse, wilful and deliberate damage to Council property. It explains that we will advise tenants of their responsibilities during the sign up process and identify any of the above issues during Tenancy Home Checks.

2.4 The policy introduces a section on assignment by mutual exchange. This explains how a property is inspected by us prior to a mutual exchange taking place. The purpose of this is to identify any repairs and/or tenant's improvements or fixtures which are not our responsibility to repair or maintain.

It highlights that it will be the responsibility of the incoming tenant to accept the property in its current condition. This includes advising the incoming tenant that they will be responsible for any fixtures and fittings installed by the outgoing tenant which are not our responsibility. In addition, the policy explains that the incoming tenant will take responsibility for defects caused by the outgoing tenant, for example broken door handles and holes smashed in walls.

2.5 An additional section has been added to reflect the tenant's responsibilities, which are outlined in their Tenancy Agreement. It highlights that tenants must keep their property in a reasonable condition and must leave their home clean and tidy when their tenancy ends. Tenants are advised that they will be recharged for the cost of making good any damage they have caused, for clearing, and removal of items left behind.

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

Mid Devon District Council

Recharge Policy

Policy Number: HSG v1.6

January 2016

DRAFT

Version Control Sheet

Title: Recharge Policy

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

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

Date: **January 2016**

Version Number: v1.6

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: **January 2020**

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.

Title	Date	Version Approved
Cabinet Member	28.9.15	
Tenants Together	10.12.15	
Management Team	12.1.16	
PDG Decent & Affordable Homes		
Cabinet		

1. Introduction

This policy statement outlines Mid Devon District Council's (MDDC), Housing Services approach to the recovery of recharges. These are costs for any repairs that have been carried out to Council property due to damage, neglect, misuse or abuse by tenants, residents, members of their household or visitors to their home. In addition, it covers the cost of clearing redundant possessions when a property is vacated, any work carried out by us to repair or maintain the property that is the resident's responsibility or any costs relating to the Handyperson Scheme.

2. Scope

This policy explains how we will deal effectively with recharges, including those arising from damage, non-standard alterations or for the cost of clearing redundant possessions left by tenants. The rationale behind this policy is to ensure that payment is received for services carried out on behalf of the tenant or resident. This policy covers the following points and should be read in conjunction with the related documents highlighted below.

- Tenant responsibilities
- Unauthorised and substandard alterations
- Neglect, misuse and wilful damage to property
- Accidental, deliberate or criminal damage
- Mis-reporting of repairs
- No access given
- Assignments – mutual exchanges
- Other recharges
- Collection of recharges
- Exceptional circumstances
- Reducing occurrences

3. Related Documents

a. Tenancy Agreement
b. Property Deeds or Lease
c. Garage and GGRP's Tenancy Agreements
d. Income Management Policy
e. Improvements to Council Properties Policy
f. Garage Management Policy
g. Car Parking Policy
h. Pets and Animals Policy
i. Hoarding Policy
j. Fire risk in Communal areas Policy
k. Anti-social Behaviour Policy
l. Neighbourhood Management Policy
m. Policy relating to tenancy changes
n. Leaseholder's Handbook
o. Tenant's Handbook
p. Repairs Handbook
q. End of tenancy reward scheme

r. Former tenant procedure

4. Definitions

The following definitions apply to this policy:

- **Resident** – any Council tenant, Registered Provider or private tenant, lodger, leaseholder and owner-occupier or business user renting a garage or GGRP
- **Tenant** – means anyone who holds a Council tenancy or is a leaseholder with MDDC
- **Council property** – means any property owned by the Council including, accommodation, land, car parks, garages, GGRP's, gardens, communal and shared areas
- **Wilful damage** – for example, damaged doors or windows, DIY which has damaged the fabric/ structure of the property or its internal parts
- **Neglect** – for example, failing to dispose of rubbish properly, losing keys, putting nappies, baby wipes and other inappropriate items down the toilet
- **Misuse** – for example, damage to doors and graffiti to walls
- **Accidental damage** – for example, knocking a light fitting with a ladder when decorating
- **Emergency repair** – a repair that is required to remove immediate danger to people, avoid flooding or major damage to the property, make the property secure, or restore total loss of heating in the winter.

5. Tenant's responsibilities

5.1 The Tenancy Agreement sets out which repairs tenants are responsible for. It advises tenants that they must keep their home in a reasonable condition and leave it clean and tidy when they end their tenancy. It states that we will recharge the tenant for the cost of making good any damage they have caused and/or clearing any items left behind.

6. Unauthorised and substandard alterations

6.1 If a tenant undertakes any alterations to a Council property without prior written consent from us or if the works are not up to an acceptable standard, they will be requested to make good. If they fail to complete works to an acceptable standard then the tenant will be recharged for any costs incurred. They will also be required to seek retrospective consent from us.

7. Neglect, misuse and wilful damage to the property

7.1 Where we have clear evidence that a defect or damage to any Council property has been caused by neglect, misuse or wilful damage by the tenant, resident or by members of the household including visitors to their home, the tenant/resident will be held responsible and will be recharged for costs incurred.

8. Accidental, deliberate or criminal damage

8.1 Where works are required because the tenant, resident, a member of their household or a visitor to their home has deliberately or accidently caused damage to

the property, the tenant/resident will be recharged. This includes damage to any Council property for example fixtures and fittings in their home, gardens, garages or any communal fixtures or fittings owned by the Council and that are the responsibility of the tenant/resident to replace or repair if lost and/or damaged.

8.2 If the property has been damaged due to criminal activity, for example a smashed window or doors forced, where there is a valid crime reference from the Police, the repair will not be recharged to the tenant.

8.3 We will liaise with the Police after the crime has been logged to ensure that they are satisfied that a crime has been committed but if the incident has been incorrectly reported, we will recharge for the repair.

9. Misuse of reporting repairs

9.1 Genuine emergencies must be reported to ensure tenants/residents are safe and secure in their homes. However, if the repair is not an emergency or not as urgent as they stated or it is for work which is not considered to be our responsibility, we reserve the right to recharge any costs incurred for making this visit. Tenants are referred to the Repairs Handbook for further information on the definitions of emergency and urgent repairs. Alternatively, further information can be found on the Council's website site at www.middevon.gov.uk.

10. No access

10.1 Where the tenant has refused access for us to carry out our statutory obligations, for example the annual gas service, we will recharge the tenant for any costs incurred to gain access. This may include obtaining an Injunction.

10.2 If a tenant is out when we visit for a pre-arranged repair appointment, we may recharge for any costs incurred.

11. Assignments - Mutual exchanges

11.1 Prior to tenants mutually exchanging properties, we will inspect the property to identify repairs and any tenant improvements or fixtures which are not the landlord's responsibility.

11.2 We will advise the incoming tenant that in assigning or surrendering their tenancy they accept the property in its existing condition. The tenant will be required to sign a disclaimer to this effect that places the costs of works arising from the exchange to fall on them as the in-coming tenant. In particular the tenant will be informed in writing of:

- Any fixtures and fittings installed by the outgoing tenant which are not the landlord's responsibility
- Defects caused by the outgoing tenant which are not the landlords responsibility, for example broken door handles or holes in walls.

12. Other recharges

12.1 We will recharge for any costs incurred by:

- Replacing any lost or broken door entry key fobs or keys and for changing locks;
- Storing tenant's goods following eviction;
- Removing graffiti and rectifying any damage;
- Vandalism to Council property, where the Court has prosecuted the perpetrator or where the individual has admitted the damage;
- Taking legal action where the tenant has prevented us from carrying out our legal obligations;
- Clearing items from communal areas;
- Damage identified following routine property inspections;
- Removal of trees or hedges which are not our responsibility, if these are deemed to be dangerous or overgrown;
- Tidying of gardens that have been neglected or are overgrown;
- Wilful damage caused to the solar PV system where it is installed;
- Using the Council's Handyperson scheme to carry out specified works on the tenants behalf;
- Damage caused by excessive hoarding of items within the property;
- Clearing dog fouling;
- Garage or GGRP evictions (to include clearance costs and lock changes);
- Damage to car parking areas and the removal of unauthorised vehicles;
- Damage to fences and gates owned by us;
- Removing abandoned or non-roadworthy vehicles;
- Damage to the structure of the building;
- Attending a power failure caused by blown light bulbs or faulty appliances;
- Attending a blocked waste where the resident has not tried to clear it themselves, or where the cause of the blockage is deemed to be through neglect or misuse;
- Removing rubbish or items left at the property on ending a tenancy;
- Damage to communal TV aerials;
- Excessive cleaning required to a property due to neglect;
- Emptying septic tanks and associated costs, such as administration costs;
- Any other circumstances that cause an unreasonable cost to the Council.

12.2 Owner-occupiers may be responsible for payments towards the cost of the upkeep of paths, car parking areas, roads, general ground maintenance and the upkeep and maintenance of septic tanks. This will be dependent on the clauses specified in their conveyance. Leaseholders will be responsible for paying any costs included in their annual service charges.

12.3 If items have to be removed from a communal area, such as clearance of furniture or a personal item, and the person responsible is not known, the tenants and residents within that block will be recharged in equal amounts, where it is considered to be appropriate and reasonable in the circumstances to do so.

12.4 We reserve the right to refuse to carry out rechargeable works provided that by

doing so, we are not putting tenants/residents at risk. This may be due to non-payment or where repayment arrangements have not been kept.

13. Collection of charges

13.1 When a rechargeable repair is identified, the tenant, resident and/or freeholder will be advised of the approximate cost of that repair. A schedule of rates for rechargeable repairs is kept by the Repairs team.

13.2 Bulky waste charges can be obtained by contacting the Council's Customer Services team. Tree management charges need to be quoted for individually.

13.3 Any works we carry out whether on behalf of a tenant/resident or due to them refusing to accept responsibility for the works, where this results in a security and/or health and safety implication, they will be recharged and the normal recovery procedures will be followed. The tenant/resident will be given the opportunity to arrange for the work to be carried out themselves.

13.4 If rechargeable works are carried out to empty properties, garages or GGRP's where the tenant has absconded or moved away, then these debts will be pursued using our former tenant procedures. If all other means of recovery have been exhausted, we will consider passing this to a debt recovery agent. A record of the former tenant and the outstanding debt will be held against that individual for future reference on our housing management system.

13.5 Tenants/residents can carry out works themselves, they can also engage a qualified specialist if necessary, for example where works relate to heating or lighting. The individual must have public liability insurance and be appropriately registered for the applicable trade, for example a qualified registered electrician or gas engineer.

13.6 All works must be completed to a standard accepted by us. The relevant planning permissions, building regulations and asbestos survey results need to be obtained by the tenant/resident at their own cost. Where applicable, the tenant/resident is required to provide certification and to dispose of waste in line with waste regulations.

13.7 Where we carry out works, a payment agreement will be completed and signed by the tenant/resident confirming that they are accepting liability for the works. We will issue a recharge invoice for any works undertaken by us. Payments for any work should be made by the tenant/resident prior to works being carried out unless agreed otherwise. Where this is not possible an arrangement plan will be made with the Neighbourhood Officer.

13.8 A recharge invoice will be raised even where we have no forwarding address, for example when a property has been abandoned or a tenant evicted. Former tenancy debts will be pursued in line with the Housing Services Income Management Policy.

13.9 If there are multiple debts owed by the tenant and they are unable to pay the recharge outright, the payment of rent arrears will remain the priority debt. The recharge sub account will be put on hold until the rent account is cleared.

13.10 When necessary and appropriate, we will start legal action to recover any unpaid sums. Any costs incurred for taking such action will be recharged to the tenant/resident. We will not take legal action against tenants/residents where repayment agreements have been made and are being kept to.

13.11 Recharges will only be written off in exceptional circumstances where it is agreed that the debt is irrecoverable, in line with the Housing Services Income Management Policy.

14. Exceptions

14.1 We reserve the right to waive the cost of a recharge in exceptional circumstances, however this will be at our discretion.

14.2 If damage is caused to the property as a result of domestic abuse actions or anti-social behaviour, the tenant/resident will be advised to report the incident to the Police to obtain a valid crime reference. The tenant will not be recharged, but the third party, where known, will be pursued for the damage.

15. Reducing occurrences

15.1 We carry out tenancy home checks at our properties to ensure tenants are looking after their homes. Cases of damage and/or neglect will be recorded and followed up. We will help tenants who need support to maintain their tenancy.

15.2 We will provide information about recharges to current and prospective tenants during the sign up process and this is reiterated in the Tenancy Agreement. A copy of this policy is available to view on the Council's website and also available on request.

15.3 We will promote the availability of low cost home contents insurance to new and existing tenants. Tenants and residents are encouraged to take out household insurance.

16. Complaints

16.1 We will deal with any complaints about our service in accordance with our Complaints Procedure. Details are available on the Council's website at www.middevon.gov.uk or available by telephone on 01884 255255.

17. References

- Environmental Protect Act 1990
- Waste (England and Wales) (Amendment) Regulations 2012

18. Equality and Diversity

18.1 The Housing Service will tailor its services to meet the diverse needs of individuals. We foster good relations with people when providing services to eliminate discrimination and to promote equality of opportunity.

19. Review

19.1 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 January 2020 and every four years thereafter.

This page is intentionally left blank

DECENT & AFFORDABLE HOMES PDG
26 JANUARY 2016

GARAGE MANAGEMENT POLICY

Cabinet Member Cllr Ray Stanley
Responsible Officer Housing Services Manager

Reason for Report: To review the Garage Management Policy.

RECOMMENDATION(S): Cabinet approves the revised Garage Management Policy.

Relationship to Corporate Plan: The Council must run the Housing Service efficiently and effectively in accordance with legislative requirements and the provisions of the regulatory framework.

Financial Implications: Income from Garage and Garage Ground Rent Plots (GGRP) is accounted for within the Housing Revenue Account and supports housing expenditure.

Legal Implications: Having a clearly defined policy ensures consistency of approach.

Risk Assessment: Failure to provide housing management staff with the appropriate policies 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 renting a garage or GGRP.

1.2 The Council does not have a statutory obligation to provide garages or GGRP's. However, the provision of parking facilities helps to free up congestion on roads, promote safer communities and prevents access problems on estates due to overcrowding of vehicles.

1.3 The Garage Management Policy was adopted at the meeting of the Decent and Affordable Homes Policy Development Group in June 2011. The policy was due to be reviewed by May 2015.

1.4 Tenants Together approved the draft Garage Management Policy at their meeting on 9 July 2015.

1.5 Members are asked to consider the proposed changes and agree the adoption of the reviewed policy.

2.0 Proposed policy changes

2.1 The reviewed policy has been updated to reflect changes in good practice and recent amendments made to the Tenancy Changes Policy (previously known as Succession and Assignment Policy.

2.2 Age restrictions have been applied to renting a garage or GGRP to those applicants aged 18 years or over. Previously, minors aged 16 and 17 were permitted to rent a garage or GGRP on condition they had a guarantor acting on their behalf. These changes are reflected in the policy due to the low number of tenancies we grant and the complications associated with renting a GGRP to those aged under 18 years old.

2.3 The management of garages is not subject to the same legislation as the management of social housing which means that the Council has more discretion in terms of the development of policy relating to this area. Therefore we have used our discretion as to whether or not we grant a new tenancy in cases where a former tenant has breached their tenancy, for example, non-payment of rent.

2.4 Provision has also been made so that a prospective tenant may view a garage or GGRP prior to signing up for the tenancy. However, the policy has been revised so that if the prospective tenant does not return the keys or loose them, they will be recharged for the replacement of any locks or keys.

2.5 The policy emphasis the use of a garage or GGRP should not be used for living accommodation.

2.6 The policy has introduced a new clause on the demolition of garages for development. This will allow the Council to demolish individual and blocks of garages and GGRP's where there is a requirement due to a health and safety risk or where a business case is in place to develop the site.

2.7 The policy has been amended so that family members who succeed to the tenancy in the event of death, have additional time to take on or refuse the tenancy. These timescales have been changed from 10 to 28 days.

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

Mid Devon District Council

Garage Management Policy

Policy Number: HSG v4.3

January 2016

DRAFT

Version Control Sheet

Title: Garage Management Policy

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

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

Date: **January 2016**

Version Number: v4.3

Status: Review of policy

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

Next review date: **January 2020**

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.

Title	**Date**	**Version Approved**
Cabinet Member	22/6/15	
Tenants Together	9/7/15	
Management Team	12/1/16	
PDG		
Cabinet		

1. Introduction

This policy statement outlines Mid Devon District Council's (MDDC), Housing Service approach to letting and managing garage and garage ground rent plots (GGRP's). Residents are encouraged to take on garage and GGRP tenancies to free up congestion on roads, promote safer communities and prevent access problems on estates due to overcrowding of vehicles.

2. Scope

This policy applies to how we manage garage and GGRP's allocations and terminations. This policy covers the following points and should be read in conjunction with the related documents as stated below:-

- Allocation of garages and GGRP's
- General use
- Repairs
- Rent
- Termination of tenancies
- Insurance
- Demolition of plots and development
- Bereavement and succession rights

3. Related Documents

a. Garage Agreement
b. GGRP Agreement
c. Income Management Policy
d. Recharge Policy
e. Policy relating to tenancy changes

4. Definitions

The following definitions apply to this policy:

- **Garage** includes the structural building and the garage forecourt area
- **Garage Ground Rent Plots (GGRP)** are plots of land purposely let for parking a vehicle. They are let as a hard standing and are suitable for erecting a prefabricated garage by the tenant, if required, subject to approval
- **Resident** includes MDDC tenants, freeholders, leaseholders and private tenants
- **Tenant** means anyone who holds a Council tenancy with Mid Devon District Council
- **Vehicle** any car, motorcycle, caravan, trailer, trailer tent, motorhome, van, lorry, horsebox, boat, motor scooter or similar

5. Allocations and lettings

5.1 Waiting lists are open to all residents aged eighteen or over regardless of their

tenure status, subject to meeting the relevant criteria.

5.2 Businesses may apply for a garage to store a vehicle for business purposes. They may also store other items but not use the garage as a retail outlet or for advertising purposes.

5.3 Garage rent will be charged at a higher rate for businesses, private tenants, home owners, leaseholders and former tenants, compared to current tenants of a Council dwelling.

5.4 It is the responsibility of the tenant to notify us of any changes.

5.5 Registered charitable organisations are charged rent at a discounted rate as long as proof of charitable registration is provided.

5.6 GGRP rent is charged at the same rate for all residents.

5.7 Waiting lists will be established and maintained in date order, however, priority will be given to Council tenants who rent a dwelling from us over a non-Council tenant when being allocated.

5.8 A Council tenant who is in rent arrears or has other housing related debts will not be eligible for a garage or GGRP.

5.9 In all cases the applicant will be required to enter into a garage or GGRP agreement. Garage tenancies are weekly agreements and GGRP tenancies are yearly agreements. Joint tenancies are not offered.

5.10 If a former tenancy was breached, we have discretion over whether to grant a new tenancy over the next two years.

5.11 A tenancy will be revoked if it is found that applicant knowingly gives false or misleading information to obtain a tenancy.

5.12 A prospective tenant may view the garage or GGRP prior to signing up for the tenancy. However, they will be responsible for returning the keys that they signed for. If they do not return the keys or lose them, they will be recharged for the replacement of any locks or keys.

6. General use of garage/GGRP

6.1 We will not be responsible for any loss, deterioration or damage to a vehicle or any items stored in a garage or GGRP.

6.2 Tenants must not keep an untaxed vehicle in the garage or GGRP unless a valid Statutory Off Road Vehicle Notification (SORN) has been made to the Driver and Vehicle licensing Agency (DVLA).

6.3 Tenants must not park a vehicle that exceeds two tonnes unladen weight on any Council land.

6.4 Tenants are not permitted to re-let, assign or sublet all or part of the garage or GGRP or accept rent from another party for the use of it.

6.5 Garages or GGRP's are not permitted to be used for the purpose of accommodation.

6.6 Tenants are expected not to continuously run the engine of vehicles whilst in the garage or on GGRP, except when entering and leaving. They must not cause annoyance or nuisance to neighbouring properties including garages or GGRP's.

6.7 Tenants are not permitted to carry out repairs to vehicles on Council land, except for, topping up windscreen washer fluid, oil or water, changing one tyre, putting in a new sound system or changing windscreen wipers. It is not acceptable to change the oil. Precautions must be taken to minimise the possibility of an outbreak of fire, and materials must be disposed of correctly.

6.8 Tenants are not permitted to use power tools to undertake car maintenance. Cordless vacuum cleaners may be used.

6.9 Tenants must be able to close doors on any structure that has been erected on a GGRP or garage doors. They are to avoid causing obstruction to access routes to any other garage, GGRP, roadways, footpaths, forecourts, premises or site.

6.10 Tenants must not make any structural alterations or additions to the garage.

6.11 It is a condition of the tenancy agreement that tenants must comply with all relevant planning permission and building control consent for erecting any structures on a GGRP. Permission should be sought from us prior to works commencing.

6.12 The cost of any repairs, maintenance or replacement of a garage or GGRP as a result of misuse or wilful damage by the tenant, or any other person connected with them, will be dealt with in line with the Housing Services Recharge Policy.

7. Repairs

7.1 Tenants are required to give employees or contractors working for the Council reasonable access in order to carry out repairs to the garage, GGRP or neighbouring properties.

7.2 We will not be responsible for repairing or maintaining any structure that has been erected on a GGRP. Any structures are to be kept in good repair and condition throughout. This will be the responsibility of the tenant.

7.3 If a tenant is unable to use a garage whilst repairs are being carried out and a suitable neighbouring garage is void. This will be offered to the tenant temporary at the same rent as the existing garage tenancy. If there is either

no suitable neighbouring void garage or the tenant declines the offer of one, the existing tenancy will be temporarily terminated. In this case rent will not be charged for the garage requiring repairs providing the keys are returned to us. The tenancy will resume when the repairs to the garage have been completed.

7.4 In the event that a garage or GGRP tenancy is terminated because the whole or a substantial part of the site needs to be redeveloped, we will try to offer the tenant a suitable alternative garage or GGRP but cannot guarantee the location.

8. Rent

8.1 The rent may be varied by giving the tenant of a garage one week's written notice or one month's written notice for a GGRP before any changes take place. These charges may increase or decrease from time to time – usually once a year.

8.2 Garage rent is due weekly as specified in the tenancy agreement. The charges are currently worked out over a 48-week period. No rent will arise for the remaining weeks and these are called "rent free" weeks. If an account is in arrears, during a rent free period the tenant must continue to pay during this time. As from April 2017, rent will be payable over a 52/53 week rent period.

8.3 GGRP rent is due yearly. If a tenant is unable to pay the full amount in advance they are advised to make an arrangement to clear the arrears.

8.4 Garage and GGRP arrears will be dealt with in line with the Housing Services, Income Management Policy.

9. Terminations

9.1 We will not normally end a garage or GGRP tenancy without the tenant's agreement unless there is a breach of tenancy conditions (or the tenant is deceased and there is no succession). As the tenancy is not for a dwelling the tenant has no security of tenure. The tenancy can be ended by serving one week's notice to quit on the tenant with a garage and one month's notice to quit on the tenant with a GGRP.

9.2 A tenant holding a garage tenancy may terminate their tenancy with one week's written notice ending on a Sunday.

9.3 A tenant holding a GGRP tenancy may terminate their tenancy with one month's written notice.

9.4 Where items have been left in a garage or on a GGRP the former tenant will be given every opportunity to remove the items. Rent will continue to be charged until the former tenant either removes the items or they give us written permission to dispose of them. In the event that items are not

removed within one calendar month, we will remove and dispose of any items and the former tenant will be recharged for any costs incurred.

9.5 If there is any outstanding rent or recharges when the garage or GGRP tenancy is terminated then the former tenant must make arrangements to pay any outstanding debts.

9.6 A tenant holding a GGRP tenancy is renting land on which a garage can be built. In some cases, the plot may have an existing structure on it when let. The tenant will be required to remove any structures from the GGRP when the tenancy ends unless we have agreed that it can remain or the tenant has negotiated a sale with the new tenant. In this instance, the tenant will be responsible for the negotiation and exchange of finances with the other party prior to the tenancy ending. Failure to remove the structure, if required, may result in us arranging removal of it and recharging the cost of the work to the former tenant.

9.7 When a garage or GGRP tenancy is terminated, vacant possession is required, with all rent paid up to date, any items removed and the property left in a clean and tidy condition. Keys are to be returned by 12 noon on the Monday following the tenancy end date.

9.8 If the keys are not returned or they have been lost we will recharge the tenant for the replacement of any locks or keys.

10. Insurance

10.1 We will insure the structure of the garage; this does not include structures that have been erected on a GGRP by a tenant or previous tenant. The tenant is responsible for insuring their own vehicle and personal possessions together with any property stored in the garage or GGRP.

11. Demolition of plots and development

11.1 The demolition of individual garages, blocks of garages and GGRP's will only be carried out where there is a requirement due to a health & safety risk or a business case is in place to demolish and redevelop the site.

12. Bereavement

12.1 Where a tenancy has ended due to the tenant passing away, the tenancy may be offered to a surviving member of the tenant's household. Proof of residency will be required before re-letting the garage/GGRP.

12.2 If the surviving member of the tenant's household is not a tenant of a Council dwelling then the rent will revert back to the charge that non-Council tenants receive if they decide to take on the tenancy. If the tenancy is declined or after 28 working days has not been accepted it will be treated as a normal void. This will be dealt with in line with the Housing Services policy relating to tenancy changes.

13. Equality and Diversity

13.1 The Housing Service 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.

14. Review

14.1 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 January 2020 and every four years thereafter.

COMMUNITY WELL BEING PDG
2 FEBRUARY 2016

TOURISM ACTION PLAN 2016/17

Cabinet Member Cllr Richard Chesterton
Responsible Officer Head of Communities and Governance

Reason for Report: To provide members with details of the Tourism Action Plan (Appendix A) for 2016/17.

RECOMMENDATION: That the Cabinet approves the Tourism Action Plan (Appendix A) for 2016/17

Relationship to Corporate Plan: A thriving economy is one of the Council's key corporate priorities within the Corporate Plan and tourism is a key strand of this

Financial Implications: Where appropriate external funding sources will be sought to deliver projects within this action plan. However, there will be some costs such as the market research but this will be funded from the Economic Development budget.

Legal Implications: No legal implications.

Risk Assessment: None

1.0 Introduction

1.1 This report provides members with details of the work programme in terms of tourism for the 2016/17 financial year, which is attached as Appendix A.

1.2 The Councils new Corporate Plan for 2016-2020 includes growing the tourism sector under the Economy priority and the public consultation, which is currently ongoing, is indicating that the public believe that tourism should be a key area of focus for the Council.

2.0 Tourism Strategy

2.1 The Tourism Strategy is in the process of being drafted and as part of this process a couple of pieces of work need to be completed in order for us to understand our market. Research will be completed to ascertain what tourists want to see in Mid Devon and what we have in terms of our tourism offer (e.g. accommodation providers and tourist attractions). The outcome of this research will be to identify any gaps that we have and this information will feed into the drafting of the strategy.

2.2 It is anticipated that the tourism strategy will come forward to members by the end of the 2016/17 financial year.

Contact for more Information: Amy Tregellas, Head of Communities and Governance

Circulation of the Report: Cllr Richard Chesterton and Management Team

Appendix A

Tourism Action Plan 2016-2017

OBJECTIVE	ACTIONS/COMMENTS	TIMESCALE & RESPONSIBLE OFFICER
Understanding our market		
Conduct market research to identify our visitors and who we want to attract in the future	Who are our visitors? What do they want to do here? USP's for Mid Devon? Complete tender document for research. Investigate and appraise any other recent visitor surveys undertaken by neighbouring authorities and appraise potential providers of the service. Commission and undertake a targeted visitor survey during the main 2016 Season (June to Sept)	End of March 2016 to appoint a company Economic Development Manager and Consultation and Youth Involvement Officer Once completed feed into the Tourism Strategy
Audit Mid Devon's attractions, hotels, B&B's, venues in order to identify gaps and create partnerships.	Create a database to capture this information and engage with businesses. Undertake a desk based audit of internally available databases. Business Rates, Environmental Health Licenses, alcohol licenses, Planning, Tourism quality inspections and classifications, Advertising.	Audit to start Jan 2016 Economic Development Manager and Consultation and Youth Involvement Officer End of march 2016 to appoint a company Once completed feed into the Tourism Strategy

Appendix A

Tourism Action Plan 2016-2017

OBJECTIVE	ACTIONS/COMMENTS	TIMESCALE & RESPONSIBLE OFFICER
Partnership Working		
Heart of Devon Tourism Partnership (HODTP)	The HODTP is the key local Destination Marketing Organisation that is a key part of the official tourism marketing and promotion network that radiates down from Government via VisitEngland. Whilst several key Mid Devon Businesses are in the partnership, it is now considered essential that MDDC fully engages as a committed partner. MDDC should then play a full role ensuring that best tourism and business interests of the District are fully represented and promoted.	Initial meeting with HODTP in Dec 2015. Negotiations Jan to March 2016 with a view to Partnership and active membership. Economic Development Manager (until March 16) and the Town Centre and Tourism Officer
Mid Devon Attractions Group (stakeholders)	This is a very important private sector led group of influential tourism sector decision makers in the District. It requires continued support and some resourcing to enable it to grow further into a more influential body with its own marketing and events programme.	March 2016 for next meeting Economic Development Manager (until March 16) and the Town Centre and Tourism Officer

Appendix A

Tourism Action Plan 2016-2017

OBJECTIVE	ACTIONS/COMMENTS	TIMESCALE & RESPONSIBLE OFFICER
Developing a brand		
To improve the quality of the Tourism Offer in Mid Devon. Visitors insist on having a varied and quality experience underpinned by robust quality assurance schemes. This is particularly important in Mid Devon where the industry is dominated by small / medium enterprises and any new business ideas are most likely to come from the small business/farming sector.	1. Business Support to pro – actively support tourism business development growth and advice on grants.	December 2016 Better Business for All work – Economic Development Officer
	2. A "Welcome to Mid Devon initiative" with volunteer guides initially developed with the town teams and then rolled out to cover wider rural areas. This should embrace guided walks, history and heritage trails and specialist events. Need some support to improve visitor information via the TIP network and any facilities in the towns and villages.	Town Centre and Tourism Officer to work with Town Teams and co-ordinators (the Grants and Funding Officers and the Town Centre Manager), Museum, National Trust, volunteers (guides).
	3. A targeted campaign to attract /see developed new initiatives that are seen as attracting further appropriate visitors. This could include accommodation in the Towns, new all-weather attractions serving the main transport routes, working with coach operators /group travel providers to put together Mid Devon based packages.	Town Centre and Tourism Officer
	4. Investigate developing a market town brand with town teams and councils.	Town Centre and Tourism Officer
	5. Develop a social media presence as part of our marketing campaign e.g. pinterest, facebook, twitter	Town Centre and Tourism Office

Appendix A

Tourism Action Plan 2016-2017

OBJECTIVE	ACTIONS/COMMENTS	TIMESCALE & RESPONSIBLE OFFICER
Developing a number of promotional projects		
Develop a number of specific promotional projects which offer particular merit for attracting additional visitors to Mid Devon.	1. Food and Drink Producer Trails 2. Food and Drink Festivals and Events 3. Arts and Crafts Events and Festivals 4. Develop and promote our USP's once the research is concluded. This may be rural activities and pursuits, heritage assets, walking routes, gardens, food and drink. 5. Support the Crediton Trail project (cycle track). 6. Investigate the next steps to support and develop the Exe Valley Way project (cycling / walking). These projects may be potentially eligible for grant support from external agencies and specific local business and community resources.	During 2016 Economic Development Manager (until March 2016) and the Town Centre and Tourism Officer, with help from other team members with appropriate expertise's and links to town teams

Appendix A

Tourism Action Plan 2016-2017

OBJECTIVE	ACTIONS/COMMENTS	TIMESCALE & RESPONSIBLE OFFICER
Improving our Town Centres		
Support Town Teams to deliver projects that increase footfall and improve the vibrancy of the town centres.	**Cullompton projects** – Festival development (two food festivals), Pop up museum, Sheep noticeboards, Travel guide, Townscape heritage, Display boards at Services.	Grants and Funding Officer (PB) All projects to be completed by December 2017
	Crediton projects - Crediton Flag Project, Food Festival, Crediton Town Square Canopy Design Competition and consultation project, Town entrance signage design.	Grants and Funding Officer (PT) To be complete by December 2016
	Tiverton projects – Tivvy Bumper, Age UK Dementia project.	Town Centre Manager To be completed by December 2016

This page is intentionally left blank

COMMUNITY WELL-BEING PDG **AGENDA ITEM:**
2 FEBRUARY 2016

Leisure pricing for the financial year 2016/17

Cabinet Member Cllr Colin Slade
Responsible Officer Leisure Manager – Development & Performance

Reason for Report: To advise Members of the proposed leisure pricing strategy for 2016/17.

RECOMMENDATION(S): That the PDG recommend to Cabinet the strategy and price increases proposed.

Relationship to Corporate Plan:

Financial Implications: An increase in income of £133k will arise if current Membership levels are maintained.

Legal Implications: None arising from this report.

Risk Assessment: Leisure Services have a live membership base of circa 3500 adult Zest Members, and circa 2460 Junior Zest Members. An increasing number of the current membership base has purchased a membership subsidised from the full paying rate, through promotions and deals, and via an age related product for people over the age of 60. Other members have received a loyalty initiative where memberships were frozen from 2013/14 fees.

To continue to offer subsidies which are not related to a means tested measure, will restrict the income potential for the service.

The proposals in this report will have an impact on current members, who in some cases will be affected by increases in fees and changes in existing products. The rationale for any changes will need to be recognised and understood by all stakeholders.

1.0 Introduction

1.1 Over recent years the level of subsidy given to Zest members has increased to levels where memberships are continuing to grow, but income has started to be negatively affected through deals and agreements, some of these deals have already been discontinued, such as *'15 months for the price of 9'.*

1.2 The membership base has shifted significantly to advanced payments, and although this does provide a cash income injection, it has been achieved by offering discounts in comparison to members that pay by 12 monthly Direct Debit instalments, and many existing Zest Members have converted their membership in order to capitalise on the discounted rates.

1.3 In 2013 a bespoke promotional product was introduced to give Zest members over the age of 60 a significantly subsidised membership product, if paid in a lump sum and only used at off peak times.

1.4 Within a review conducted by the Strategic Leisure Management Team, it has been agreed to propose a streamlining of our products, pricing and literature in order to simplify the information for staff and customers, and maximise income potential. This would include a reinforcement of the policy that was implemented in 2010, where subsidies are only given to those on means tested benefits, ie those not able to afford access to the facilities at the full rate of charge.

2.0 60+ Memberships

2.1 These are Zest Memberships purchased in a lump sum, and are valid for 12 months. The sole criteria are that the member is over the age of 60 years, and that the membership is used is used at off peak times.

2.2 The subsidies for these memberships range from 50% - 58%.

2.3 It is proposed that the current products will be discontinued when the current 12 month period has elapsed for each individual member, and a new agreement on a Lifestyle, or Lifestyle Plus membership will be offered.

2.4 Leisure services currently have 4 Zest membership types in this category as follows:

Membership Type	Members	2015/16 Fee
60+ Off Peak Lifestyle (Swimming and Pool Activities)	272	£ 200
60+ Off Peak Lifestyle Plus (Swimming, Classes & Fitness Studio)	110	£ 240
60+ Off Peak Zest Bonus(Swimming & Fitness Classes)	70	£ 220
60+off Peak Zest Bonus(Swimming & Fitness Studio)	156	£ 220
Total Members	608	

2.5 Concessions will still be available to those on a means tested basis, where a '***Lifestyle Plus Concessionary'*** product will be offered; this will apply to new and existing Zest Members.

2.6 It is proposed that all existing Zest Members with a 60+ membership will be honoured with a 12 month grace period at '***Lifestyle Plus Concessionary'*** fees of £25.00 per month via Direct Debit, regardless of means tested eligibility, following expiry of the current annual period.

2.7 An opportunity to pay for the '***Lifestyle Plus Concessionary'*** membership fee for the full 12 month period will still be available, although no further discounts will be offered.

2.8 Following the grace period of 12 months, the membership fee will be brought in line with current Lifestyle Plus Loyalty membership fees, at £36.00 per month, with the exception that means tested criteria can be evidenced and the Lifestyle Plus Concessionary agreement will continue.

2.9 If current membership levels are maintained this will increase income by circa £43k (net) by the end of the 12 month grace periods.

2.10 Following an audit of 7 other leisure providers in Devon and West Somerset, there is no evidence that any other provider has a product for their members on the basis of age in excess of 60 years. A summary of the audit for membership fees and charges can be found in **appendix 1.**

3.0 Lifestyle Memberships

3.1 These are Zest memberships purchased either via a monthly Direct Debit or a lump sum for 12 months in advance, and currently offer unlimited access to the following:

- Swimming Pool and Pool Activities
- Adult Swimming Lessons
- Racket Sports
- Sauna

3.2 Currently the lump sum for 12 months in advance is calculated at 12 months membership for the price of 9. It is proposed that for 2016/17 this offer is reduced to 12 months for the price of 11.

3.3 In order to simplify the products, Racket sports and Sauna will be removed from the Membership benefits.

3.4 Nominal increases in Monthly Direct Debit charges will apply for 2016/17.

3.5 It is proposed to increase **Loyalty** prices held at 2013/14 rates from £25.45 to £28.00 (10%) to come inline with 2016/17 charges. This will impact on circa 60 Zest members.

3.6 If current membership levels are maintained this will increase income by circa £3k (net).

4.0 Lifestyle Plus Memberships

4.1 These are Zest memberships purchased either via monthly Direct Debit or a lump sum for 12 months in advance, and currently offer unlimited access to the following:

- Swimming Pool and Pool Activities
- Adult Swimming Lessons
- Racket Sports
- Sauna
- Fitness Classes
- Fitness Studio

4.2 There are currently two concessionary levels that apply to this Zest membership:

- **Level 2** for students, and those on disability living allowance
- **Level 3** for those in receipt of means tested benefits

4.3 These Concessionary Memberships are subsidised by 47% of the full paying fee at £21.20 per month.

4.4 It is proposed to simplify the structure of the Levels 2 and 3 and amalgamate into a single concessionary membership level. Following an audit of 7 other leisure providers in Devon and West Somerset, there is no evidence that any other provider has more than one concessionary level of membership fee. As with the current Level 2 & 3 Zest memberships there will be peak and off peak restrictions, although access to the swimming pools will not be restricted in order to increase participation. A summary of the audit for membership fees and charges can be found in **appendix 1.**

4.5 It is proposed to reduce the level of subsidy for the concessionary members and increase the monthly Zest membership fee from £21.20 to £25.00, (18%) this will still offer a subsidy of 38% of the full fee. This will affect circa 400 Zest members.

4.6 Currently the lump sum for 12 months in advance is calculated at 12 months membership for the price of 9. It is proposed that for 2016/17 this offer is reduced to 12 months for the price of 11.

4.7 It is proposed to increase **Loyalty** prices held at 2013/14 rates from £33.15 to £36.00 (8.5%) to come inline with 2016/17 charges. This will impact on circa 512 Zest members.

4.8 If current membership levels are maintained this will increase income by circa £46k (net)

5.0 **Junior Memberships**

5.1 There are two Zest membership types in this category purchased via monthly Direct Debit, and currently offers access to the facilities as follows:

- **Junior Lifestyle**
  - Group swimming lessons
  - Parent and toddler sessions
  - Teen fitness activities
- **Junior Lifestyle Plus**
  - Group swimming lessons
  - Public Swimming
  - Parent and toddler sessions
  - Teen fitness activities
  - Racket Sports
  - Discounts on selected sessions

5.2 It is proposed to increase both Junior Zest membership fees by 5%, as supervised lessons and activities incur significant staffing costs.

5.3 Each of these membership types have a concessionary level for those in receipt of means tested benefits and are subsidised from the full paying fee.

5.4 It is proposed to reduce the level of subsidy for the concessionary members and increase the Monthly zest membership fee as follows:

- Junior Lifestyle Level 3, from £15.00 to £17.50 (16%)
- Junior Lifestyle Plus Level 3, from £18.70 to £22.50 (20%)

These memberships will continue to receive subsidies of the full fee of 19% and 15% respectively. This will impact on circa 300 members.

5.5 If current membership levels are maintained this will increase income by circa £37k (net).

6.0 **Summary**

6.1 With other less significant increases in fees based on current membership levels, the net increase for memberships will be circa £130k.

6.2 Level 2 and 3 prices will be amalgamated into a single concessionary fee for Zest memberships and casual prices.

6.3 Other changes to casual prices, secondary spend, series of lets and rents are within 0 – 5%. Level 1 fees for Casual swimming for Adults and Juniors will not be increased to encourage participation.

6.4 Understandably there will be some movement of members following the increase in charges, and the focus will be on new business in order to meet the proposed budget increase of £155k for Leisure Services in 2016/17.

6.5 The headline changes will need to be handled sensitively, openly and directly with each Zest member well in advance of any changes.

6.6 Consideration to the potential impact will need to be understood by all team members and support services, in addition to senior managers and elected members.

6.7 Simplifying literature, pricing structures and website will be completed in line with the launch of the new pricing and marketing strategy.

Contact for more Information: Lee Chester, 01884 234901 / lchester@middevon.gov.uk

Circulation of the Report: Cllr Colin Slade, Management Team

This page is intentionally left blank

Leisure Price Comparisons - Memberships 2015-16.

Leisure Provider	Monthly Direct Debit	Contract Length	Joining Fee	Annual Lump Sum	Concessionary Direct Debit	Concessionary Joining Fee	60+ Annual Membership Options	Notes:
Wellington (Tone Leisure)	£39.50	12	£0.00	£395.00	£23.00	£15.00	N/A	Like for Like facilities. Pro rata payment.
Leisure East Devon	£34.00	6	£25.00	£374.00	£25.50	£25.00	N/A	Like for Like facilities.
Exeter Riverside	£36.55	12	£0.00	£397.74	N/A	N/A	N/A	Like for Like facilities. Pro rata payment.
Exeter University	£37.00	12	£0.00	£430.00	N/A	N/A	N/A	Like for Like facilities.
North Devon	£38.95	12	£0.00	£420.66	N/A	N/A	N/A	Like for Like facilities. Pro rata payment.
Torridge (16-60)	£35.00	3	£22.00	£350.00	£29.00	£22.00	N/A	Like for Like facilities.
Teignbridge	£32.00	6	£25.00	£352.00	£25.60	£25.00	N/A	Like for Like facilities.
Average	**£36.15**	**9**	**£24.00**	**£388.50**	**£25.80**	**£21.75**	N/A	
Mid Devon	**£34.80**	**12**	**£40.00**	**£360.00** **9 months**	**£21.20**	**£21.20**	**£200-£240**	
Mid Devon Proposed 2016/17	**£36.00**	**12**	**£40.00**	**£396** **11 months**	**£25.00**	**£25.00**	**£25.00 per month**	

Note: Membership comparison against the ***Lifestyle Plus*** equivalent

This page is intentionally left blank

CABINET
11 FEBRUARY 2016

CULLOMPTON ARTICLE 4 DIRECTION REVIEW

Cabinet Member Cllr Richard Chesterton
Responsible Officer Head of Planning and Regeneration

Reason for Report: To seek approval for the confirmation of an Article 4(1) Direction with immediate effect for 6 categories of permitted development. To seek approval for confirmation of the Article 4(1) Direction covering the additional category of permitted development namely the installation of solar and photovoltaic panels.

RECOMMENDATIONS TO COUNCIL:

1. **To confirm the making of an 4(1) Direction with immediate effect in respect of the following categories of permitted development:**
   - **To control insertion of roof lights, to front roof slopes for almost the whole conservation area. (Map 1)**
   - **To protect chimneys from demolition on individual properties throughout the conservation area.(Map 2)**
   - **To control the addition of porches to 5 terraces of houses (Map 3).**
   - **To control the demolition of boundary walls within discrete areas (Map 4).**
   - **To control the replacement of doors in discrete areas (Map 5)**
   - **To control the replacement of windows in discrete areas (Map 6)**

2. **To confirm the Article 4(1) Direction in respect of installation of solar and photovoltaic panels to front roof slopes to come into force on 25th February 2016.(Map 7)**

Relationship to the Corporate Plan: To assist in improvement of market towns and caring for the environment.

Financial Implications: None as the Cullompton conservation area previously had an Article 4 Direction covering it.

Legal Implications: Article 4 Directions remove certain specific permitted development rights from residential properties within the conservation area. The replacement Article 4 Direction has reduced the number of properties affected and focuses control on the properties and areas where most benefit to the retention of the character and appearance of the conservation area can be gained. The additional Article 4 Direction control covering solar and photovoltaic affects the same properties as affected by the rooflight control since the impact is broadly similar.

Risk Assessment: The introduction of such legal controls require review/ monitoring and enforcement where warranted in order to be effective. The geographical reduction in control will reduce the resources needed to undertake future review/ monitoring and reduce the potential for a large number of breaches of the Article 4 Direction and associated enforcement. The reduction in control in certain parts of the conservation area has been carefully considered to ensure that the conservation area's character and appearance is still safeguarded from the cumulative impact of

incremental and unsympathetic changes that would otherwise be allowable under permitted development rights.

1.0 Introduction

1.1 In 2009 as part of the Cullompton Conservation Area Management Plan, an Article 4(2) Direction was introduced covering dwellinghouses in the whole conservation area and removed the several categories off permitted development.

1.2 On 8 May 2014 Cabinet received a report on issues arising from the application of the Article 4(2) Direction. It was decided to commission a review of the Article 4(2) Direction by private consultants.

1.3 The consultant's report recommended a more targeted approach. This was used as the basis for proposed amendments to the Article 4(2) Direction. In addition the consultant recommended that the installation of solar and photovoltaic panels should be controlled as their impact was comparable with that of rooflights on front roof slopes.

1.4 In proposing the discrete area approach it was acknowledged that there would be some properties covered by the Article 4 direction that have no relevant boundary walls, have existing uPVC or aluminium windows and / or doors which would still need to apply for planning permission under the requirements of the Article 4 Direction.

1.5 The recommended approach was approved for consultation by Cabinet on 30th October 2014.

1.6 Members required that design guidance be prepared to provide owners living in the conservation area advice on replacement windows and doors or on work to roofs and chimneys.

1.7 Public consultation on the proposed amendments and additional controls was carried out in late 2014. The results of the public consultation were then incorporated into a final report in late March 2015.

1.8 Shortly after this (April 2015) the Planning (General Permitted Development) Order was amended. Article 4(2) Directions were revamped and became either Article 4(1) Direction with immediate effect or Article 4(1) Direction without immediate effect.

1.9 The revised consultant's report and the changes to the Planning (General Permitted Development) Order were discussed at Planning Policy Advisory Group on 7 October 2015, along with the content of two design guides (windows and doors, roofs and chimneys) and their recommendations were considered by Cabinet on 22 October 2015. (Report attached at **Appendix 1**).

1.10 Cabinet in turn recommended to Council that:

- An Article 4(1) direction with immediate effect be made to control the following categories of permitted development in discrete parts of Cullompton Conservation Area:- insertion of roof lights in front roof slopes

(Map1); demolition /alteration of chimneys (Map 2); addition of porches (Map 3); demolition of boundary walls (Map 4); replacement of front doors (Map 5) and replacement of front windows (Map 6)

- An Article 4(1) without immediate effect be made to control the installation of solar and photovoltaic panels on front roof slopes of the same properties affected by the controls over roof lights (Map 7)
- The existing Article 4 (2) Direction be removed subsequent to the new Article 4(1) Direction coming into force.
- That the Design Guide on windows and doors be approved for publication.
- That the Design Guide on roofs and chimneys be approved for publication.

(Maps are attached at **Appendix 2).**

2.0 Article 4(1) Directions implementation.

2.1 The **Article 4(1) Direction with immediate effect** came into effect on 17 December 2015. Letters were sent to around 500 affected properties, four site notices were posted around the town (on the Town Hall notice board, on a pole adjacent to the car park by the Hayridge, on a pole near the chapel in Pound Square and on a pole near Trotts Almshouses on High Street). A public notice appeared in Mid Devon Star. As set out in the legislation the County Council were notified together with the Secretary of State.

2.2 A deadline for comments on the Article 4(1) Direction of 15 January 2016 was given. Any comments received need to be considered before the Local Planning Authority decide whether to confirm the Direction. The direction must be confirmed within 6 months of the date it came into effect. If it is not confirmed within this time the Direction will expire.

2.3 The **Article 4(1) Direction without immediate effect** relating to the installation of solar and pholtovoltaic panels on front roof slopes was the subject of consultation in the same letters. Site notices were also posted in the same locations on the same date as those for the Article 4(1) with immediate effect.

2.4 The required notice in the case of an Article 4(1) without immediate effect allows for a period of 21 days within which representations about this Direction can be made to the Local Planning Authority. The Direction can be brought into force after a minimum of 28 days (but no longer than two years) from the time the required notice is posted. The Authority must take into account any representations received within the 21 day period before deciding whether to confirm the Direction.

3.0 Responses on the Article 4(1) with immediate effect and the Article 4(1) without immediate effect.

3.1 Just one response has been received from a local resident in response to the consultation on both Article 4 (1) Directions. There are comments on the need for both monitoring and enforcement if the direction is to be effective. The response also refers to the schedules and suggests a number of amendments - both additions and deletions. Some of the suggested inclusions on the schedules relate to properties that are not dwellinghouses although one

property which has consent for conversion to flats appears to still be in use as a single dwellinghouse and should be included in the relevant schedules. Three properties suggested for inclusion are already on the schedules (some confusion had arisen about the addresses); one flat had been included in the schedule which can be deleted from the confirmed schedules.

4.0 **Conclusion.**

4.1 In the absence of any new issues being raised in respect of the Article 4(1) Direction with immediate effect and no objections being received in respect of the proposed additional control of the Article 4(1) Direction without immediate effect (covering solar panels and photovoltaic panels to front roof slopes) it is now proposed that both the Article 4 (1) with immediate effect and the Article 4(1) without immediate effect should both be confirmed subject to schedule adjustments as noted at 3.1 above.

Contact for more Information: Sue Warren Conservation Officer 01884 234391

Circulation of the Report: Members of Cabinet

List of Background Papers: Cabinet reports 8 May 2014, 30 October 2014, 22 October 2015

Rooflights

Map 1

Cullompton Conservation Area Boundary 11 March 2009

Listed Buildings

Area where dwelling houses will require planning permission to install rooflights to front roof slope

Article 4 Direction Review

Cullompton

Scale 1:2500

December 2015

Note: The Ordnance Survey will not have updated the base to show recent changes. Consequently, not all development may be shown.

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office. © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Licence No. 100022292.

This page is intentionally left blank

Chimney preservation Map 2

Cullompton Conservation Area Boundary 11 March 2009

Listed Buildings

Properties where demolition of chimney will require planning permission

Article 4 Direction Review

Cullompton

Scale 1:2500

December 2015

Note: The Ordnance Survey will not have updated the base to show recent changes. Consequently, not all development may be shown.

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office. © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Licence No. 100022292.

This page is intentionally left blank

Porches Map 3

Cullompton Conservation Area Boundary 11 March 2009

Listed Buildings

Terraces where planning permission will be required for construction of porches

Article 4 Direction Review

Cullompton

Scale 1:2500

December 2015

Note: The Ordnance Survey will not have updated the base to show recent changes. Consequently, not all development may be shown.

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office. © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Licence No. 100022292.

This page is intentionally left blank

Boundary wall preservation Map 4

Cullompton Conservation Area Boundary 11 March 2009

Listed Buildings

Groups of dwelling houses where planning permission will be required for demolition of boundary walls

Article 4 Direction Review

Cullompton

Scale 1:2500

December 2015

Note: The Ordnance Survey will not have updated the base to show recent changes. Consequently, not all development may be shown.

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office. © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Licence No. 100022292.

This page is intentionally left blank

Doors Map 5

Cullompton Conservation Area Boundary 11 March 2009

Listed Buildings

Groups of dwelling houses where planning permission will be required for replacement of front doors

Article 4 Direction Review

Cullompton

Scale 1:2500

December 2015

Note: The Ordnance Survey will not have updated the base to show recent changes. Consequently, not all development may be shown.

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office. © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Licence No. 100022292.

This page is intentionally left blank

Windows Map 6

Cullompton Conservation Area Boundary 11 March 2009

Listed Buildings

Groups of dwelling houses where planning permission will be required for replacement of windows to front elevations

Article 4 Direction Review

Cullompton

Scale 1:2500

December 2015

Note: The Ordnance Survey will not have updated the base to show recent changes. Consequently, not all development may be shown.

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office. © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Licence No. 100022292.

This page is intentionally left blank

Solar panels and photovoltaic panels

Map 7

Cullompton Conservation Area Boundary 11 March 2009

Listed Buildings

Proposed area to be covered by new Article 4 (1) Direction where planning permission will be required to install solar panels and photovoltaic panels to front roof slopes

Article 4 Direction Review

Cullompton

Scale 1:2500

December 2015

Note: The Ordnance Survey will not have updated the base to show recent changes. Consequently, not all development may be shown.

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office. © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Licence No. 100022292.

This page is intentionally left blank

CABINET
11 February 2016

NNDR 1 for 2016/17

Cabinet Member: Cllr Peter Hare-Scott
Responsible Officer: Revenues Manager

Reason for Report: To provide Members with an update of the income generation and financial implications of the number of business Rate properties in Mid Devon and to approve the NNDR1 (estimated income to be generated in 2016/17 from business rates).

RECOMMENDATIONS:

1. **That the calculation of the NNDR1 net yield is noted and approved for 2016/17;**

2. **That the proportions distributed to the respective authorities and central government be allocated as per the statutory regulations; and**

3. **That Members note and approve that central government will reimburse the Council through a Section 31 grant to compensate it for the reduction in collectable business rates as a result of introducing reliefs.**

Relationship to Corporate Plan:

1. This report sets out the estimated net business rates 2016/17; the estimate will then be used in the calculation of future Council budgets.
2. This report is in line with the Council's Corporate Plan objectives and is essential to delivering a well-managed Council.

Financial Implications: Mid Devon District Council is a Statutory Billing Authority and now has a duty to carry out this task each year as part of the budgetary process.

Legal Implications: This is a statutory function and is a legal requirement. The Council must set its budget annually based on the tax base and the NNDR1 projected budgets.

Risk Assessment: If the Council fails to carry out this duty, then it will not be able to calculate its future budgets from 2016/17 onwards.

1.0 Introduction

1.1 Prior to 1 April 2013, all billing authorities collected the business rates in their area and passed this money onto a central government pool. The pool was then redistributed to local authorities throughout the country based on their needs, resources and services they provide to their community. For example, one

billing authority may collect £15m and only require £10m to run its services, whereas another billing authority may collect £10m and require £15m to run its services. The shortfall and excess is then redistributed by central government through a fixed sum as part of the Formula Grant Settlement.

2.0 Business rates retention scheme

2.1 From 1 April 2013, central government changed the way this financing is distributed. Each billing authority now has to forecast the amount of revenue it will generate from business rates and then redistribute that income between central government, the county council, the fire authority and itself, based on a centrally prescribed formula (see below). The Business Rates Retention Scheme as it is now known, also allows the billing authority to keep a share of the increase in revenue it generates, therefore encouraging billing authorities to encourage business growth in its area. However, the converse of this applies and if a billing authority's business rates decline, the District Council (i.e. MDDC) will see a proportionate drop in revenue.

2.2 This is the key difference between the old and new schemes. As under the old business rates scheme, the level of funding is determined at the beginning of the year and was fixed thereafter.

2.3 In order to assist local authorities in retaining revenue within the counties, central government allowed county councils and district councils to join together to pool their growth and offset the growth of one area against a decline in another area. Effectively, this creates a larger critical mass across the County to alleviate exposure to individual authority losses, thus enabling counties and districts to retain more of the rates collected instead of contributing this money to the central pool. Mid Devon District Council joined the Devon County-wide pool in 2014 and will remain in the pool for 2016/17.

2.4 This report therefore details the calculations necessary to determine the estimated debit the Council is expected to collect in business rates for the 2016/17 year. The net collectable debit is then split proportionally, subject to tariffs or levies required to ensure all councils receive a government calculated baseline level as follows:

- 50% goes direct to Central Government
- 40% is kept by Mid Devon District Council
- 9% is distributed to Devon County Council
- 1% is distributed to the Devon & Somerset Fire & Rescue Authority

2.5 The above calculations are based on the 2015/16 debit, uprated by 1.0083 to take account of the new multiplier, the increase in inflation changes estimated in new, amended or deleted properties, monies paid out in mandatory and discretionary rate reliefs. In addition, allowances are made for enterprise zones, new development deals and renewable energy schemes within the area.

3.0 S31 grant and reduced business rates income

3.1 Once again the Chancellor of the Exchequer announced changes to the business rates system in his Autumn Statement for 2015 and, as a result, councils would be compensated by means of a "S31" government grant in recognition of the lower amount of business rates that would otherwise be due.

3.2 The main changes are as follows;

3.2.1 The doubling of the Small Business Rate Relief scheme would continue for a further year (2016-17).

3.2.2 Local authorities will be refunded for the loss in business rates receipts as a result of the measure. Refunds will be made through s31 grants.

3.2.3 The 'high street discount' for retail businesses with a rateable value below £50,000 cease from 1st April 2016.

3.2.4 Appendix 1 shows the estimated net yield from business rates for 2016/17 set out in the government NNDR1 return. The Council is able to keep 40% of the total business rates it collects and this will generate an estimated £6.106m (i.e. £15.266m - 40%). In addition to this, we receive £108k from the DCLG as a grant towards collecting the years' business rates and retain income from renewable energy schemes of £128k.

3.2.5 As part of the DCLG's financial settlement central government has determined Mid Devon's business rates baseline (i.e. its financial need) as £2.070m for 2016/17, therefore, in reality the Council will be able to keep circa 13.56% of the business rates it collects.

4.0 Conclusion

4.1 Due to the associated volatility and significant sums of revenue involved, Members will receive regular updates on the level of business rates being collected during 2016/17.

Contact for more information: John F Chumbley 01884 234301 (jchumbley@middevon.gov.uk)

Background Papers: CTB1 and supporting documentation

File Reference: JFC/G/CTB1

Circulation of Report: Cllr Peter Hare-Scott, Management Team

This page is intentionally left blank

NATIONAL NON-DOMESTIC RATES RETURN - NNDR1
2016-17

Please e-mail to: nndr.statistics@communities.gsi.gov.uk by no later than **31 January 2016.**
In addition, a certified copy of the form should be returned by no later than **31 January 2016** to the same email address

All figures must be entered in whole £

If you are content with your answers please return this form to DCLG as soon as possible

Select your local authority's name from this list: Mid Devon

Mid Suffolk
Mid Sussex
Middlesbrough
Milton Keynes
Mole Valley

Authority Name	Mid Devon
E-code	E1133
Local authority contact name	John Chumbley
Local authority contact number	01884 234301
Local authority e-mail address	jchumbley@middevon.gov.uk

Ver 1.31

PART 1A: NON-DOMESTIC RATING INCOME

COLLECTIBLE RATES	**£**
1. Net amount receivable from rate payers after taking account of transitional adjustments, empty property rate, mandatory and discretionary reliefs and accounting adjustments	**15,502,330**
TRANSITIONAL PROTECTION PAYMENTS	
2. Sums due to the authority	**0**
3. Sums due from the authority	**0**
COST OF COLLECTION (See Note A)	
4. Cost of collection formula	**108,005**
5. Legal costs	**0**
6. Allowance for cost of collection	**108,005**
SPECIAL AUTHORITY DEDUCTIONS	
7. City of London Offset : Not applicable for your authority	**0**
DISREGARDED AMOUNTS	
8. Amounts retained in respect of Designated Areas. Not applicable for your authority	**0**
9. Amounts retained in respect of Renewable Energy Schemes (See Note B)	**128,045**
of which:	
10. sums retained by billing authority	**128,045**
11. sums retained by major precepting authority	**0**
NON-DOMESTIC RATING INCOME	
12. Line 1 plus line 2, minus lines 3 and 6 - 9	**15,266,280**

NATIONAL NON-DOMESTIC RATES RETURN - NNDR1
2016-17

Please e-mail to: nndr.statistics@communities.gsi.gov.uk by no later than **31 January 2016.**
In addition, a certified copy of the form should be returned by no later than **31 January 2016** to the same email address

All figures must be entered in whole £

If you are content with your answers please return this form to DCLG as soon as possible

Local Authority : Mid Devon Ver 1.31

PART 1B: PAYMENTS

This page is for information only; please do not amend any of the figures

The payments to be made, during the course of **2016-17** to:

i) the Secretary of State in accordance with Regulation 4 of the Non-Domestic Rating (Rates Retention) Regulations 2013;
ii) major precepting authorities in accordance with Regulations 5, 6 and 7; and to be
iii) transferred by the billing authority from its Collection Fund to its General Fund,

are set out below

	Column 1 **Central Government**	Column 2 **Mid Devon**	Column 3 **Devon County Council**	Column 4 **Devon and Somerset Fire Authority**	Column 5 **Total**
Retained NNDR shares	£	£	£	£	£
13. % of non-domestic rating income to be allocated to each authority	50%	40%	9%	1%	100%
Non-Domestic Rating Income for 2016-17					
14. Non-domestic rating income from rates retention scheme	7,633,140	6,106,512	1,373,965	152,663	15,266,280
15. (less) qualifying relief in Enterprise Zones	0	0	0	0	0
16. Not used this year					
17 **TOTAL:**	7,633,140	6,106,512	1,373,965	152,663	15,266,280
Other Income for 2016-17					
18. add: cost of collection allowance		108,005			108,005
19. add: amounts retained in respect of Designated Areas		0			0
20. add: amounts retained in respect of renewable energy schemes		128,045	0		128,045
21. add: qualifying relief in Enterprise Zones		0	0	0	0
22. add: City of London Offset		0			0
23. Not used this year					
Estimated Surplus/Deficit on Collection Fund	£	£	£	£	£
24. Estimated Surplus/Deficit at end of 2015-16	-670,502	-536,402	-120,690	-13,410	-1,341,004
TOTAL FOR THE YEAR	£	£	£	£	£
25. Total amount due to authorities	6,962,638	5,806,160	1,253,275	139,253	14,161,326

NATIONAL NON-DOMESTIC RATES RETURN - NNDR1
2016-17

Please e-mail to: nndr.statistics@communities.gsi.gov.uk by no later than **31 January 2016.**
In addition, a certified copy of the form should be returned by no later than **31 January 2016** to the same email address

All figures must be entered in whole £

If you are content with your answers please return this form to DCLG as soon as possible

Local Authority : Mid Devon Ver 1.31

PART 1C: SECTION 31 GRANT (See Note C)
This page is for information only; please do not amend any of the figures
Estimated sums due from Government via Section 31 grant, to compensate authorities for the cost of changes to the business rates system announced in the 2013, 2014 & 2015 Autumn Statements

	Column 2 **Mid Devon**	Column 3 **Devon County Council**	Column 4 **Devon and Somerset Fire Authority**	Column 5 **Total**
2015-16 Multiplier Cap	£	£	£	£
26. Cost of 2% cap on 2015-16 small business rates multiplier	90,169	19,871	2,208	112,248
Small Business Rate Relief				
27. Cost of temporary doubling SBRR for 2016-17	459,143	103,307	11,479	573,929
28. Cost to authorities of maintaining relief on "first" property	2,110	475	53	2,638
"New Empty" Property Relief				
29. Cost to authorities of giving relief to newly-built empty property	12,478	2,807	312	15,597
"Long Term Empty" Property Relief				
30. Relief on occupation of "long-term empty" property	3,856	867	96	4,819
In lieu of Transitional Relief				
31. Payments in lieu of Transitional Relief	0	0	0	0
TOTAL FOR THE YEAR	£	£	£	£
32. Amount of Section 31 grant due to authorities to compensate for reliefs	567,756	127,327	14,148	709,231

NB To determine the amount of S31 grant due to it, the authority will have to add / deduct from the amount shown in line 32, a sum to reflect the adjustment to tariffs / top-ups in respect of the multiplier cap (See notes for Line 32)

Certificate of Chief Financial Officer / Section 151 Officer

I confirm that the entries in this form are the best I can make on the information available to me and amounts are calculated in accordance with regulations made under Schedule 7B to the Local Government Act 1988. I also confirm that the authority has acted diligently in relation to the collection of non-domestic rates.

Name of Chief Financial Officer or Section 151 Officer : .....

Signature : .....

Date : .....

PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1
2016-17

All figures must be entered in whole £

If you are content with your answers please return this form to DCLG as soon as possible

Ver 1.31

Local Authority : Mid Devon

PART 2: NET RATES PAYABLE
You should complete column 1 only

		Column 1 **BA Area (exc. Designated areas)** Complete this column	Column 2 **Designated areas** Do not complete this column	Column 3 **TOTAL (All BA Area)** Do not complete this column
GROSS RATES PAYABLE (All data should be entered as +ve unless specified otherwise)		£	£	£
1. Rateable Value at	27/01/2016	40,804,146	0	40,804,146
2. Small business rating multiplier for 2016-17 (pence)	48.4			
3. Gross rates 2016-17 (RV x multiplier)		19,749,207	0	
4. Estimated growth/decline in gross rates (+ = increase, - = decrease)		-265,935	0	
5. Forecast gross rates payable in 2016-17		19,483,272	0	19,483,272
TRANSITIONAL ARRANGEMENTS (See Note E) - Not applicable in 2016-17				
6. Revenue foregone because increases in rates have been deferred (Show as -ve)		0	0	0
7. Additional income received because reductions in rates have been deferred (Show as +ve)		0	0	0
8. Net cost of transitional arrangements		0	0	
9. Changes as a result of estimated growth / decline in cost of transitional arrangements (+ = decline, - = increase)		0	0	
10. Forecast net cost of transitional arrangements		0	0	0
TRANSITIONAL PROTECTION PAYMENTS (See Note F) - Not applicable in 2016-17				
11. Sum due to/(from) authority		0	0	0
MANDATORY RELIEFS (See Note G) (All data should be entered as -ve unless specified otherwise)				
Small Business Rate Relief				
12. Forecast of relief to be provided in 2016-17		-2,268,185	0	-2,268,185
13. of which: relief on existing properties where a 2nd property is occupied		-5,200	0	-5,200
14. Additional yield from the small business supplement (Show as +ve)		450,437	0	450,437
15. Net cost of small business rate relief (line 12 + line 14		-1,817,748	0	-1,817,748
Charitable occupation				
16. Forecast of relief to be provided in 2016-17		-1,294,139	0	-1,294,139
Community Amateur Sports Clubs (CASCs)				
17. Forecast of relief to be provided in 2016-17		-33,783	0	-33,783
Rural rate relief				
18. Forecast of relief to be provided in 2016-17		-26,730	0	-26,730

PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1
2016-17

All figures must be entered in whole £

If you are content with your answers please return this form to DCLG as soon as possible

Ver 1.31

Local Authority : Mid Devon

PART 2: NET RATES PAYABLE
You should complete column 1 only

	Column 1 **BA Area (exc. Designated areas)**	Column 2 **Designated areas**	Column 3 **TOTAL (All BA Area)**
19. Forecast of mandatory reliefs to be provided in 2016-17 (Sum of lines 15 to 18)	-3,172,400	0	
20. Changes as a result of estimated growth/decline in mandatory relief (+ = decline, - = increase)	0	0	
21. Total forecast mandatory reliefs to be provided in 2016-17	-3,172,400	0	-3,172,400

UNOCCUPIED PROPERTY (See Note H) (All data should be entered as -ve unless specified otherwise)

Partially occupied hereditaments			
22. Forecast of 'relief' to be provided in 2016-17	-57,305	0	-57,305
Empty premises			
23. Forecast of 'relief' to be provided in 2016-17	-399,821	0	-399,821
24. Forecast of unoccupied property 'relief' to be provided in 2016-17 (Line 22 + line 23)	-457,126	0	
25. Changes as a result of estimated growth/decline in unoccupied property 'relief' (+ = decline, - = increase)	0	0	
26. Total forecast unoccupied property 'relief' to be provided in 2016-17	-457,126	0	-457,126

DISCRETIONARY RELIEFS (See Note J) (All data should be entered as -ve unless specified otherwise)

Charitable occupation			
27. Forecast of relief to be provided in 2016-17	-56,271	0	-56,271
Non-profit making bodies			
28. Forecast of relief to be provided in 2016-17	-2,640	0	-2,640
Community Amateur Sports Clubs (CASCs)			
29. Forecast of relief to be provided in 2016-17	0	0	0
Rural shops etc			
30. Forecast of relief to be provided in 2016-17	0	0	0
Small rural businesses			
31. Forecast of relief to be provided in 2016-17	-2,256	0	-2,256
Other ratepayers			
32. Forecast of relief to be provided in 2016-17	0	0	0
	of which:	*of which:*	
33. Relief given to Case A hereditaments		0	
34. Relief given to Case B hereditaments	0		
35. Forecast of discretionary relief to be provided in 2016-17 (Sum of lines 27 to 32)	-61,167	0	
36. Changes as a result of estimated	0	0	

PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1
2016-17

All figures must be entered in whole £

If you are content with your answers please return this form to DCLG as soon as possible

Ver 1.31

Local Authority : Mid Devon

PART 2: NET RATES PAYABLE
You should complete column 1 only

	Column 1 **BA Area (exc. Designated areas)**	Column 2 **Designated areas**	Column 3 **TOTAL (All BA Area)**
growth/decline in discretionary relief (+ = decline, - = increase)			
37. Total forecast discretionary relief to be provided in 2016-17	**-61,167**	**0**	**-61,167**
DISCRETIONARY RELIEFS FUNDED THROUGH SECTION 31 GRANT (See Note K) (All data should be entered as -ve unless specified otherwise)			
"New Empty" properties			
38. Forecast of relief to be provided in 2016-17	**-30,749**	**0**	**-30,749**
"Long term empty" properties			
39. Forecast of relief to be provided in 2016-17	**-9,500**	**0**	**-9,500**
In lieu of Transitional Relief			
40. Payments to ratepayers in lieu of Transitional Relief in 2016-17	**0**	**0**	**0**
41. Forecast of discretionary reliefs funded through S31 grant to be provided in 2016-17 (Sum of lines 38 to 39)	**-40,249**	**0**	
42. Changes as a result of estimated growth/decline in Section 31 discretionary relief (+ = decline, - = increase)	**0**	**0**	
43. Total forecast of discretionary reliefs funded through S31 grant to be provided in 2016-17	**-40,249**	**0**	**-40,249**
NET RATES PAYABLE			
	£	**£**	**£**
44. Forecast of net rates payable by rate payers after taking account of transitional adjustments, unoccupied property relief, mandatory and	**15,752,330**	**0**	**15,752,330**

Checked by Chief Financial / Section 151 Officer :

PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1
2016-17

All figures must be entered in whole £

If you are content with your answers please return this form to DCLG as soon as possible

Ver 1.31

Local Authority : Mid Devon

PART 3: COLLECTABLE RATES AND DISREGARDED AMOUNTS **You should complete column 1 only**	Column 1	Designated areas Column 2	Column 3	Column 4	Column 5
	BA Area (exc. Designated areas) **Complete this column**	**Do not complete this column**	**Do not complete this column**	**Do not complete this column**	**TOTAL (All BA Area)** **Do not complete this column**
NET RATES PAYABLE	**£**	**£**	**£**		**£**
1. Sum payable by rate payers after taking account of transitional adjustments, empty property rate, mandatory and discretionary reliefs	15,752,330	0	0	0	15,752,330
(LESS) LOSSES					
2. Estimated bad debts in respect of 2016-17 rates payable	-100,000	0	0	0	-100,000
3. Estimated repayments in respect of 2016-17 rates payable	-150,000	0	0	0	-150,000
COLLECTABLE RATES					
4. Net Rates payable less losses	15,502,330	0	0	0	15,502,330
DISRERGARDED AMOUNTS					
5. Renewable Energy	128,045	0	0	0	128,045
6. Transitional Protection Payment		0	0	0	
7. Baseline		0	0	0	
DISREGARDED AMOUNTS					**Total Designated Areas**
8. Total Disregarded Amounts		0	0	0	0

Checked by Chief Financial / Section 151 Officer :

PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1
2016-17

All figures must be entered in whole £

If you are content with your answers please return this form to DCLG as soon as possible

Ver 1.31

Local Authority : Mid Devon

PART 4: ESTIMATED COLLECTION FUND BALANCE

	£	£
OPENING BALANCE		
1. Opening Balance (From Collection Fund Statement)		43,917
BUSINESS RATES CREDITS AND CHARGES		
2. Business rates credited and charged to the Collection Fund in 2015-16	15,596,137	
3. Sums written off in excess of the allowance for non-collection	-100,000	
4. Changes to the allowance for non-collection	-30,000	
5. Amounts charged against the provision for appeals following RV list changes	0	
6. Changes to the provision for appeals	-1,300,000	
7. Total business rates credits and charges (Total lines 2 to 6)		14,166,137
OTHER RATES RETENTION SCHEME CREDITS		
8. Transitional protection payments received, or to be received in 2015-16	13,778	
9. Transfers/payments to the Collection Fund for end-year reconciliations	0	
10. Transfers/payments into the Collection Fund in 2015-16 in respect of a previous year's deficit	0	
11. Total Other Credits (Total lines 8 to 10)		13,778
OTHER RATES RETENTION SCHEME CHARGES		
12. Transitional protection payments made, or to be made, in 2015-16	-174,736	
13. Payments made, or to be made, to the Secretary of State in respect of the central share in 2015-16	-7,381,876	
14 Payments made, or to be made to, major precepting authorities in respect of business rates income in 2015-16	-1,476,376	
15. Transfers made, or to be made, to the billing authority's General Fund in respect of business rates income in 2015-16	-5,905,502	
16. Transfers made, or to be made, to the billing authority's General Fund; and payments made, or to be made, to a precepting authority in respect of disregarded amounts in 2015-16	-169,221	
17. Transfers/payments from the Collection Fund for end-year reconciliations	-45,173	
18. Transfers/payments made from the Collection Fund in 2015-16 in respect of a previous year's surplus	-411,952	
19. Total Other Charges (Total lines 12 to 18)		-15,564,836
20. Adjustment for 5-Year Spread		0

ESTIMATED SURPLUS/(DEFICIT) ON COLLECTION FUND IN RESPECT OF FINANCIAL YEAR 2015-16

	£
21. Opening balance plus total credits, less total charges, plus adjustment for 5-year spread (Total lines 1, 7, 11, 19 & 20)	-1,341,004

Checked by Chief Financial / Section 151 Officer :

CABINET
11 FEBRUARY 2016

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 recommend the Corporate Plan for 2016-2020 to Council for approval.

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 Corporate Plan for the period of 1st April 2016 to 31st March 2020 (Appendix A). The draft Corporate Plan was brought in front of the Cabinet in December 2015, where it was agreed that the document go out for consultation.

1.2 The Corporate Plan consultation took place in a number of different ways. The Citizens Panel were asked to comment and we received 125 responses. The consultation was also promoted with business group contacts, partners that we work with, town and parish councils, on the website and to staff via the Link. This generated approximately another 25 responses. The consultation feedback is attached as Appendix B.

1.3 The consultation period has now ended and where appropriate the Corporate Plan has been amended to take account of the feedback. This information will be published on the Councils website in the format of "you said, we did".

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

Circulation of the Report: Cllr Clive Eginton and Management Team

This page is intentionally left blank

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

Promoting physical~~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 four 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
- Focus on projects in Town Centres that will enable heritage and/or the Arts and economy to work together

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

Our priority projects for 2016-17	***Lead Portfolio***	***Service Area***
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
Develop a bid to the Heritage Lottery Fund for a townscape heritage scheme for Cullompton	Planning and Economic Regeneration	Economic Development

PRIORITY 2: HOMES

Over the next four 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 and improve housing standards

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
- Ensure consideration is given to the public health impact of every development

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

Our priority projects for 2016-17	***Lead Portfolio***	***Service Area***
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 to bring empty homes back into use and improve housing standards	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
Private Sector Housing Renewal Policy	Housing and Property	Private Sector Housing
Empty Homes Action Plan including Devon Partnership	Housing and Property	Private Sector Housing
Cosy Devon and Central Heating Fund projects to alleviate fuel poverty	Housing and Property	Private Sector Housing

PRIORITY 3: COMMUNITY

Over the next four 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 – Promote physical~~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, w~~Work~~ing~~ with schools and community groups to encourage young people to participate in sport and other physical activity
- Actively promote the facilities that are available in our District for health and wellbeing such as walking (footpaths, open spaces and parks) and cycle paths
- Work with partners such as Devon County Council, the National Health Service and other partners on the public health agenda to address health inequalities
- 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
- Support our food businesses and outlets to achieve good food safety practices

Our priority projects for 2016-17	***Lead Portfolio***	***Service Area***
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
Actively support the Devon Youth Games for 2016	Community Well Being	Leisure
Monitor the food rating system and assist busineses in achieving the highest standards – scores on the doors targets	Community Well Being	Environmental Health
Mid Devon Public Health Strategy	Community Well Being	Public Health
Public Health Action Plan	Community Well Being	Public Health

PRIORITY 4: ENVIRONMENT

Over the next four 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
- Reduce the amount of residual waste produced
- ~~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~~promote "green" initiatives which can be installed in ~~council~~ homes and which can help to ~~reduce fuel poverty~~improve energy efficiency and sustainability

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
- Improve air quality through action planning

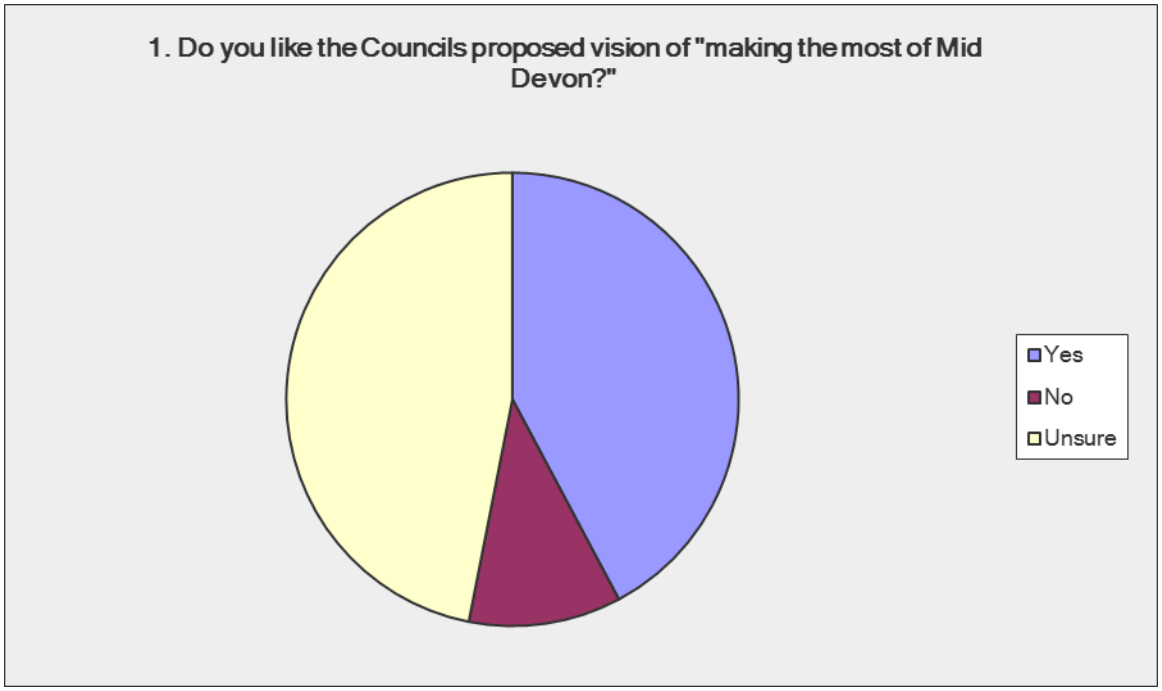
Our priority projects for 2016-17	***Lead Portfolio***	***Service Area***
Finalise the review of the Local Plan and submit it for inspection	Planning and Economic Regeneration	Planning
Introduce a littering patrol team	Environment	Street Scene
New waste and recycling depot – temporary and permanent	Housing 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
Expand the ECO Starts initiative to include MDDC fleet	Environment	Environmental Health
Low emissions Partnership	Environment	Environmental Health
Air Quality Action Plans	Environment	Environmental Health

This page is intentionally left blank

Appendix B

Corporate Plan Consultation Feedback

Question 1 – Do you like the Councils proposed vision of “making the most of Mid Devon?”



1. Do you like the Councils proposed vision of "making the most of Mid Devon?"		
Answer Options	Response Percent	Response Count
Yes	42.2%	54
No	10.9%	14
Unsure	46.9%	60

Question 2 – Do you have any comments, feedback or alternative suggestions on the vision?

What exactly does it mean?

It doesn't sound very positive!

It does sound a bit like we are having to make the most of what we have (as in, we'll do the best with the poor hand we've been dealt!)

The "vision" seems very "in house" with little consultation of ordinary people. Its presentation is that of a "done deal". I see very little evidence of the council listening to other ideas or opinions. These debates should be opened out in the media prior to going to council.

Not very inspiring!! How about securing the future for Mid Devon

Do not know what “making the most of Mid Devon” means

Do not like the use of the word “vision”

Yes, on the basis that “Mid Devon” is not just Tiverton

Please do not ignore the elderly in your vision

I don't like the proposed vision statement, as it immediately brings to mind the phrase 'making the best of a bad job', which is very far from what I'm sure the Council wants to convey. As you want a short phrase, I don't think you need to include the words Mid Devon, so you could concentrate on the priorities and have: 'a great place to live, work and visit', or something like that.

It sounds positive and good.

Sounds negative

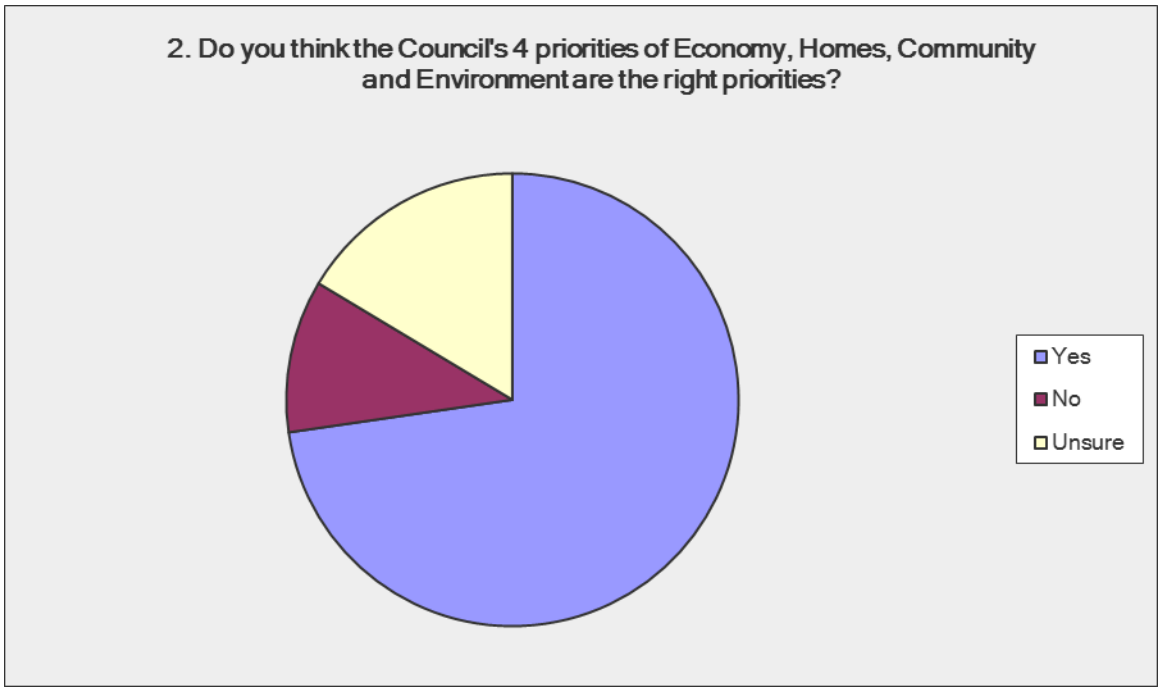
It sounds good, of course we want to make the most of Mid Devon,

That statement is so ambiguous and non-descript. One persons 'making the most of Devon' could be another person’s nightmare. I am thinking of building plans, etc. The statement has no meaning unless it is backed up with some sort of evidence on what they mean by 'making the most of Mid-Devon'.

I don't think anyone can argue with the vision, but I think it leaves big questions as to how it can be delivered in the face of massive cuts in government spending on local government.

The vision could be made more ambitious. An example would be from Leeds City Council, “We're working to make Leeds to be the best place for children and young people to grow up”.

Question 3 – Do you think the Council’s priorities of Economy, Homes, Community and Environment are the right priorities?



2. Do you think the Council's 4 priorities of Economy, Homes, Community and Environment are the right priorities?		
Answer Options	Response Percent	Response Count
Yes	72.7%	93
No	10.9%	14
Unsure	16.4%	21

Question 4 – Do you have any feedback or comments on the priorities? For example do you think we have missed anything? Is there anything you would change?

Thank you for all the effort that has gone into preparing this Draft. It is clear and easy to read and has obviously benefitted from substantial input. The four main areas, Economy, Homes, Community and Environment give good coverage of life in Mid Devon. In order to make these Objectives possible, and in line with the thinking that is being expressed in the Cullompton Neighbourhood Plan, we suggest the following:-

1) The addition of a fifth Priority – Infrastructure
Before any consistent development in the other four priority areas can take place effectively; the infrastructure must be front-loaded to avoid strain and collapse of vital services. The road infrastructure in Cullompton is no longer fit for purpose – without a viable town centre by-pass and a one-way system in the town centre, then growth and footfall will be severely limited.
1.1) Roads
1.2) Rail links
1.3) Transport hub
1.4) Sewerage and services

2) The proposed new development involves the introduction of a huge amount of new infrastructure within an already heavily constricted flood plain.
The addition of this infrastructure and the run off that will be produced as a result of it and the new community is of great concern. The location of the Cullompton relief road is crucial – any further restriction of the southern end of the flood plain by a road MUST BE AVOIDED – it is already too restricted for its purpose, with serious risk to the sewage treatment plant.

Could you re-order the priorities so that “Community” is first? Homes - Change to “Planning and enhancing the build environment to promote health, wellbeing and sustainability”. Environment - Change to “Protecting our natural environment”. Include “Air Quality” as a focus.

These are very wide-ranging and cover just about everything. What does "Economy" mean in this context?

Would like to have seen some specific proposals for each of the priorities. All seem vague.

Priority 2, Aim 3, third bullet, I do not believe that there are sufficient and appropriately qualified officers to deliver or influence.

Need to be clear re the main towns - lots of assumptions re people's knowledge of the area. Also make it clear which Pannier Market etc

Can MDDC really influence Priority 2 'Other' bullet 3 - or is this really a DCC/NHS responsibility and function?

I think environment is too low a priority, and that there should be a direct link between the need to provide employment and the possibility of 'green jobs'.

The environment bit talks about the natural environment but then goes on to discuss heritage issues - either the title needs to be tweaked to include heritage or the heritage bits need to move elsewhere. I would love to see the historic environment mentioned in the regeneration of the town centres element of economy, as it is very pertinent to those town's ongoing development and character.

Renewable energy as part of the environment. Environment has to be the most important issue for MDDC, UK, World. Look at the bigger picture.

Whilst all these matters are important, ultimately the environment in its broadest and long term has to be of prime importance.

Economy - What is the evidence that it is a priority? Homes - It appears large builders, build what they want and where they want to. Proper drainage, parking and type of houses rarely addressed. Community - How is this priority? Environment - Currently this means one thing recycling and grass cutting!!

I wonder whether Homes should be your first priority. This is surely a way of not only housing people but getting more people out of poverty and into work. Some of it is vague e.g. 'work with private landlords' - to do what?

My priority would be to spend more on public services raising council tax by broadening the highest band.

The priority should be to provide efficient quality services to the existing population.

Transport for those who cannot drive

I would further prioritise homes as the most important of those priorities listed above.

Your priority should be people. Stop closing care homes, look after the elderly, homeless, and get people into work. Build more schools & get GOOD teachers.

Community, Environment, Homes, Economy

I feel homes for the young more important as stability will most defiantly improve the economy

The health service is very important particularly for 70+, and Tiverton hospital needs all possible support.

Also transport - vital for rural communities

More support for the local farming community and small business owners

Need more money spent on infrastructure, country roads very bad. We pay very high council tax and continually have vehicles wrecked. Pot holes blocked drains etc.

More help for elderly

I think you have missed Mental and Physical Health in these priorities

It depends what is meant by community - some sections of the population tend to be overlooked - for example unless people are already members of organisations, read the local paper or have online access they are often not aware what is going on - they pay their council tax remember!!

I imagine economy involves cutbacks in everything except council tax bills. I would like to think that environment might involve stopping trying to build on Greenfield sites and applying the Environmental Protection Act to my neighbours defective, stinking, septic drainage system, but I fear that won't be the case.

I'd change the order: community, environment, homes and Economy.

Health should be in there as should provision of services for those already living in the community. MDDC places too much emphasis on building houses without thinking of the services required. E.g. Cullompton is now bigger than Tiverton was when Tiverton first had a swimming pool. And yet there is no consideration of this - only the number of play parks that is will shut. Listen to the Town Councils and the people that live in the communities.

Transport infrastructure

If taken in the order as above, then I am not in favour of that priority, you also miss out on a possible merge with another Council to achieve a reduction in running cost that it may provide. Not just working with others.

What's off the list?

More houses, free up building controls make mid Devon a place you can afford to live. Community plan is good. Environment- I think we pay enough council tax for are waste it you shouldn't be charged twice. For rural houses it’s about the only thing you get for your tax!

I think that homes for local people should be a top priority.

I'd change the order: community, environment, homes and Economy.

I don’t believe the economy should be a council priority when the government are spending millions, almost billions on bombing Syria. It is a red herring that the economy needs prioritising. It is the health and welfare of every individual that should be the council’s priority, which would incorporate their community and environmental well being.

I don't see any real vision for putting together what we already have with the vision in order to attract more visitors and businesses. There are very few details or specifics.

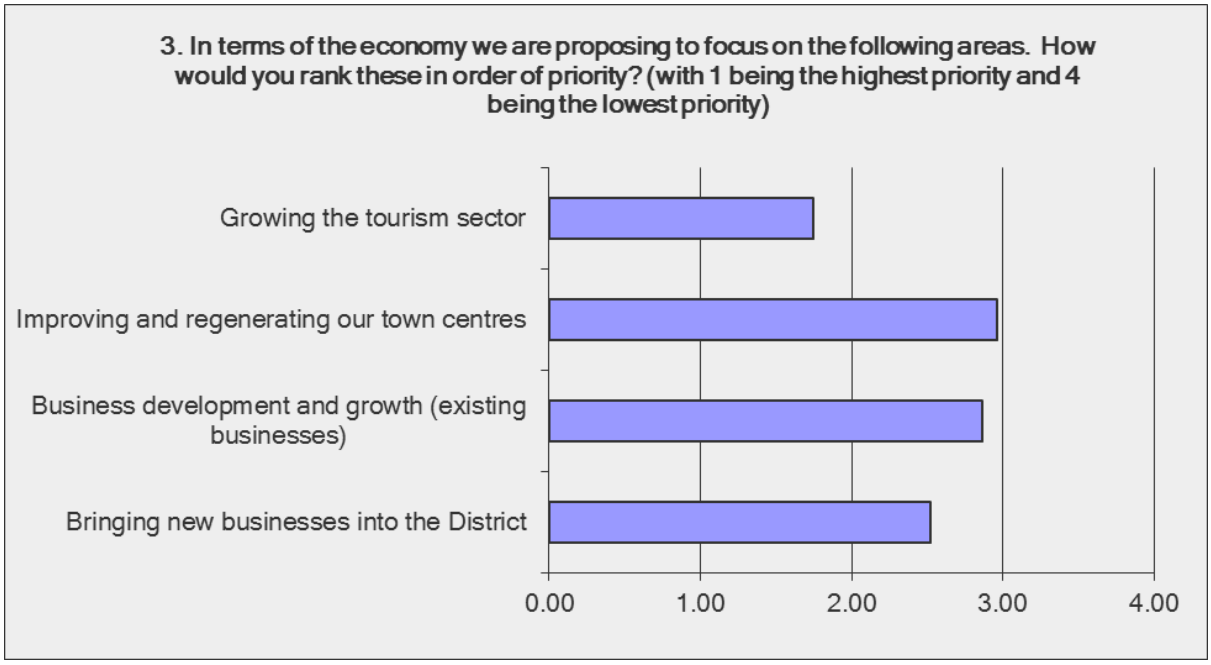
More emphasis on sustainable transport options and increased support for local community networks e.g. sharing resources

I would be happier if this included specific mention of planning issues, since I believe this is an area where local councils generally, and planning officers in particular, are particularly out of tune with public opinion. I do realise there are legal and central government issues here which hamper and contradict local views.

Your priorities should be essential services only. Reducing every cost to the council tax payer not pet projects.

Demographic change and challenges Young people

Question 5 – In terms of the economy we are proposing to focus on the following areas. How would you rank these in order of priority (with 1 being the highest priority and 4 being the lowest priority).



A weighted average has been applied to the figures so that those considered by the public to be the highest priority show as the highest figures in the chart above and vice versa for the lowest priorities – therefore Improving a regenerating town centres is the highest priority for the public

In terms of the economy we are proposing to focus on the following areas. How would you rank these in order of priority? (with 1 being the highest priority and 4 being the lowest priority)						
Answer Options	1	2	3	4	Rating Average	Response Count
Bringing new businesses into the District	34	21	31	29	2.52	115
Business development and growth (existing businesses)	30	51	26	10	2.86	117
Improving and regenerating our town centres	52	24	29	14	2.96	119
Growing the tourism sector	5	24	29	64	1.75	122

Question 6 – Do you have any feedback or comments in terms of our proposals for the economy?

Aim 3 to improve and regenerate town centres,
Please add in an extra bullet point:-
Focus on projects in Cullompton that will enable heritage and economy to work together

Please add
Aim 5 The Introduction of all new infrastructure for the new community must support and facilitate growth of the above sectors within Cullompton and surrounding areas. Implementation of any new infrastructure must be scheduled in prior to any major development in order to minimise/eliminate any negative impact economically on the town centre and aforementioned sectors.

Priority Projects for 2016-17

Please add this project:-

Priority Projects for 2016-2017	**Portfolio**	**Service area**
Develop a bid to the Heritage Lottery Fund for a townscape heritage scheme for Cullompton	Planning and regeneration	Economic Development

In the “other” section the following could be discussed: Living wage, the active role businesses can play in promoting health and wellbeing. Projects for 2016/17 should include: Help those most disadvantaged (e.g. young people, people with a mental health difficulty or learning disability) to get access to employment and training

Should we make more of the river as a visitor attraction most other towns with water do!!

Whilst striving to attract businesses etc. etc. to Mid Devon please do not forget that Crediton is part of Mid Devon not just Tiverton and Cullompton.

A vibrant town centre would encourage tourism & business growth. Do we now have a coach park?

Support the growth of local businesses. They are less likely to downsize or relocate than large multi national companies and are likely to be more sympathetic with their local environment.

Regeneration of town centres should mean proper businesses not more charity shops and current shop fronts, pathing etc. all brought up to scratch before any major building work. We need completely new businesses coming to the town centre not just revamping shops for existing ones and putting up the rates etc.

Promote opportunities to work at home

The actual proposals seem weak - promoting Mid Devon as a place for business is a laudable aim but the projects list does not tie in with this aim.

Small and growing businesses should be treated more generously. Very large supermarkets that undermine town centres should contribute more business rates.

Ensure that the plans for expansion at Junction 27 the M5 motorway to go ahead.

Stop all the strategy's and committees and make decisions. Stop trying to pass the buck and watching your back. Do something positive instead of talking about it for years.

Build up on that which we have

The roads and infrastructure cannot accommodate more businesses

If by "our town centres" you basically mean Tiverton - this has more relevance to the Crediton area. We are fed up of all the funding going to Tiverton and DONT TAKE AWAY OUR COUNCIL OFFICES.!

Attracting new business will bring both visitors and new customers

If rental on shops/property was lowered to then help other businesses won't take the risk to open. And further afield advertising of what Tivertons got for families.

Feel we should be trying to promote the town as a tourist area; we already have the castle, museum, national trust house and canal

Current businesses should fund their own development

Some roads are not adequate for the heavy use of some of the businesses that use them

Why should businesses come into the towns when there is nowhere to park? I recently parked in Crediton and apparently there was a small sign on the wall which I didn't see. I was fined but wrote to the council who did not have the courtesy to reply. A good example for businesses and visitors.

Bringing tourists in means providing parking for coaches - spaces at the Canal Basin are not effective for town centre visits. And public toilets needed not to be closed!

The area needs more businesses to increase employment.

Not sure about proposal J27 level - afraid it will detract from Tiverton itself.

1 and 2 above are really equal priorities - we need successful businesses to provide employment, in particular for young people who otherwise have to leave the area

I don't think business development should be a role of the council, business is more likely to develop without council interference, and leaving business to its own devices would be an excellent way to save cash.

Things could always be better. But more jobs = greater need for houses = need for more jobs. Let's just concentrate on what we have at the moment without forever 'growing'.

We need a better link from Tiverton to the train station, timed if possible to meet arriving trains and arrive in good time for departing trains, also operating as early and late as the trains run. I would travel more often by rail if this link were available. Parking too expensive, taxis very expensive, local bus infrequent and often running late. There must be a public toilet near the Tiverton bus station, with clear signage. It is inhumane to deny bus users access to a nearby toilet. At the very least the district council toilets - OUR toilets - should be clearly signed and available for as many days/hours as possible. Also the existing Market toilets - the only ones in the centre - do not have clear signage from all the main shopping streets, only the local know where to find them.

Bringing new business into the District would probably mean a growth in population, something the District does not need.

I think the tourism sector is actually part of the business sector, so is included anyway in business development (my highest priority)

Our town centres need a lot of attention to make them more attractive, individual places, less empty shops/charity shops. Is it because the business rates are so high that we don't get a more diverse range of shops?

By growing tourism and improving the town centres it will help develop other businesses and attract new business to the area

If the town centre was to be re-generated, it should be done in a way which attracts visitors, locals and new businesses into the town. Any development done should not be done by an outsourced company, as they don't have a clue as to how this town once was and how it currently is. This is not city it is a small market town.

They overlap a great deal, making the priorities difficult to rank.

I wonder at all the empty shops in Tiverton; in spite of the Portas bid that we won. I don't see what difference that has made and wonder where and how the money was spent. Are the rates too high, is that why so many places are empty, and just fill up with more and more charity shops, which I understand pay less rates?

There simply isn't enough detail, and I don't see how it can be delivered when there is so little communication across levels of government & stakeholders - where are the forums through which economic growth can be delivered? MDDC doesn't even talk to all its Councillors, let alone the rest of us!

Not enough is made of the St Boniface element in attracting Dutch and German visitors.

Hard to differentiate these categories - they all seem interlinked - e.g. improving our town centres will probably impact positively on tourism and the introduction of new businesses

Charging more for car parks and closing public toilets will not encourage tourism or help regenerate town centres.

Any new business coming to Mid Devon should have the need to start up or relocate to Mid Devon and a good, sustainable business plan which will deliver a profit for them and good and well paid jobs for local people. Improving and regenerating our town centres can only happen when there is more wealth distributed across the area i.e. new business employing more local people who will spend some of their money locally. The tourism sector can only grow if we have something to offer that is of excellent quality and accessible. Therefore we need good communication and transport systems, good parking and bus terminals in the key towns and information and directions to other nearby areas.

Our town centres must be improved so that residents, especially new residents, do not migrate to Exeter or Taunton for retail needs

The proposals should have ecological concerns at their heart, not as a separate add-on.

Improving our town centres will help local businesses and tourism

Concentrate on supporting what is already working and help it grow

The best way to bring new businesses to Mid Devon is to make it appealing, restore our Town Centres as Tourist attractions. Link up existing features effectively; improve provisions for cycling, walking and other modes of Tourism across the District.

Bringing new businesses into the district, improving and regenerating our town centres, and growing the tourism sector all depend on business development and growth.

The environment bit talks about the natural environment but then goes on to discuss heritage issues - either the title needs to be tweaked to include heritage or the heritage bits need to move elsewhere. I would love to see the historic environment mentioned in the regeneration of the town centres element of economy, as it is very pertinent to those town's ongoing development and character.

Please make sure any development of Tiverton riverside locations allows more public access. The Exe could and should be an important part of Tiverton's future economy, look at how other communities - e.g. Exeter - make full use of the beautiful riverside setting for parks, benches, cafes with outdoor seating, markets, buskers .....

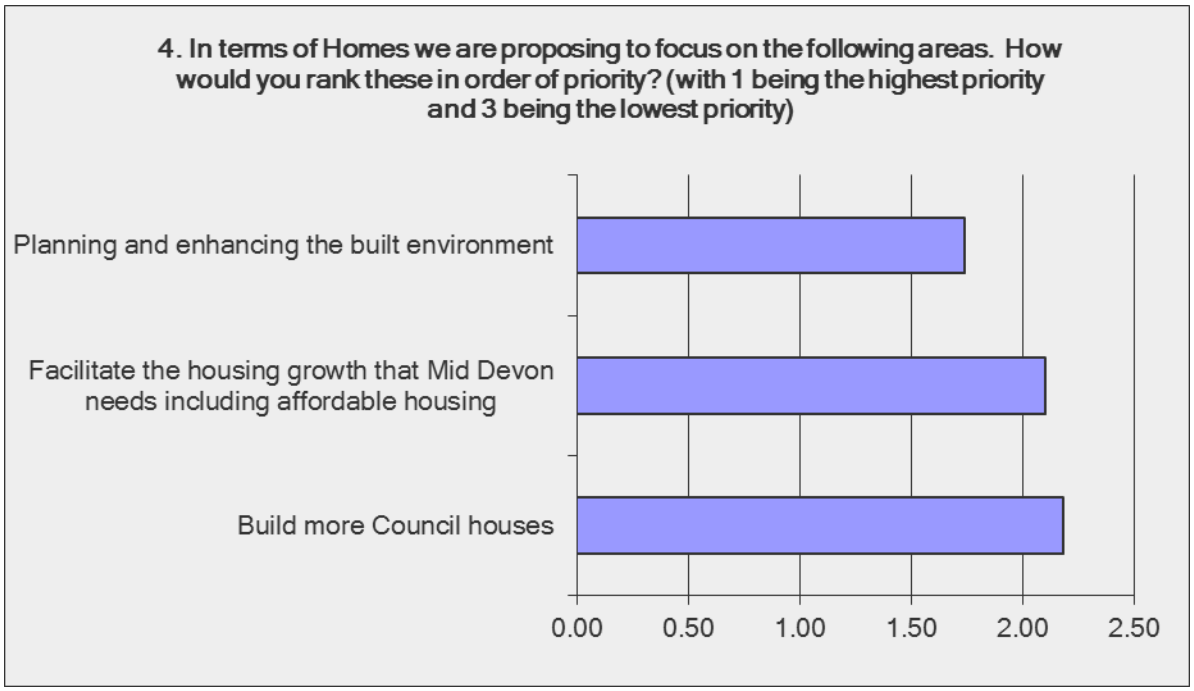
What jobs are being created? Tiverton has a lot of character and history; do not allow development to ruin the town!

I’m unsure because of junction 27 and so is the council and I don't know what the other visions are

The strongest vision is for Economy - seems as though there is more focus on this section.

On the whole 'yes' but feel there could be greater emphasis on start-ups, small enterprises etc.

Question 7 - In terms of homes we are proposing to focus on the following areas. How would you rank these in order of priority (with 1 being the highest priority and 3 being the lowest priority).



A weighted average has been applied to the figures so that those considered by the public to be the highest priority show as the highest figures in the chart above and vice versa for the lowest priorities - therefore building more council houses is the highest priority for the public

In terms of Homes we are proposing to focus on the following areas. How would you rank these in order of priority? (with 1 being the highest priority and 3 being the lowest priority)					
Answer Options	1	2	3	Rating Average	Response Count
Build more Council houses	53	36	31	2.18	120
Facilitate the housing growth that Mid Devon needs including affordable housing	40	51	28	2.10	119
Planning and enhancing the built environment	30	32	62	1.74	124

Question 8 - Do you have any feedback or comments in terms of our proposals for homes?

A missed opportunity to make land available to encourage self-build. More provision of suitable housing for the elderly is needed to allow them to downsize, releasing larger homes for families. Homes should be built in appropriate places and should include many more smaller starter properties, developers all want to build more profitable "executive" homes. Existing homes could be used more effectively, need incentives to encourage unoccupied homes to be brought back into use.

1. Build more Council houses but not on a right to buy scheme. There are too many examples locally and nationally of Council tenants using right to buy to sublet or become landlords, and there seem to be too many loopholes in the scheme allowing children who do not live at home to buy a family member's home. 2. Affordable housing: some of the recently built affordable family housing is too small e.g. the St Andrew Street housing where the outcome was more units than on the original plan. Also, the question of parking needs to be addressed. It seems that most recent housing projects are too cramped with properties too close together.i.e. Moorhayes. How did the planners give permission for these houses so close together, 3 storeys in some cases with no ease of access for furniture etc., narrow streets, hard to access parking areas. 3. Planning and enhancing the built environment: consult the people around those areas. Make sure new developments enhance the area. It's not just the buildings that the planners should look at - there needs to be some consideration as to how areas will be maintained - awkward pockets of grass or open land that the owners or tenants cannot maintain easily e.g. development by Becks Square with railings and grassed areas that already look scruffy. This is only one example in Tiverton but there are many others across the district. Other: homelessness - make us more aware of the problem on our doorstep and why someone finds themselves homeless and what is done to help them. Perhaps only look after people who are made homeless within this district. Of course, new Council housing will help with this but it's also retaining Council housing and not selling it off that will help too. Although it's stated that the No. 1 aim is to build more council houses within the next 5 years there's no start planned for 2016-2017 - is this within the Local Plan? Let us know what has happened in respect of developments from

which a developer has withdrawn with full facts and figures e.g. land at rear of Town Hall.

Aim 2 - "…including affordable and healthy housing" and "…built meet the needs of our population and are healthy by design". Priorities projects – (a) The homeless strategy and strategy for an ageing population should have public health and housing as the service area leads and (b) A further priority for 2016-17 is to develop a health and wellbeing policy approach to planning which will enable public health to comment on plans

Support the building of more council houses please consider passive housing to save energy costs

Ensure more affordable & social housing units are built so as to counter the fact that buy-to-let properties are becoming blight on recently completed new developments

There should be a focus on using the available (but unused) built environment for housing.

I hope affordable really is affordable and linked to local connection

Council houses should not be estates but pepper potting in appropriate developments. Having mixed estates raises standards, have the long term goal don't take the short term view to just tick a government target.

The proposal to build more Council Housing is commendable, and I hope that the Council will seek out more brown field sites for such housing.

The proposed number of houses is to many Devon's infrastructure will be detrimental to quality of life

It would be great if the MDDC could be more ambitious with Council Housing stock, as it is desperately needed across the whole country.

I do believe revamping run down houses to be used as an alternative to building is a good idea. I believe owners of rental properties should be made to make sure properties are liveable and if they don't follow this criteria their properties taken from them to give better quality homes so those living in them have a better quality of life.

The aspiration for housing seems worthy but rather bland without any detail of how it might be achieved. Is there going to be a delivery/resource plan to sit alongside the vision and if so, when will this be made publicly available?

Does Cullompton have the infrastructure to handle more housing?

Build more Council Houses and don't sell them off so they are there long term for those needing housing.

Build more Council houses and resist the press to sell them. Ensure developers provide a proportion of "affordable"homes so that those who aspire to own their own homes have a first step.

Things to consider when planning homes - Roads wide enough for fire engines etc., when cars are parked on both sides. Garages big enough for cars. Ample space for storing the myriads of recycling boxes no required to that they are not permanently on the street.

Does Mid Devon have the money for 250 new council homes?

I do not support selling council housing. Shared ownership would support so those who want to buy a property can use money from shared ownership can move on but not lose buildings for others in need

We should be seeking to protect our agricultural environment not building on it.

Affordable starter homes are very important to kick start the lower end of the market.

Council houses need to be built across the county particularly in rural areas where local people struggle to buy homes affordable or not!

Rather than spoiling our countryside build or improve existing sites e.g. market place in Taunton opposite Morrisons

This is a very urgent issue. Please ensure that council housing goes ahead as quickly as possible.

Cullompton does not need more homes until there are services to support them. We do not want to be a commuter town - listen to the people who pay your wages! We need more schools, shops, doctors, dentists ETC Get them sorted first.

We need fewer 4/5 executive type homes and far more starter/small family homes to allow our young people to remain in the area. small developments - of this types in villages are less likely to be objected to! these would also allow communications/school/shops etc. to be sustained

Every new house built = more concrete = less runaway for rain water etc.

Need more homes for families on lower wages

Its Ludacris Devon is becoming and will become a suburb of London

Yes get back to building rentable council homes for the young

The problem is most affordable homes are out of reach of many people

Business development needs to be balanced with homes to make employment locally.

In relation to new housing - to consider flood risks and act to improve the situation

Houses are outside most under 30's bracket low wages and lack of deposit

Try to find building sites away from green field agricultural sights if possible

Better control over owners renting and upgrading houses empty

Not happy to hear that the new houses by the railway are already being available right to buy. More affordable needed and then release council for those real need

Stop using the term affordable housing, anything is affordable if you have the money, low cost housing is a sensible term think very carefully where you agree for housing to be built on flood plains is not sensible

I feel that all empty flats above businesses in the town companies should be made to let them for the housing shortages

Affordable housing is a priority

Very important to build and/or adapt existing buildings into council homes but please do not sell them unless there can be some reconstruction put on sale that controls any future re sale to local first time buyers who buying the property for their own home and not to just let them disappear into the property market

No need to put thousands of homes on green field sites. We need to grow more food to feed existing people. Use brown field sites. More infrastructure needed before houses are built not after - take care not to build on flood risk areas.

There needs to be more quality affordable housing built so that the first time buyers have a chance

Very important to build and/or adapt existing buildings into council homes, but please do not sell them unless they can be some restriction put on the sale, that controls any future resale to local first time buyers who will be using the property for their own home and not just to let them disappear into the private rental market.

Look after what you already have don't build of flood plains, be aware of how new housing affects the country side, if built as affordable should stay that way.

Why build more Council houses when they are actually sold off at large discounts.

Genuine council houses by far the highest priority.

Council houses and affordable homes much the most important.

In ranking these I have put number 3 last because I do not understand what is meant by "planning and enhancing the built environment". If it what I think it might be there is limited scope for improvement anyway.

Ensure infrastructure is in place - school places - road networks - community policing - more supermarkets

The council has contributed greatly to the shortage of affordable housing by allowing small homes to be knocked into larger ones, or expanded, or both, so that they become mansions beyond the resources of first time buyers and are available only to the wealthy. My small rural community used to be composed of small, first-time buyer cottages, but almost all are gone now, thanks to MDDC granting planning permission to expand them into huge, expensive residences.

I am concerned about the right to buy proposals

Affordable homes for local young people are desperately needed.

Just build more Council Houses for rental

I think the most important thing is to build more social housing for rent, whether that's through housing growth or Council building.

I think building new homes in existing empty buildings is very important, not moving forever out into the countryside - wherever possible.

Appropriate development to match the existing environment

We seem to rely on private developers to build houses; this in turn means that most local people are unable to find suitable accommodation.

Affordable housing has to be 1 as the criterion is in terms of 'needs'.

The new homes target (and the Council's environmental aspirations) will require planning staff to be receptive to innovative development proposals rather than stay rooted in 'safe' 'same old' developments.

Planners seem to be blind as to style and taste of the area. More house in mixed styles instead of rows of bland rabbit hutches.

Ensure that homes (privately owned) which have been left vacant for a long time are encouraged/made to be made available for those who need accommodation.

If some of the appropriate empty places in Tiverton could be turned into affordable housing, surely this would be better than covering the countryside in new houses? Many spaces have been filled like this, which is excellent, and I think this should be looked at first before building on the green belt.

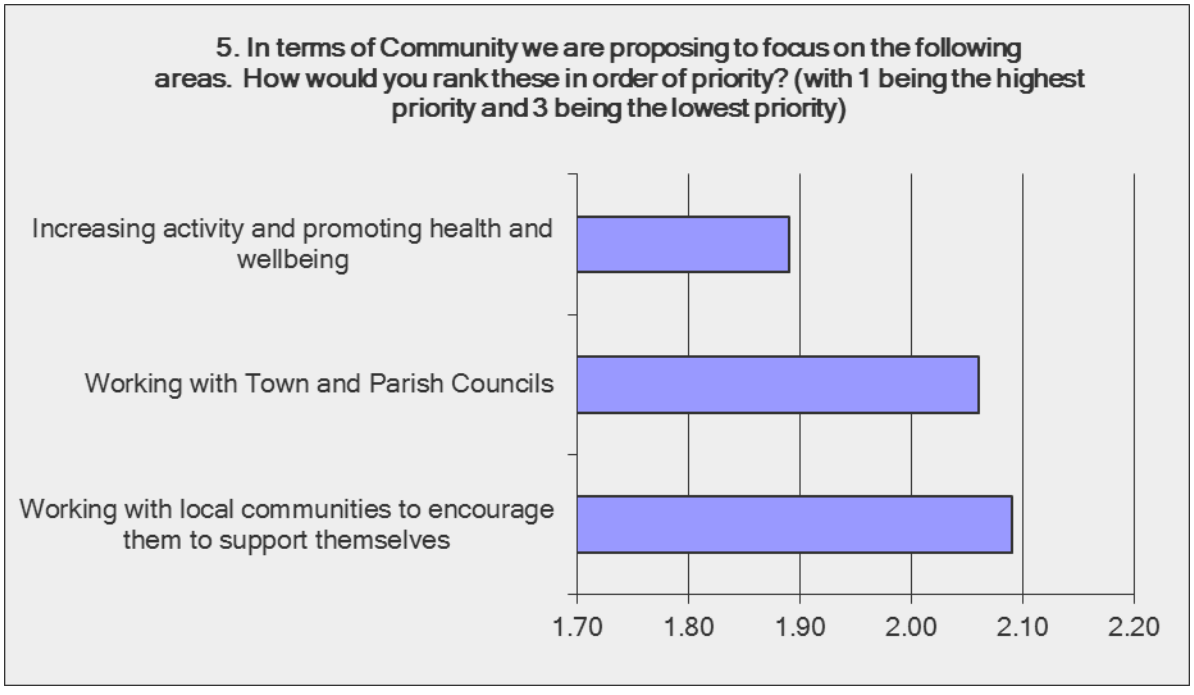
Homes that are affordable and aimed at the young people who live and work locally is a top priority.

Houses are out of reach for young families, give them council houses

Council Housing has to be the number one priority - including replacing all property which is sold to Tenants. Without affordable housing we cannot sustain the local economy.

How about doing more to stop buy to let landlords. Make buy to let landlords more accountable for problem tenants

Question 9 - In terms of community we are proposing to focus on the following areas. How would you rank these in order of priority (with 1 being the highest priority and 3 being the lowest priority).



A weighted average has been applied to the figures so that those considered by the public to be the highest priority show as the highest figures in the chart above and vice versa for the lowest priorities - therefore working with local communities to encourage them to support themselves is the highest priority for the public

In terms of Community we are proposing to focus on the following areas. How would you rank these in order of priority? (with 1 being the highest priority and 3 being the lowest priority)					
Answer Options	1	2	3	Rating Average	Response Count
Working with local communities to encourage them to support themselves	37	45	27	2.09	109
Working with Town and Parish Councils	37	44	30	2.06	111
Increasing activity and promoting health and wellbeing	40	21	53	1.89	114

Question 10 - Do you have any feedback or comments in terms of our proposals for community?

The Public Health Outcomes Framework (PHOF) is a national dataset of indicators with data available at the local/district level. It might be useful to select some of these indicators to monitor the success of the corporate plan.

Aim 1 - Need to define the term “health partners” as it’s a complex landscape with many health partners. The phrase “stronger voice” is unclear. Need to work to improve health and wellbeing and reduce health inequalities throughout the district. Aim 3 - Need to ensure that the Youth Games is “...working with school to encourage young people to participate in physical activity”. The Youth Games need to reduce health inequalities and be inclusive. “Work with partners such as the National Health Service on the public health agenda” is a very broad aim and needs to be more specific, both in terms of who in the NHS you want to work with and to achieve what goals? Other - “Help people access our services digitally”….whilst still providing alternative access for those not able to access/interact with technology. Additional point “Evaluation the effectiveness of our services including whether they are reducing health inequalities”. Additional point “Ensure that intervention are based on evidence of what works”. Additional point “Get public health value out of services that are already being delivered”. Priority projects for 2016-17 - Additional project “Develop a model for joint working with stakeholders, to improve health and wellbeing in Mid Devon”

Community could also include leisure activities to bring people together

Local communities and voluntary organisations need more financial support to keep them alive and thriving. Cutting funding to these organisations is bad because they give very good value for money.

It's imperative that MDDC works with town councils and parish councils as in most cases these people have a great knowledge of their areas. Also, it's important that MDDC works with groups like the Tiverton Portas Team whose aim is the improve and enhance the town. From what I've seen most local communities do a lot to support themselves and to enhance their local areas. As far as increasing activity and promoting health and wellbeing are concerned: apart from providing grounds and premises for activities and making them affordable, I'm not sure how MDDC can do more. What is the purpose of the £500 per member local budget? Let people know what is proposed for the Tiverton Town Hall building, and any other building

within the district which it is rumoured might be sold by MDDC. Faster broadband is needed in some areas of the District. Put pressure on the Government for this.

Promote growth and improvement of facilities for sport and leisure in the district - leave other aspects of health and wellbeing to NHS and DCC

It is crucial that you support local community groups especially in rural areas

It is increasingly important that town and parish councils become more professional and accountable for the decisions they make and the things that do. I have concerns that there is a massive gap in professionalism at these levels when compared to district council levels and as tasks and funding is more likely to be allocated locally, this has to change.

Any activity that gets young people moving should be supported as much as possible. Groups that use MDDC facilities to get young people moving should be heavily subsidised and supported. i.e. Tiverton Swimming Club

Whilst the Council can try and increase activity, there is a limit to how much it can make people active and less sedentary. Certainly it needs to work much more closely with Town & Parish Councils to deliver more joined up services and cohesive strategy. There is at present no forum for doing this though - surely the first thing has to be an end to the secretive 'Cabinet' and open discussions with Town & Parish Councils with input from other stakeholder organisations and the broader community. At present MDDC is almost entirely cut off from the community.

Safe cycle & running paths. Good playing field facilities - can't Blundell's be used in the long holidays. The first two are inter linked

We need to think more in the future before we act. What is the point of a swimming pool that you can't dive into from the side? The term working should be defined as it covers a multitude of sins and can be used to brush over problems when required.

I understand that over 80% of people in mid Devon are designated as living in rural areas. Solutions must take this into considerable when all matters are considered - this contrasts with so many councils which are largely urban. Solutions are strikingly different (sorry for the repetition)

Again, I see no projects which are aimed at bringing into actuality those areas mentioned above. How about sorting out superfast Broadband, or even just normally fast Broadband, in rural areas? That helps sustain communities and keep people working at home in the District.

Cutting back in sporting activities short sighted. If facilities are not supported and become too expensive or poorly maintained so cannot be used a backward step. Many volunteers already undertaking many tasks and no more hours left.

All the proposals are aimed at devolving responsibilities to others, not providing services. I cannot rank any of these tasks as priorities.

Not sure what the council is trying to achieve.

Town & Parish councils are far more aware of the local community needs MDDC should listen to these people unlike now! I don't understand your priority project 10/17 Trial a locality budget of £500 per member (who is this member??) Where is the money coming from?

Most communities value their amenities (shop, post office etc.) and often need minimal (but some) support to maintain them. Once lost they are unlikely to reappear

Let local parish people who have their finger on the pulse make the local decisions

I Feel town councils should be much more active. e.g. produce more information and more control over parish councils

Health and well being achieved by having local employment for local people

I think promoting sport and leisure and supporting these financially is very important. What about arts? Also very important for well being as local economy. Keep local hospitals - pressure NHS to reopen Crediton hospital - I know an elderly lady visiting husband in Tiverton hospital takes 3 buses all day trip and exhausting.

Would be good if country areas were listened to more as we do exist and contribute to Council Tax. Pay your wages

All three of those look like jolly good ways of paying fat salaries to civil servants without actually making any useful contribution to the MDDC community. I don't suppose promoting health and well-being will involve enforcing the Environmental Health Act against my neighbour (a senior civil servant) with regard to his stinking septic drainage which overflows sewage into the nearby stream in which children play. I would like to be able to let healthy fresh air into my house, but that would let in the foul miasma that routinely hangs over my property and which I and other people have to breathe in if we go outside.

Actually listen to the Town Council! E.g. the extension to Swallow Way in Cullompton has been a disaster for the town. The Town Council wanted there to be a fast flowing wide road that would relieve traffic in the town centre. Instead the new Kingfisher reach development is a liability. The bin lorries struggle to get through - it is only a matter of time before an ambulance can't pass through and this is directly a result of MDDC not listening.

I think there is already a huge amount of information and help regarding health and wellbeing, but if people don't want to make the effort I can't see how they can be made to take part.

As long as local communities are kept well informed and things aren't done behind closed doors, you'll find the support of the community will be easier.

Increased awareness of health and well-being should be a priority.

Increasing activity is all very well but lots of people can't afford to pay vast amounts of money to do this or to travel to do activities.

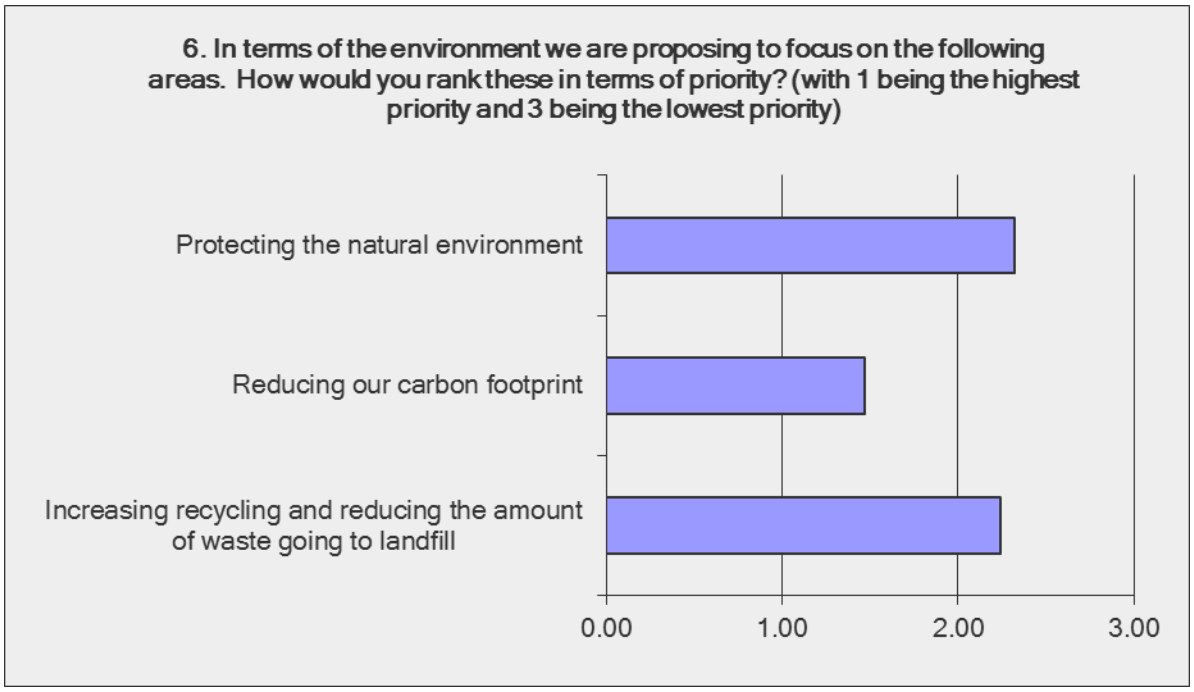
Footpaths, cycle/running paths, outdoor fitness equipment to encourage activity.

Encouraging communities to support themselves, just means stop giving them money so they have to raise it through charity. Charity has become another tax on people, as without charity, communities would not function. Just look at the number of food banks in our country. Communities already do a lot for themselves, especially villages that do their own festivals, carnivals, toddler groups, youth groups, childrens activities, sports training and events. All this is run by volunteers and charities. I really don't think asking communities to do more, whilst taking away any support is helpful. Especially as parents are having to work longer hours to ensure they can pay the mortgage etc. Where are these people going to come from?

In order to work with Town & Parish Councils and local communities you have to talk to them! Currently MDDC simply don't do this.

Please learn to listen more to what local councils say, and take note and act accordingly

Question 11 - In terms of environment we are proposing to focus on the following areas. How would you rank these in order of priority (with 1 being the highest priority and 3 being the lowest priority).



A weighted average has been applied to the figures so that those considered by the public to be the highest priority show as the highest figures in the chart above and vice versa for the lowest priorities - therefore protecting the natural environment is the highest priority for the public

In terms of the environment we are proposing to focus on the following areas. How would you rank these in terms of priority? (with 1 being the highest priority and 3 being the lowest priority)					
Answer Options	1	2	3	Rating Average	Response Count
Increasing recycling and reducing the amount of waste going to landfill	44	53	17	2.24	114
Reducing our carbon footprint	18	16	76	1.47	110
Protecting the natural environment	56	42	19	2.32	117

Question 12 - Do you have any feedback or comments in terms of our proposals for the environment?

Priority projects 2016/17 - Additional point: Use schools and educational institutes as settings for priority projects in 2016/17, Additional point: Promote sustainability within the NHS in Mid Devon

Objectives may conflict with desire to build more and more houses.

1. Protecting the natural environment: making sure that any new buildings take into account the local environment and leave some open land that can be enjoyed by local wildlife. Also, make sure that houses built in flood plains are built properly and that any older properties that are experiencing problems because of close by new builds, or any water and sewerage, are fully addressed. 2. Reducing carbon footprint: make sure MDDC is using the most efficient and closest contractors for all its services e.g. refuse disposal and waste treatment etc. 3. Recycling etc: I don't know how recycling can be increased unless all areas within MDDC are brought into line and every household is adhering to the rules. Also, there needs to be more forethought about collection boxes - the right size, lids for all. I've read on the Council site that there's a proposal to reduce the cost of collection of offensive waste. Surely if there is no separate collection for this then it will be put in the landfill collection and this would be a health hazard for handlers. It seems that at present there's no intention to withdraw the clinical waste collection. I use this service (Type 1 insulin dependent diabetic) for collection of needles that I use for my insulin pens. I use 4 needles per day and probably have a collection every 3 months. Is there any plan to charge for this service? If so, I would be very afraid that some people would try to dispose of their needles and sharps in some other way.

Be more proactive on encouraging households to sort their waste in a responsible manner. Where necessary, take enforcement action

I believe recycling to be something of a distraction, not least because it's not clear how truly sustainable the whole cycle is, (and few working within it locally seem to be aware of it in its entirety, i.e. where items actually end up). Climate change should be named and centre stage; it's good that 'carbon footprint' is up there.

The environment bit talks about the natural environment but then goes on to discuss heritage issues - either the title needs to be tweaked to include heritage or the heritage bits need to move elsewhere. I would love to see the historic environment mentioned in the regeneration of the town centres element of economy, as it is very pertinent to those town's ongoing development and character.

Don't understand why you have set a target of getting 10,000 customers to sign up to pay for garden waste collection. Surely it is better to encourage them to compost their own garden waste. Recycling for charities such as village halls should be encouraged and free as they are used by the community who can take it home and recycle for free so why not just make it easier as people are lazy.

More joined up thinking and discussion with Town, Parish & County is needed to improve and protect the environment in general and reduce the carbon footprint. The way in which MDDC made recent changes to its recycling was a model of how not to go about things in the future.

Hope under environment it will include cleaner streets

On Environment, I would like to see more care in keeping our mid Devon area litter free i.e. streets, link road + motorway, of hate this is not inviting for visitors to our area

Protect areas around Railway footpath & canal. They are the main leisure areas for Tiverton. Good green areas for any planning applications.

Considering our children's & grandchildren's future all three are these are so, so important.

We should pick up cut grass and compost it centrally for re sale. The present system first encourages weed/dandelions growth. The clumps of grass left are not mulch.

Your only projects are about recycling, which has already been improved greatly recently. How about projects to reduce carbon footprint?

I support recycling but introducing schemes quickly when facilities not ready for changes is short-sighted. Also some frail elderly people need more help with the changes. Also collection times need to take more account of access difficulties.

The 3 suggested "priorities" are not really alternatives. They are equally important approaches to the same problem, the unsustainable level of population grown in an overcrowded environment.

This was difficult for me to order as we need to protect the environment as a priority but also improve our recycling - the council is doing a great job with improving the recycling but individuals in the community need to be PUSHED. I still know people who do not recycle at all! With all their waste going to landfill

Stop building on green land. Refurbish and regenerate existing buildings and "brown" sites. Protect and properly manage the natural environment.

Plastic recycling was a great addition and long overdue. Recycling centres are well run, with helpful staff. We do need to look at the charges for ordinary folk to dispose of small scale rubble/concrete etc. very unpopular and encourage people to fly-tip

You don't mention reducing traffic fumes and pollution

All equally important sustaining public transport fits into this.

I wouldn't like to see many more of our green fields covered in hundreds of houses. I think people come to Devon to enjoy our countryside and get away from all the towns and traffic in other places.

Better recycling and a lower carbon footprint

Reducing the "carbon footprint" is a nonsense. Over millennium there have been times when the amount of CO2 in the atmosphere has been much greater than nowadays.

(Ranked all three as priority 1) All three of those items go together

Again protect environment from over building. Stronger penalties for people too lazy to use recycling schemes already in place - well done on new recycling scheme- but still some people putting everything in black sacks

All are equally important however more renewable energy should be made available

Whilst I agree with considering the environment I feel I am doing the council work for them by having to spend considerable time sorting/separating waste. ! Black tub is not enough. There is only 2 of us.

It is all very well trying to recycle as much as possible but we do not want a "police" state where bags are opened to make sure there is no items in the bag that should be elsewhere.

When MDDC do anything to protect the environment I will expect to see little pink pigs flying past. Presumably reducing your carbon footprint means reducing services without reducing the amount we pay for them, e.g. the reduced collection of garbage. Increasing recycling appears to involve spending huge amounts of money on expensive plastic containers, which rather defeats the whole idea.

Recycling must be encouraged by making it easier for people to understand the various categories of waste.

The Council has done great work in increasing recycling, so maybe now is a good time for a slight shift in priorities.

I think our recycling system is excellent, a shame many people can't be bothered to use it properly.

These three items are not mutually exclusive. If you recycle more you automatically do the others. Hence it cannot be answered.

I think that the recycling in Devon is outdated and not effective, proper bins and realistic collection. Look at anywhere in Germany for decent recycling management.

Do not build on our farmland/open green places.

I think recycling is very important but bringing in a charge for garden waste seems counterproductive as I think it will encourage fly-tipping.

All three are important

Ensure the recycling is easy for households

In reality all of these are of equal priority - MDDC needs to take a lead in working with communities to develop ideas and facilitate schemes.

The recycling is beyond a joke already. The idea of the food waste caddy is going to be repellent by summer. It is already mouldy and horrible and that is in winter. God knows what it will be like in summer. we will not be using the food caddy through the summer due to maggots, flys, rats and more. it has got to the point where sometimes we are so tired of trying to work out which goes where and when it is supposed to be left out that we are filling the grey bin more as it is so confusing and things get left on the roadside so it is easier and simpler to bin it.

It would be useful to establish a universal standard, rather than having different rules and requirements for each area. We now recycle less in Cheriton Fitzpaine than previously - e.g. the ashes from our woodburner now have to go to landfill, rather than recycling.

Weekly collections for all

Elderly people especially those with dementia have problems with recycling. Please do not fine or punish this sector until you are sure if they are capable

MDDC can reduce its carbon footprint immediately by turning off unnecessary lights in phoenix house. Many evenings all year round the lights are blazing all night! Recycling is a farce - you employ enough people to sort it yourselves. Instead of

asking us the tax payers to do the job for you. Some very elderly people I know are not sure of what goes where and are frightened of getting it wrong. This is wrong!

Household recycling not well thought out. Many homes do not have room for so many boxes. Separating waste could be done centrally at recycling hubs giving employment without great loss of revenue. Despite assurances to the contrary the topless cardboard recycling box is not emptied thoroughly when contents are rain affected.

Question 13 - Do you have any further comments you would like to add?

The plan itself is good and it is really positive that the Leisure Centres are included and health and well-being initiatives such as cycle paths and trim trails. The challenge is around effective delivery especially with increasing financial cuts - the general trend is that the more councils offer or find themselves having to do, the more they are expected to do with decreasing resource

Our District Council must be transparent in all its plans and proposals. It would be good to see a regular update on the plan in Mid Devon Talk, the website and in local media, on how the Corporate Plan progresses and when each project has been completed and whether or not it comes out on budget.

I have concerns regarding MDDC's staffing levels (professionals) to be able to deliver without undue reliance on external consultants.

Mid Devon has a lot to be proud of and this should be built on. If you want to encourage more footfall in the towns make a carpark free for the first hour, and stop overnight charging.

Whilst all these aims are laudable and I'm sure will be universally welcomed, it remains to be seen if MDDC in its current secretive and adversarial format will be able to deliver on much of it, particularly given the further cuts in funding from Central Government. The Council needs to work hard on increasing other revenue streams to try and make up some of that shortfall, or it will find delivery of these objectives almost impossible.

This is a 4 year plan but the effects will be for much longer. So any decisions need to be with a long term goal. We don't want to regret things later.

Yes, some of it is rather vague, and it is unclear as to how the Council will fund their proposals under the cuts in funding which are coming from central government. It's also unclear how the Council is going to engage with the Community effectively on its proposals.

I understand that 80% of the mid Devon population but very few corporate plan suggestions address. Their specific needs e.g. promotions to protect local schools, help adolescents, or the rural elderly.

Please re open or create public toilets. Visitors cannot believe this situation.

What are your proposals? If it includes closing office in Crediton definitely no. There is no way people can get to Tiverton also this office is very helpful - where phone enquiries to Tiverton are not.

The plan makes no provision for meeting existing commitments to the present population. It's all about unwelcome and inappropriate expansion.

The idea of the plan is good. It will be interesting to see whether any actions happen, as a result of this questionnaire.

Stop focusing on Tiverton & give more to Cullompton & Crediton. We all pay Council Tax. Allocate the money more fairly, that we pay for. Stop giving all of your staff perks (Free Car parking, new furniture etc.) and give back to the community.

I don't want you to take the tree down in St Georges View Cullompton

As far as I am aware councillors are paid a considerable amount of money for attending meetings etc. Should they not be given expenses and give their time for the benefit of the community which always was the case years ago and that would be a saving

As I am not privy to the Corporate Plan I cannot comment, except to assume that it will result the usual generous salaries and pensions for officers, and reduced services for those of us who pay through the nose for what we don't actually want or get.

Typically MDDC don't take very much notice of local town councils. It is the local town councils that know what is actually best for the communities.

It is not evident how the delivery of the vision will be monitored and reported and what steps will be taken (or additional resources allocated) if the listed priorities are not being achieved within the stated timescales.

Is sufficient attention given to Crediton and surrounding area?

Would be possible to extend the railway footpath to the section to encourage cyclists & less parking.

Mid Devon and The Exe Valley is a beautiful part of the world the Council & residents must strive to conserve it.

1 Protect Develop pubic paths 2 Professional support for local community activities (e.g. self-help) 3 Protect transportation especially for the elderly. 4 In general our local gps in the district are outstanding, but they are different from urban NHS practices. These differences must be recognizes and protected.

As a Vision this is good, but as a plan to carry it out it lacks content.

I favour better services even if we have to pay more. However Mid Devon Services too centred on Tiverton which is not accessible to most places in Mid Devon. I believe in consultation but if plans already decided then it becomes a waste of money.

I almost always find documents such as this have no value in the real world. The Council should concentrate on meeting its existing responsibilities across the board before looking to spend money on new projects that will add to not resolve existing shortcomings.

Fields of solar panels are hideous. Why are new houses not automatically built with solar panels installed

Make more use of water - river and canal frontage. Use up stock of empty building sites

Send e-mails to mid Devon regarding missed waste grass verge cutting - no reply

I am very disappointed when reading of planning decisions in the local news that request by farmers on others in outlying area for wind turbines to make electricity for their own business are usually turned down. Very very short-sighted in my views also why is it easier to get permission to put solar panels on agricultural land? They take the land out of production for food. Cattle can graze and tractor can work around wind turbines only some poultry and some sheep could be grazed under solar panels and how do we top the weeds with solar panels

On going reduction of public car parking space which I have to use because of on street restrictions, closure of public toilets causing inconvenience to visitors in the town.

It appears to me that MDDC is attempting to turn itself into a purely administrative body designed to support the existing excess of civil servants, with reduced services for those paying the bills. In this it is rather like the major charities, where 80% or more of income goes on fat salaries and luxury offices, and very little actually goes to the cause itself.

The credibility and deliverability of the Vision will only be able to be properly assessed when it is accompanied by a Resource Plan

I know we have a lot of roads in Devon but they are in terrible condition, with a lot of wasted time and money on resurfacing that does not seem to work.

We need to support existing environmental qualities as well as providing more. Some people in Tiverton have been affected by flooding periodically for the last 6 years and even though some work has been done they are still being impacted. The quality of the local road complex is appalling.

The objectives are admirable - but there is no detail as to how they will be achieved. With the secretive Cabinet system we never know about anything in advance, and MDDC never speaks to anyone about its ideas, or works with anyone to generate new ones!

It sometimes feels like rules and values are being imposed on us, designed from the point of view of the council, rather than the people. It would be useful if you would think through the changes form a user's point of view as well. I guess these surveys are a positive step in that direction and commend you for them.

This page is intentionally left blank

CABINET
11 Feb 2016

FINANCIAL UPDATE FOR THE NINE MONTHS ENDED 31 DECEMBER 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**
Revenue			
General Fund – see note	**(2,380)**	**372**	**(2,008)**
Housing Revenue Account	**(2,000)**	**(670)**	**(2,670)**
Capital			
Major Repairs Reserve	**0**	**(483)**	**(483)**
Capital Receipts Reserve	**(985)**	**(2)**	**(987)**
Capital Contingency Reserve	**(1,123)**	**604**	**(519)**

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 £372k as shown at Appendix A. Some of the more ***significant*** *service* movements, highlighted in Appendix B, this month comprise:

	£k
Car park maintenance slippage (Trf to EMR for next year)	(70)
Improved Housing Benefit subsidy position	(40)
Planning development control salaries	(20)
Chargeable garden waste scheme take up	(20)
Public health grant funding received	(18)
Disabled facility grants repaid in year	(17)
Additional MMI asbestos insurance levy (See para 10)	56
Tiverton EUE works covered by earmarked reserve (EMR)	55
Redundancy costs	52
Leisure overheads and utility costs across all sites	26
Business advice service and town project covered by EMR	22
Grants and Funding officer funded from New Homes Bonus	19
Public health officer and projects partially offset by EMR	17

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 £670k would increase the available balance to £2,670k.

4.3 The most significant items of this underspend comprise savings in repairs and maintenance, a surplus in income generated from community alarms, staffing savings, garage and shop rents up and reduced expenditure on community initiatives.

4.4 There has been a most significant swing in Repairs & Maintenance since last month. This comes as a result of two savings, the first of which is where the new painting contract will complete a portion of the work in 2016/17 and so £140k will not be spent this year. The second variance is where the operatives are spending significantly more of their time on major upgrades instead of day to day repairs and so the costs can be charged elsewhere. This second variance has moved the responsive team's forecast by £185k this month.

4.4 There are budgeted revenue contributions to capital projects as follows for 2015/16.

Description	Budget £'000	Forecast Outturn £'000	Variance £'000
Sewage pumping stations	50	25	(25)
HRA digital transformation	30	0	(30)
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 £483k. Of this £110k will be slipped into 16/17 in respect of a roofing contract that will cross the year end.

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 £8,649k against a budgeted Capital Programme of £13,948k. (This has been increased by £124k in respect of the repurchase of a previous Right to Buy (RTB) sale; 135 Kings Crescent Tiverton and £74k in respect of the Phoenix Chamber audio visual equipment).

6.3 Forecast *net* underspends currently amount to (£524k), 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) £(140)k
- Forecast additional spend on Council House building project at St Andrews Street £144k
- Affordable Housing contributions, no additional payments expected on external schemes (£95k)
- Works in relation to major repairs of our council houses; this will remain in the Major Repairs Reserve to be reprioritised for works (£373k)

6.4 Forecast slippage into 2016/17 currently amounts to £7,307k, 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 £110k
- Renewable Energy fund - renewable wall insulation £70k
- Tiverton Pannier Market Roof £110k
- Various ICT projects £266k
- 5 Refuse vehicles £740k
- Other various MDDC vehicles £358k
- Council House Build Projects at Burlescombe & Beech Road Tiverton £982k
- Council House Build Projects at Palmerston Park & Birchen lane Tiverton £3,320k
- Exe Valley Leisure Centre fitness gym extension £468k
- Multi-Storey car park works £89k
- Economic development projects £183k
- Play area refurbishment – Wilcombe Tiverton £50k
- Private Sector Housing Grants £395k
- LMLC Car Park resurfacing £50k

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	322
Earmarked Reserve for Private Sector Housing	282
Forecast Balance at 31 March 2016	**(519)**

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
	(791)
Net Receipts to date (includes 15 RTB's)	(822)
Current Balance	**(1,613)**
Forecast further capital receipts in year	(275)
Forecast capital receipts to be applied in year	901
Forecast Unapplied Capital Receipts c/fwd. 31 March 2016	**(987)**

9.0 Treasury Management

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

Interest Received:

	Budget	**Forecast**	**Variance**
	£k	**£k**	**£k**
Interest from HRA funding	(69)	(69)	0
Investment Income Received	(65)	(101)	(36)
Total Interest Receivable	**(134)**	**(170)**	**(36)**

The projected investment income from the CCLA property investment for 2015/16 has been included in the figures above.

10.0 MMI Insurance Provision

10.1 We have been advised that a further levy will be payable by the Council at a rate of between 15-34% in respect of old asbestos insurance claims. This will result in a liability of between £56k and £117k. An insurance earmark reserve was created in the past but if the levy were to made at the higher end the reserve would be almost exhausted. We could still face further levies in the future.

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 nine months of the year and shows that we are heading for an overspend for the year, despite the use of earmarked reserves.

11.2 Although some costs incurred such as redundancies are "one off" items and not ongoing, some areas are struggling to meet their current budgets.

Overall the forecast for the year at this point is a deficit of £372k on a net budget of £8.7 million, a 4.2% variance.

11.3 If we look objectively at where we currently stand: we have an overspend of £372k forecast for 2015/16; a budget for 2016/17 that is balanced using £743k of New Homes Bonus, and whose future is uncertain; and finally a preliminary grant settlement that shows the elimination of our Revenue Support Grant (£1.7m in 2015/16) by 2019/20. *Clearly going forward a strategic medium term plan to deliver future balanced budgets is essential.*

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.

Contact for more information: Andrew Jarrett,01884 23(4242), ajarrett@middevon.gov.uk

Circulation of the Report: Cllr Peter Hare-Scott, Management Team

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 DECEMBER 2015

Com	General Fund Summary	Note	2015/16 Annual Budget £	2015/16 Full Year Forecast Variance (0 = On budget) £	Variance %
	Cllr C J Eginton				
CM	Corporate Management	**A**	1,197,130	57,700	4.8%
LD	Legal & Democratic Services: Member/Election Services	**B**	1,027,290	48,300	4.7%
	Cllr N V Davey				
CP	Car Parks	**C**	(23,680)	(127,250)	-537.4%
ES	Cemeteries & Public Health	**D**	156,640	54,000	34.5%
ES	Open Spaces	**F**	593,300	(25,000)	-4.2%
GM	Grounds Maintenance	**E**	(16,870)	52,340	-310.3%
WS	Waste Services	**H**	2,287,120	65,000	2.8%
	Cllr C R Slade				
CD	Community Development	**I**	328,270	23,430	7.1%
ES	Environmental Services incl. Licensing	**D**	157,180	10,000	6.4%
IT	IT Services	**Q**	(12,040)	(34,900)	289.9%
PR	Planning - Land charges	**N**	(600)	(15,000)	2500.0%
RS	Recreation And Sport	**J**	662,400	331,000	50.0%
	Cllr P H D Hare-Scott				
FP	Finance And Performance	**K**	(180)	0	0.0%
RB	Revenues And Benefits	**L**	782,650	(192,000)	-24.5%
	Cllr R L Stanley				
ES	ES: Private Sector Housing Grants	**D**	112,120	27,000	24.1%
HG	General Fund Housing	**M**	317,150	(78,000)	-24.6%
PS	Property Services	**G**	253,800	(292,840)	-115.4%
	Cllr R J Chesterton				
CD	Community Development: Markets	**I**	60,550	20,000	-33.0%
PR	Planning And Regeneration	**N**	960,400	328,396	34.2%
	Cllr M Squires				
CS	Customer Services	**O**	15,730	102,000	648.4%
ES	Environment Services - Public Health	**D**	356,920	(7,860)	-2.2%
HR	Human Resources	**P**	98,470	6,100	6.2%
LD	Legal & Democratic Services: Legal Services	**B**	(10)	0	
	All General Fund Services		**9,313,740**	**352,416**	**3.8%**
IE260	Interest Payable		68,390	79,064	
IE290	Interest Receivable on Investments		(65,000)	(36,000)	
	Additional dividend re Heritable Investment			(43,958)	
	Interest from Funding provided for HRA		(69,090)	0	
	New Homes Bonus Grant		0	(1,612,725)	
	Sundry Grants		0	0	
ABFGF	Statutory Adjustments (Capital charges)		(905,860)	83,453	
TREMR	Net Transfer to/(from) Earmarked Reserves	**APP B**	424,170	1,449,557	
	TOTAL BUDGETED EXPENDITURE		**8,766,350**	**271,807**	**3.1%**
	Formula Grant (includes Non Domestic rates)		(3,767,480)	100,000	
	Council Tax		(4,955,540)	0	
	Collection Fund Surplus		(43,330)	0	
	TOTAL BUDGETED FUNDING		**(8,766,350)**	**100,000**	**-1%**
	Forecast in year (Surplus) / Deficit		**0**	**371,807**	-4.2%
	General Fund Reserve 01/04/15			**(2,380,180)**	
	Forecast General Fund Balance 31/03/16			**(2,008,373)**	

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 DECEMBER 2015			
Not	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
A	**Corporate Management**		
	Provision for a further levy payment following the trigger of MMI scheme of arrangement (historic asbestos insurance claims covered by ear marked reserve)	56,700	Cabinet
	Recruitment costs offset by savings on pension backfunding	1,000	Cabinet
		57,700	
B	**Legal & Democratic Services**		
	Legal Services restructure, salaries & recruitment costs	(9,000)	Cabinet
	Income - Legal Section 106 work less than in previous years and fees & charges down	10,500	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
	Redundancy costs	24,000	Cabinet
	Recovered costs on General Election	(10,000)	Cabinet
	Individual election registration (IER) costs less than budgeted	(14,000)	Cabinet
	More IER Grant income received than budgeted	(2,700)	Cabinet
	Various other minor variances	(5,500)	Cabinet
		48,300	
C	**Car Parks**		
	Pay and Display income £19k up against budget at half year. Yearend forecast can be changeable month by month	(30,000)	MTE
	Increased income from off-street fines	(10,000)	MTE
	Other minor variances	(7,500)	MTE
	Maintenance underspend on specific project to be EMR (see EMR below)	(70,000)	MTE
	HMRC VAT claim repaid on parking tariff overpayments	(9,750)	MTE
		(127,250)	
D	**Environmental Services**		
	Salary underspends in Environmental Enforcement due to vacant post and overtime budget	(10,000)	CWB
	Licensing Unit salaries - Increase in hours and JE impact.	15,000	CWB
	Licensing income over and above budget.	(10,000)	CWB
	Cemetery income above profile on internments & exclusive burial rights but has reduced over the last couple of months.	(10,000)	MTE
	Overspend on Maintenance of Cemetery Walls and Pathways (see below EMR)	35,000	CWB
	Environmental Services salary overspend due to a service restructure, JE and redundancy £20k. Some of this cost has been reduced by vacant posts	15,000	CWB
	Water Sampling income increased due to restructure/more resource to be able carry out this activity	(7,000)	CWB
	Redundancy Costs	29,000	MTE
	Disabled facility grants repayments during the year	(17,000)	DAAH
	Public Health Grant funding received (see below EMR)	(18,000)	CWB
	Overspend on Public Health Officer salary and other Public Health Projects are partially off-set by EMR (see below utilisation of EMR)	17,140	CWB
	Private Sector Housing overspend on Training on the Idox system is to be fully funded from PSH EMR (see EMR below)	7,000	DAAH
	Private Sector Housing salary overspend due to restructure, increased hours and JE (see below EMR)	37,000	DAAH
		83,140	

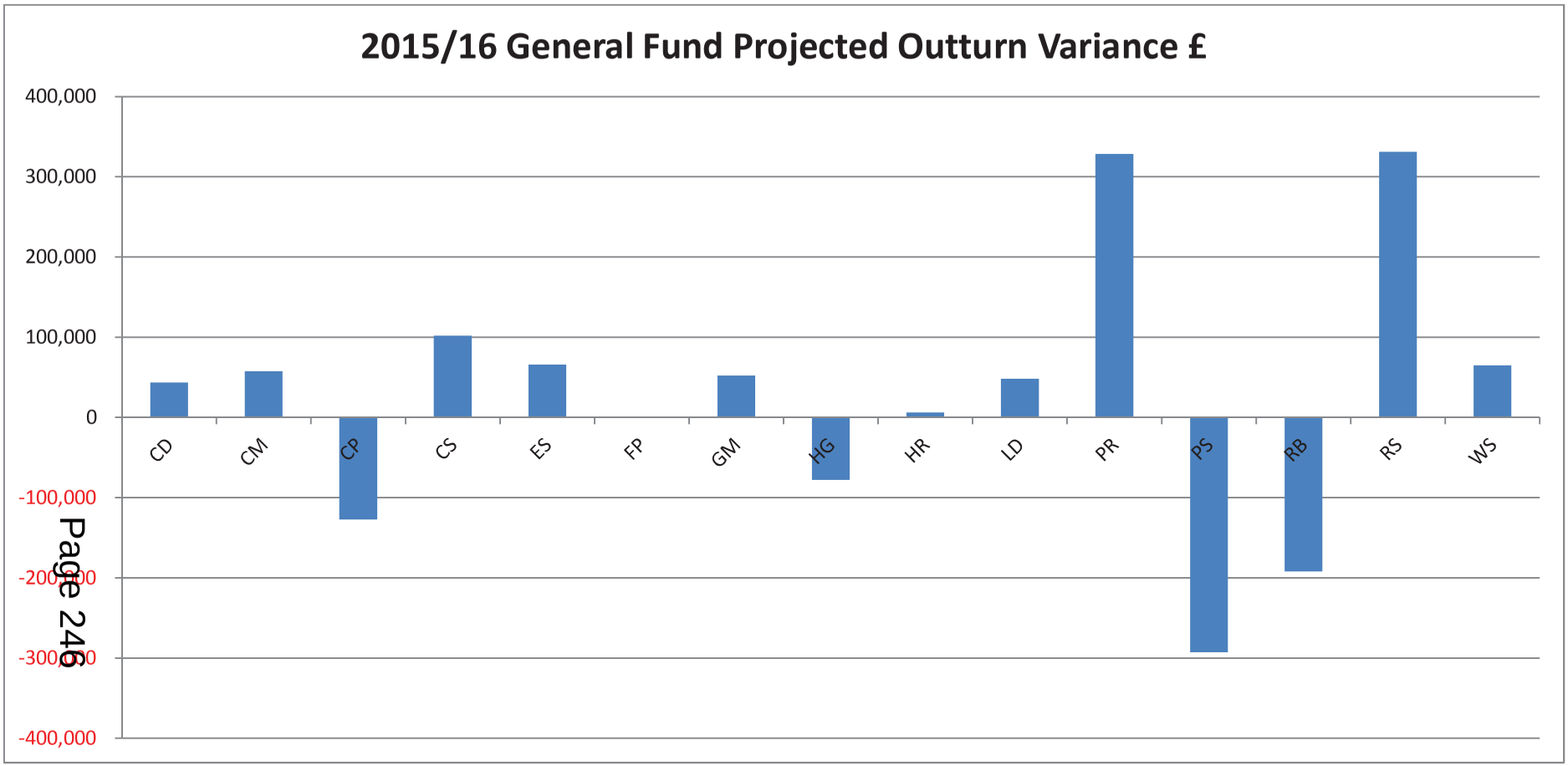
GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 DECEMBER 2015			
Not	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
E	**Grounds Maintenance**		
	£25k cut in grass cutting budget from Devon County Council plus a reduction in ad hoc shrubs and hedgerow works has resulted in a further £5k reduction against income budget	30,000	MTE
	Due to staff shortages Grounds Maintenance not been able to actively seek internal work to recharge other services	5,000	MTE
	Purchase of digger fully funded from earmarked reserve	17,340	MTE
		52,340	
F	**Open Spaces**		
	Urgent repairs works to play area wall at Newcombes Meadow can no longer be carried out in 15-16 due to other road closures that are happening in Crediton. Works planned next financial year	0	MTE
	Underspend on specific revenue projects to be EMR (see below EMR)	(25,000)	MTE
		(25,000)	
G	**Property Services**		
	Market Walk income not budgeted - Predicting £341k of net income at year end to be off-set by costs of PWLB loan and capital financing. The projected surplus £150k will be transferred into reserves for future economic development.	(341,000)	MTE
	Project start up costs have led to an overspend within surplus sites for disposal which will be off-set by future capital receipts or income streams	11,000	MTE
	Phoenix House maintenance budget overspend	15,000	MTE
	Urgent repairs works to ceiling in Town Hall	7,860	MTE
	Underspend on refurbishment of public convenience to transfer to be EMR	(20,000)	MTE
	Bus Station maintenance underspend to be transferred to EMR	(3,000)	MTE
	2 vacant units at Kingsmill and 1 at Simmons Place will result in a year end deficit on the income budget	20,000	MTE
	Double Glazing replacement at Kings Mill and Simmons Place (see earmarked reserve which off-set £10k)	30,000	MTE
	Underspend on Flood budget to be EMR for future projects	(11,000)	MTE
	Refurbishment of the Town Hall men's toilets is being funded from an EMR (see below EMR)	11,300	MTE
	Station Yard Depot overspend on maintenance	6,000	MTE
	Underspend on salaries due to vacant posts will partially be off-set by EMR for an additional vehicle required for the new Multi-skilled operative post	(26,000)	MTE
	Decrease in income received from Prospects leaving the rental space at Phoenix House	7,000	MTE
		(292,840)	
H	**Waste Services**		
	Refuse - vehicle repairs, running aged fleet until replacement need is known	60,000	MTE
	Refuse - agency due to delivering extra containers	10,000	MTE
	Recycling - additional overtime due to sickness	10,000	MTE
	Recycling material income is down, this is due to receiving a lower price per tonne then 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
	Estimated additional take-up on chargeable garden waste	(20,000)	MTE
	Sale of old recycling vehicles	(10,000)	MTE
		65,000	

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 DECEMBER 2015			
Not	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
I	**Community Development**		
	Salaries - variance in hours	(6,200)	CWB
	Market Income - proactive work is being carried out to try and meet this gap	10,000	CWB
	Grant spend covered by seed fund ear marked reserve	10,520	CWB
	Salary costs due to a restructure	10,000	CWB
	Salary costs for additional post of Grants and Funding Officer(see ear marked reserve)	19,110	CWB
		43,430	
J	**Recreation And Sport**		
	Exe Valley Leisure Centre (EVLC) salaries (includes manager post reinstated)	25,000	CWB
	EVLC Income - Adult/Junior membership volumes down	90,000	CWB
	Culm Valley Sports centre (CVSC) salaries	15,000	CWB
	Lords Meadow Leisure Centre (LMLC) salaries	5,000	CWB
	Lords Meadow Leisure Centre Income (cancelled operating special offer for annual memberships)	22,000	CWB
	Maintenance overspend -squash court roofs/ATP repairs at EVLC	25,000	CWB
	Redundancy costs due to management restructure	123,000	CWB
	Utility costs across all sites	26,000	CWB
		331,000	
K	**Finance And Performance**		
		0	
L	**Revenues And Benefits**		
	HB Fraud section transferred to DWP from 01/05/15	(62,000)	CWB
	Additional agency staff required in Housing Benefit net of salary savings (maternity leave, post changes & vacant hours)	40,000	CWB
	Housing Benefit Subsidy	(170,000)	CWB
		(192,000)	
M	**General Fund Housing**		
	Better recovery on DARS - reduction in level of provision	(38,000)	DAAH
	Lower costs than budgeted due to using own stock instead of B&Bs and case numbers below average	(20,000)	DAAH
	Use of Discretionary Housing Payments to fund DARS scheme	(20,000)	DAAH
		(78,000)	
N	**Planning And Regeneration**		
	Enforcement-Direct Action costs (predominantly Harlequin Valet)	80,000	CWB
	Enforcement salary savings	(10,000)	CWB
	Development Control salaries (incl recruitment costs)	(10,000)	CWB
	Development Control income	(10,000)	CWB
	Development Control consultancy costs	15,000	CWB
	Local Plan consultancy costs	25,000	CWB
	Land charges fee income	(15,000)	CWB
	Building Control staffing /Consultancy costs	71,000	CWB
	Forward Planning salaries (incl recruitment costs)	5,000	CWB
	Non Commencement of Community Infrastructure Levy scheme.	15,000	CWB
	Tiverton Eastern Urban Extension (EUE) works (fully funded from reserves)	54,756	CWB
	Business advice service and town project spend (covered by earmarked reserve)	47,000	CWB
	Redundancy costs	23,000	CWB
	Salary costs for the Town Centre Manager post (covered by ear marked reserve)	22,640	CWB
		313,396	

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 DECEMBER 2015			
Not	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
O	**Customer Services**		
	Redundancy costs	36,500	CWB
	Staffing for Digital Strategy Projects funded by ear marked reserve (see below)	73,000	CWB
	Franked Mail	(12,000)	CWB
	Other minor variances	4,500	CWB
		102,000	
P	**Human Resources**		
	L&D Assistant funded from EMR	11,300	Cabinet
	L&D Managers vacant post has resulted in a yearend salary saving	(5,200)	Cabinet
		6,100	
Q	**I.T. Services**		
	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	(30,000)	Cabinet
	Training costs (covered by earmarked reserve)	14,000	Cabinet
	Government connect projects - one off costs (cover by earmarked reserve)	1,000	Cabinet
		(34,900)	
	FORECAST (SURPLUS)/DEFICIT AS AT 31/03/16	**352,416**	

Cabinet	**77,200**
CWB	**634,966**
DAAH	**(51,000)**
MTE	**(308,750)**
	352,416

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)
Repair to Cemetery Walls and Pathways	(35,000)
Projected surplus on Market Walk transfer to reserves earmarked for economic development	150,000
Private Sector Housing Restructure	(15,000)
Grounds Maintenance Digger purchase	(17,340)
Business advice and Town project spend covered by earmarked reserve released	(47,000)
Digital strategy staffing from New Homes Bonus	(73,000)
Grant spend from seed fund earmarked reserve released	(10,520)
ICT training costs	(14,000)
Industrial Units double glazing replacement	(10,000)
L&D Assistant funded from EMR	(11,300)
Parks & Open spaces Paths and walls maintenance	25,000
Insurance - Provision for a further levy payment - MMI scheme of arrangement	(56,700)
S106 contribution for the provision of recycling containers for new houses	(4,662)
New Homes Bonus monies earmarked for the additional Grants and Funding Officer post	(19,110)
New Homes Bonus monies earmarked for the Town Centre Manager post	(22,640)
Government Connect one off costs	(1,000)
Public Health Grant Funding	18,000
Public Health Officer & Targeted Families Utilisation	(10,140)
Private Sector Housing software training	(7,000)
Flood Defence budget underspend EMR for future projects	11,000
Parking Services underspend on specific revenue projects	70,000
Property Sevices salary underspend EMR to fund new vehicle	20,000
Tiverton EUE	(54,756)
Net Transfer to / (from) Earmarked Reserves	**1,449,557**



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

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
Interest Receivable	
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 DECEMBER 2015

	2015/16 Annual Budget	2015/16 Profiled Budget	2015/16 Actual	2015/16 Variance	Full Year Forecast Variation	Variance
	£	£	£	£	£	%
Building Control Fees	(235,030)	(176,273)	(189,405)	(13,133)	0	0%
Planning Fees	(777,000)	(582,750)	(577,490)	5,260	0	0%
Land Searches	(110,460)	(82,845)	(102,620)	(19,775)	(15,000)	14%
Car Parking Fees - See Below	(661,050)	(488,817)	(539,905)	(51,088)	(29,000)	4%
Leisure Fees & Charges	(2,530,020)	(1,837,893)	(1,728,353)	109,540	112,000	-4%
Trade Waste Income	(605,000)	(593,461)	(626,751)	(33,290)	(35,000)	6%
Licensing	(113,560)	(93,139)	(106,341)	(13,202)	(10,000)	9%
Market Income	(111,670)	(83,753)	(75,690)	8,063	10,000	-9%
	(5,143,790)	**(3,938,930)**	**(3,946,555)**	**(7,624)**	**33,000**	**-0.6%**
						Bud Income
Pay and Display					**Spaces**	**pa per space**
Beck Square,Tiverton	(76,000)	(57,000)	(63,221)	(6,221)	40	(1,900)
William Street,tiverton	(36,000)	(27,000)	(24,144)	2,856	45	(800)
Westexe South,Tiverton	(42,500)	(31,875)	(35,322)	(3,447)	51	(833)
Wellbrook Street,Tiverton	(13,000)	(9,750)	(11,776)	(2,026)	27	(481)
Market Street,Crediton	(34,000)	(25,500)	(28,106)	(2,606)	39	(872)
High Street,Crediton	(48,500)	(36,375)	(41,845)	(5,470)	190	(255)
Station Road,Cullompton	(22,000)	(16,500)	(23,549)	(7,049)	112	(196)
Multistorey,Tiverton	(100,500)	(75,375)	(81,680)	(6,305)	631	(159)
Market Car Park,Tiverton	(195,000)	(146,250)	(151,898)	(5,648)	122	(1,598)
Phoenix House,Tiverton	(4,000)	(3,000)	(2,416)	584	15	(267)
	(571,500)	**(428,625)**	**(463,957)**	**(35,332)**	**1,272**	**(7,363)**
Season Tickets	(31,000)	(15,082)	(15,082)	0		
Residents Permits	(11,870)	(11,870)	(10,295)	1,575		
Business Permits	(9,670)	(9,670)	(9,684)	(14)		
Overnight Permits	(1,000)	(1,000)	0	1,000		
Town Hall,Tiverton	0	0	(1,600)	(1,600)		
Other Income	(36,010)	(22,570)	(39,287)	(16,717)		
	(661,050)	**(488,817)**	**(539,905)**	**(51,088)**		
Standard Charge Notices (	**(25,000)**	**(18,750)**	**(24,651)**	**(5,901)**	**(10,000)**	

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 DECEMBER 2015

	2015/16 Annual Budget	2015/16 Profiled Budget	2015/16 Actual	2015/16 Variance
Total Employee Costs	£	£	£	£
General Fund				
Community Development	284,610	213,458	204,325	(9,133)
Corporate Management	859,280	644,460	651,843	7,383
Customer Services	686,030	514,523	569,369	54,846
Environmental Services	853,970	640,478	694,676	54,198
Finance And Performance	589,040	441,780	450,984	9,204
General Fund Housing	191,940	143,955	141,377	(2,578)
Grounds Maintenance	415,900	311,925	293,982	(17,943)
Human Resources	292,190	219,143	218,246	(897)
I.T. Services	544,220	408,165	377,143	(31,022)
Legal & Democratic Services	411,330	308,498	320,869	12,371
Planning And Regeneration	1,413,870	1,060,403	999,242	(61,161)
Property Services	359,220	269,415	208,212	(61,203)
Recreation And Sport	1,504,870	1,128,653	1,299,324	170,671
Revenues And Benefits	706,340	529,755	485,841	(43,914)
Waste Services	1,792,050	1,344,038	1,303,423	(40,615)
	10,904,860	**8,178,649**	**8,218,855**	**40,206**
Housing Revenue Account				
BHO09 Repairs And Maintenance	773,080	579,810	563,728	(16,082)
BHO10 Supervision & Management	1,448,740	1,086,555	989,481	(97,074)
BHO11 Special Services	61,760	46,320	66,619	20,299
	2,283,580	**1,712,685**	**1,619,827**	**(92,858)**
Total	**£ 13,188,440**	**£ 9,891,334**	**£ 9,838,682**	**£(52,652)**

	2015/16 Annual Budget	2015/16 Profiled Budget	2015/16 Actual	2015/16 Variance
Agency Staff	£	£	£	£
General Fund				
Car Parks	0	0	0	0
Community Development	0	0	0	0
Corporate Management	0	0	0	0
Customer Services	34,000	0	5,976	5,976
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	3,750	19,328	15,578
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	32,158	32,158
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	42,449	42,449
Waste Services	88,510	66,383	112,563	46,180
	127,510	**70,133**	**225,461**	**155,328**
Housing Revenue Account				
BHO09 Repairs And Maintenance	0	0	0	0
BHO10 Supervision & Management	0	0	11,494	11,494
BHO11 Special Services	0	0	0	0
	0	0	11,494	11,494
Total	**£127,510**	**£70,133**	**£236,955**	**£166,822**

]

HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 DECEMBER 2015

Housing Revenue Account (HRA)	Notes	2015/16 Annual Budget £	Forecast £	Variance %
SHO01 Dwelling Rents Income	A	(12,810,600)	2,000	0.0%
SHO04 Non Dwelling Rents Income	B	(519,780)	(33,000)	6.3%
SHO06 Tenant Charges For Services	C	(30,980)	(14,000)	45.2%
SHO07 Leaseholders' Service Charges	D	(19,840)	(3,000)	15.1%
SHO08 Contributions Towards Expenditure	E	(34,970)	(3,000)	8.6%
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)	(18,000)	94.7%
SHO13A Repairs & Maintenance	I	3,274,710	(328,000)	0.0%
SHO17A Housing & Tenancy Services	J	1,358,850	(160,000)	-11.8%
SHO22 Alarms & L.D. Wardens expenditure	K	178,700	(3,000)	-1.7%
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	(55,000)	-39.6%
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%
		(2,699,880)	**(670,000)**	**-24.8%**
Net recharge to HRA		1,223,440		
Capital Charges		1,476,440		
Net Housing Revenue Account Budget		**0**		

Housing Revenue Account	£k
Total HRA reserve as at 01/04/14	(2,000)
Forecast variance for the year (see above)	(670)
Forecast HRA reserve as at 31/03/15	**(2,670)**

Housing Maintenance Fund	£k
Opening balance	(6,360)
Amount required to fund MRA works	914
Reserve utilised for capital works (see appendix G)	1,001
Budgeted transfer to reserves	(2,465)
Forecast closing balance	**(6,910)**

Renewable Energy Fund	£k
Opening balance	(370)
Expenditure forecast for this year (see appendix G)	200
Income forecast for this year	(172)
Forecast closing balance	**(342)**

HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 DECEMBER 2015

Note	Description of Major Movements	Corrective Action	Forecast Variance £
A	No major variance	None	2,000
B	Garage rents and shop rents are ahead of target so far	N/A	(33,000)
C	LD warden contract generating more revenue than budgeted	N/A	(14,000)
D	No major variance	N/A	(3,000)
E	No major variance	N/A	(3,000)
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	(18,000)
I	Significant improvement in position this month caused by the £140k of painting work that will be slipped into 2016/17 as well as the increase in DLO costs that can be charged elsewhere.	N/A	(328,000)
J	Several staffing savings combined with reduced expenditure on community initiatives and several minor variances.	None	(160,000)
K	Final costs of wrapping up warden service	None	(3,000)
P	£25k variance on sewage works and £30k on digital transformation	None	(55,000)
		TOTAL	**(670,000)**

Appendix G

MID DEVON DISTRICT COUNCIL
MONITORING OF 2015/16 CAPITAL PROGRAMME

Code	Scheme	Adjusted approved Capital Programme 2015/16	Actual Expenditure	Committed Expenditure	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 16/17	Notes
		£	£	£	£	£	£	£	
	Estates Management								
	Leisure - Site Specific								
	Lords Meadow leisure centre								
CA624	Main car park resurfacing	50,000	0	0	0	(50,000)		50,000	Discussions required with DCC re potential traffic calming measures
CA625	Squash Court roof improvements	20,000	0	0	0	(20,000)	(20,000)		This project has been delivered for circa £4k & will therefore be charged to Revenue as under the capital diminimis
	Exe Valley leisure centre								
CA626	Fitness gym extension	500,000	25,765	1,860	27,625	(472,375)		468,000	Figures included per Leisure consultants report - further work required & subject to Business Case demonstrating acceptable payback period. Due to go to Feb planning Cttee
	Other MDDC Buildings								
CA403	Town Hall Redevelopment Project	46,000	14,682	10,973	25,654	(20,346)		12,000	Linked to New Build St Andrews Street CA113. Will be used for improvements to Ham Lane
	MSCP Improvements								
CA709	Planned expansion joint replacement	89,000	(7,098)	7,098	0	(89,000)		89,000	This work is on hold depending on the outcome of the proposed Premier Inn development. £7k retention payment on hold until remedial works completed
	Play Areas								
CA608	Play area refurbishment - Wilcombe Tiverton	50,000	0	0	0	(50,000)		50,000	Project due to be delivered in Q1 16/17. Possible S106 funding contribution
	Other Projects								
CA420	Land drainage flood defence schemes - Ashleigh Park Bampton	67,000	0	0	0	(67,000)		67,000	Project due to be delivered in Q1 16/17. Circa £75k with £20k DCC funding contribution
CA431	Public Conveniences - Lowman Green, Tiverton remodel for kiosk subject to payback period	100,000	59,079	36,803	95,882	(4,118)	6,000		Budget increased by £46k per Cabinet Report 30/07/15. Completion anticipated mid Feb '16
CA448	Angel Hill improvements	20,000	2,670	6,255	8,925	(11,075)		12,000	This project will be completed by Nov'16. Potential external grant Funding being explored
CA458	Solar Panels Moorhayes Community Centre	30,000	0	29,466	29,466	(534)			Project to be completed by end of Dec due to reduction in feed in tariff in Jan '16
CA459	Phoenix Chamber audio visual equipment	74,000	73,821	0	73,821	(179)			Project complete
	ICT Projects								
CA421	Replacement of PC estate 330s	40,000	0	0	0	(40,000)			Project due to commence Q4 15/16
CA423	Continued replacement of WAN/LAN	60,000	0	0	0	(60,000)			Project due to commence Q4 15/16
CA425	Server farm expansion/upgrades	88,000	0	0	0	(88,000)			Project due to commence Q4 15/16
CA433	Unified Comms/telephony	107,000	0	0	0	(107,000)			Project due to commence Q4 15/16
CA436	Web Transformation	26,000	(150)	150	0	(26,000)			Project due to commence Q4 15/16
CA437	Digital Transformation	89,000	34,510	24,325	58,835	(30,165)		26,000	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	950	5,156	6,106	(33,894)		40,000	Project due to commence Q1 16/17
CA443	Members Mobile	25,000	0	0	0	(25,000)	(25,000)		This project has been delivered for circa £12k which is under our capital diminimis & therefore charged to revenue under Democratic Representation & Management
CA444	SQL/Oracles refreshes	20,000	4,000	0	4,000	(16,000)		16,000	Project due to commence Q1 16/17
CA445	InCab	60,000	0	0	0	(60,000)	(60,000)		Waste in Cab technology not required by for new scheme
CA446	E-Financials Technical refresh	20,000	0	0	0	(20,000)		20,000	Project due to commence Q1 16/17
CA447	Uniform Technical refresh	20,000	0	0	0	(20,000)		20,000	Project due to commence Q1 16/17
	Economic Development Projects								
CA504	Schemes as yet to be identified	150,000	0	0	0	(150,000)	(40,000)	110,000	Circa £80k will be spent on Tiverton Pannier Market Pigpens (see comment on CA507 below). Circa £40k will be spent on works to Pannier Market Clock Tower & also £40k spent in revenue on related projects will be funded from NHB & therefore reduce this budget to £110k which will be slipped into 16/17.
CA505	Tiverton Pannier Market Walkway Roof	110,000	0	0	0	(110,000)		110,000	Options currently being costed
CA507	Tiverton Pannier Market Pigpens	80,000	7,408	0	7,408	(72,592)		73,000	This project will cost circa £80k to deliver, to be funded from budget identified on CA504 above. Delivery of project likely in Q2 16/17
CA508	Pannier Market Clock Tower	40,000	0	36,622	36,622	(3,378)			
	Replacement Vehicles								
	Grounds Maintenance								
CA712	Iveco Tipper (or equivalent)	24,000	0	0	0	(24,000)		24,000	Due to be tendered during 2016/17
CA713	Tractor	34,000	28,500	0	28,500	(5,500)	(5,500)		Discount achieved in procuring this vehicle
	Street Cleansing								
CA819	Green Machine Ride-On Sweeper (or equivalent)	25,000	0	0	0	(25,000)		25,000	No longer required, its more affective to continue leasing these vehicles. To be reprioritised to use for 3.5T tipper that will be purchased in 16/17

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
		£	£	£	£	£	£	£	
CA820	Green Machine Ride-On Sweeper (or equivalent)	25,000	0	0	0	(25,000)		25,000	No longer required, its more affective to continue leasing these vehicles. To be reprioritised to use for 3.5T tipper that will be purchased in 16/17
	Refuse Collection								
CA814	Dennis Eagle Terberg RCV 22-26t (or equivalent)	160,000	0	0	0	(160,000)		160,000	Due to be tendered during 2016/17
CA821	5 * Refuse Vehicles with Food waste capability	740,000	0	0	0	(740,000)		740,000	Due to be tendered during 2016/17
CA822	Iveco Tipper 7t (or equivalent)	35,000	0	0	0	(35,000)		35,000	Due to be tendered during 2016/17. Will be rolled up with £65k on CA816 for a replacement 7.5T tipper in Refuse
	Recycling								
CA816	1 No. very narrow access Cabstar recycling kerb loader 4.5t	65,000	0	0	0	(65,000)		65,000	Due to be tendered during 2016/17. Will be rolled up with £35k on CA822 for a replacement 7.5T tipper in Refuse
CA823	Urban Recycling vehicle	81,000	85,250	0	85,250	4,250	4,250		
	CCTV Initiatives								
CA449	Town centre/Market area fibre optic hub and camera system	40,000	0	0	0	(40,000)	(10,000)		Project cost circa £30k anticipated spend Q4
	Waste & Recycling								
CA824	New Refuse & Recycling scheme Oct '15	276,000	263,737	52,263	316,000	40,000	40,000		Additional container costs, garden waste permits & software costs
		3,670,000	**593,123**	**210,970**	**804,094**	**(2,865,906)**	**(110,250)**	**2,381,000**	
	Private Sector Housing Grants								
CG216	Private Sector Housing initiatives to be prioritised	102,000	0	0	0	(102,000)		102,000	
CG201	* Disabled Facilities Grants–Private Sector	590,000	221,875	71,035	292,910	(297,090)		293,000	Circa £110k of this forecast slippage will be committed at year end
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 £76k.								
	This underspend includes underspent budget on Private Tenant DFG's amounting to *£297k; these are effectively ring fenced, therefore leaving £97k uncommitted. (£394k - £297k)								
	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	**221,875**	**76,466**	**298,341**	**(393,659)**	**0**	**395,000**	
	Affordable Housing Projects								
CA200	Affordable Housing 0.67 FTE	21,000	15,331	0	15,331	(5,669)			
CA200	Grants to Housing Associations to provide units (funded by commuted sum)	300,000	5,000	0	5,000	(295,000)	(95,000)		£150k will be used to fund spend on Palmerston Park development. £50k will be used to fund spend on Birchen Lane development. Any unspent monies will remain in an EMR to fund future projects
		321,000	**20,331**	**-**	**20,331**	**(300,669)**	**(95,000)**	**0**	
	HRA Projects								
CA100	Housing Maintenance Fund	2,900,000	1,653,395	531,565	2,184,960	(715,040)	(373,000)	110,000	£373k will remain in the HMF reserve for future reprioritisation & £110k will be slipped to 16/17 in respect of the roofing contract
CA111	Renewable Energy Fund Spend	270,000	154,104	0	154,104	(115,896)		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	6,058	375,131	381,189	211,189		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	517,241	42,259	559,501	140,501	144,000		Project due to be complete end of Nov '15. Remaining £70k HCA grant received Oct'15 (from total HCA grant of £280k). Forecast overspend includes £104k works incurred in 14/15 creating access to development site.
CG200	Disabled Facilities Grants - Council Houses	291,000	291,000	0	291,000	0			
CA119	Palmerston Park Tiverton - affordable dwellings	3,959,000	77,735	3,748,351	3,826,085	(132,915)		3,200,000	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
CA120	Old allotment site Burlescombe (6 units)	694,000	3,710	2,290	6,000	(688,000)		683,000	Budget adjusted as £6k spent in Q4 14/15. Anticipated start Q2 16/17. HCA bid successful £210k (£35k * 6 properties)
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 feasibility study
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.
CA128	purchased ex RTB - 135 Kings Crescent Tiverton	124,000	123,750	0	123,750	(250)			
	Replacement Vehicles - Housing Repairs								
CA122	Iveco Tipper 3.5t (or equivalent)	24,000	0	0	0	(24,000)		24,000	Due to be tendered during 2016/17
CA123	Iveco Tipper 7t (or equivalent)	35,000	0	0	0	(35,000)	(35,000)		Due to be purchased in 19/20 & will be flagged in future MTFP
		9,265,000	**2,826,469**	**4,699,596**	**7,526,064**	**(1,738,936)**	**(319,000)**	**4,531,000**	
	CAPITAL PROGRAMME GRAND TOTAL	**13,948,000**	**3,661,797**	**4,987,032**	**8,648,830**	**(5,299,170)**	**(524,250)**	**7,307,000**	

Cabinet
11 February 2016

Budget for 2016/17

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

Reason for Report: This report provides the proposals for the General Fund and the Housing Revenue Account for the year 2016/17.

RECOMMENDATIONS:
That the Cabinet recommend to full Council that:

1. **Council Tax is increased by 1.99% to £185.78.**
2. **General Fund budget for 2016/17 is approved.**
3. **The 2016/17 budget requires no transfer from the General Fund Balance.**
4. **The General Fund Budget requires a transfer of £743k from New Homes Bonus.**
5. **HRA budget for 2016/17 be approved – Appendix 3.**
6. **HRA fees/charges are approved based on the attached schedule shown as Appendix 4.**
7. **That work on strategic planning for delivering balanced budgets in the future be commenced with the new draft Corporate Plan.**

Relationship to Corporate Plan: This report is driven by the key priorities contained within the current Corporate Plan, which seeks to deliver a wide range of cost effective services. All budget decisions have taken account of these priorities and pledges.

Financial Implications: Sound financial management underpins the entire report.

Legal Implications: It is a legal requirement to set a balanced budget under the Local Government Act 2003.

Risk Assessment: The production of the budget has taken full account of the following:

1. The outturn for 2014/15.
2. 2015/16 monitoring and forecasted outturns.
3. Inflation levels.
4. Changes in legislation.
5. Major income flows have been prudently estimated.
6. Risk assessments of all significant budgets have been incorporated into the budget setting process.
7. Reserves will be maintained above minimum recommended levels.
8. Medium Term Financial Plan.

1.0 Introduction

1.1 Preparing the 2016/17 budget was always going to be a difficult challenge. The Council's Formula Grant has now been reduced from £6.2m in 2010/11 down to £3.7m for 2015/16 an overall reduction of **£2.5m or 40.3%**.

1.2 At this juncture it is worth remembering that the Council has already secured significant savings during the past 5 years in order to "balance the books" and maintain service delivery. Therefore, to secure further savings from 2017/18 onwards will not be possible without making some difficult decisions that will alter the shape/quantity/frequency of services in the future.

1.3 Due to the predicted further reduction in grant funding we again repeated the savings review exercise, which involved, the Chief Executive, Heads of Service, Service Managers and the Finance Team. This exercise (where we task service managers to find significant savings without reducing service delivery) is becoming a more difficult challenge and therefore a new more strategic process will be required in order to match service provision to available funding will be required from 2017/18 onwards.

1.4 The aforementioned savings exercise, carried out during the summer, identified savings proposals of £1,067k for 2016/17, £271k for 2017/18 and £295k for 2018/19, which again reflects the difficulties faced by service managers trying to provide "business as usual" with an ever diminishing budget. These saving proposals were all considered at PDG and Cabinet meetings in November/December. These meetings were looking at a draft budget gap of £827k based upon a number of key assumptions (e.g. inflation rates, pay award, Council Tax level, use of balances/reserves, etc.).

2.0 January PDGs and Cabinet – Budget Update

2.1 The subsequent PDG and Cabinet meetings in January received an update report on the draft budget position (see Appendix 2). This accounted for a number of additional changes to service costs/incomes and provided an update on the Formula Grant. In addition to this update the Head of Finance has managed to secure some further service and corporate savings in order to deliver a balanced General Fund and Capital Budget.

3.0 Budget Consultation

3.1 All budget decisions are clearly linked to our Corporate Plan priorities. In addition to this the budget PDG and Cabinet meetings receive an update from the annual Budget Consultation exercise (including residents, Town & Parish Councils and Local Organisations).

3.2 The law also requires consultation with Business Ratepayers. This meeting was held on the 25 January 2016, where the current financial issues facing the Council was outlined to a group of our commercial ratepayers. This looked at the proposed budget for 2016/17 and talked through a number of assumptions which had been made in order to deliver a "balanced" budget.

4.0 The Corporate Plan

4.1 The most recent update of the Corporate Plan still maintains the Councils commitment to four key aims: economy, homes, empowering our community, the environment. All decisions made whilst compiling the draft 2016/17 budget had regard to the main aims and priorities of the Corporate Plan.

5.0 Key Assumptions for the 2016/17 Budget

5.1 The Council has carefully scrutinised all existing budgets and the service risks associated with delivering them. It has also examined all material income sources, especially the ones which are most at risk, due to the continuing fluctuations in demand and price movements e.g. recycling products. In addition to the above, regard has been made to our existing and future level of balances which are required. We have a number of ongoing commitments made against this balance (e.g. future capital contributions, economic development, "spend to save" projects, potential depot relocation, town centre regeneration, future grant settlements.) With the Government's ongoing commitment to continue the deficit reduction programme and the delayed roll out of the Universal Tax Credit it is strongly recommended that our General Fund Balance should be maintained at 25% of operational expenditure (circa £2.041m) which was first agreed by Full Council on the 26 February 2014.

5.2 With regard to all items of expenditure and income, Service Managers in conjunction with the Finance Team, review all areas for known increases/decreases based on both prevailing and predicted changes in demand, price inflation, contractual obligations, etc., when proposing the 2016/17 budget. More volatile budgets are subject to sensitivity analysis and a reasonably prudent assessment is made.

6.0 Local Government Finance Settlement

6.1 The 2016/17 final Formula Grant Settlement was received on the 17 December 2015.

6.2 The settlement awarded Mid Devon a provisional settlement figure of £3.17m, although it is not expected to change a great deal. This was £130k worse than what we had previously forecast, a reduction of £543k from the current year.

6.3 The "Core Funding" statement attached to the settlement also provided provisional figures for the years 2017/18 to 2019/20 inclusive. This shows the complete loss of our Revenue Support Grant by 2019/20. (In the current year we receive £1.7m). This reduced settlement has been very much front loaded – i.e. heavy cuts in 16/17 and 17/18 and far less in 18/19 and 19/20

6.4 Details of the much publicised retention of Business rates by Councils in the future were not provided coupled with the announcement that the government is consulting on the future of New Homes Bonus.

7.0 Requirements for Council Tax Setting

7.1 In recent years the Government (via the DCLG) has become far more prescriptive with regard to acceptable levels of Council Tax increase. The implementation of the Localism Act, introduced on the 15 November 2011, has effectively replaced Government set "capping limits" and replaced them with principles that allow the local electorate to call for a referendum if the Council is planning to increase its Council Tax above an acceptable level. The level for District Councils was again set at 2.0% for the 2016/17 budget year.

7.2 The Council Tax income included in the proposed budget includes a 1.99% increase (a 1.0% variation to our Council Tax changes the income generated by approximately £51k). This equates to a band D charge of £185.78.

8.0 General Fund Budget 2016/17

8.1 The proposals contained in this report result in a balanced budget for the General Fund (see Appendix 1). Note - After the updated budget report was considered by the PDGs and Cabinet in January (Appendix 2) there was still an outstanding budget gap of £405k. Since that time we have produced an additional month's budget monitoring information, reviewed a number of short term earmarked reserves that are no longer required, finalised the level of recharges between the General Fund and the HRA and decided to remove the Locality Fund Budget. Therefore, to balance the budget for 2016/17 we will have a requirement to take £743k from new Homes Bonus (See appendix 1)

9.0 Future Funding Concerns/Cost Pressures

9.1 Clearly, the biggest financial challenge in the future is the abolition long term of the Formula Grant. Reductions to the Council's grant by £2.5m since 2010/11 places a real challenge on the Council, especially considering the significant level of service related savings that have already been delivered over the same time period. To find additional savings of £1.7m on top of the £2.5m already found since 2010/11 will place a very significant challenge on the Council.

9.2 As the existing range/quality of service provision will be financially undeliverable from 2017/18 onwards the new Council will need to reassess its overall Corporate priorities and therefore where it allocates future budgets, it will also need to consider:

- Statutory vs Discretionary service provision
- Reaffirm resident priorities
- How it can work more closely with Towns/Parishes
- Take on more commercial opportunities (but be aware of risks)
- Continue to consider any partnership possibilities
- Revise Treasury options
- Maximise all income possibilities

10.0 Overall General Fund (GF) position at 31 March 2016

10.1 The monthly monitoring report tabled to this Cabinet meeting shows an estimated GF overspend of circa £395k at the end of 2015/16. This will result in

the Council ending this financial year below its minimum level of £2.04m agreed by Full Council in February 2014.

11.0 General Fund Budget Summary

11.1 The final budget summary for the 2016/17 General Fund is as follows:

- To provide a balanced budget without any transfer from the General Fund Balance
- To increase Council Tax by 1.99%, the first rise for five years
- To utilise New Homes Bonus receipts to balance the budget
- To continue to provide the current level of service provision

12.0 Housing Revenue Account Budget 2016/17

12.1 The Housing Revenue Account (HRA) is ring fenced and accounts for the income and expenditure associated with the Council's statutory housing obligations to its tenants.

12.2 The recent budget proposals recommended at the Decent & Affordable Homes PDG (26/01/16) has resulted in a balanced draft budget for the Housing Revenue Account for 2016/17 as shown at Appendix 3.

12.3 The main proposals for the 2016/17 budget can be summarised as follows:

- Legislation requires a 1% decrease in social housing rents for four years
- Freeze alarm charges at current rates
- Freeze garage rents at current rates
- Increase garage plot ground rents by 21.2%

12.4 A more detailed analysis of the proposed rent **decrease** can be found in Appendix 3a that shows that the average housing rent will decrease to £79.85 on a 52 week basis, an average decrease of 1%. The other income changes are detailed in Appendix 4.

12.5 The overall HRA budget has been constructed on a detailed line by line examination of expenditure and income, having regard to last year's outturn, this year's forecast position and the on-going improvement of the housing service.

12.6 Some items of expenditure can be defined quite accurately whilst others require managers to exercise business judgement based upon their experience, particularly in the case of new commitments. Where such judgement has been applied the proposals before Members are based upon realistic assumptions.

12.7 Meetings have taken place with business managers who have been challenged where necessary to ensure the budget is as robust as possible, with the knowledge available to us at this point in time.

12.8 The main factors influencing this year's budget are broken down between the key national and local issues that are pertinent to next year's housing business plan as detailed below.

13.0 Key National Issues affecting the Housing Revenue Account

13.1 The key issues affecting the budget for the HRA are detailed below:

- Formula Rent (FR) reducing by 1% each year for four years
- Right to buy (RTB) enhanced discounts, resulting in higher sales volumes
- Universal Credit
- Pay to Stay initiative – potential to increase cost of administration

13.2 In July's government budget announcement, we learnt that FR will reduce by 1% each year for the next four years, where we'd expected it to increase by CPI +1% each year for the next nine years. Since dwelling rent is the largest number in the HRA, the impact this has is obviously significant

13.3 The single biggest issue facing social housing is welfare reform. Great uncertainty exists about the details of new arrangements for the future. What is more, the implications of these changes are difficult to quantify.

13.4 Once new arrangements have bedded in, it will be clearer what action MDDC needs to take. For instance, it is not completely clear how Universal Credit will be rolled out in our region or how it will be operated in practice.

13.5 The latest legislation on Right to Buy means that we're likely to sell more properties in future years. This will have an impact on our rent income, which in turn affects our ability to fund property maintenance and development as well as servicing any existing or new debt.

14.0 Key Local Issues affecting Mid Devon's HRA

14.1 The key local issues facing the HRA are as follows:

- Building more stock
- Review our investment levels based on our 30 year Business Plan – in line with the stock condition survey
- Demand for increased housing stock and funding to deliver it

14.2 The prospect of building new social housing raises the issue of significant financing requirements. It means that reserves may need to be built up or additional debt taken on (subject to the cap on debt) in the near future, increasing the need to manage the impact on the revenue budget each year.

15.0 Capital Works and Planned Maintenance

15.1 The major repairs allowance has historically been based upon the number and class of property but as a result of right to buy sales our mix of properties varies slightly from year to year. The major repairs allowance is determined by the

level of depreciation charged on our properties. The latest stock condition survey (2010) identified a need to spend £3.5m per annum more than the current level over the next 30 years, meaning any operating surpluses or savings generated by the new Self Financing system should be directed here.

16.0 Housing Benchmarking

16.1 The Council continues to undertake valuable benchmarking work in conjunction with Housemark. These findings are then used to inform the budget setting process. In doing so, MDDC are able to better identify their position in relation to other authorities in the sector and identify areas for improved efficiency.

17.0 Overall Financial Position of the Housing Revenue Account

17.1 Prudence would dictate that the HRA reserves should not fall below £1.5m. The HRA reserve is estimated to increase to circa £2.19m at the end of 2015/16.

17.2 Any balance held against the MRA will be reported to Members at the end of 2015/16 and targeted towards key stock improvement work in 2016/17. This will be reported to the Cabinet and Decent and Affordable Homes PDG in the 2015/16 outturn report.

17.3 In addition, the Renewable Energy Fund is expected to stand at £333k at the end of 2015/16. It is intended that any expenditure funded from this money be used on renewable energy schemes.

18.0 Housing Revenue Account Budget Summary

18.1 The final budget summary for the 2016/17 HRA is shown in Appendix 3. It will continue to provide for an enhanced housing service which will allow for more capital investment and additions to our existing stock.

19.0 Capital Programme 2016/17

19.1 This is discussed in a separate agenda item. The main headlines from this report are the 2016/17 programme totals £8.04m – the 2 most material funding sources required to support this programme are £2.86m from the HRA and £1.09m from our New Homes Bonus receipts.

20.0 Conclusion

HRA

20.1 The HRA has an obligation to provide a high quality, value for money service for its tenants coupled with affordable rent levels. The government's legal requirement to cut housing rents by 1% for the next four years will reduce the available income to fund both revenue and capital expenditure. If the trend were to continue it would have the potential to affect the long term sustainability of the HRA. The draft budget was discussed at a meeting of Tenants Together on 12 November 2015.

General Fund

20.2 The General Fund budget has been set against a back drop of 6 consecutive years of cuts to Public Sector funding (i.e. cuts of circa £2.5m in Government funding). The provisional funding projections in the future confirm the gradual reduction and final elimination of the Revenue Support Grant (currently £1.7m received). There is a consultation at present on the future of the New Homes Bonus with the prospect of it being awarded to Councils over four rather than six years and with a lower percentage awarded to us. It is considering proposals to award upper tier authorities more to help support their care budgets.

20.3 Whilst we know the general trend of further budgetary cuts we are unsure of the future of two of our most important funding sources and the timing of any changes. Nevertheless we need to prepare for the future in a timely manner and this is why we will continue to discuss how we can continue to provide a wide range of services in a much reduced funding envelope. The process will need to involve all staff, Members and our local residents/businesses.

Capital Programme

20.4 With few disposable assets and a great reliance on government grants our future capital programmes will come under greater pressure. If we continue to use a proportion of New Homes Bonus to help balance the General Fund there will be less available to help fund our annual capital programmes in the district. The uncertainty around the future of New Homes Bonus places real concern over the future levels of the capital programme we can afford.

App 1 General Fund 2016/17 Budget Summary
App 1A Transfer to / from earmarked Reserves
App 2 GF PDG Report Jan 2016
App 3 HRA Budget
App 3a HRA Rent Decrease Impact
App 4 HRA Fees Charges

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

Circulation of the Report: Management Team, Cllr Hare-Scott

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	3,4,6	2,453,770	(530,110)	1,923,660
Decent & Affordable Homes	3,4,6	404,150	(5,960)	398,190
Community Well Being	3,4,6	2,553,100	225,010	2,778,110
Cabinet	3,4,6	3,844,810	129,950	3,974,760
TOTAL NET DIRECT COST OF SERVICES		**9,255,830**	**(181,110)**	**9,074,720**
Net recharge to HRA	8	(1,223,440)	(42,050)	(1,265,490)
NET COST OF SERVICES		**8,032,390**	**(223,160)**	**7,809,230**
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)	15,090	(54,000)
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	2/9	(186,520)	(706,300)	(892,820)
TOTAL BUDGETED EXPENDITURE		**8,766,350**	**(613,880)**	**8,152,470**
Funded by:-				
Formula Grant (FG)		(3,713,480)	673,480	(3,040,000)
Rural Services Delivery Grant			(115,230)	(115,230)
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 - 27,507.03 x £185.78	1	(4,970,830)	(139,430)	(5,110,260)
TOTAL FUNDING	10	**(8,766,350)**	**613,880**	**(8,152,470)**
BALANCED BUDGET		**0**	**0**	**0**

Current Assumptions :

1. Council Tax has been increased by **1.99%** .
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.
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. The budget balances after a short term transfer of **£743k** from available New Homes Bonus.
10. Council agreed minimum General Fund balance = £8.15m x 25% = **£2.04m.**

This page is intentionally left blank

2016/17 BUDGETS
TREMR - SINKING FUNDS/RESERVES

SERVICE	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	20,000.00							
CS500				1,440.00				
CS900			8,940.00					
CS902			2,500.00					
CS910			500.00					
CS932			5,000.00					
ES100	25,000.00							
ES450				1,200.00				
ES450	25,000.00							
ES460	10,000.00							
ES580				6,480.00				
ES730				5,900.00				
GM960		14,360.00		47,450.00				
IE435						1,612,720.00		
IT800			9,700.00					
LD201					20,000.00			
PS350				1,660.00				
PS980				7,200.00				
PS980/PS981							202,410.00	See below
WS650				56,750.00				
WS700				232,300.00				
WS710				21,720.00				
WS725				168,800.00				
WS725			20,000.00					
TOTAL	**80,000.00**	**14,360.00**	**46,640.00**	**550,900.00**	**20,000.00**	**1,612,720.00**	**202,410.00**	**2,527,030.00**

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

This page is intentionally left blank

2016/17 BUDGETS **Appendix 1A**

TREMR - UTILISATION OF RESERVES

SERVICE	UTILISE NHB			
CD200	- 21,210.00			
PR400	- 42,720.00			
CS938	- 102,030.00			
PR400	- 100,000.00			
LD600	- 18,170.00			
HR200	- 11,650.00			
WS700	- 30,000.00			Added Jan 2016. 2x Ford Connect vans
		- 150,000.00		Added jan 2016. Release of Market Walk "Profit"
	- 417,040.00			To balance General Fund Balance
TOTAL	**- 742,820.00**	**- 150,000.00**	**- 892,820.00**	TOTAL BUDGET LOAD IE930 7709

This page is intentionally left blank

Item

Cabinet & Policy Development Groups
14 January 2016

Budget 2016/17 - Update

Portfolio Holder Cllr Peter Hare-Scott
Responsible Officer Head of Finance

Reason for Report: To consider options available in order for the Council to move towards a balanced budget for 2016/17.

RECOMMENDATION: To consider and agree the updated budget proposals for 2016/17 included in Appendix 1.

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

Financial Implications: Now the Council has received notification of its Formula Grant Settlement it is imperative that it matches current and ongoing expenditure plans to estimated sources of income/funding.

Legal Implications: It is a statutory requirement for the Local Authority to set a balanced budget.

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. This position has been revised based on an additional 2 months of financial monitoring information. In addition prudent levels of reserves will also continue to be maintained.

1.0 Introduction

1.1 On the 17 December 2015 the Council received formal confirmation of its Formula Grant Settlement. Our provisional formula grant award for 2016/17 amounts to **£3.04m**. This is unlikely to change significantly and is approximately £130k lower than what we first estimated.

As a direct consequence this increased the draft 2016/17 General Fund budget deficit but other savings proposals have helped to reduce the deficit to circa **£405k**.

1.2 Despite this it is both prudent and a legal obligation that we set a balanced budget and therefore further savings will be required.

1.3 It is useful that the formula grant announcement gave provisional figures for the three years following up to 2019/20: As we had predicted the Revenue

Support Grant, which currently stands at £1.7m, will completely disappear by 2019/20. The current and provisional future formula grant amounts are:

	15/16 £m	16/17 £m	17/18 £m	18/19 £m	19/20 £m
Revenue Support Grant	1.7	1.02	0.5	0.18	0.00
Business Rates	2.0	2.02	2.06	2.13	2.19
Total Formula Grant	**3.7**	**3.04**	**2.56**	**2.31**	**2.19**

Slotting the provisional Business Rate Retention and Revenue Support Grant figures into the Medium Term Financial Plan shows that by 2019/20 we will need to find approximately **£1.1m** of savings, close to the amount we previously forecast. At this point we still have no details on the proposed changes allowing Councils' to retain more of the business rate income.

2.0 2016/17 General Fund Budget - Revised Position

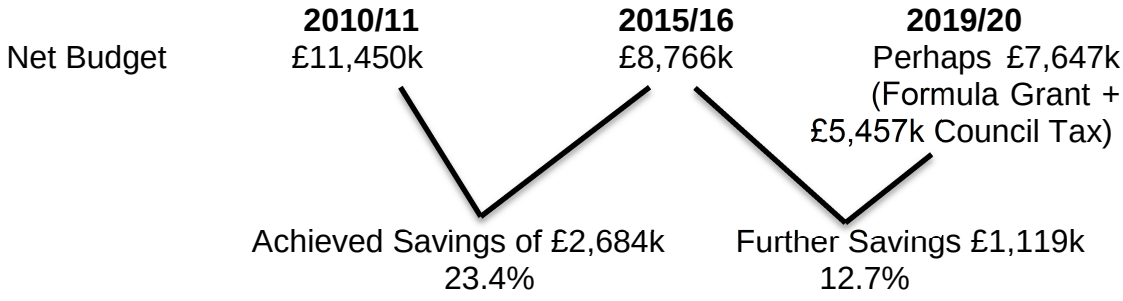
2.1 Since the first round of PDGs and Cabinet meetings the Finance team and service managers have been revisiting a range of budgets to strive to deliver more savings or increase income levels.

2.2 This process has improved the General Fund budget by circa £422k (see **Appendix 1**) and now only leaves a budget gap of **£405k**. This reflects a lot of hard work and constructive negotiation over the past 2 months.

3.0 Conclusion

3.1 The Council still has approximately one month until the Cabinet will meet on the 11 February 2016 to formally recommend the overall budget and level of Council Tax for 2016/17 and officers will continue to work towards delivering a balanced budget position.

3.2 As has been said, on a number of occasions over the past few years, the Council's financial future is going to become increasingly challenging year on year and it is worth reflecting in terms of past, present and the future.



3.3 To date we have used the New Homes Bonus grant to fund economic development projects, help fund our capital programme and to fund certain "one off" revenue projects. Some other local authorities are already using the New Homes Bonus grant to various degrees to help fund their day to day spending (revenue expenditure).

3.4 So should we use more of ours in a similar fashion? The concern is one of *sustainability*. We do not know whether this funding will be provided

indefinitely. In fact the Department of Communities and Local Government is currently conducting a consultation where there is a proposal to cut the grant awarded to District Councils for new dwellings from six years to four. On top of this there is also consideration of changing the proportions awarded to district and upper tier authorities. This could result in Mid Devon receiving less and Devon County Council receiving more each year.

In the recent grant settlement we had a provisional forecast of our New Homes Bonus grant for future years:

	15/16 £m	**16/17 £m**	**17/18 £m**	**18/19 £m**	**19/20 £m**
New Homes Bonus grant	1.6	1.8	1.8	1.2	1.1

You will notice the decrease after 2017/18 where the sum drops to £1.1m by 2019/20.

3.5 So how much New Homes Bonus grant do we currently hold? **Appendix 2** shows our predicted balance at 31 March 2015 to be £2,969k. We could fund the budget deficit from this grant which would mean that **£801k** of New Homes Bonus would be used to help fund the 2016/17 budget (the shaded area). However if the reserve is utilised in this manner there will be less monies available to fund future capital and economic projects.

3.6 Should this level of supported funding continue year on year then it would comprise circa 73% of our expected grant in 2019/20 and leave little available for capital. Clearly this would be a strategy involving considerable risk in the long term, especially if the grant were to be stopped in its entirety, which is a possibility.

3.7 It is also worth mentioning that as a district we are comparatively poor in terms of assets with much of the capital programme funded from “Right to Buy“ receipts and the New Homes Bonus grant. We do not have a large portfolio of surplus assets which we could sell and use for new capital projects, some of which could reduce our annual running costs.

3.8 As the government is now paying central grants much more on a basis of “payment by results” more authorities are seeking financial security by striving to become self-financing. As an authority we too have broadened our approach. The Tiverton Market Walk project is an example where Mid Devon now has additional income from the shop units to help support the revenue budget, but with increased risks if those units are not let. We also have the benefit of the feed-in tariff from the solar panels installed on Phoenix House and other locations. Whilst this income is beneficial and has helped our position, the amounts that we need to balance our budget in the foreseeable future are significantly higher.

3.9 Members have now approved a draft Corporate plan with key defined focus areas, the question is how those aspirations can be met with a *sustainable* budget base, ideally with as much as possible under our own control. Going forward difficult and challenging decisions on the scope and extent of service delivery will be required to meet this objective.

Contact for more information:	Andrew Jarrett – Head of Finance
Background Papers:	Draft 2016/17 Budget Papers Grant Settlement Email
File Reference:	
Circulation of the Report:	Management Team, Members & Relevant Service Managers

Appendix 1

2016/17 Budget Changes (since Nov PDG's)

	£
Budget gap estimated at November/December PDGs and Cabinet	**826,890**
Confirmed Changes	
Central government Formula grant worse than expected	130,000
Sparsity grant funding + maybe homelessness	(100,000)
Employers pay award based on officers on below SCP18	15,000
Salary reductions after redundancies (elections, CF, Comms, Econ Dev) + backfunding	(130,000)
Grant budget savings	(15,000)
Moorhayes utility saving re solar panels	(2,000)
Add extra planner matched by increased income	
	724,890
Further Proposals and Work in Progress	
2% Council tax increase (No Council tax freeze grant available)	(50,000)
Increased car parking income	(141,000)
Use some of Market Walk "profit"	(150,000)
some form of member budget - i.e. £500 per member for local stuff	21,000
DCC share of waste saving	
Sinking fund for amenity car parks	
Review position on grass cutting	
Apprentice levy - check when starts 0.5% of pay bill - not until 2017	
HRA recharges	
Check HB subsidy	
Change of £1 coins - costs of conversion of car park machines	
New budget gap after the above changes/revisions	**404,890**

Appendix 2

New Homes Bonus (NHB) Summary

		£k
Balance at 31/3/15		(1,887)
2015/16 award		(1,613)
Estimated use of NHB to fund 15/16 capital programme		531
Projected balance at 31/3/16		**(2,969)**
2016/17 provisional award		(1,800)
		(4,769)
Monies Committed in 2016/17 General Fund Budget		
Community Development	21	
Business Development	43	
Digital Strategy Staffing	102	
Business Development	100	
Legal Services	18	
Corporate Training	12	
Recycling premises move	100	
Budget deficit funding	405	
		801
Available for 16/17 Capital Funding / Economic Development Projects		(3,968)
2015/16 capital programme slippage funding		1,766
2016/17 capital programme funding		1,091
Projected balance at 31/3/17		**(1,111)**

Appendix 3

Code	Best Value Unit	PY Outturn	CY YTD Actuals	CY FY Budget	Movement	Proposed Budget 2016/17
SHO01	Dwelling Rents Inc	(12,422,053)	(6,669,460)	(12,810,600)	216,840	(12,593,760)
SHO04	Non Dwelling Rents Inc	(530,534)	(295,883)	(519,780)	(34,290)	(554,070)
SHO06	Tenant'S Ch For Services	(316,974)	(28,433)	(30,980)	(11,380)	(42,360)
SHO07	Leaseholders' Ch For Serv	(24,782)	(23,535)	(19,840)	(3,700)	(23,540)
SHO08	Contributions Towards Exp	(85,375)	(27,747)	(34,970)	1,250	(33,720)
SHO09	Alarm Income - Non Tenants	(157,529)	(109,345)	(138,170)	(56,490)	(194,660)
SHO10	H.R.A. Investment Income	(48,161)	0	(40,000)	0	(40,000)
SHO11	Miscellaneous Income	(1,644,562)	(32,861)	(19,000)	0	(19,000)
SHO13A	Repairs & Maintenance	3,090,671	1,406,623	3,274,710	(59,930)	3,214,780
SHO17A	Housing & Tenancy Services	1,199,119	565,249	1,358,850	(4,100)	1,354,750
SHO22	Alarms & L.D. Wardens	313,539	77,575	178,700	(26,500)	152,200
SHO29	Bad Debt Provision	(10,522)	0	25,000	0	25,000
SHO30	Share Of Corp And Dem	196,516	94,637	202,890	(25,490)	177,400
SHO32	H.R.A. Interest Payable	1,330,017	0	1,323,820	(55,790)	1,268,030
SHO34	H.R.A. Transfers between earmarked reserves	2,117,183	0	2,589,500	(151,580)	2,437,920
SHO36	H.R.A. R.C.C.O.	979,106	0	139,000	(115,000)	24,000
SHO37	Capital Receipts Res Adj	(13,000)	0	(15,600)	(5,200)	(20,800)
SHO38	Major Repairs Allowance	2,495,887	0	1,986,590	813,410	2,800,000
SHO40	Pension Reserve Adj	20,191	0	0	0	0
SHO44	Capital Grant Unapp Cr Hra	1,633,634	0	0	0	0
SHO45	Renewable Energy Transactions	(152,296)	(11,533)	(150,000)	20,000	(130,000)
	TOTAL	**(2,029,924)**	**(5,054,713)**	**(2,699,880)**	**502,050**	**(2,197,830)**

5000	RECHARGES	1,223,440	42,050	1,265,490
6000	CAPITAL CHARGES	1,476,440	(544,100)	932,340
		0	**0**	**0**

6000 CAPITAL CHARGES

Finance lease depreciation	16,030
Capital financing for finance lease	(16,030)
Capital financing for finance lease	16,030
Depreciation	2,000,000
Depreciation reversal	(2,000,000)
PWLB loan MRP	916,310
	932,340

Assumptions

All rents to decrease by 1%, moving the actual average rent to £79.85 per week (over 52 weeks)
Twenty four properties sold during 2015/16
Sixteen properties sold during 2016/17

PLEASE SEE OVER THE PAGE

Average of fifteen properties void at any one time
Eight properties are excluded from rent setting as they are not available for re-let

Affordable Rents to decrease by 1%, moving the actual average rent to £112.39 per week (over 52 weeks)
Garage rents to be frozen at £11.00 per week
Occupancy in HRA retail units to remain at current levels
Community alarm customer numbers to remain at current levels
HRA cash balances to remain high in the short term
Debt repayments of £2,645k to PWLB
Debt interest payments of £1,212k to PWLB and £54k to GF
£1,767k contribution to the Housing Maintenance Fund to be made
Recharges to grow slightly

HO130 Planned & Cyclical Maintenance (extract)

Cost centre	Account	Account Description	Proposed Budget 2016/17
HO130	4205	Insulation	10,000
HO130	4213	Planned Asbestos Work	150,000
HO130	4215	External Contr - Legionella	3,500
HO130	4216	External Contr - Electrical	100,000
HO130	4230	External Contr -Gas Servicing	368,150
HO130	4231	External Contr -Lift Maint	500
HO130	4232	External Contr - Paint & Reps	440,000
HO130	4236	Air Source Heat Pump Servicing	25,000
HO130	4239	Carbon Monoxide Detectors	32,000
HO130	4522	Solid Fuel Repairs	12,500
HO130	4524	Garage Repairs	30,000
HO130	4526	Cyclical Testing	70,000
HO130	4602	Door Entry Systems	5,000
		TOTAL	**1,246,650**

Please note, this table shows an extract from the Planned Maintenance budget and the figures above form part of the £3,214,780 Repairs & Maintenance budget.

This page is intentionally left blank

HRA: Proposed Fees and Charges 2016/17

	2015/16	Increase	Increase %	2016/17
Community Alarm Charges per week per property (48 week basis)				
Sheltered & Bronze Scheme Alarm Charge	£2.50	£0.50	20.0%	£3.00
Lifeline Base Unit	£3.76	£0.00	0.0%	£3.76
Garage rents per week (48 week basis) *It should be noted that council tenants receive a discount of £2.00 per week on any garage rent.*	£11.00	£0.00	0.0%	£11.00
Garage ground rents (Annual charge)	£200	£25	12.5%	£225

N.B.

MDDC Formula Rent on average (52 weeks) *2015/16:* ***£80.71*** *2016/17:* ***£79.90***

This page is intentionally left blank

CABINET **AGENDA ITEM**
11 FEBRUARY 2016

CAPITAL PROGRAMME 2016/17 – 2019/20

Cabinet Member Cllr Peter Hare Scott
Responsible Officer Head of Finance

Reason for Report: To seek approval of the 2016/17 Capital Programme and note the draft 2017/18, 2018/19 & 2019/20 programmes.

RECOMMENDATIONS: That the Cabinet recommend to Full Council:

1. **The detailed Capital Programme for 2016/17 be approved and the estimated amounts for 2017/18, 2018/19 & 2019/20 be noted.**

2. **To agree to earmark New Homes Bonus (NHB) monies of £1,091k to support the 2016/17 Capital Programme (see para 2.3).**

Relationship to the Corporate Plan: The Capital Programme identifies the capital investment proposed across all strands of the Corporate Plan over the next four years.

Financial Implications: The Capital Programme submitted for 2016/17 is fully funded. Future capital receipts are now estimated at such a low level that the Council needs to evaluate ways of making additional provision to fund its long term capital programme or reduce its property portfolio.

Legal Implications: See comments below in relation to spending of grants and receipts.

Risk Assessment: There is a risk of claw back of external funds if sums received are not spent in accordance with the terms on which they were given, or not within agreed timescales. Useable Capital Receipts for 2016/17 have been projected at a prudent level of £300k but there is a risk that if these do not materialise, the authority may need to delay scheme start dates to the following financial year or to make a revenue contribution to Capital to ensure full programme delivery.

1.0 Introduction

1.1 The proposed Capital Programme has been produced following detailed consultation with spending officers and is now mainly focused on essential asset maintenance, funding a range of private sector housing projects, modernisation of our refuse and recycling vehicles, ICT replacement and investment and ensuring that our existing housing stock is maintained to the decent homes standard. The programme also includes Council House

building projects and spend to save projects that will only be undertaken if a robust business case demonstrates an acceptable payback period.

1.2 A significant amount of work was undertaken when producing the Council's Medium Term Financial Plan (MTFP) during the late summer which helped to scope the size and funding of the 2016/17 capital programme. A number of subsequent meetings were held with service managers which focused on the essential projects (in terms of end of life asset replacement or health and safety) and involved reprioritising or rescheduling expenditure to future years.

2.0 The 2016/17 Capital Programme

2.1 Through reprioritisation of capital projects the Council has been able to set a balanced capital programme for 2016/17. Appendix 1 shows the proposed Capital Programme for 2016/17 which totals £8,041k.

2.2 The 2016/17 Capital Programme is fully funded by a combination of:

General Fund Project Funding Sources	**Amount of Funding**
S106 & Affordable Housing Contributions	222
Capital Reserve	136
DCLG (Disabled Facilities Grant)	311
New Homes Bonus (NHB)	1,070
Contrib from Private Sector Housing EMR	165
Contrib from Vehicle sinking fund EMR's	160
Total Funding General Fund Projects	**£2,064k**
HRA Project Funding Sources	**Amount of Funding**
Contribution from existing Useable Capital Receipts	65
Use of forecast Useable Capital Receipts to be generated in 2016/17	300
MRA	2,860
New Homes Bonus (NHB)	21
Use of forecast Replacement Homes Capital Receipts to be generated in 2016/17	350
Contrib from Renewable Energy fund EMR	200
Contrib from Housing Maintenance Fund	272
Contrib from Affordable Rents Surplus EMR	73
PWLB Borrowing	1,836
Total Funding HRA Projects	**£5,977k**
Total Funding (GF & HRA)	**£8,041k**

2.3 An item to note is that to balance the 2016/17 Capital Programme requires £1,091k (£1,070k + £21k) of New Homes Bonus (NHB) funding. Further contributions from NHB are required over the life of the MTFP; this is evident from the table below with the forecast contribution amounting to £1,249k for 2017/18, 2018/19 and 2019/20.

2.4 A significant amount of NHB £764k is planned to be used to help balance the 16/17 Revenue Budget, this includes one off projects amounting to £326k together with £438k to help balance the budget.

2.5 The Department of Local Government is currently conducting a consultation where there is a proposal to the cut the grant awarded to District Councils from six years to four. Also changing the proportions awarded to district and upper tier authorities is being considered. This is evident in our recent grant settlement where we were given provisional figures for our NHB grant of £1.8m in 16/17 and forecast to reduce to £1.1m by 2019/20. On this basis careful consideration is required on how we continue to utilise this grant.

2.6 A contribution is expected from the Housing Maintenance Fund of £272k in order to deliver the council house building schemes identified in the 16/17 Capital Programme. Further contributions from this reserve will be required to deliver council house building aspirations identified in our MTFP amounting to £6,713k for 2017/18, 2018/19 and 2019/20 (see table below). The remainder of these schemes will be mainly funded by a combination of useable capital receipts (general and replacement homes receipts) and to take advantage of current favourable PWLB borrowing rates. (See Para 4.1)

2.7 Recent successful funding bids from from the Homes and Communities Agency amounting to £1,860k for developments in Fir Close Willand, St Andrews Street, Birchen Lane and Palmerston Park Tiverton and Burlescombe have/will help preserve the Housing Maintenance Fund so that it can be used for future council house building projects. It should be noted that this stream of funding is no longer available to us. However the Housing department will continue to explore other external funding streams depending on the nature of the development.

2.8 A deliverable programme of £2,860k has been identified to maintain our existing council house stock, the balance of available monies will remain in the Housing Maintenance Fund in order to deal with future additional spend that has been identified by the stock condition survey.

2.9 Appendix 2 shows the MTFP, which was presented at the October 2015 Cabinet. Appendix 1 shows, the 16/17 Capital Programme that has evolved from the MTFP and has been refreshed with up to date information on expenditure and funding as referred to in paragraphs 2.1 to 2.8 above. A summary of the subsequent 3 years is shown in the table below.

MTFP summary 2017/18, 2018/19 & 2019/20

General Fund Capital Projects	**2017/18 (£k)**	**2018/19 (£k)**	**2019/20 (£k)**
Private Sector Housing Projects	583	595	607
Affordable Housing Projects	522	222	222
Replacement Vehicles	170	835	325
Leisure related projects	80	115	550
Depot relocation	100	5,000	0
Other General Fund related Schemes	630	190	315
Total General Fund Capital Projects	**2,085**	**6,957**	**2,019**
HRA Capital Projects	**2017/18 (£k)**	**2018/19 (£k)**	**2019/20 (£k)**
HRA maintenance of existing stock & DFG's	3,303	3,309	3,315
HRA Council House Building Projects	5,726	5,226	8,226
Replacement Vehicles	265	25	80
Total HRA Capital Projects	**9,294**	**8,560**	**11,621**
Total GF & HRA Capital Projects	**11,379**	**15,517**	**13,640**
General Fund Project Funding Sources	**2017/18 (£k)**	**2018/19 (£k)**	**2019/20 (£k)**
S106 & Affordable Housing Contributions	222	222	222
Capital Reserve	136	136	135
DCLG (Disabled Facilities Grant)	311	311	311
New Homes Bonus (NHB)	487	121	641
Contrib from Private Sector Housing EMR	465	165	165
Contrib from Vehicle sinking fund EMR's	100	638	181
Forecast receipt for Depot & Town hall rationalisation	0	1,000	0
Capital Receipts Reserve	364	364	364
PWLB borrowing	0	4,000	0
Total Funding General Fund Projects	**2,085**	**6,957**	**2,019**
HRA Project Funding Sources	**2017/18 (£k)**	**2018/19 (£k)**	**2019/20 (£k)**
Use of forecast Useable Capital Receipts	0	0	0
MRA	2,800	2,800	2,800
New Homes Bonus (NHB)	0	0	0
Use of forecast Replacement Homes Capital Receipts	350	350	350
Contrib from Renewable Energy fund	200	200	200

EMR			
Contrib from Housing Maintenance Fund	606	5,112	995
Contrib from Affordable Rents Surplus EMR	73	73	73
PWLB Borrowing	5,000	0	4,000
Revenue contribution from the HRA	265	25	80
Total Funding HRA Projects	**9,294**	**8,560**	**8,498**
Total Funding	**11,379**	**15,517**	**10,517**
Funding Gap	**0**	**0**	**3,123**

For a detailed breakdown please refer to Appendix 2.

2.9.1 The further into the future we try to predict the more difficult it is to do with the same level of certainty, therefore although 2018/19 and 2019/20 give an indication of the likely resource required during these years, we will know with a greater level of certainty nearer the time, therefore the predicted level of expenditure may well change.

3.0 Funding the Capital Programme

3.1 NHB funding forms a substantial amount of the funding of this programme (as referred to in para's 2.3 & 2.4 above) (£2,340k over the four years which includes £1,091k in 2016/17). Due to the uncertainty of future NHB funding (referred to in para 2.5) and the fact that this funding could be reduced or even removed in the future, and that we are now using more of this to balance the Revenue budget, it is important to be aware that if it is, our future Capital programmes will need to be curtailed to match the funding we have available.

3.2 Due to the very low level of estimated new capital receipts for 2016/17, only a small number of new Council funded schemes have been incorporated in the Capital Programme. Council house sales have been predicted at 16 sales per annum for the life of this programme. The Government Pooling arrangements mean a proportion of the sale is pooled to the government, a proportion is retained in a ring fenced reserve for replacement house building (linked to the HRA self-financing arrangements that have been in place since 01/04/12) and the balance is retained by the authority as a useable capital receipt, which can be used to support our Capital Programme.

3.3 The projected level of usable capital receipts available for 2016/17 is £365k (this is made up of £300k, net of pooling, estimated to be generated from sales in 2016/17 and a contribution of £65k from existing Useable Capital Receipts). All other previously generated capital receipts have been used to balance the subsequent years of the MTFP.

3.4 The figures assumed for receipts from the sale of assets have been calculated prudently and therefore if any additional receipts are generated we can return to some of the projects which could not be funded in the first instance and consider their inclusion. Any such decision (subject to constraints within the financial rules) would require Full Council approval and be linked to the Corporate Plan priorities.

3.5 Due to the pressure on the revenue budget we no longer make a revenue contribution from the General Fund. At this point in time NHB funding enables this but if this funding were to be curtailed we may have to contribute monies from the general fund in the future to support essential capital projects.

4.0 Council Borrowing

4.1 Prudent borrowing has been estimated for 2016/17, this will be used to help fund the land associated with the proposed Council House Building project at Waddeton Park, but this is subject to forthcoming negotiation which will determine the amount of prudential borrowing required.

4.2 Borrowing is also envisaged in 2017/18 & 2019/20 to deliver proposed Council House Building Projects. Also in the medium term it is highly likely that we may wish to build our own Waste & Recycling depot, the timescale on this is very difficult to predict due to a number of factors; if this were the case we would also need to borrow, therefore this has been included in year 2018/19 of the MTFP for illustration purposes. Borrowing is only considered in exceptional circumstances, whether in relation to the projects detailed above or for spend to save projects following a robust cost/benefit analysis exercise that would be able to demonstrate both an acceptable 'payback period' and that savings would be generated in excess of the annual revenue cost of servicing the debt.

5.0 Conclusion

5.1 As previously mentioned, the Capital Programme for the next four years is limited due to the scarce availability of funding. It is, therefore, imperative that capital funds are only spent on those projects which enable the Council to deliver its Corporate Plan objectives.

5.2 Due to the continuing austerity programme being implemented by Central Government the Council is beginning to explore more commercial options in order to balance budgets. Examples include: regeneration projects and land or building acquisition; any such projects will need to be justified through robust business cases. Projects of this type will need significant capital funding either from existing receipts or from longer term borrowing. All members will be kept informed of any developments in these areas.

Contact for more information:	Andrew Jarrett, Robert Fish 01884 234242, 01884 234313 ajarrettmiddevon.gov.uk
Background Papers:	Capital Bid Submissions and workings for MTFP
File Reference	None
Circulation of the Report:	Management Team

MDDC 2016/17 CAPITAL PROGRAMME

Code	Responsible Officer Job Tile	Scheme	Approved Capital Programme 2016/17
			£000's
		General Fund Projects	
		Exe Valley leisure centre	
CA627	Estates Manager	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	
		Phoenix House	
CA451	Estates Manager	Phoenix House - Ground Floor changes - subject to business case	100
		Pannier Market	
CA505	Estates Manager	Pannier Market -Pedestrian roof cover - subject to business case **	290
		** Note £110k in 15/16 will be slipped to 16/17	
		MSCP Improvements	
CA709	Estates Manager	MSCP improvements (refer to Matrix condition report)	50
		Play Areas	
CA628	Estates Manager	Play area refurbishment - West Exe Recreation Ground Tiverton	50
		Other Projects	
CA452	Estates Manager	Station Yard re construct shower block welfare	35
CA453	Estates Manager	Land drainage flood defence scheme - Newton St Cyres	50
CA454	Estates Manager	Phoenix Lane - Conversion to homeless shelter	40
CA455	Estates Manager	St Lawrence Green Project	30
		ICT Projects	
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
		Replacement Vehicles - Refuse Collection	
CA821	Waste and Transport Manager	5 Refuse Vehicles with Food waste capability ***	160
		*** Note £740k in 15/16 will be slipped to 16/17	
			1,270
		Private Sector Housing Grants	
CG216	Head of HR & Development	Private Sector Housing initiatives to be prioritised	104
CG201	Head of HR & Development	Disabled Facilities Grants–Private Sector	468
			572
		Affordable Housing Projects	
CA200	Enabling Support Manager	Grants to Housing Associations to provide units (funded by commuted sum)	222
			222
		Total General Fund Projects	**2,064**

Code	Responsible Officer Job Tile	Scheme	Approved Capital Programme 2016/17
			£000's
		HRA Projects	
CA100	Housing Building Manager	Major repairs to Housing Stock	2,860
CA111	Housing Building Manager	Renewable Energy Fund Spend	200
CG200	Housing Building Manager	Disabled Facilities Grants - Council Houses	297
CA120	Head of Housing & Property Services	Burlescombe (6 units) ****	100
		**** Note £700k in 15/16 will be slipped to 16/17	
CA125	Head of Housing & Property Services	Waddeton Park - (75 units)	2,000
CA127	Head of Housing & Property Services	* Stoodleigh - Pending feasibility (4 units)	520
		Total HRA Projects	**5,977**
		CAPITAL PROGRAMME GRAND TOTAL	**8,041**

0

Code		Funding Stream	Approved Capital Programme Funding 2016/17
			£000
		General Fund Projects	
9801		S106 & Affordable Housing Contributions	222
9990		General Capital Reserve	136
9701		Govt Grant (DCLG)	311
9727		New Homes Bonus (GF)	1,070
9957		Private Sector Housing Grants EMR	165
9990		Contribution from Sinking Funds	160
		Total General Fund Projects	**2,064**
		HRA Projects	
9980		* Useable Capital Receipts General to be generated in 2016/17	365
		* Contribution from existing Useable Capital Receipts £65k	
		* Balance to be generated in 2016/17 £300k	
9710		MRA Reserve	2,860
9727		New Homes Bonus (HRA)	21
9980		1-4-1 receipts reserve	350
9990		Renewable Energy Fund	200
9990		Housing Maintenance Fund	272
9990		Affordable Rents Surplus	73
9942		PWLB Borrowing	1,836
		Total HRA Projects	**5,977**
		Grand Total (GF & HRA)	**8,041**

Medium Term Financial Plan 2016/17 - 2019/20 - Capital

Appendix 2

	Provisional Capital Programme 2016/17 £k	Estimated Capital Programme 2017/18 £k	Estimated Capital Programme 2018/19 £k	Estimated Capital Programme 2019/20 £k	Total £k
Estates Management					
Leisure - Site Specific					
Lords Meadow Leisure Centre					
Lords Meadow - Replace main pool filters		80			80
Lords Meadow - Tennis Courts surface and lining			25		25
Lords Meadow - Squash Court Climate Control				50	50
Exe Valley Leisure Centre					
EVLC - Pressure set replacement Hot/Cold	50				50
EVLC - Westside control panel replace/ upgrade	20				20
EVLC - Fitness extension - subject to business case*	250				250
* Note £500k in 15/16 will be slipped to 16/17					
Lords Meadow Leisure Centre & Exe valley Leisure Centre					
Pool Covers both sites			40		40
Both pools EVLC & LMLC tiling and balance tank repairs			50		50
Culm Valley sports centre					
Culm Valley- Fitness Gym Extension				500	500
Total	**320**	**80**	**115**	**550**	**1,065**
					0
Other MDDC Buildings					
Pannier Market					
Pannier Market -Paving replacement		150			150
Pannier Market- Internal decoration				60	60
Pannier Market -Pedestrian roof cover **	290				290
** Note £110k in 15/16 will be slipped to 16/17					
Phoenix House					
Phoenix House - Replacement BMS software				20	20
Phoenix House - Grnd Floor changes, potential DWP - subject to business case	100				100
General Car parks					
P&D resurfacing and lining - Becks Square Tiverton		50			50
MSCP Improvements					
MSCP and Phoenix Lane access road resurfacing		50			50
MSCP refer to Matrix condition report	50	50			100
MDDC Depot sites					
Lords Meadow Depot / repair asbestos panels			50		50
Old Road yard resurfacing		35			35
Station Yard re construct shower block welfare	35				35
Station Yard resurfacing and lining		35			35
Old Road Depot - Asbestos panel replacement				50	50
Foundry Estate- Potential relocation prior EUE		100			100
Centralised depot building EUE - subject to business case			5,000		5,000
Play Areas					
Play area refurbishment District wide	50	50	50	50	200
Cemeteries					
Tiverton and Crediton Chapel maintenance		50			50
Other Projects					
Land drainage flood defence schemes	50	50	50	50	200
Phoenix Lane - Conversion to homeless shelter	40				40
St Lawrence Green - Demolition and make good	30				30
Town Centre - Master Planning ***					0
*** Flagged but potential costs not yet quantified					
Total	**645**	**620**	**5,150**	**230**	**6,645**
					0

		Provisional Capital Programme 2016/17	Estimated Capital Programme 2017/18	Estimated Capital Programme 2018/19	Estimated Capital Programme 2019/20	Total
ICT Projects						
Replacement of PC estate 330s			40		40	80
Server farm expansion/upgrades/switches		20	20	20	20	80
Unified Comms/telephony		25				25
Digital Transformation possible replacement of CRM		50	20	20		90
Digital Transformation inc Cosmic for Mid Devon		20	30			50
Members Mobile					25	25
SQL/Oracles refreshes		50				50
	Total	**165**	**110**	**40**	**85**	**400**
						0
Affordable Housing Projects						
Grants to housing associations to provide houses (covered by Commuted Sums)		200	200	200	200	800
Affordable Housing 0.67 FTE		22	22	22	22	88
Contribution to Care Home Provision			300			300
	Total	**222**	**522**	**222**	**222**	**1,188**
						0
Private Sector Housing Grants						
Private Sector Housing initiatives to be prioritised		104	106	108	110	428
Disabled Facilities Grants–P/Sector		468	477	487	497	1,929
	Total	**572**	**583**	**595**	**607**	**2,357**
						0
Replacement Vehicles	**Number**					
Telehandler (Recycling)	1				40	**40**
RCV (food) (Waste)	5	900				**900**
RCV (normal) (Waste)	4			600		**600**
Larger Sweeper (Street Cleansing)	1				80	**80**
Van Tipper (Street Cleansing)	1			25		**25**
Small Sweeper (Street Cleansing)	1		70			**70**
Small Van (District Officers)	4			80		**80**
Small Van (Parks)	1			20		**20**
Pool Cars	3				60	**60**
Small Van (Messenger)	1				20	**20**
SWB Van (Property Services)	3		40	20		**60**
Small Van (Public Conveniences)	1			20		**20**
Van Tipper (Grounds Maintenance)	8		25	50	125	**200**
Small Van (Grounds Maintenance)	1			20		**20**
Ransomes Mower			35			**35**
	Total	**900**	**170**	**835**	**325**	**2,230**
						0
	TOTAL GF PROJECTS	**2,824**	**2,085**	**6,957**	**2,019**	**13,885**
		0	0	0	0	0
						0
HRA Projects						
Housing Maintenance Fund		2,800	2,800	2,800	2,800	11,200
Renewable Energy Fund		200	200	200	200	800
DFG's - Council Houses		297	303	309	315	1,224
Burlescombe- six properties ****		100				100
**** Note £700k in 15/16 will be slipped to 16/17						
* Watery Lane Tiverton - Garage conversion					1,000	1,000
Waddeton Park - 75 Affordable Homes		2,000	3,000	3,000	3000	11,000
* Round Hill Tiverton- Site					3,000	3,000
* Shapland Place Tiverton garage conversion				1,000		1,000
* Stoodleigh - Pending feasibility x4 dwellings		520				520
* Replace end of life units x8			1,500			1,500
* Mixed development			1,226	1,226	1226	3,678
	Total	**5,917**	**9,029**	**8,535**	**11,541**	**35,022**
						0
* Proposed Council House Building schemes subject to full appraisal						
Note - Funding of HRA Projects do not include any approved HCA grant as these are bid for on a project by project basis						
HRA Replacement Vehicles	**Number**					
Panel Van (Voids)	5		80		20	100
Panel van (Responsive Repairs)	13	40	160		60	260
Van Tipper (Responsive Repairs)	2		25	25		50
	Total	**40**	**265**	**25**	**80**	**410**
						0
	TOTAL HRA PROJECTS	**5,957**	**9,294**	**8,560**	**11,621**	**35,432**
		0	0	0	0	0

	Provisional Capital Programme 2016/17	Estimated Capital Programme 2017/18	Estimated Capital Programme 2018/19	Estimated Capital Programme 2019/20	Total
GRAND TOTAL GF + HRA	**8,781**	**11,379**	**15,517**	**13,640**	**49,317**
	0	0	0	0	0
FUNDING					0
					0
GENERAL FUND	2016/17 £k	2017/18 £k	2018/19 £k	2019/20 £k	Total £k
EXISTING FUNDS					
CAPITAL GRANTS UNAPPLIED (CGU)					
Govt Funding – Housing DFG	311	311	311	311	**1,244**
S106 Affordable Housing	222	222	222	222	**888**
Other CGU					**0**
Sub Total CGU	533	533	533	533	**2132**
Capital receipt for Depot & Town Hall rationalisation			1000		**1,000**
CAPITAL RECEIPTS RESERVE	365	364	364	364	**1,457**
Sub Total Capital Receipts	365	364	1,364	364	**2,457**
EARMARKED RESERVES (EMR)					
New Homes Bonus (NHB)	1107	487	121	641	**2,356**
S106	0	0	0	0	**0**
Other EMR - PSH	165	465	165	165	**960**
Sinking Funds (Vehicles)	518	100	638	181	**1,437**
Sub Total EMR	1790	1052	924	987	**4,753**
NEW FUNDS					
BORROWING					
Borrowing from Finance Leases					**0**
Borrowing from Public Works Loan Board			4,000		**4,000**
Sub Total Borrowing	0	0	4,000	0	**4,000**
REVENUE CONTRIBUTION FROM G FUND	**0**	**0**	**0**	**0**	**0**
OTHER					
Homes and Communities Agency Grant HCA	0	0	0	0	**0**
Other contributions - Capital Reserve	136	136	136	135	**543**
Sub Total Other	136	136	136	135	**543**
TOTAL GENERAL FUND FUNDING	**2,824**	**2,085**	**6,957**	**2,019**	**13,885**

HOUSING REVENUE ACCOUNT	2016/17 £k	2017/18 £k	2018/19 £k	2019/20 £k	Total £k
EXISTING FUNDS					
CAPITAL GRANTS UNAPPLIED (CGU)					
Govt Funding – Housing DFG					**0**
Other CGU					**0**
Sub Total CGU	0	0	0	0	**0**
CAPITAL RECEIPTS RESERVE (Replacement Homes)	350	350	350	350	**1,400**
EARMARKED RESERVES (EMR)					
30 year maintenance plan	494	606	5112	995	**7,207**
Other EMR					**0**
Sub Total EMR	494	606	5112	995	**7207**
OTHER					
Major Repairs Allowance	2,800	2,800	2,800	2,800	**11,200**
Renewable Energy Reserve	200	200	200	200	**800**
Affordable rents surplus	73	73	73	73	**292**
Sub Total Other	3,073	3,073	3,073	3,073	**12,292**
NEW FUNDS					
BORROWING					
Borrowing from Finance Leases					**0**
Borrowing from Public Works Loan Board	2,000	5,000	0	4,000	**11,000**
Sub Total Borrowing	2,000	5,000	0	4,000	**11,000**
REVENUE CONTRIBUTION FROM HRA	40	265	25	80	**410**
TOTAL HRA FUNDING	**5,957**	**9,294**	**8,560**	**8,498**	**32,309**
MDDC GRAND TOTAL FUNDING	**8,781**	**11,379**	**15,517**	**10,517**	**46,194**

GF Funding Gap	0	0	0	0	0
HRA Funding Gap	0	0	0	3,123	**3,123**
TOTAL FUNDING GAP	**0**	**0**	**0**	**3,123**	**3,123**

This page is intentionally left blank

CABINET
11 February 2016

The Establishment

Cabinet Member: Cllr. Margaret Squires

Responsible Officer(s): Head of Human Resources & Development

Reason for Report: To inform Members of the overall structure of the Council showing the management and deployment of officers. The Appendices of the report show the manner in which the discharge of the Council's function is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of the officers. This report should be read in conjunction with the functions of individual officers highlighted in the Constitution.

RECOMMENDATION: The Cabinet is asked to recommend to Council the Establishment.

Relationship to Corporate Plan: This report highlights the Establishment figures and, as such, supports our aim to reduce costs without affecting service quality and continuity.

Financial Implications: Financial risk will only occur where the structure of a service changes without adherence to allocated budgets.

Legal Implications: In accordance with Article 12 of the Constitution

Risk Assessment: If changes to the method of providing service delivery are not implemented the Council will find it more difficult to achieve the required budget cuts and quality and continuity may be affected.

1.0 Introduction

1.1 Under Article 12 of the Mid Devon District Council Constitution, the Chief Executive is required to report to full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers. **Appendix B** shows the structure charts for each service

2.0 Resources

2.1 Attached at **Appendix A** is the financial monitoring information for the period 1 April to 31 December 2015 broken down into the various services.

3.0 Structure of the Council

3.1 A significant amount of positive change has been undertaken over the past 18 months and this is continues to deliver a more effective and efficient service. It is clear, however, that more needs to be done and changes to the structure of the Council will be on going. This is being done in a way that minimises staff redundancies and provides additional challenge to allow them to grow in more demanding roles. As the structure continues to evolve we need to be more efficient and the consultation process with the Unions will need to be quicker.

3.2 The total number of FTE varies throughout the year. It is the responsibility of the Council's management to ensure that we do not overspend on the allocated budget unless that revenue expenditure has been authorised. Some services have much more movement of staff than others.

4.0 Looking Forward

4.1 The Chief Executive will scrutinise all vacancies that arise and attempt to meet the work requirements by alternatives to normal recruitment, such as flexible working, joint appointments with other Councils, or use of part time or fixed term posts. Once this process has been exhausted consideration will be given to external recruitment.

4.2 The Chief Executive, in conjunction with the Management Team, will continue to reorganise the workforce when the opportunity arises.

4.3 Support will be provided to staff as we continue to train and develop staff and encourage a more flexible approach to working, enabling employees to develop and take on more challenging roles in the future.

4.4 The Council's workforce will continue to become more complex in terms of full time/part time/job sharing/flexible working etc. as well as in terms of increased use of working from home and use of more flexible job descriptions.

4.5 Unless it can be objectively justified, it is no longer permissible to dismiss someone on the grounds of retirement. Older workers can voluntarily retire at a time they choose and draw any occupational pension they are entitled to. Employers cannot force employees to retire or set a retirement age unless it can be objectively justified.

4.6 Employees aged 55 or over may seek the Council's consent to flexible retirement. Rather than an employee continuing their job to age 65 or whatever their particular state retirement age is and drawing their pension from then, they could, from age 55 with the Council's consent reduce hours in their current post or move to a position on a lower grade and elect to take their accrued pension benefits whilst continuing in employment

5.0 Training

5.1 In order to encourage staff to work more flexibly and therefore take on different roles and responsibilities we need to provide them with the necessary skills to achieve this. It is important that everyone is aware that 'doing it differently' will provide the desired outcome and recognising the need to support managers by rolling out management development training.

5.2 A review of Learning and Development is currently ongoing as a result of the departure of the L & D Manager.

6.0 Use of Consultants

6.1 Consultants are only used where there is a need to deliver a specific project or piece of work for which expertise is required which is not available within the Council's existing resource. These areas include pure professional advice, for example barristers' advice, engineering calculations and landscaping advice.

7.0 Absence management

Sickness absence continues to be managed proactively however the impact of long term sickness cases are reflected in the days lost due to absence with figures increasing from 8.6 in 2013/2014 to 9.2 in 2014/15. An unexpectedly high number of days were lost during 2014/15 due to long term sickness (40+days). Out of a total of 4169 days lost 2193 of those were attributable to long term.

Contact for more information: Jill May, Head of HR & Development
Andrew Jarrett, Head of Finance 01884 234242 (x4242) (financial information)

Circulation of the Report: Cllr M Squires; Management Team

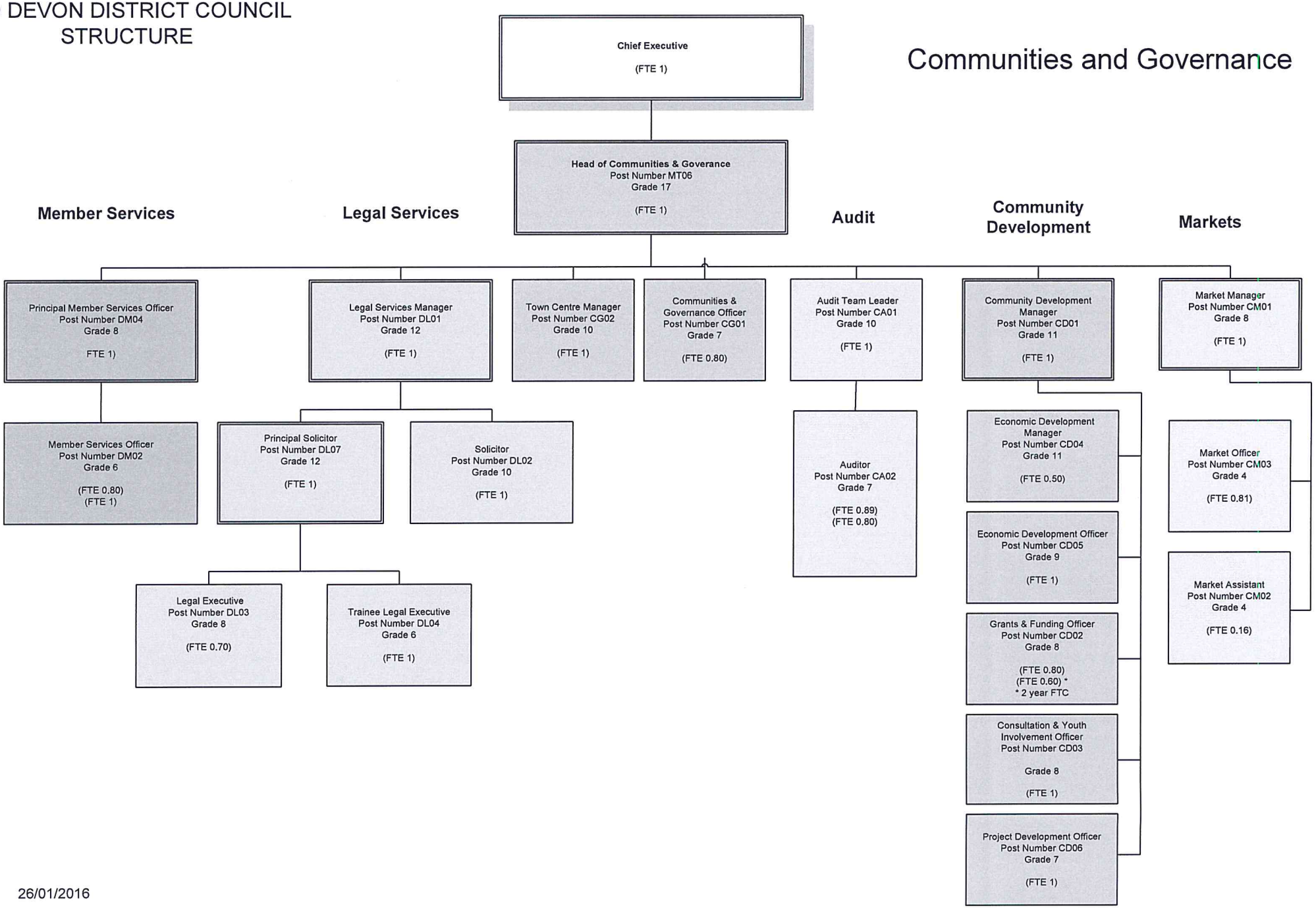
GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 DECEMBER 2015

Total Employee Costs	2015/16 Annual Budget £	2015/16 Profiled Budget £	2015/16 Actual £	2015/16 Variance £
General Fund				
Community Development	284,610	213,458	204,325	(9,133)
Corporate Management	859,280	644,460	651,843	7,383
Customer Services	686,030	514,523	569,369	54,846
Environmental Services	853,970	640,478	694,676	54,198
Finance And Performance	589,040	441,780	450,984	9,204
General Fund Housing	191,940	143,955	141,377	(2,578)
Grounds Maintenance	415,900	311,925	293,982	(17,943)
Human Resources	292,190	219,143	218,246	(897)
I.T. Services	544,220	408,165	377,143	(31,022)
Legal & Democratic Services	411,330	308,498	320,869	12,371
Planning And Regeneration	1,413,870	1,060,403	999,242	(61,161)
Property Services	359,220	269,415	208,212	(61,203)
Recreation And Sport	1,504,870	1,128,653	1,299,324	170,671
Revenues And Benefits	706,340	529,755	485,841	(43,914)
Waste Services	1,792,050	1,344,038	1,303,423	(40,615)
	10,904,860	**8,178,649**	**8,218,855**	**40,206**
Housing Revenue Account				
BHO09 Repairs And Maintenance	773,080	579,810	563,728	(16,082)
BHO10 Supervision & Management	1,448,740	1,086,555	989,481	(97,074)
BHO11 Special Services	61,760	46,320	66,619	20,299
	2,283,580	**1,712,685**	**1,619,827**	**(92,858)**
Total	**£ 13,188,440**	**£ 9,891,334**	**£ 9,838,682**	**£(52,652)**

Agency Staff	2015/16 Annual Budget £	2015/16 Profiled Budget £	2015/16 Actual £	2015/16 Variance £
General Fund				
Car Parks	0	0	0	0
Community Development	0	0	0	0
Corporate Management	0	0	0	0
Customer Services	34,000	0	5,976	5,976
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	3,750	19,328	15,578
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	32,158	32,158
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	42,449	42,449
Waste Services	88,510	66,383	112,563	46,180
	127,510	**70,133**	**225,461**	**155,328**
Housing Revenue Account				
BHO09 Repairs And Maintenance	0	0	0	0
BHO10 Supervision & Management	0	0	11,494	11,494
BHO11 Special Services	0	0	0	0
	0	0	11,494	11,494
Total	**£127,510**	**£70,133**	**£236,955**	**£166,822**

MID DEVON DISTRICT COUNCIL
STRUCTURE

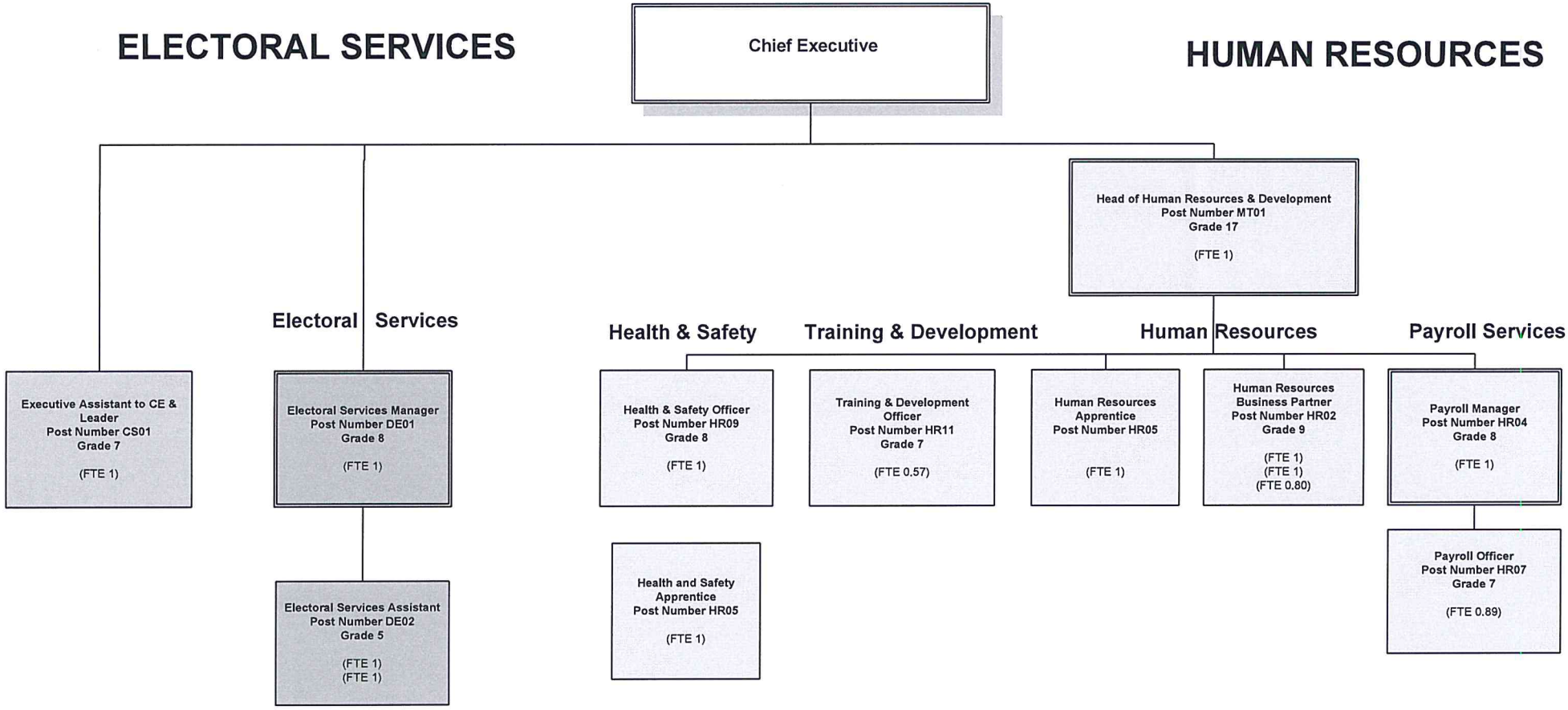
Communities and Governance



26/01/2016

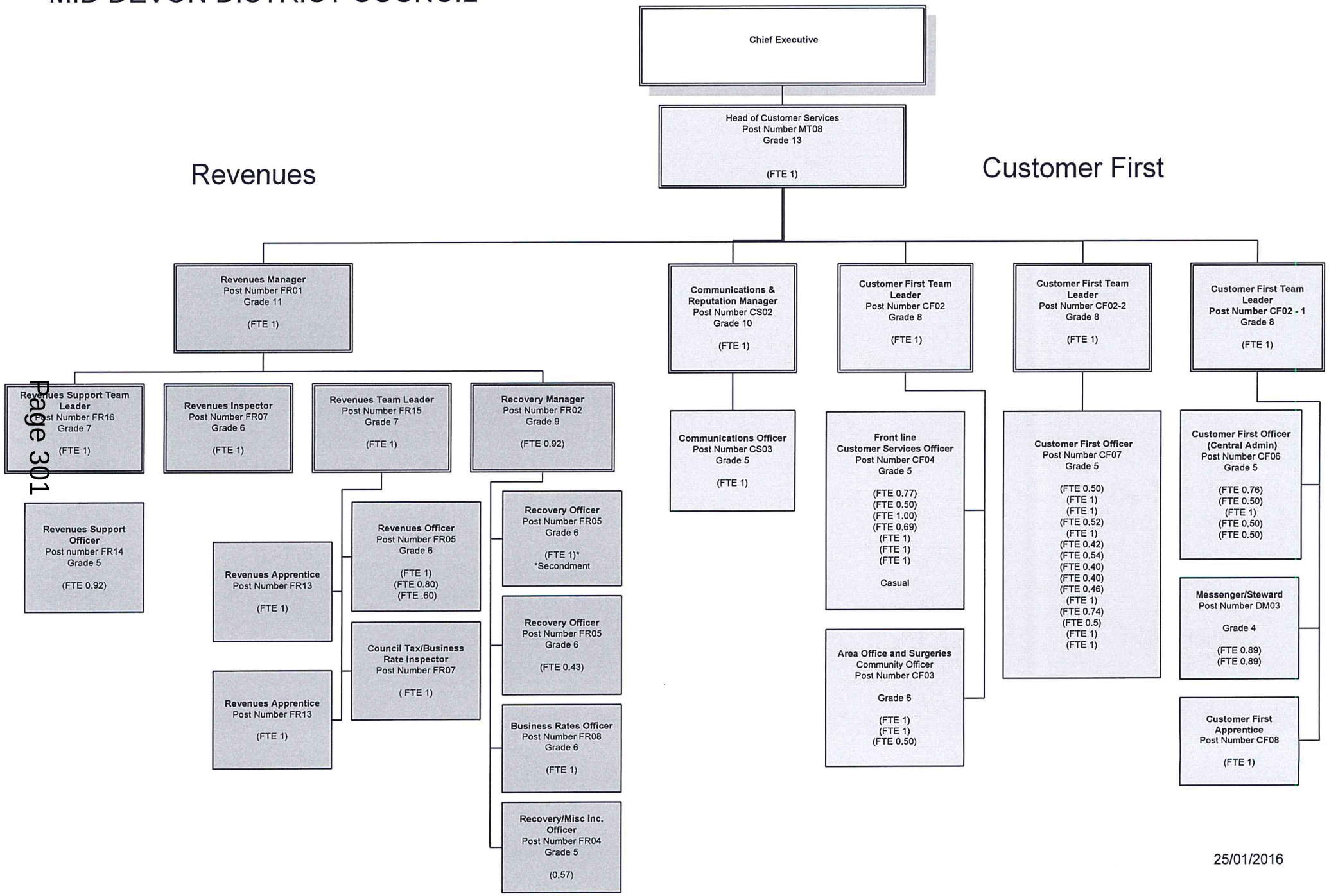
ELECTORAL SERVICES

HUMAN RESOURCES



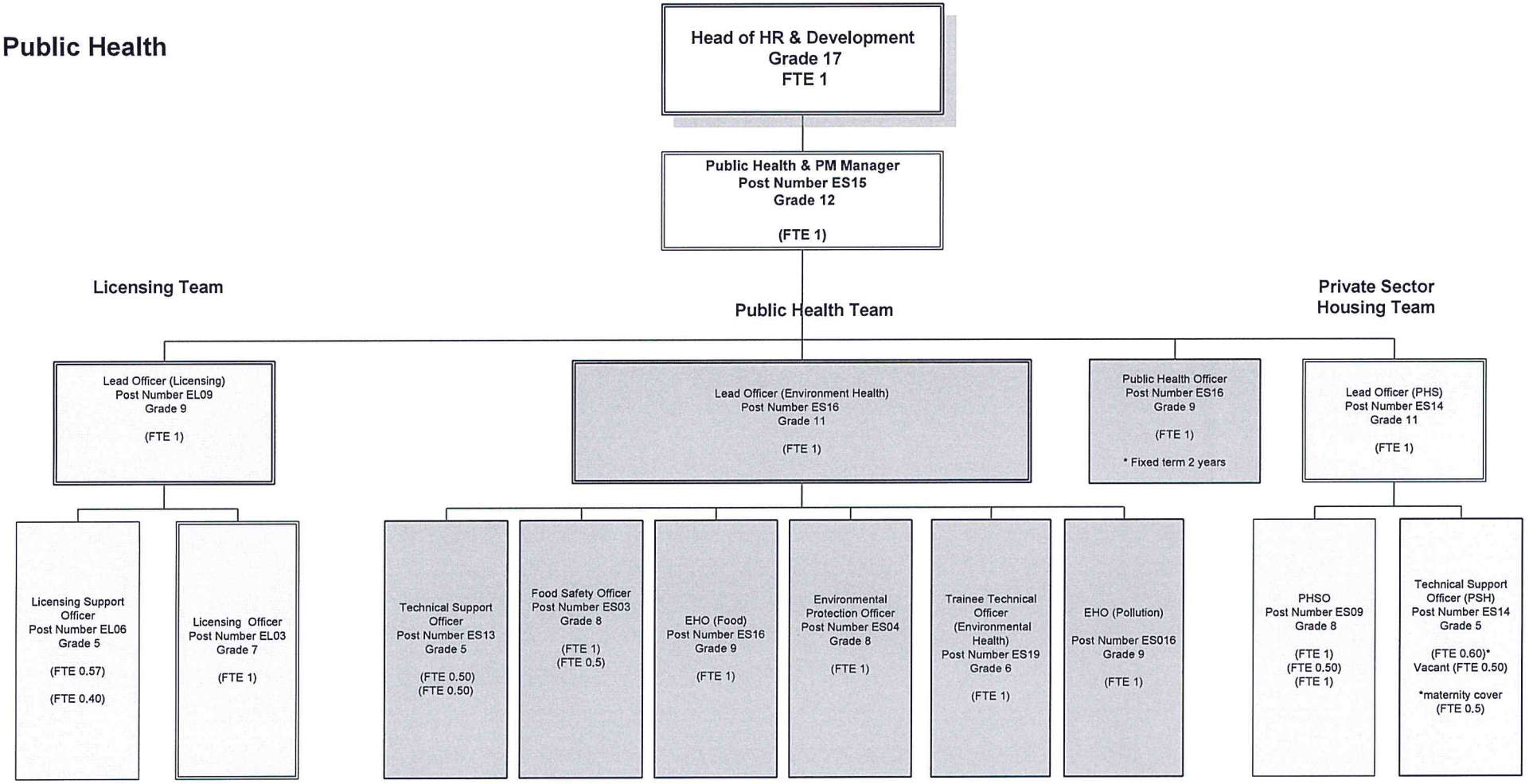
25/01/2016

MID DEVON DISTRICT COUNCIL



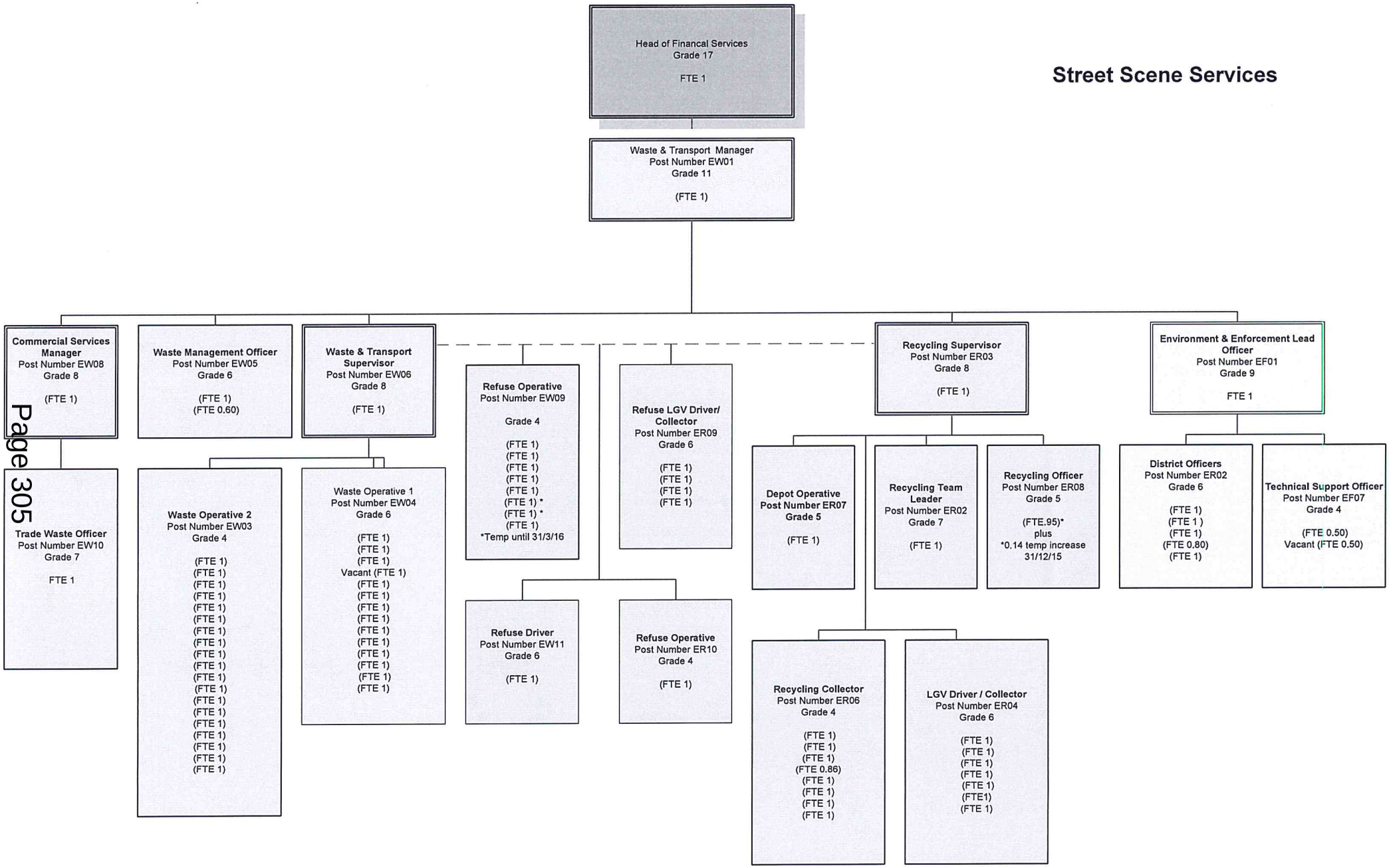
25/01/2016

Public Health



26/01/2016

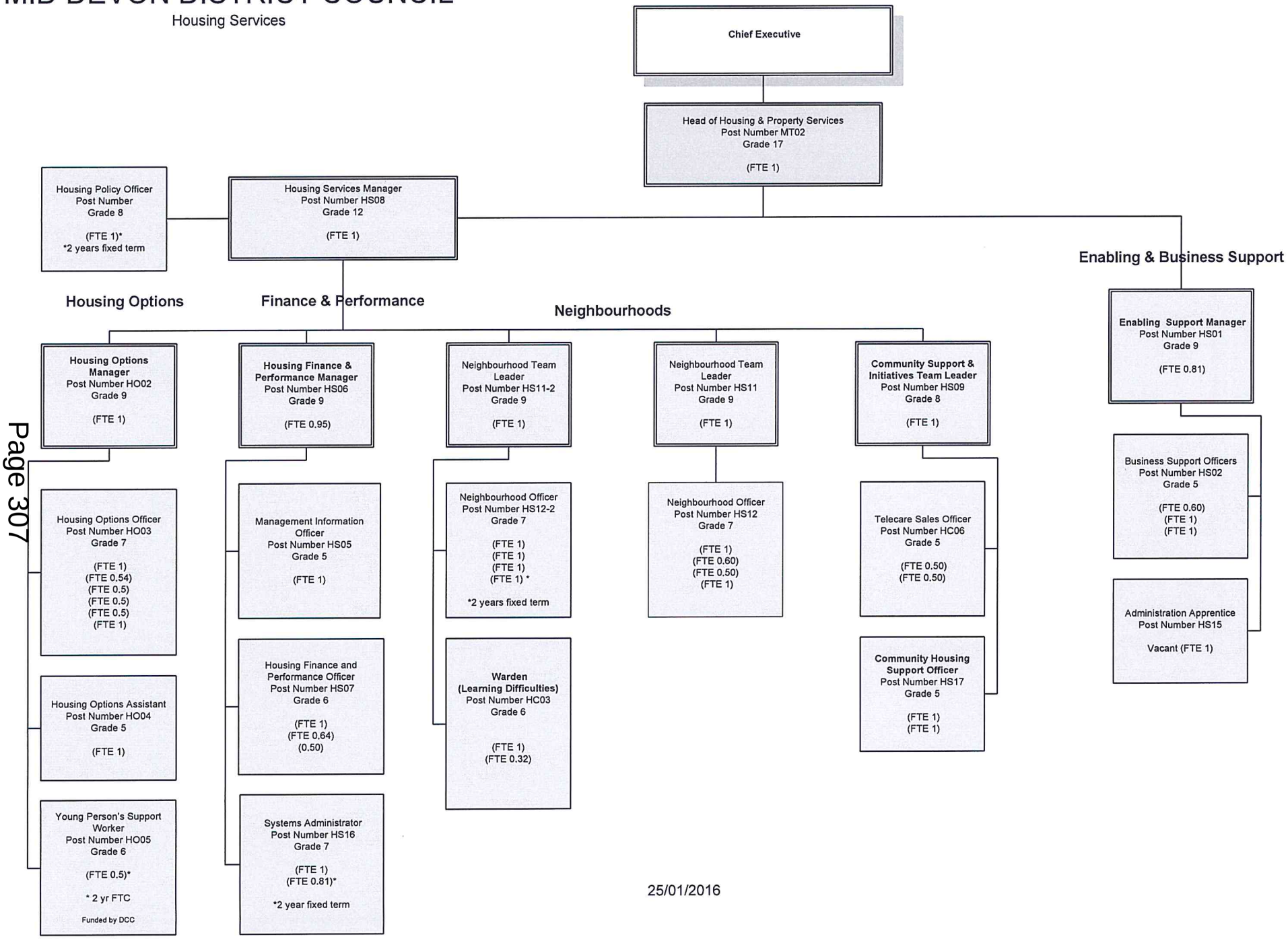
Street Scene Services



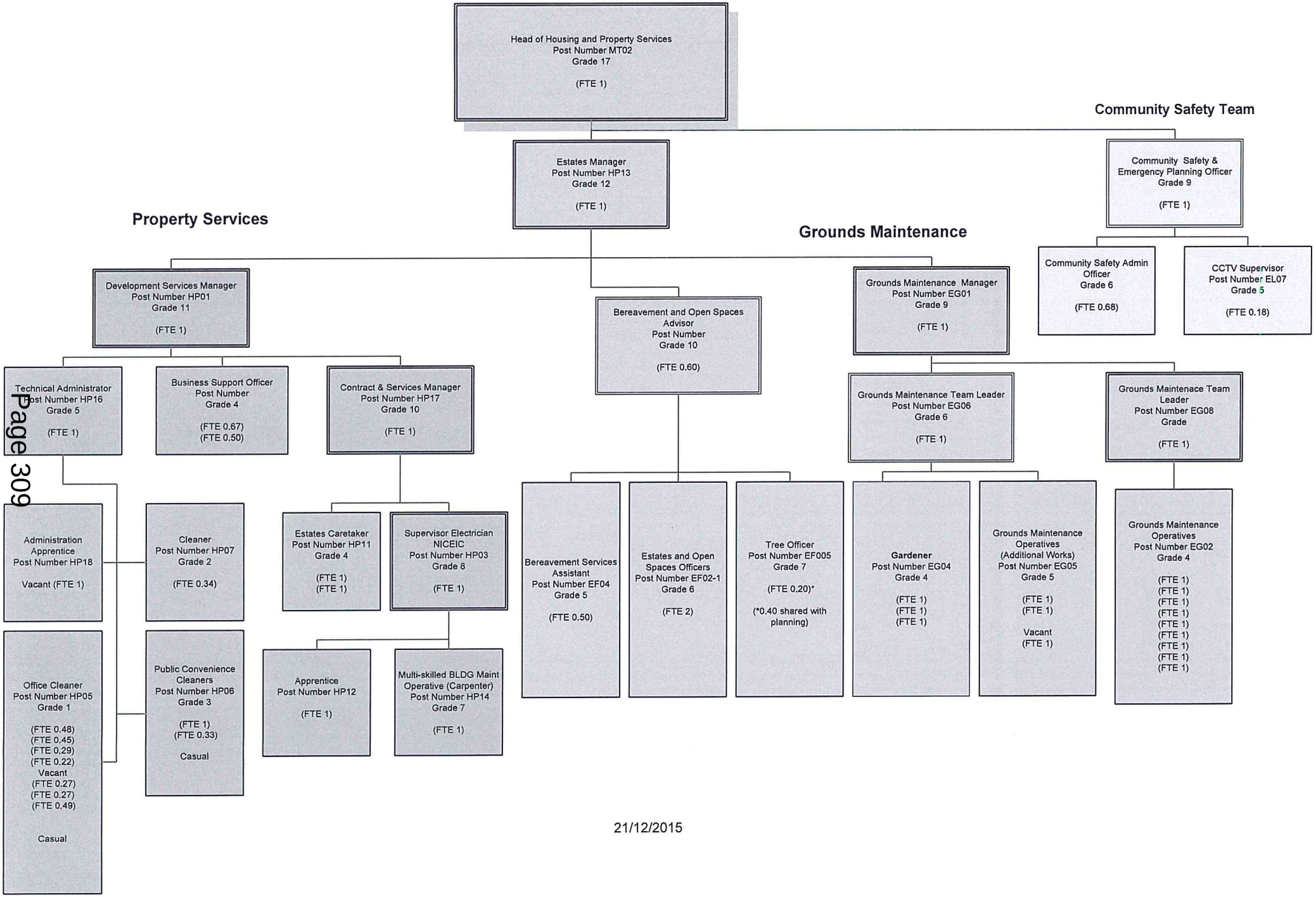
21/12/2015

MID DEVON DISTRICT COUNCIL

Housing Services

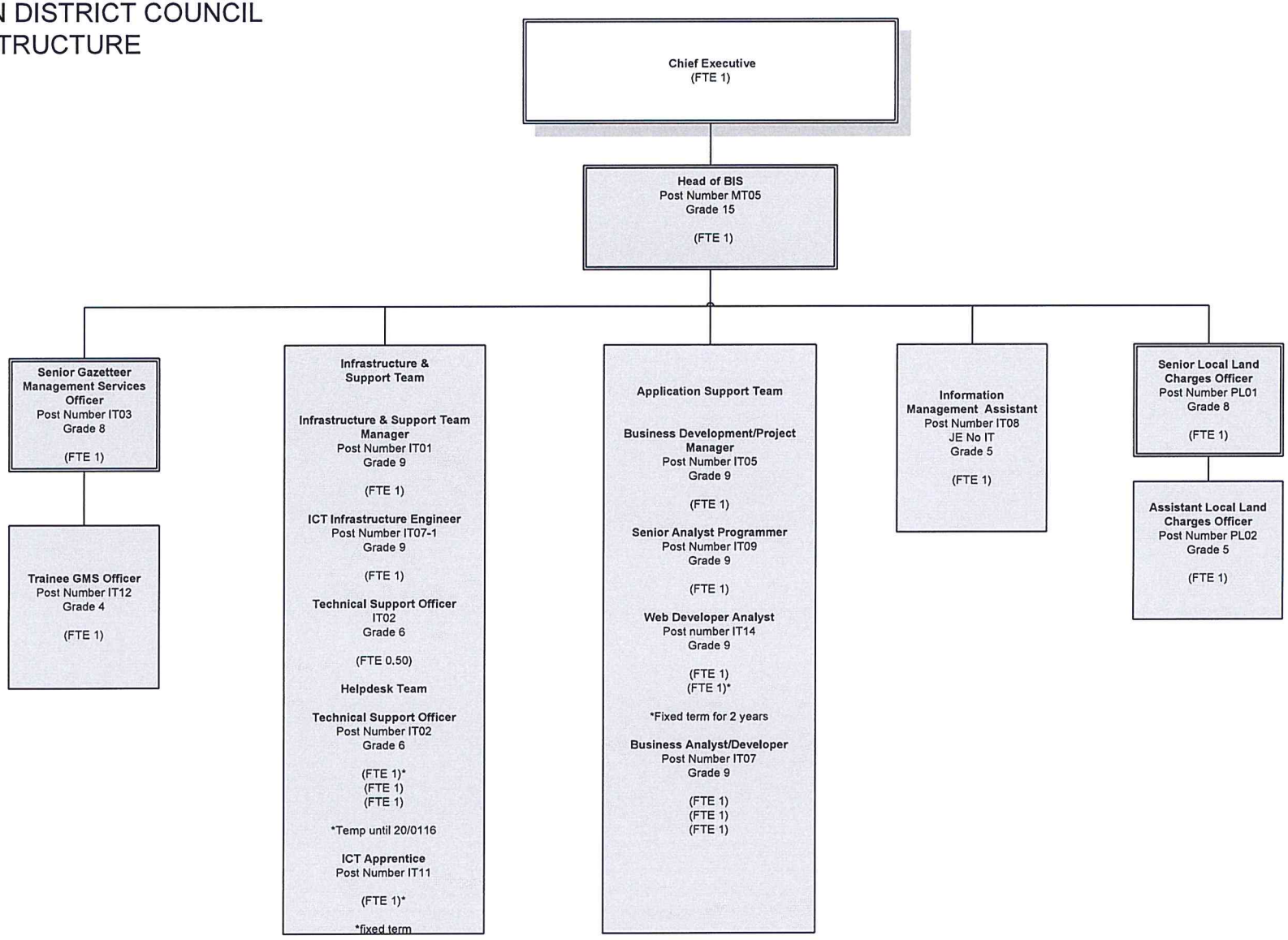


25/01/2016


Head of Housing and Property Services
Post Number MT02
Grade 17
(FTE 1)
Community Safety Team
Estates Manager
Post Number HP13
Grade 12
(FTE 1)
Community Safety & Emergency Planning Officer
Grade 9
(FTE 1)
Property Services
Grounds Maintenance
Development Services Manager
Post Number HP01
Grade 11
(FTE 1)
Bereavement and Open Spaces Advisor
Post Number
Grade 10
(FTE 0.60)
Grounds Maintenance Manager
Post Number EG01
Grade 9
(FTE 1)
Community Safety Admin Officer
Grade 6
(FTE 0.68)
CCTV Supervisor
Post Number EL07
Grade 5
(FTE 0.18)
Technical Administrator
Post Number HP16
Grade 5
(FTE 1)
Business Support Officer
Post Number
Grade 4
(FTE 0.67)
(FTE 0.50)
Contract & Services Manager
Post Number HP17
Grade 10
(FTE 1)
Grounds Maintenance Team Leader
Post Number EG06
Grade 6
(FTE 1)
Grounds Maintenace Team Leader
Post Number EG08
Grade
(FTE 1)
Administration Apprentice
Post Number HP18
Vacant (FTE 1)
Cleaner
Post Number HP07
Grade 2
(FTE 0.34)
Estates Caretaker
Post Number HP11
Grade 4
(FTE 1)
(FTE 1)
Supervisor Electrician
NICEIC
Post Number HP03
Grade 8
(FTE 1)
Bereavement Services Assistant
Post Number EF04
Grade 5
(FTE 0.50)
Estates and Open Spaces Officers
Post Number EF02-1
Grade 6
(FTE 2)
Tree Officer
Post Number EF005
Grade 7
(FTE 0.20)*
(*0.40 shared with planning)
Gardener
Post Number EG04
Grade 4
(FTE 1)
(FTE 1)
(FTE 1)
Grounds Maintenance Operatives (Additional Works)
Post Number EG05
Grade 5
(FTE 1)
(FTE 1)
Vacant
(FTE 1)
Grounds Maintenance Operatives
Post Number EG02
Grade 4
(FTE 1)
(FTE 1)
(FTE 1)
(FTE 1)
(FTE 1)
(FTE 1)
(FTE 1)
(FTE 1)
(FTE 1)
Office Cleaner
Post Number HP05
Grade 1
(FTE 0.48)
(FTE 0.45)
(FTE 0.29)
(FTE 0.22)
Vacant
(FTE 0.27)
(FTE 0.27)
(FTE 0.49)
Casual
Public Convenience Cleaners
Post Number HP06
Grade 3
(FTE 1)
(FTE 0.33)
Casual
Apprentice
Post Number HP12
(FTE 1)
Multi-skilled BLDG Maint Operative (Carpenter)
Post Number HP14
Grade 7
(FTE 1)

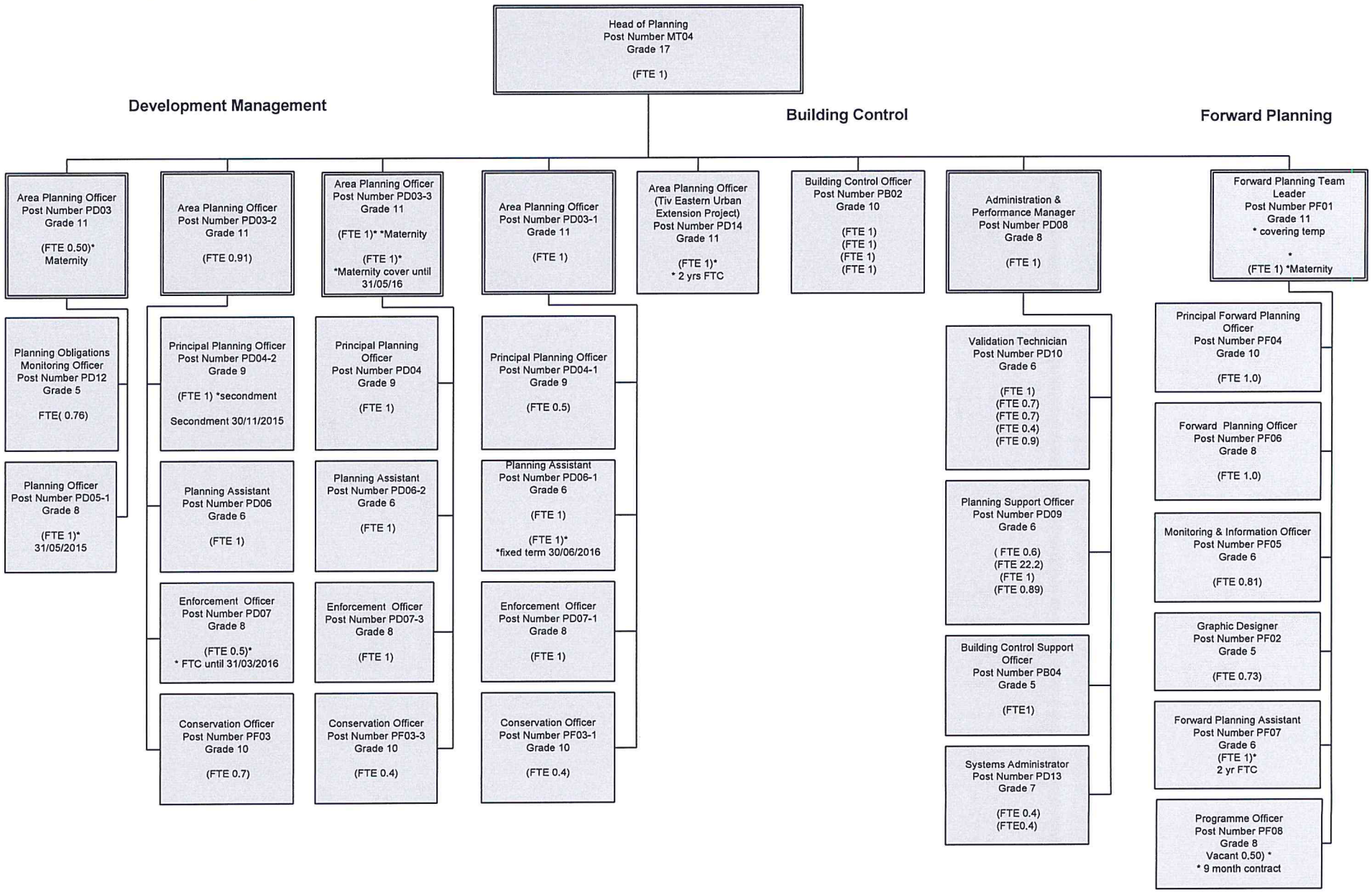
21/12/2015

MID DEVON DISTRICT COUNCIL STRUCTURE

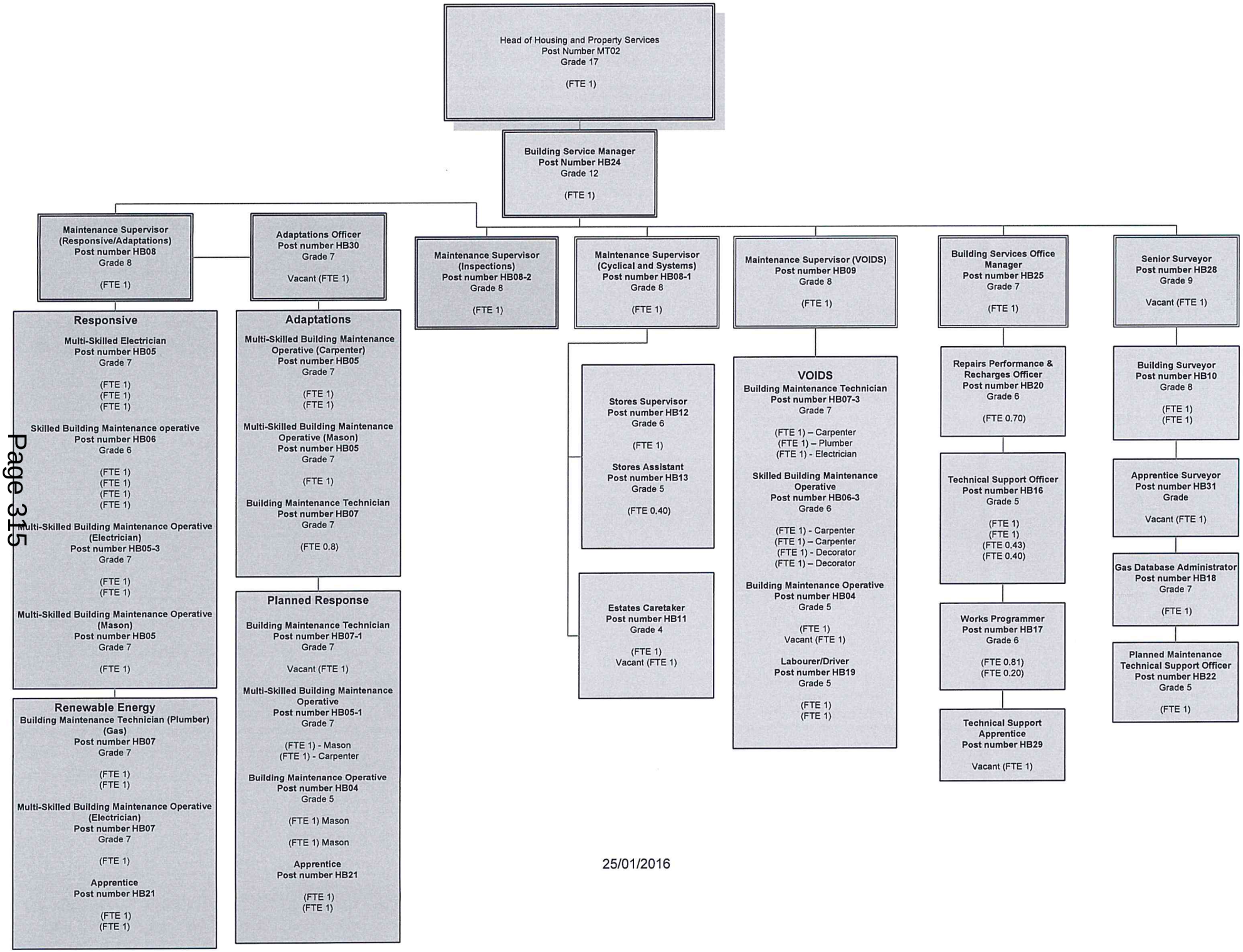


21/12/2015

Planning & Regeneration

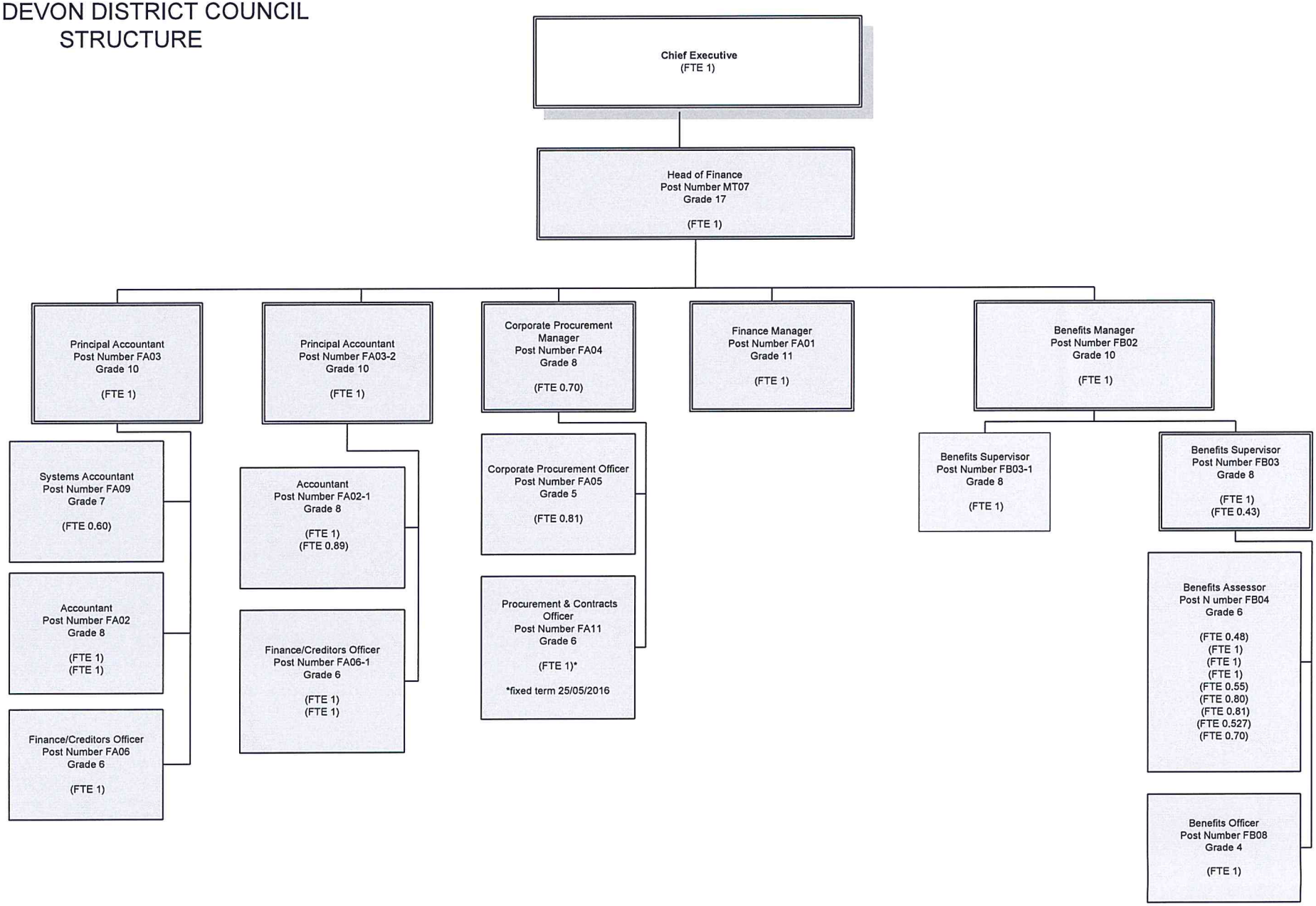


21/12/2015


Head of Housing and Property Services
Post Number MT02
Grade 17
(FTE 1)
Building Service Manager
Post Number HB24
Grade 12
(FTE 1)
Maintenance Supervisor (Responsive/Adaptations)
Post number HB08
Grade 8
(FTE 1)
Adaptations Officer
Post number HB30
Grade 7
Vacant (FTE 1)
Maintenance Supervisor (Inspections)
Post number HB08-2
Grade 8
(FTE 1)
Maintenance Supervisor (Cyclical and Systems)
Post number HB08-1
Grade 8
(FTE 1)
Maintenance Supervisor (VOIDS)
Post number HB09
Grade 8
(FTE 1)
Building Services Office Manager
Post number HB25
Grade 7
(FTE 1)
Senior Surveyor
Post number HB28
Grade 9
Vacant (FTE 1)
Responsive
Multi-Skilled Electrician
Post number HB05
Grade 7
(FTE 1)
(FTE 1)
(FTE 1)
Skilled Building Maintenance operative
Post number HB06
Grade 6
(FTE 1)
(FTE 1)
(FTE 1)
(FTE 1)
Multi-Skilled Building Maintenance Operative (Electrician)
Post number HB05-3
Grade 7
(FTE 1)
(FTE 1)
Multi-Skilled Building Maintenance Operative (Mason)
Post number HB05
Grade 7
(FTE 1)
Renewable Energy
Building Maintenance Technician (Plumber) (Gas)
Post number HB07
Grade 7
(FTE 1)
(FTE 1)
Multi-Skilled Building Maintenance Operative (Electrician)
Post number HB07
Grade 7
(FTE 1)
Apprentice
Post number HB21
(FTE 1)
(FTE 1)
Adaptations
Multi-Skilled Building Maintenance Operative (Carpenter)
Post number HB05
Grade 7
(FTE 1)
(FTE 1)
Multi-Skilled Building Maintenance Operative (Mason)
Post number HB05
Grade 7
(FTE 1)
Building Maintenance Technician
Post number HB07
Grade 7
(FTE 0.8)
Planned Response
Building Maintenance Technician
Post number HB07-1
Grade 7
Vacant (FTE 1)
Multi-Skilled Building Maintenance Operative
Post number HB05-1
Grade 7
(FTE 1) - Mason
(FTE 1) - Carpenter
Building Maintenance Operative
Post number HB04
Grade 5
(FTE 1) Mason
(FTE 1) Mason
Apprentice
Post number HB21
(FTE 1)
(FTE 1)
Stores Supervisor
Post number HB12
Grade 6
(FTE 1)
Stores Assistant
Post number HB13
Grade 5
(FTE 0.40)
Estates Caretaker
Post number HB11
Grade 4
(FTE 1)
Vacant (FTE 1)
VOIDS
Building Maintenance Technician
Post number HB07-3
Grade 7
(FTE 1) – Carpenter
(FTE 1) – Plumber
(FTE 1) - Electrician
Skilled Building Maintenance Operative
Post number HB06-3
Grade 6
(FTE 1) - Carpenter
(FTE 1) – Carpenter
(FTE 1) - Decorator
(FTE 1) – Decorator
Building Maintenance Operative
Post number HB04
Grade 5
(FTE 1)
Vacant (FTE 1)
Labourer/Driver
Post number HB19
Grade 5
(FTE 1)
(FTE 1)
Repairs Performance & Recharges Officer
Post number HB20
Grade 6
(FTE 0.70)
Technical Support Officer
Post number HB16
Grade 5
(FTE 1)
(FTE 1)
(FTE 0.43)
(FTE 0.40)
Works Programmer
Post number HB17
Grade 6
(FTE 0.81)
(FTE 0.20)
Technical Support Apprentice
Post number HB29
Vacant (FTE 1)
Building Surveyor
Post number HB10
Grade 8
(FTE 1)
(FTE 1)
Apprentice Surveyor
Post number HB31
Grade
Vacant (FTE 1)
Gas Database Administrator
Post number HB18
Grade 7
(FTE 1)
Planned Maintenance Technical Support Officer
Post number HB22
Grade 5
(FTE 1)

25/01/2016

MID DEVON DISTRICT COUNCIL STRUCTURE



25/01/2016

CABINET **AGENDA ITEM: 16**
11 FEBRUARY 2016

POLICY FRAMEWORK

Cabinet Member Cllr C J Eginton
Responsible Officer Interim Chief Executive

Reason for Report: To endorse the Policy Framework for the year.

RECOMMENDATION(S): To recommend to Council that the Policy Framework be adopted.

Relationship to Corporate Plan: An efficient and effective policy framework helps provide the infrastructure to deliver the corporate plan

Financial Implications: None arising from this report

Legal Implications: The report is required by the constitution

Risk Assessment: Not updating the strategic policies of the Council would result in policies not being aligned to corporate objectives and an inefficient use of resources.

1.0 **Introduction**

1.1 The Policy Framework consists of both statutory documents that have to be adopted or approved by the Council as well as locally determined policies and strategies that form an integral part of the decision making process and their subsequent implementation.

1.2 A list of Strategies and Policies covered by the Framework is attached at Annex 1.

1.3 It is recommended that these Strategies and Policies be formally approved as the Council's Policy Framework in accordance with the Constitution so far as they still apply and are relevant.

1.4 As new policies are approved by Council they will automatically be added to the Policy Framework.

2.0 **Way Forward**

2.1 Under the Budget and Policy Framework Procedure Rules, the Cabinet will be responsible for the implementation of the Budget and Policy Framework.

2.2 The purpose of this report therefore is to inform the Cabinet of their role in the implementation of the budget and policy framework highlighting to the Scrutiny Committee, Audit Committee and Policy Development Groups its work for the coming year.

2.3 The table therefore covers all strategic rather than operational policies and highlights those which are for Cabinet only approval and those which require full Council approval.

Contact for more Information:

Jill May – Interim Chief Executive
Sally Gabriel - Member Services Manager

Circulation of the Report: Councillor C J Eginton and Management Team

Community Well Being - Policy Development Group						
Policy	**Head of Service**	**Last Approved**	**Group/Committee to review/develop**	**Expected date for next approval**	**Approval required from**	**Frequency to be reviewed**
Community Engagement Action Plan	Head of Communities and Governance	Mar-15	CWB - PDG	Mar-16	Cabinet	Annually
Community Engagement Strategy 2015/16	Head of Communities and Governance	Mar-15	CWB - PDG	Mar-16	Cabinet	Annually
Community Safety Partnership Plan 2015 2017	Head of Housing and Propoerty Services	Jun-15	CWB - PDG	Jun-17	Council	2 yearly
Corporate Anti Social Behaviour Policy	Head of Housing and Propoerty Services	Jul-13	CWB - PDG	Jul-17	Cabinet	4 Yearly
Customer Care Policy	Head of Customer Services	Sep-14	CWB - PDG	Sep-17	Cabinet	3 yearly
Grant payments to external organisations 2015/16 (the strategic grants review process)	Head of Communities and Governance	Sep-14	CWB - PDG	Sep-16	Cabinet	2 yearly
Health and Safety Policy	Head of Human Resources and Learning and Development	May-13	CWB - PDG	May-16	Cabinet	3 yearly
Regulation of Investigatory Powers	Head of Human Resources and Learning and Development	Oct-15	CWB - PDG	Oct-16	Cabinet	Annually
Safeguarding Children and Vulnerable Adults Policy and Procedures	Head of Communities and Governance	Jul-13	CWB - PDG	Jul-16	Cabinet	3 yearly
Single Equalities Policy and Equlaity Objective	Head of Communities and Governance	Jan-15	CWB - PDG	Jan-16	Cabinet	Annually
Town and Parish Charter	Head of Communities and Governance	Jun-16	CWB - PDG	Jun-16	Cabinet	4 yearly

Managing the Environment - Policy Development Group

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Climate Strategy and Action Plan	Head of Housing and Property Services	Jan-14	ME - PDG	Mar-16	Cabinet	2 yearly
Contaminated Land Cost Recovery Policy	Head of Human Resources and Learning and Development	Mar-15	ME - PDG	Mar-20	Cabinet	5 yearly
High Hedges Policy	Head of Housing and Property Services	Sep-12	ME - PDG	Sep-19	Cabinet	7 yearly
Open Space and Play Area Strategy (2013 - 2033)	Head of Housing and Property Services	Jan-15	ME - PDG	Jan-33	Cabinet	18 yearly
Play Area Safety Inspection Policy	Head of Housing and Property Services	Mar-13	ME - PDG	Mar-16	Cabinet	3 yearly
Tree Policy	Head of Housing and Property Services	Sep-12	ME - PDG	Sep-17	Cabinet	5 yearly
Waste Collection and Recycling Plan	Head of Finance	Jul-15	ME - PDG	Jul-16	Council	Annually
Waste Education and Enforcement Policy	Head of Finance	Sep-15	ME - PDG	Sep-18	Cabinet - Council	3 yearly

Decent and Affordable Homes - Policy Development Group

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Aids and Adaptations Policy	Head of Housing and Property Services	Jul-13	DAH - PDG	Jul-17	Cabinet	4 yearly
Allocations Policy and Procedures	Head of Housing and Property Services	2011	DAH - PDG	Mar-16	Cabinet	5 yearly
Asbestos Policy, Corporate	Head of Housing and Property Services	Oct-15	DAH - PDG	Aug-18	Cabinet	3 yearly
Asbestos Management Plan	Head of Housing and Property Services	October 2015	DAH - PDG	Aug-18	Cabinet	3 yearly
ASB Policy and Procedures	Head of Housing and Property Services	Jul-15	DAH - PDG	Jul-18	Cabinet	3 yearly
Car Parking Management Policy	Head of Housing and Property Services	Jan-16	DAH - PDG	Jan-20	Cabinet	5 yearly
Compensation Policy	Head of Housing and Property Services	Jul-15	DAH - PDG	Jun-17	Cabinet	2 yearly
Decant Policy	Head of Housing and Property Services	Mar-14	DAH - PDG	Mar-18	Cabinet	4 yearly
Domestic Abuse Policy	Head of Housing and Property Services	Jul-15	DAH - PDG	Jun-19	Cabinet	4 yearly
Empty Homes Strategy	Head of Environmental Services	Mar-10	DAH - PDG	Apr-16	Cabinet	5 yearly
Fire Safety policy	Head of Housing and Property Services	May-12	DAH - PDG	Jun-16	Cabinet	4 yearly

Decent and Affordable Homes - Policy Development Group

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Gararge Management Policy	Head of Housing and Property Services	Jan-16	DAH - PDG	Jan-20	Cabinet	5 yearly
Gas Safety Policy	Head of Housing and Property Services	Sep-13	DAH - PDG	Sep-17	Cabinet	4 yearly
Harrassment Policy	Head of Housing and Property Services	Jul-15	DAH - PDG	Jun-19	Cabinet	4 yearly
Hoarding Policy	Head of Housing and Property Services	Jul-15	DAH - PDG	Jun-19	Cabinet	4 yearly
Homelessness Strategy	Head of Housing and Property Services	Mar-14	DAH - PDG	Mar-19	Cabinet	5 yearly
Housing Revenue Account Asset Management Strategy	Head of Housing and Property Services	May-14	DAH - PDG	May-19	Cabinet	5 Yearly
Housing Strategy	Head of Housing and Property Services	Jan-16	DAH - PDG	Jan-21	Cabinet	5 yearly
Improvements to Council Property Policy	Head of Housing and Property Services	Dec-15	DAH - PDG	Dec-19	Cabinet	4 yearly
Introductory Tenancies Policy	Head of Housing and Property Services	Sep-13	DAH - PDG	Sep-17	Cabinet	4 yearly
Landlord Tenancy Policy	Head of Housing and Property Services	Jan-13	DAH - PDG	Jan-17	Cabinet	4 yearly
Leasehold Management policy	Head of Housing and Property Services	Dec-15	DAH - PDG	Dec-19	Cabinet	4 yearly
Neighbourhood Management Policy	Head of Housing and Property Services	Sep-14	DAH - PDG	Sep-18	Cabinet	4 yearly

Decent and Affordable Homes - Policy Development Group

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Older Persons' Housing and Services Strategy 2011 - 2016	Head of Housing and Property Services	Apr-12	DAH - PDG	Mar-17	Cabinet	5 yearly
Pets and Animals policy	Head of Housing and Property Services	Jul-15	DAH - PDG	Jun-19	Cabinet	4 yearly
Private Sector Housing Renewal Policy	Head of Environmental Services	Nov-12	DAH - PDG	Mar-16	Cabinet	3 yearly
Recharge Policy	Head of Housing and Property Services	Jan-16	DAH - PDG	Jan-20	Cabinet	4 yearly
Income Management Policy	Head of Housing and Property Services	Aug-15	DAH - PDG	Aug-19	Cabinet	4 yearly
Severe Weather Emergency Protocol and Extended Winter Provision Protocol	Head of Housing and Property Services	December 2015 Ne	DAH - PDG	Sep-17	Cabinet	2 yearly
Tenancy Policy	Head of Housing and Property Services	Aug-15	DAH - PDG	Aug-19	Cabinet	4 yearly
Succession and Assignment Policy	Head of Housing and Property Services	Apr-12	DAH - PDG	Mar-16	Cabinet	4 yearly
Supply and Demand Policy	Head of Houisng and Property Services	December 2015 Ne	DAH - PDG	Dec-16	Cabinet	Annually or sooner if legislation changes
Tenancy Agreement	Head of Housing and Property Services	Jan-16	DAH - PDG	Jan-21	Cabinet	5 yearly
Tenancy Inspection Policy	Head of Housing and Property Services	Jul-12	DAH - PDG	Jul-16	Cabinet	4 yearly
Tenant Involvement Policy	Head of Housing and Property Services	Jun-15	DAH - PDG	Feb-18	Cabinet	3 yearly
Tenant Involvement Strategy	Head of Housing and Property Services	Jun-15	DAH - PDG	Feb-18	Cabinet	3 yearly
Void Management Policy	Head of Housing and Property Services	December 2015 Ne	DAH - PDG	Dec-17	Cabinet	2 yearly

Planning Committee

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Conservation Area Appraisals	Head of Planning and Regeneration	Various dates	Planning Committee	5 years from approval	Planning	5 yearly
Development Control Enforcement Policy	Head of Planning and Regeneration	2005	Planning Committee	Feb-16	Planning	10 years

Licensing Committee

Policy	Responsible Officer	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Hackney Carriage and Private Hire Policy and Conditions	Head of Human Resources and Learning and Development	Feb-13	Regulatory Committee	Mar-16	Regulatory Committee	3 Yearly
Licensing Policy	Head of Human Resources and Learning and Development	Dec-13	Licensing Committee	Dec-18	Council	5 yearly
Sex Establishment Policy	Head of Human Resources and Learning and Development	New Policy January 2011	Licensing Committee	May-16	Council	5 yearly
Statement of Principles for Gambling Act 2005	Head of Human Resources and Learning and Development	Oct-15	Licensing Committee	Oct-18	Council	3 Yearly

Audit Committee

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Annual Governance Statement	Head of Communities and Governance	Jun-15	Audit Committee	Jun-16	Audit Committee	Annually
Anti-fraud and Corruption, Whistle-Blowing and Anti-Money Laundering Policies	Head of Communities and Governance	Dec-14	Audit Committee	Dec-18	Audit Committee	4 yearly
Code of Corporate Governance	Head of Communities and Governance	Mar-15	Audit Committee	Mar-16	Audit Committee	Annually
Corporate Debt Recovery Policy	Head of Finance	Sep-14	Audit Committee	Sep-17	Cabinet	3 yearly
Data Quality Policy	Head of Communities and Governance	Dec-14	Audit Committee	Dec-18	Audit Committee	4 yearly
Financial and Contract Procedure Rules	Head of Finance	Apr-13	Audit Committee	May-16	Audit Committee	3 yearly
Four year Strategic Audit Plan and Work Programme	Head of Communities and Governance	Mar-15	Audit Committee	Mar-16	Audit Committee	Annually
Internal Audit Charter	Head of Communities and Governance	Mar-13	Audit Committee	Mar-16	Audit Committee	3 yearly
Internal Audit Strategy	Head of Communities and Governance	Mar-15	Audit Committee	Mar-16	Audit Committee	Anually
Risk and Opportunity Management Strategy	Head of Communities and Governance	Mar-15	Audit Committee	Mar-16	Audit Committee	Annually

Cabinet

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Asset Management and Capital Strategy Plan (Corporate)	Head of Housing and Property Services	Nov-08	Cabinet	Mar-16	Cabinet	7 yearly
Adopted Local Development Framework Statement of Community Involvement	Head of Planning and Regeneration	Aug-12	PPAG	Aug-17	Cabinet - Council	5+ years
Area of Special Control for advertisements	Head of Planning and Regeneration	Dec-11	PPAG	Dec-16	Cabinet - Council	5 years
Channel Access Strategy 2014-2017	Head of Customer Services	Jan-15	Cabinet	Dec-17	Cabinet	3 years
Communication Strategy	Head of Customer Services	Jun-15	Cabinet	Jun-19	Cabinet	4 years
Communication Strategy Action Plan	Head of Customer Services	Jun-15	Cabinet	Jun-16	Cabinet	Annually
Community Infrastrure Levy	Head of Planning and Regeneration	Feb-14	PPAG	As and when required as part of the Local Plan	Cabinet - Council	As and when required as part of the Local Plan
Complaints and Feedback policy	Head of Customer Services	Sep-15	Cabinet	Sep-18	Cabinet	3 years
Corporate Debt Recovery Policy	Head of Finance	Oct-14	Audit Committee - Cabinet	Oct-17	Cabinet	3 years
Corporate Plan	Head of Communities and Governance	May-12	Cabinet	Mar-16	Cabinet - Council	3 yearly
Council Tax Reduction Scheme	Head of Finance	Dec-15	Cabinet	Dec-16	Council	Annually

Cabinet

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Data Protection Policy	Head of BIS	Feb-13	Cabinet	Mar-16	Cabinet	3 yearly
Economic Development Strategy	Head of Communites and Governance	Oct-13	Cabinet	Jul-16	Cabinet	2 Yearly
Email Policy	Head of BIS	Dec-15	Cabinet Member for the Working Environment and Head of ICT	Dec-18	Cabinet Member for the Working Environment	3 Yearly
The Establishment	Head of HR	Feb-15	Cabinet	Feb-16	Cabinet	Annually
Freedom of Information Policy 2004	Head of BIS	Feb-13	Cabinet or Cabinet Member	Dec-16	Cabinet	3 Yearly
ICT Strategy	Head of BIS	Oct-11	Cabinet	Oct-16	Cabinet	5 yearly
Internet Policy	Head of BIS	Dec-15	Cabinet Member for the Working Environment and Head of ICT	Dec-18	Cabinet Member for the Working Environment	3 Yearly
Leisure Pricing Policy	Head of Human Resources and Learning and Development	Mar-15	Individual Decision by the Cabinet Member for Community Well Being	Feb-16	Cabinet	Annually
Local Development Scheme	Head of Planning and Regeneration	Oct-14	PPAG	Oct-16	Cabinet	2 yearly
Media and Social Media Policy	Head of BIS	Jun-15	Cabinet	May-19	Cabinet	4 yearly
Medium Term Financial Strategy	Head of Finance	Oct-15	Cabinet	Oct-16	Cabinet	Annually

Cabinet

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Meeting Housing Needs Supplementary Planning Document	Head of Planning and Regeneration	Jun-12	PPAG	2017	Cabinet - Council	5 yearly
Pay Policy	Head of Human Resources and Learning and Development	Mar-15	Cabinet	Mar-16	Cabinet - Council	Annually
Treasury Management Strategy and Annual Investment Strategy	Head of Finance	Mar-15	Cabinet	Mar-16	Cabinet	Annually
Workforce Planning and Human Resource Strategy	Head of Human Resources and Learning and Development	Jul-15	Cabinet	Jul-16	Cabinet	Annually

This page is intentionally left blank

MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

February 2016

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)
Land for Affordable Housing 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
Partial Disposal of Council Asset 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 ancillary 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

Page 33

Agenda Item 22.

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)
Future Joint Working with other Local Authorities To receive a report of the Head of Planning and Regeneration outlining opportunities for joint working on Forward Planning and Economic Development	Cabinet	10 Mar 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Treasury Management Strategy and Annual Investment Strategy Report of the Head of Finance outlining the proposed strategy for 2016/17	Cabinet	10 Mar 2016	Andrew Jarrett, Head of Finance Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Wessex Partnership To receive a report from the Head of H R and Development outlining the options available regarding the future of this partnership.	Decent and Affordable Homes Policy Development Group Cabinet	25 Feb 2016 10 Mar 2016	Jill May, Interim Chief Executive and Head of HR and Development Tel: 01884 234381	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Masterplan - Area B Tiverton Eastern Urban Extension Report of the Head of Planning and Regeneration	Cabinet	10 Mar 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
requesting the Cabinet to consider consultation drafts				Richard Chesterton)	
Partnership Working with North Devon Report of the Chief Executive referring to proposals for joint working between Mid Devon District Council and North Devon Council.	Cabinet	10 Mar 2016	Jill May, Interim Chief Executive and Head of HR and Development Tel: 01884 234381	Leader of the Council (Councillor Clive Eginton)	Open
Asset Management and Capital Strategy Plan (Corporate) 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
Pay Policy 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, Interim Chief Executive and Head of HR and Development Tel: 01884 234381	Leader of the Council (Councillor Clive Eginton)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Local Enforcement Plan A Plan setting out the approach and policies towards planning enforcement within the district	Cabinet Council	10 Mar 2016 27 Apr 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Play Area Inspection Policy Report of the Head of Housing and Property Services regarding a revision to the policy.	Managing the Environment Policy Development Group Cabinet	8 Mar 2016 7 Apr 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for the Environment (Councillor Neal Davey)	Open
Private Sector Housing Renewal Policy To receive a report from the Head of Housing and Property Services reviewing the existing policy.	Decent and Affordable Homes Policy Development Group Cabinet	22 Mar 2016 7 Apr 2016	Jill May, Interim Chief Executive and Head of HR and Development Tel: 01884 234381	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Service Standards Review To receive a report from the Head of Housing and Property Services reviewing standards within the Housing Service.	Decent and Affordable Homes Policy Development Group	22 Mar 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
	Cabinet	7 Apr 2016			
Housing Strategy To receive a report from the Head of Housing and Property Services reviewing the existing strategy.	Decent and Affordable Homes Policy Development Group Cabinet	22 Mar 2016 7 Apr 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Succession and Assignment Policy To receive a report from the Head of Housing and Property Services reviewing the existing policy.	Decent and Affordable Homes Policy Development Group Cabinet	22 Mar 2016 7 Apr 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Single Equalities Policy 2016-17 Report of the Head of Communities and Governance regarding this revised policy	Community Well Being Policy Development Group Cabinet	29 Mar 2016 7 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
Inward Investment Policy Report of the Head of Communities and	Community Well Being Policy Development	29 Mar 2016	Amy Tregellas, Head of Communities and Governance and	Cabinet Member for Planning and Economic Regeneration	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Governance regarding this policy	Group Cabinet Council	 7 Apr 2016 27 Apr 2016	Monitoring Officer Tel: 01884 234246	(Councillor Richard Chesterton)	
Strategic Land Issues To receive a report of the Head of Housing and Property Services 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	7 Apr 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt *Financial and business issues*
Gas Service Contract Report of the Head of Housing and Property Services regarding the awarding of the tender for maintenance, servicing and responsive repairs.	Cabinet	7 Apr 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt
Climate Strategy and Action Plan Report of the Head of Housing and Property Services regarding this	Cabinet	7 Apr 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for the Environment (Councillor Neal Davey)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
revised policy					
Landscape Implications of Solar Energy Proposals Supplementary Planning Document Report of the Head of Planning and Regeneration regarding proposals for the Supplementary Planning Document following consulation.	Cabinet Council	12 May 2016 29 Jun 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Community Engagement Strategy 2016-17 Report updating Members on progress made with the Community Engagement Action Plan (2015-16) and to review the strategy and focus for 2016-17.	Community Well Being Policy Development Group Cabinet	29 Mar 2016 7 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
Community Engagement Action Plan To receive information regarding the action plan.	Community Well Being Policy Development Group Cabinet	29 Mar 2016 7 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

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)
Review of Grass Cutting The Grounds Maintenance Service and future arrangments for cutting grass on land that does not belong to the authority.	Cabinet	7 Apr 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for the Environment (Councillor Neal Davey)	Open
Allocations Policy and Procedures Report regarding a revised policy	Decent and Affordable Homes Policy Development Group Cabinet	22 Mar 2016 7 Apr 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Ageing Well Strategy Report of the Head of Communties and Governance regarding a new strategy.	Community Well Being Policy Development Group Cabinet Council	2 Aug 2016 1 Sep 2016 26 Oct 2016	Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open