

Public Document Pack

Mid Devon District Council

Cabinet

**Thursday, 12 May 2016 at 2.15 pm
Phoenix House**

**Next ordinary meeting
Thursday, 9 June 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 5 - 10)
To receive the minutes of the meeting of 7 April 2016.
4. **Tiverton Eastern Urban Extension Design Guide** (Pages 11 - 142)
To reconsider the draft design guide for the Tiverton Eastern Urban Extension deferred from the previous meeting.
5. **Statement of Community Involvement for Consultation** (Pages 143 - 172)
Report of the Head of Planning and Regeneration requesting the Cabinet to consider a revised draft of the Statement of Community Involvement (SCI).

6. **Waste Storage Supplementary Planning Document for Consultation** *(Pages 173 - 190)*
Report of the Head of Planning and Regeneration presenting the refuse storage for new residential properties Supplementary Planning Document (SPD) Scoping Report, prior to public consultation.
7. **Future Joint Working with other Local Authorities** *(Pages 191 - 192)*
To receive a report of the Head of Planning and Regeneration considering the case for closer working with other authorities within the same sub-regional 'Greater Exeter' area, particularly in respect of strategic growth and the economy.
8. **Revenue and Capital Outturn Report** *(Pages 193 - 232)*
Report of the Head of Finance presenting the revenue and capital outturn figures for the financial year 2015/16.
9. **Revenues and Benefits Performance Report** *(Pages 233 - 236)*
To receive a report of the Head of Finance reporting on Council Tax, Non Domestic Rates and Housing Benefit performance for 2015/16.
10. **Annual Treasury Report** *(Pages 237 - 248)*
Report of the Head of Finance informing Members of the Council's treasury management performance for 2015/16
11. **Start Times of Meetings**
To consider a start time for meetings for the municipal year 2016/17
12. **Notification of Key Decisions** *(Pages 249 - 258)*
To note the rolling plan containing key decisions.

Stephen Walford
Chief Executive
Wednesday, 4 May 2016

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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.

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MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **CABINET** held on 7 April 2016 at 2.15 pm

Present

Councillors

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

Also Present

Councillor(s)

F J Rosamond

Also Present

Officer(s):

Stephen Walford (Chief Executive), Amy Tregellas (Head of Communities and Governance and Monitoring Officer), Jenny Clifford (Head of Planning and Regeneration), Christine McCoombe (Area Planning Officer) and Sally Gabriel (Member Services Manager)

168. **APOLOGIES**

There were no apologies.

169. **PUBLIC QUESTION TIME**

There were no members of the public present.

170. **MINUTES OF THE PREVIOUS MEETING (00-00-48)**

The minutes of the previous meeting held on 10 March 2016 were approved as a true record and signed by the Chairman.

171. **PLAY AREA INSPECTION POLICY (00-01-48)**

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

- (i) The current risk assessments and safety inspections are considered adequate to meet the Council's responsibilities and for individual pieces of play equipment to be identified on the Risk Assessment forms as stated in 4.1.
- (ii) Digital transformation of the current inspection method would make the task more efficient, as detailed in 4.2. and that an evaluation of this process would be undertaken by officers.

The Cabinet Member for the Environment outlined the contents of the report highlighting the number of play areas in the district, the maintenance and the

inspection of equipment that took place. He also explained the need for a digital records system to improve the inspection methods.

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

(Proposed by Cllr N V Davey and seconded by Cllr Mrs M E Squires)

Note: *Report previously copy attached to minutes.

172. **CLIMATE STRATEGY AND ACTION PLAN (00-03-27)**

Arising from a *report of the Head of Housing and Property Services, the Managing the Environment Policy Development Group had recommended that the updated Climate Change Strategy and Action Plan be approved.

The Cabinet Member for the Environment outlined the contents of the report stating that the Strategy and Action Plan was a compilation and summary of existing relevant documents and actions across the Council and a statement on central government policy and guidance. The document had been updated as previously agreed to ensure its accuracy reflecting other updates and emerging guidance. The authority had a good track record with the use of solar energy on housing stock and corporate buildings which promoted green credentials.

Consideration was given to:

- The lack of specific targets and any monitoring scheme
- The need for the strategy to be appropriate to the authority
- The detail in the action plan

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

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

Notes:

- (i) Cllr R L Stanley requested that his abstention from voting be recorded;
- (ii) *Report previously copy attached to minutes.

173. **HOUSING SERVICES ALLOCATIONS POLICY (00-10-39)**

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

The Cabinet Member for Housing outlined the contents of the report stating that homes in the District which become available for letting were allocated appropriately in order to make best use of the stock. The revised Allocations Policy set out the

authority's approach to the use of preference labels on adverts for available properties through Devon Home Choice and reinforced the cascade process.

Consideration was given to the homeless; Members were informed that this was dealt with via a different strategy.

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

(Proposed by Cllr R L Stanley and seconded by Cllr Mrs M E Squires)

Note: *Report previously copy attached to minutes.

174. **SINGLE EQUALITIES POLICY 2016-17 (00-13-13)**

Arising from a *report of the Head of Communities and Governance, the Community Well-Being Policy Development Group had recommended that the revised Single Equalities Scheme and Equality Objective be approved.

The Cabinet Member for Community Well-Being outlined the contents of the report stating that the policy had been revised in line with the Equalities Act 2010 and did reflect the various strands within the Corporate Plan.

Consideration was given to:

- The balance of the Citizens Panel used for consultation purposes
- The work of the Devon Equalities Group
- The possibility of making reference to the Single Equality Scheme on the front page of the corporate report template alongside legal implications and risk assessment.

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

(Proposed by Cllr C R Slade and seconded by Cllr N V Davey)

Note: *Report previously copy attached to minutes.

175. **TIVERTON EASTERN URBAN EXTENSION DESIGN GUIDE (00-18-44)**

The Cabinet had before it a *report of the Head of Planning and Regeneration requesting it to consider the draft design guide for the Tiverton Eastern Urban Extension.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report highlighting the consultation process that had taken place to date and the role of the design guide which sought to bring clarity to design requirements for the whole of the Eastern Urban Extension. He explained the method of design requirements throughout the whole site based on the theme of a new garden neighbourhood for Tiverton.

Consideration was given to:

- Minor amendments to the wording within the guide
- Comparison developments
- What weight the guide would have within the planning process
- The possibility of translating the design guide into a Supplementary Planning Document and the weight that this would have in planning terms
- The cost and resource required to produce a Supplementary Planning Document

RESOLVED that Members were minded to approve the document but wished to defer the decision to allow for minor amendments to be made to the wording of the guide and for consideration of the implications, costs and timescales of developing a Supplementary Planning Document as an addition to the guide.

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

Note: *Report previously copy attached to minutes.

176. **TOURISM ACTION PLAN (00-42-53)**

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.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report which highlighted the work programme in terms of tourism for the 2016/17 financial year and stated that this item had been deferred from the February meeting to allow for further information to be obtained with regard to activities taking place in the rural areas. The action plan sought to consider a full audit of tourist attractions and activities across the district which would include the rural areas.

Consideration was given to:

- Activities already taking place in the rural areas and the need to gather further intelligence
- The need for a joined up plan for both rural areas and town centres
- The Corporate Plan and the clear steer given by Members with regard to town centres and tourism
- The use of social media to disseminate information
- Working with the community and Town and Parish Councils to help coordinate rural events.

RESOLVED that the Tourism Action Plan be approved

Proposed by Cllr R J Chesterton and seconded by Cllr N V Davey)

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

177. NOTIFICATION OF KEY DECISIONS (00-57-28)

The Cabinet had before it, and **NOTED**, its rolling plan * for April 2016 containing future key decisions.

Members were informed of the following movements:

The addition of the following reports for the May meeting: the Statement of Community Involvement for Consultation and Waste Storage Supplementary Planning Document for Consultation.

S106 Monitoring Fees to be moved to the June meeting.

Masterplan – Area B, Tiverton Eastern Urban Extension to be moved to September.

Note: * Plan previously circulated; copy attached to the signed Minutes

(The meeting ended at 3.15 pm)

CHAIRMAN

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CABINET
12th May 2016

TIVERTON EASTERN URBAN EXTENSION DESIGN GUIDE

Cabinet Holder Cllr Richard Chesterton
Responsible Officer Jenny Clifford, Head of Planning and Regeneration

Reason for Report: To consider the Draft Design Guide for the Tiverton Eastern Urban Extension.

RECOMMENDATION:

- 1. That Cabinet adopts the document for development management purposes in the determination of all planning applications received within the Tiverton Eastern Urban Extension (EUE).**
- 2. That the production of a design supplementary planning document is not pursued.**

Relationship to Corporate Plan: To ensure delivery of key plans for Mid Devon, including a thriving economy, better homes, empowering local communities and caring for the environment.

Financial Implications: None.

Legal Implications: it has not been the intention to adopt the document as Supplementary Planning Guidance. However, it is intended to be used as a tool for development management purposes and be a material consideration in planning decisions. The Design Guide has not therefore been through a full consultation process as required by the Council's Statement of Community Involvement if it were to be a Supplementary Planning Document. Even so, an element of consultation has been undertaken with statutory and non-statutory consultees. It is proposed that the Design Guide is adopted by Cabinet and whilst not forming part of the Development Plan, will be a material consideration in the determination of planning applications relating to the EUE.

Risk Assessment: If Committee delay adoption of the Design Guide, applications for planning consent may be delayed through protracted negotiations or alternatively there is a risk that they will be progressed by developers without full reference to the design guidance that has been produced.

2.0 INTRODUCTION: BACKGROUND.

- 2.1** On the 7th April 2016, Cabinet were presented with a report requesting consideration of the draft Design Guide for the Tiverton Eastern Urban Extension (EUE). That report detailed the background of the allocation of 153 ha, east of Tiverton, as a mixed use development and the adoption of the Tiverton EUE Masterplan SPD in April 2014. It also updated Members outlining that two outline planning applications for Area A have now either

been granted or have a resolution to grant planning permission subject to the signing of a S106 agreement. Reserved matters applications are currently being drawn up for the north eastern part of the site and planning permission has also been granted for a new highway junction onto the A361. This report should be read in conjunction with the report presented to Cabinet 7 April 2016 which provides greater detail.

- 1.2 Members were minded at the 7th April Cabinet Meeting to approve the draft Design Guide but wished to defer the decision to allow for minor amendments to be made to the wording of the guide.
- 1.3 It is noted that the Design Guide has been commissioned by the Council as a technical document and applies to the whole of the Tiverton EUE. It has been prepared to be used collaboratively between the Local Authority, its partners and applicants submitting reserved matter applications. In the first instance, the Design Guide is intended as a tool for the Development Management team and will be a material consideration through the formal application process. However, it will also be a shared asset for partners and applicants and will act as the starting place for conversations regarding design.

2.0 THE ROLE OF A DESIGN GUIDE.

- 2.1 The Design Guide has been prepared to bring clarity to the design requirements and expectations embodied within the Masterplan SPD. It does not focus on the control of every detail of the design, specific to site locations within the Tiverton EUE. Instead it identifies the key principles of the design which are believed to be critical to achieving the aims and objectives of the Masterplan SPD and outlines approaches to guide design towards achieving these. In so doing, it coordinates the layout and design requirements across the multiple of land ownerships to ensure development takes place in a comprehensive and seamless way over what may be a long time period.
- 2.2 As an adopted policy document, the Masterplan SPD represents the quantitative framework for the development of the Tiverton EUE. The Design Guide sits within this framework providing a range of solutions which will ensure that the quality of these objectives can be achieved.

3.0 THE DESIGN GUIDE.

- 3.1 The key principles of the Design Guide, its Structure and the level of Public Consultation undertaken to date, were presented to Members and detailed in the Cabinet report dated 7 April 2016. Members were minded to approve the document but wished to defer the decision to allow for minor amendments to be made to the wording of the guide.
- 3.2 Following discussion with selected Members the Revised Draft Design Guide includes a Preamble on page 3 espousing the importance of good design and that beyond the core areas and boulevards an irregular block layout that reflects the semi-rural environment rather than an urban or town scape will be the dominant proposition. The design guide as revised is attached as

Appendix 1. Changes have also been made throughout the document as follows:

- a) Page 21. Column 2. Text insert making reference to irregular perimeter block forms.
- b) Page 21. Column 3. Remove the word 'perhaps'.
- c) Page 21. Column 3. Remove the first sentence 'Perimeter blocks allow for a clear and legible hierarchy of streets and spaces, whilst allowing a characterful place to be delivered'.
- d) Page 21. Column 3. Add the word 'irregular' when referencing the perimeter block.
- e) Page 51. Photo 5 cropped to show just the landmark building and the first three windows of the block to the rear.
- f) Page 51. Remove photo 8 and associated text.
- g) Page 63. Section C-C. Remove bullet point two.

4.0 SUPPLEMENTARY PLANNING DOCUMENT.

4.1 At the Cabinet meeting of 7th April, Members also requested information on the implications, costs and timescales of developing a Supplementary Planning Document. Members indicated that they wished to see the adoption of the Design Guide for management purposes as an initial step, but also wanted to consider whether to subsequently translate that document into a full Supplementary Design Guide (SPD). Technically, it would be possible to seek to develop the design guide into an SPD and officers have now looked into this in more detail.

4.2 Timescale.

4.2.1 In order to do so, under the existing Statement of Community Involvement policies SCI/13 and SCI/14 the guide would need to be subject to 2 stages of public consultation:

- Stage 1 consultation: Subject, scope and potential content of the SPD.
- Consider responses and feed into emerging draft SPD as required.
- Stage 2 consultation: The draft SPD.
- Consider responses, make document amendments to finalise for adoption.

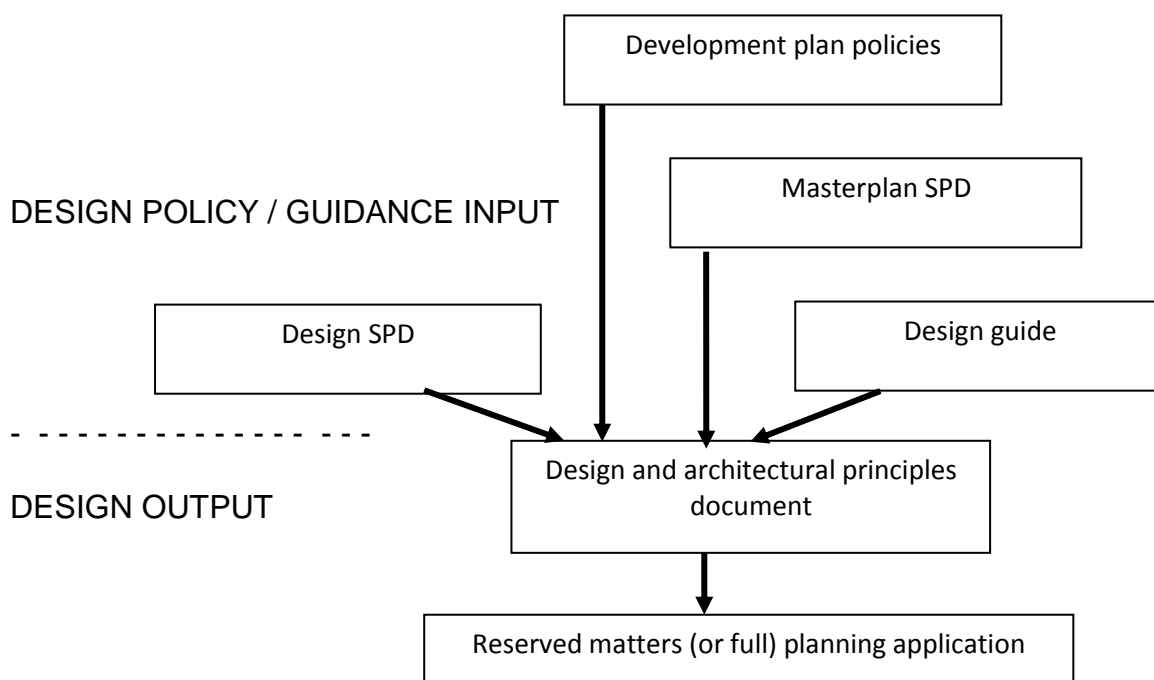
The consultation to date on the Design Guide is not considered to fulfil these requirements. However, a draft document is already available to form the basis for consultation which will reduce the time required to produce an SPD. It is therefore estimated that adoption of the design guide as an SPD would

take in the order of 4-6 months. External consultants would need to be commissioned to undertake this.

4.3 Whether there is the need for an SPD.

4.3.1 An adopted SPD that has been through full public consultation will be given weight in the determination of subsequent planning applications. In conjunction with the policies in the development plan, the adopted masterplan SPD and national planning policies and guidance it will be a material consideration in planning decisions. A design guide that has not had such extensive consultation and has not been through a formal adoption procedure will not be given quite the same weight in planning decision making. However, when prepared in accordance with the adopted masterplan SPD, the design guide will take its authority from that document. The design guide has also been prepared with some stakeholder participation.

4.3.2 The masterplan SPD sets out a design process for the Tiverton Eastern Urban Extension at section 1.7. This requires the production by developers of an urban design and architectural principles document before the submission of reserved matters (detailed) applications. This document is intended to establish guidelines where continuity of approach is required across the whole masterplan area of the site in order to build upon the contents of the masterplan and outline submissions. The design guide that has been produced is intended to inform the production of this urban design and architectural principles document so that the latter primarily becomes an exercise in demonstrating compliance with the design guide contents. Policy and guidance that would be required to be complied with in respect of design would be as follows:



4.3.3 The introduction of a further policy document into the design process by way of an SPD is likely to cause confusion to terms of its relationship with the

design guide (the two documents may not end up precisely the same) and its relationship with the masterplan SPD. Any conflict in either the approach or more detailed contents between the masterplan SPD and a design SPD would carry risk due to the equal status of the documents. It would be difficult to provide continuity of development management advice and subsequently a robust position on officer recommendations on applications. This risk would not exist to the same extents with a design guide. The guide takes its authority from the masterplan SPD and therefore derives its planning weight from its conformity with the masterplan.

4.4 Cost.

- 4.4.1 The design guide was prepared for the Council by external consultants. Their view on the estimated cost of further work to produce an SPD has been sought, but is not available at the time of writing this report. A verbal update will be made on this at the meeting.

5.0 CONCLUSIONS.

- 5.1 The Tiverton Eastern Urban Extension Design Guide contributes to the delivery of established policy aspirations for the site, setting out the fundamental principles of layout and design, critical to achieving a coordinated design across the multiple of land ownerships in a comprehensive and seamless way.
- 5.2 Having assessed in more detail the case for reworking the design guide as an SPD, officers are of the view that whilst it would appear to bring greater decision making weight, there is a risk that its production as a further design document will cause confusion both in terms of how it will relate to the design guide, but also greater risk through equal status with the existing masterplan SPD. Taking all the issues into account, officers recommend that the adoption of the design guide as an SPD is not pursued.

Contact for more Information: Christie McCombe, Area Planning Officer (Tiverton Eastern Urban Extension) 01884 234277
cmccombe@middevon.gov.uk

List of Background Papers: Cabinet 17th April 2014 (Masterplan SPD)
Cabinet 7th April 2016 (Draft Design Guide)

The adopted policies relating to the Tiverton Eastern Urban Extension may be viewed in the AIDPD at
<https://new.middevon.gov.uk/residents/planning-policy/mid-devon-local-plan/part-2-aidpd/>

Circulation of the Report: Members of Cabinet

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Tiverton **Eastern Urban Extension**

April 2016

DESIGN GUIDE





The importance of good design is intrinsic to Mid Devon District Council's intention to deliver high quality sustainable development. This Design Guide provides guidance for all those involved in building the Tiverton Eastern Urban Extension, ensuring an understanding of locally distinct characteristics to produce well designed streets, open spaces, work places and affordable homes for everyone. To help achieve these objectives this Design Guide clearly outlines the criteria by which development will be assessed.

Within this Design Guide significant emphasis is placed upon a block / linear form of development. Whilst it is accepted that core areas and boulevards will espouse the principle of perimeter blocks which enclose places such as streets and squares, beyond these areas an irregular block layout that reflects the progressive move from centre type design to semi-rural environment will be the dominant proposition. This principle is bound within the distinct sense of centre to edge promoted through the document.

To enhance the overall design, residential streets should communicate the axiom of shared surfaces using colour and / or texture to emphasis the overall design desired. Buildings should avoid a consistent and continuous building line away from boulevards and core areas.

This document emphasises the need for a visionary and pragmatic approach. It is to set strong aspirations for a high quality, distinctive and attractive development upon a semi-rural rather than an urban or town scape.

Prepared on behalf of Mid Devon District Council by:



Hilton Barnfield
Architects

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1. Introduction

The Tiverton EUE Masterplan

Summary of Engagement Process

Assisting Masterplan SPD Conformity

Figure 1.01 The Masterplan SPD final masterplan layout



Legend

- | | |
|------------------------------|----------------------------------|
| A A361 | Residential |
| B Blundell's Road | Residential with rural character |
| C Post Hill | Employment |
| D Grand Western Canal | Employment (care home) |
| E Blundell's School | Mixed-use |
| F Tiverton Golf Club | School & sports pitch |
| G River Lowman | Landscape |
| H Alsia Brook | Fen, catchment & buffer zone GI |
| I Tidcombe Fen | Area B |

Urban interventions

- 1 Neighbourhood centre
- 2 Primary school
- 3 Community facilities and shops
- 4 Employment at the heart of the community
- 5 Employment uses
- 6 A new junction onto the A361
- 7 Residential development at a varied densities
- 8 A clear hierarchy of streets and spaces
- 9 Possible location for Energy from Waste plant
- 10 Possible location for gypsy / traveller pitches
- 11 Preferred vehicular link through NHS site
- 12 Potential non-vehicular link through Fairway

Landscape interventions

- 13 Pedestrian and cycle connections
- 14 The Sustrans cycle route
- 15 Green Infrastructure area
- 16 Wetland habitat areas
- 17 Woodland
- 18 Sports and recreation areas
- 19 Children's play areas
- 20 Green corridors and routes formed around retained hedgerows
- 21 Landscape community hubs - a focus for the multi-functional landscape
- 22 Landscape spine
- 23 Buffer to Post Hill properties
- 24 Neighbourhood allotments
- 25 Community orchards
- 26 Attenuation ponds throughout the area

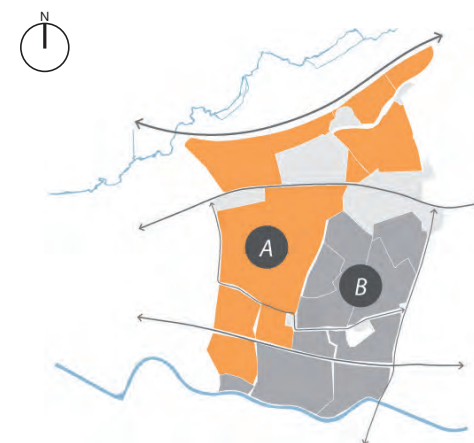


The Tiverton EUE Masterplan

The Tiverton Eastern Extension Masterplan work (final masterplan layout -adjacent left) was carried out in response to the allocation of land to the east of Tiverton in the Allocations and Infrastructure Development Plan Document. The masterplan is the result of approximately 3 years of joint working between Mid Devon District Council, landowners and land promoters and has involved extensive consultation.

The Masterplan Document was adopted as a Supplementary Planning Document in April 2014. The SPD sets out high level masterplanning principles for the whole Urban Extension but considers the area in two parts: A & B. The SPD includes more detailed analysis and proposals for part A with part B considered more conceptually. The SPD is visionary and pragmatic. It sets strong aspirations for a high quality, distinctive and attractive development. It also considers, with complex land ownership and interests, how the development of an urban extension which is coherent and not fragmented can be achieved in a phased way.

- Area A: Principal land holdings and NHS
- Area B: Land in multiple ownership



This design guidance is based on the structure that is accomplished in the Masterplan SPD. The content of this document provides guidance by pragmatically complying with the Masterplan SPD to ensure coherent delivery of the development across the land ownerships and land parcels as they are built out over a phased period. Development parcels will therefore appear seamless with well connected routes and buildings designed to have strong relationships with one another regardless of the development parcel they are constructed in.

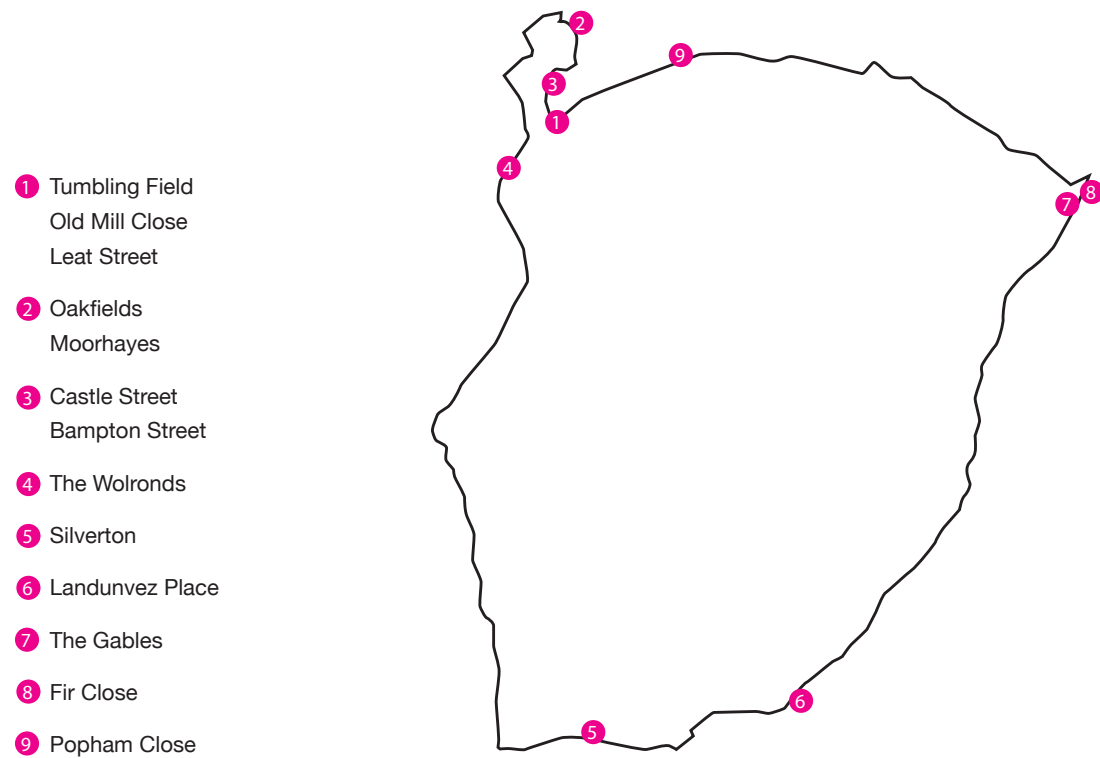


Figure 1.02 *The Stakeholder Bus Tour route visited a number of new and old developments around the district*

Summary of Engagement Process

The preparation of this Design Guide began by engaging with a variety of stakeholders in order that the emerging Design Guide material represents a consensus view and is rooted in the character and development pattern found in Tiverton and across the district. From early on the engagement process looked to gather information on a variety of housing developments nearby and assess their success. Those sites included are listed on the diagram to the left (page 8). Using this list and an appreciation of what made developments good and bad the Design Guide preparation could progress with careful reference to local precedents.

Before this, the Masterplan SPD had been informed by extensive public and stakeholder consultation. The masterplan principles were developed in the open with design taking place in workshop activities throughout the masterplan development.

The purpose of further stakeholder engagement during the preparation of the Design Guide therefore has not been to revisit the work achieved through the masterplan process but to acknowledge the conclusions and proposals the masterplan reached and build on these.

The engagement process has included a variety of participants: public representation, statutory consultees, developers, officers and members. The process has been structured around two key events with supplementary meetings with individuals as necessary to inform the ongoing work.

Event 1: Stakeholder Tour Day, 13th October 2015.

Stakeholders were invited to attend a tour of a variety of housing developments, new and old, in and around Tiverton. The list of

developments to be visited were gathered, prior to the event, from the stakeholders themselves with some thought given to whether they considered them to be good or bad examples and why. The list of locations visited can be found on the adjacent plan.

The tour stimulated significant discussion about the appropriateness of some approaches to development. There was initial hesitation as to why the day was not focussing on the site and understanding the masterplan. The intention of the day was to think beyond the site and existing proposals to consider how the design of the masterplan could be furthered through the consideration of local precedents. In this way the tour day also served a role informing the character of the area (chapter 2 of this document).



Figure 1.03 *The Design Guide engagement process included various events and groups of people*

Observations and comments from stakeholders on the various locations were recorded in the form of an assessment sheet completed for each location. Stakeholders were encouraged to comment with reference to the following headings:

1. A Legible Place
2. Public or private
3. A sociable place
4. A connected and accessible place
5. A special place

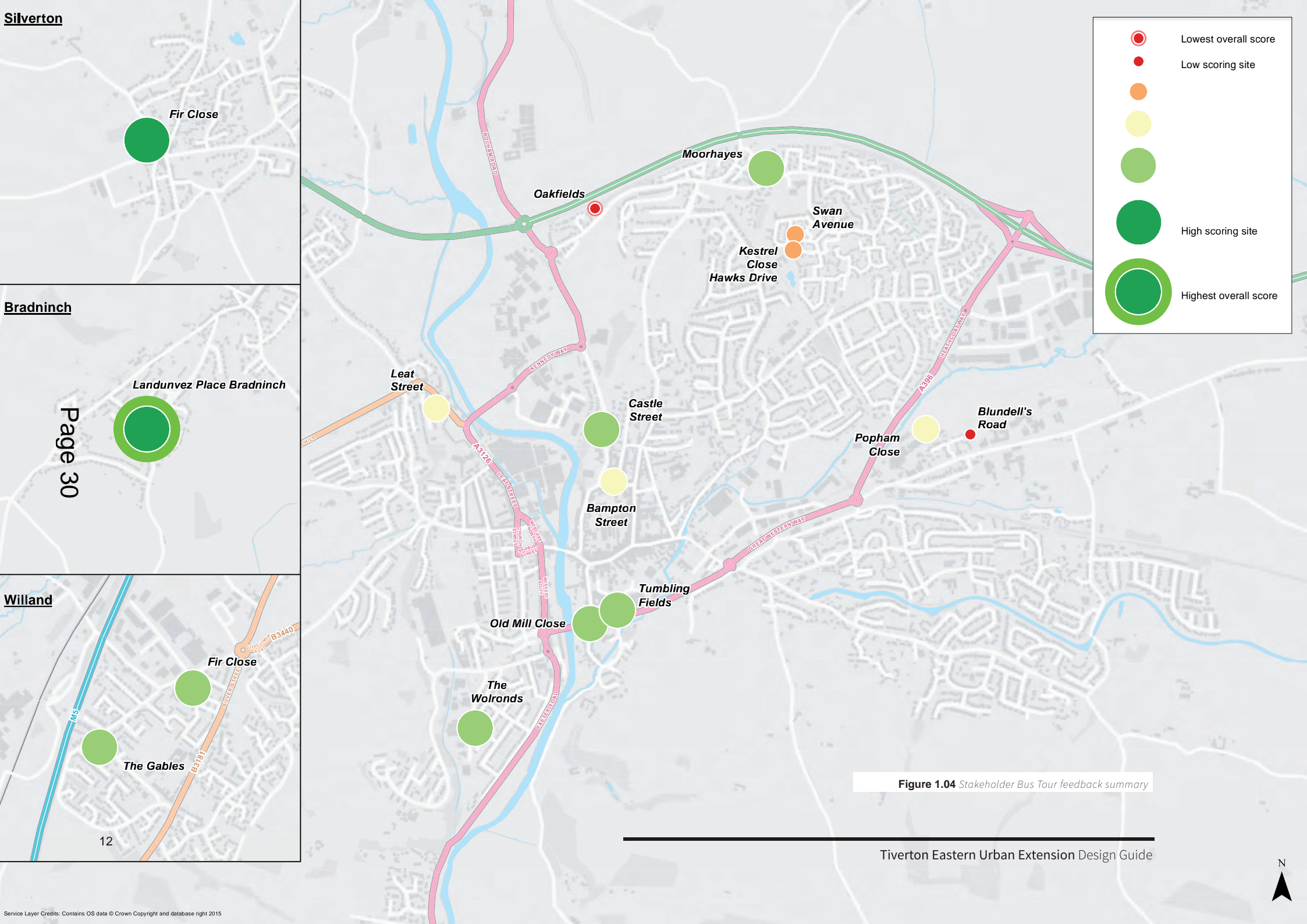
The headings, accompanied by a short explanation, also assisted those less familiar with recognised urban design analysis and provided a structure for the qualitative and functional appraisal of the locations.

Encouragingly a lot of feedback was gathered following in depth and informative discussion throughout the tour. Many of those at first hesitant about the purpose of the day concluded at the end that some very worthwhile contrast had been drawn between the different locations.

The tour provided some optimism that some very good quality and well thought about new development did exist locally. It also identified some very poor quality examples of development which was not desirable to replacate. In addition some of the older village and town environments demonstrated excellent models of development which were able to be considered in the light of the new developments in order to identify more precisely what it is that makes them successful and attractive.

All of the feedback gathered at the event provides the foundation

of the character study found in chapter 2. The individual appraisal sheets completed during the day were processed with the adjacent map (page 12) summarising the locations visited. It indicates the quantity of feedback received in each location (size of circle) coupled with the overall impression of the development quality (colour of circle).



Silverton

Bradninch

Willand

While various general themes could be identified throughout the day as to what made a good development, the lessons learned can be summarised simply as the following:

- A successful place is the cumulative effect of a range of factors;
- Not 'wrong typology' but 'wrong context' -similar elements of the design could be identified as successful in one place where as failed in another;
- The quality of the construction and materials is very obvious.

Event 2: Workshop Day, 17th November 2015.

The second event in the engagement process included 3 workshop meetings addressing the following key groups of people:

- Stakeholders (public representatives and statutory consultees)
- Developers
- Officers & Members

The aim of the event was to explain the emerging structure of the Design Guide. Presentations were made to all 3 groups which explained the approach:

- To build on the masterplan as a structural foundation (primarily the open space hierarchy and the defined character areas);
- To categorise a series of character areas, residential and others;
- To consider all elements of the Design Guidance in the context of Centre or Edge locations within the masterplan structure.

In addition to this, the stakeholder group had a summary discussion of the tour day and were tasked with applying the knowledge of housing precedents and lessons learned to the emerging residential character areas.

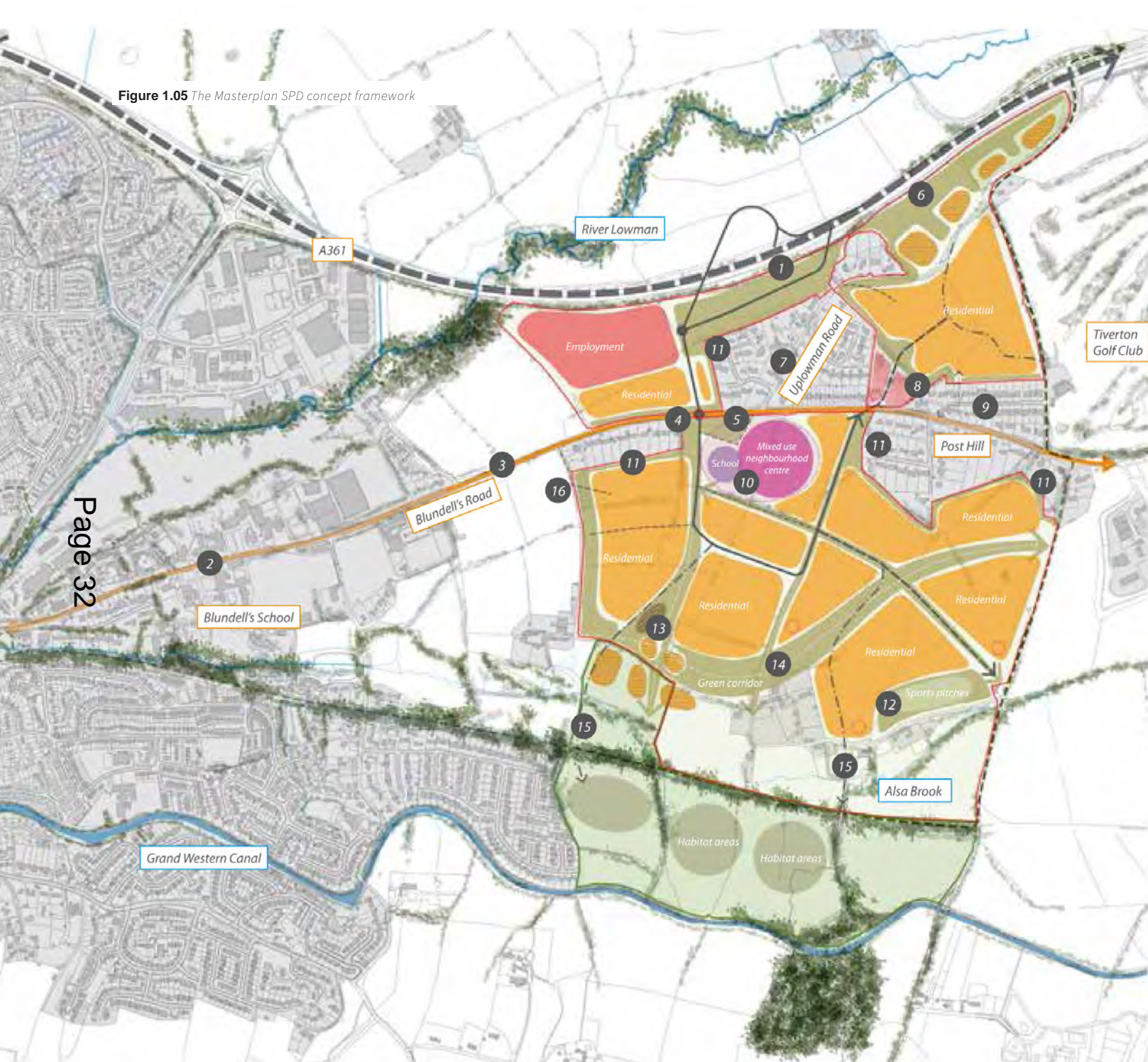
A message of design aspiration and collaborative working was communicated to the developer group -the Design Guide being described as a facilitative and labour saving instrument in this context. Developers were asked to consider any themes they felt were obstructive to achieving good quality design through

the planning process. This was in order that the Design Guide be steered towards facilitating effective and clear pre-application engagement.

The Officers and Members discussed the use and application of the document within the development control process including the consideration of how close association with the Masterplan SPD and engagement in the design review process could provide additional mechanisms for the robustness of the Design Guide. The proposal for a pocket summary of the Guide was tabled by the design team, useful as a table top reference and checklist for officers as well as developers and their design teams -the focus being on creating a Design Guide which served as a shared asset to both parties.

The result is to form a robust Design Guide which, having been through early engagement with those who will use it, provides meaningful and tested guidance for use in the preparation of the reserved matters applications. Further more the process of applying the design guide in the pre-app process will have been rehearsed and the material refined to suit its use and users.

Figure 1.05 The Masterplan SPD concept framework



Legend

- 1 New junction onto the A361
- 2 Traffic calming at Blundell's School
- 3 Environmental enhancements along Blundell's Road
- 4 New junction on Blundell's Road linking to A361
- 5 Shared space and village green at neighbourhood centre
- 6 Open space with attenuation ponds
- 7 Highway improvements to Updown Road
- 8 Possible link to north eastern area
- 9 Possible link onto Fairway
- 10 Mixed use neighbourhood centre including school, shops and employment space
- 11 Green buffer to existing properties
- 12 Sports pitches
- 13 Allotments
- 14 Greenspace on steep ground
- 15 Links to southern area of Green Infrastructure
- 16 Possible secondary link to Blundell's Road

- Eastern Urban Extension Area AL/TIV/1-7
- Green Infrastructure Area AL/TIV/3GI
- Employment
- Employment (care home)
- Satellite Employment
- Residential
- Residential with rural character
- Education
- Open space and landscape
- Mixed use centre
- Playing fields
- Existing development
- Primary route
- Secondary routes
- Tertiary
- Other routes and connections

Assisting Masterplan Conformity

As an adopted policy document, the Masterplan SPD represents the quantitative framework for the development of the Tiverton Urban Extension. The Design Guide sits within this framework providing a range of solutions which will ensure the quality with which these objectives are achieved.

Through the appropriate engagement with relevant parties and exposure to a critical stakeholder and user engagement the Guide achieves a level of technical rigour to ensure it conforms to all of the principles of the Masterplan SPD and is applicable to emerging reserved matters applications. It has also been subjected to a careful policy compliance process to ensure it becomes a reliable document in the development management process. The document has been conceived as usable and clear in the development management process such that it can provide a useful backdrop to the design conversation.

The Design Guide defines the aspirations of the Masterplan SPD and the document structure reflects the primary elements of the masterplan's vision for the Eastern Urban Extension and by doing so demonstrates how these can be delivered

The Masterplan SPD Vision describes:

- A structured framework
- A Green Place
- A new residential community
- A modern lifestyle
- A place to be proud of

The Design Guide brings forward these Vision elements as the focus of each chapter. It seeks to clearly communicate how those submitting reserved matters applications can do so while realising the very highest level objectives for the Eastern Urban Extension.

The Masterplan SPD is an adopted document which outlines the requirements of any reserved matters applications. Most notably any reserved matters application must be accompanied by an Urban Design and Architectural Principles document. The Design Guide serves as a tool and a labour saving device to satisfying these requirements. It is not placed as an additional hurdle to the formation of reserved matters applications. Moreover it has been prepared to avoid any hurdles to achieving the objectives of the Masterplan SPD.

2. Character

Place

Architecture

Landscape

Topography & Gradients

1. Castle Street, Tiverton. Varied public realm including distinctive central drainage channel. Buildings vary but include long terraces, proximate to back of pavement.
2. Landunvez Place, Bradninch. Continuity of buildings with good quality detailing and materials.
3. Silverton. Long terraces but including varied and historic materials. Street width very narrow in places.
4. Halberton. Street-facing residential development.
5. Abode, Cambridge. Sensitive contemporary development and use of the street as a neighbourhood space as well as access.



Place

The development of this Design Guide has involved a distillation of the Masterplan SPD's identification of Tiverton's local characteristics. In addition to this, further investigation has been conducted into the physical attributes of the locality.

These investigations have been based on the site's geographical features and also the context of recent and historic local development in order to understand the existing sense of place and how best to guide the creation of a sense of place for the EUE. This process was undertaken together with groups of key stakeholders.

Engagement with stakeholders has been important in the development of this Design Guide, including local residents and community representatives. Good place making creates good communities which are defined by their citizens.

The spatial design of Tiverton and the town's surrounding context is an important point of reference for this Design Guide, aiding in the grounding of the development to its locality.

The character study informing this Design Guide has considered a wide range of nearby settlements, as well as the various places visited as part of the Stakeholder Tour day, in order to understand the typical settlement form across the district.

The examples of nearby settlements shown overleaf all demonstrate a linear form to their centres despite the overall form or size of the settlement.

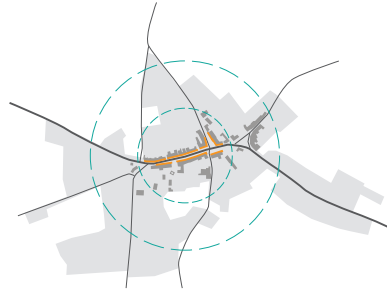
This has been an important consideration in the preparation of design guidance for the Neighbourhood Centre but also in defining the design principles which govern the Urban Extension as a whole.

The Blundells Road corridor serves a similar function to many of the primary routes through the settlements which form part of the character study. Along this route the relationship that existing development, such as Blundells school, will have with the road

Bradninch



Thorverton



Silverton



South Molton



Cullompton



Figure 2.06 Existing Mid Devon settlement spatial analysis





and the public realm is also similar to the study settlements. In summary these linear centres to many of the nearby places demonstrate the following qualities and characteristics which are to be reflected in the design of the Urban Extension:

- The main historic route through the settlement is the location of the highest mix of uses
- This focus of mixed uses extends in a linear pattern, not concentrically creating activity along the length of the street
- This requires that the public realm functions as a linear open space with the capacity to accommodate a variety of activity associated with different building uses
- Most buildings vary in use vertically but not horizontally meaning the length of the ground floor elevation is the same use (mainly retail) with floors above used for offices or residential
- All buildings front onto the street
- The street width varies to create variations in the public realm

and opportunities for significant scale linear open space

- Variation in building height corresponds to the need to create landmarks -either as a function of their use, or their position eg. at the corner of a side street
- Although in places there are long continuous rows of terraced buildings, routes off of the main street connecting to the surrounding settlement area are frequent (approximately every 40m) and vary in scale -footways and vehicular routes
- Tree planting and other street furniture help to define the linear form as an open space
- There are generally no large areas of car parking, instead either kerbside parking or small groups of eschelon or end-on parking.

The Design Guide offers a methodology based on a linear form development at the neighbourhood centre with **irregular** 'perimeter blocks' forming the structure of the development beyond (see p.32).

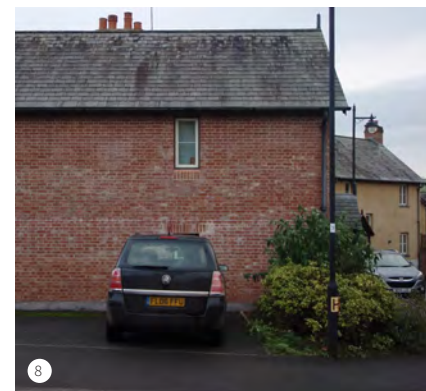
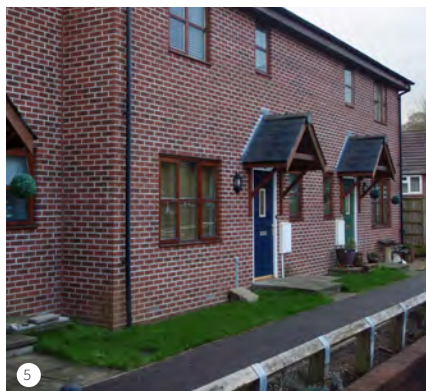
Irregular or informal blocks, with more variety of angles, will give the impression of a townscape that has evolved over time, with a village, rather than urban or town character. Informal layouts will require more care and a flexible approach to house design to avoid disjointed and poorly enclosed streetscape. However, larger sites or urban extensions will require a combination of the formal and informal arrangement to create distinct character areas.



Different approaches to the form of the 'perimeter block', its overall shape, boundaries and building lines will vary in response to the different character areas.

Overall, the **irregular** 'perimeter blocks' allow the structure and character areas of the Eastern Urban Extension to be established. In so doing, a seamless form to the development can unfold across the variety of land ownerships and land parcels. Detail, including architecture, can help to reinforce structure.

1. Local agricultural vernacular at development edge
2. Bay projections add interest to the building elevation
3. Considered glazing proportions
4. Grander urban terrace with generous frontage
5. Late 20th Century mid-density development
6. Contemporary house types with natural boundary treatment
7. Repeating terrace house type with bay windows
8. Successful recent development



Architecture

The architecture of place is a key contributor to the identity of place.

Reciprocally, architecture also identifies place by responding to the characteristics of its location; the topography, climate, orientation and the availability of materials. These factors and more inform an architectural response, from the formation of shelter and protection to the presentation and expression of use, identity and landmarking.

There are various architectural attributes that have been identified in Tiverton and the surrounding area, both contemporary and traditional that can positively contribute towards the place-making of the EUE.

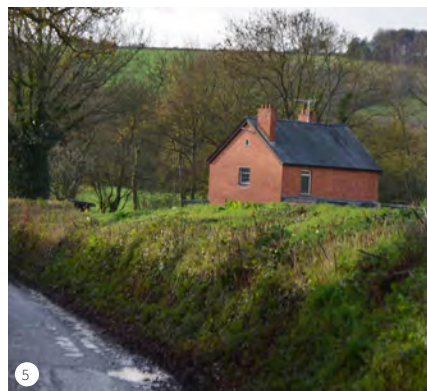
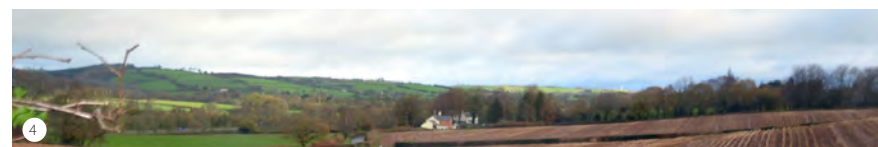
Important architectural attributes include:

- Ochre to red multi stock brickwork with a contrasting mortar.
- Stone rural buildings and boundary walls.
- Red Halberton stone.
- Render with a varying neutral painted finish.
- Roof planes that project beyond the wall.
- Increasing window proportions through time.
- A Sensitivity towards proportion
- Parapet frontages on significant buildings
- Bay fronted terraced houses.

Some landmark buildings are built of alternate yet complimentary materials such as the stone built Town Hall. This is an effective tool for articulating emphasis in the built realm.

There are also characteristics of architecture that are not specific to Tiverton that can contribute positively to a sense of place-making.

1. Mature landscape elements provide established character but also represent sensitive ecological assets.
2. Existing local lanes and places have a strong sense of landscape setting
3. Existing landscape features provide a good framework for the new development.
4. The wider area of the east of Tiverton is a rich landscape of undulating Devon countryside.
5. Some existing buildings in the landscape demonstrate a compatible form and scale.
6. North facing slopes with significant gradients but presenting the potential of wide reaching views and distinctive architecture.



Landscape

East Tiverton is unique because of its outstanding natural assets.
- Tiverton EUE Masterplan SPD Vision.

The sense of place associated with the Tiverton EUE is significantly defined by its setting in the landscape, from the hedge-rowed natural boundaries to the distant views across the countryside.

The Design Guide endeavours to ensure that the features of the landscape will be emphasised wherever possible and therefore aid in defining the EUE's sense of place.

These principles of using the landscape to tie a development to its locality are central to the key principles of Centre to Edge identified in this Design Guide.

Some of the natural features that inform this Design Guide include:

- Topography varying significantly across the site.
- Existing natural site boundaries - hedgerows, mature planting etc.
- Vistas towards the north from the North Eastern Area and NHS sites
- Vistas to the south from Blundell's Road / Post Hill and throughout the site
- A sensitive edge treatment between development and the landscape

The process of developing this guidance involves the application of built development typologies to respond to the landscape, emphasising existing view corridors and considering the suitability of housing typologies and locations for infrastructure to best harness local distinctiveness and create a sense of place.

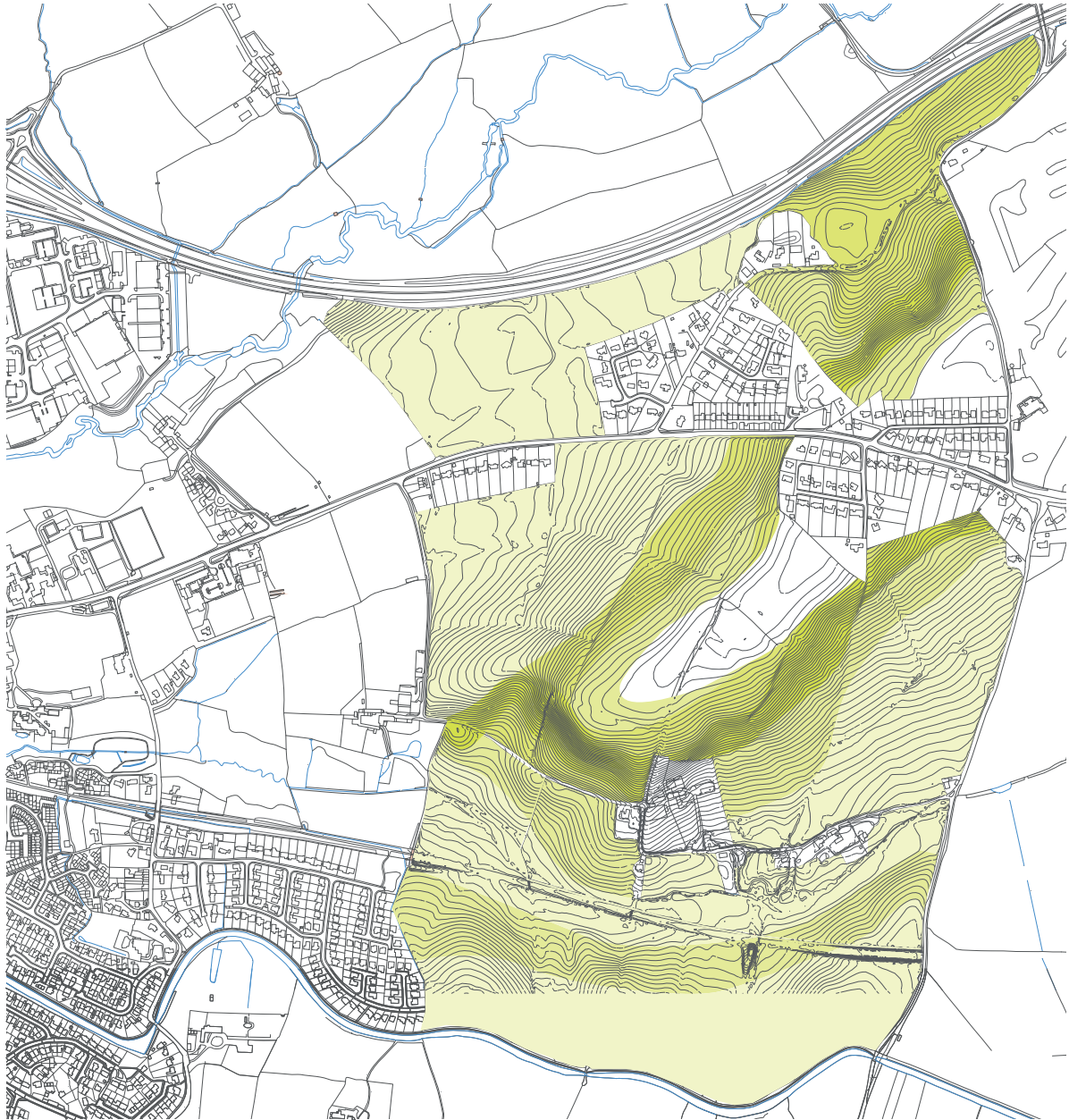


Figure 3.07 Existing Topography & Gradients

Topography & Gradients

The topography and gradient analysis carried out in the Masterplan SPD and shown over leaf has had a significant influence on the layout of the Masterplan SPD. Through the reserved matters stages these constraints and characteristics of the site should continue to influence the design and contribute positively to the contrasting character across the Urban Extension.

Considered in the context of the Centre and the Edge of the development the topography and gradients provide different opportunities to provide the foundation for views and sightlines throughout the development and to establish the framework for a visual and legible relationship with the surrounding countryside.

Design at the detail level will need to balance the operational and functional requirements of streets and development blocks with the overall aspirations of creating an Urban Extension which is structured around a legible relationship between Centre and Edge.

Where necessary building form can vary to suit the topography. In some cases the Masterplan SPD indicates development is laid out to take advantage of level streets along the contours. In other circumstances, in order to make the necessary connections or form important visual links development crosses the contours. Each will result in contrasting building form which will distinguish one area of the development from another.

The majority of routes shown in the Masterplan SPD and in subsequent structuring guidance in this document achieve adoptable gradients of up to 1:12. In some situations steeper gradients are necessary and initial consultations with Devon County Highways confirm that the alignment of these routes which result in steeper gradients of up to 1:8 for short distances are acceptable where other measures are used to ensure safety and usability -lead-ins to junctions should always achieve 1:12 gradient; no side roads should junction onto to sections of road which exceed 1:12; isolated areas of regrading of the topography might be appropriate in order to mitigate steeper sections of road; care should be taken to avoid overly engineered public realm or building form along steeper sections of road.

3. Design Guidance

Using This Design Guide

- a Creating a Green Place
- b Establishing a Structure
- c Creating a New Residential Community
- d Creating a Modern Lifestyle
- e Design Detailing

Using This Design Guide

This Design Guide has been prepared in the open with reference to a clear stakeholder engagement programme. The Design Team have taken seriously all of the comments and feedback received through this process to refine a Design Guide which is in the first instance a true reflection of the Masterplan SPD structure and design objectives.

In part this process of engagement has rehearsed the effectiveness and relevance of the Design Guide, adding weight to its use within the pre-application process. Because of this, the Design Guide takes a form which is clear and concise, conveying the fundamentals considered essential to achieving the Masterplan SPD aims.

Subsequently, the intention is that this Guide is used collaboratively between the Local Authority, its partners and applicants submitting reserved matters applications. It is prepared in order to bring clarity to the design requirements and expectations embodied (but elaborated on) through the Masterplan SPD.

It is intended as a tool for the Development Management team and will be a material consideration through the formal application process but is also perceived as a shared asset for applicants such that it creates a meeting place for conversations regarding design throughout the pre-app process.

The Design Guide does not focus on the control of every detail of the design. It does identify the fundamentals of the design which are believed to be critical to achieving the aims and objectives of the Masterplan SPD and outlined some approaches which guide design towards achieving these. It is important therefore that there is early engagement with Design Guide through the pre-app process for applicants, landowners and their design team.

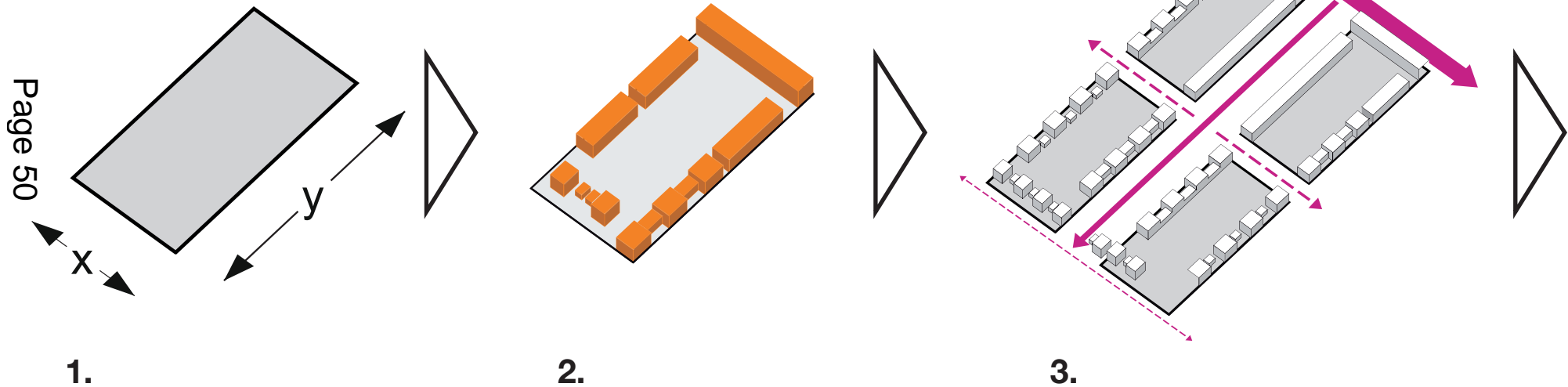
As a complimentary tool, this Guide is accompanied by The Pocket Summary Guide for desktop use and checklisting. This is a single page fold out summary of the entire Guide contents. This is provided to enable table top use of the Guide within the Design Enquiry Service and more widely in pre-application discussions.

It can also be used to share the Design Guide content in a cost effective and easy to access way among applicants, potential interested parties and their design teams.

In parallel to the pre-application process, and in accordance with national policy, this Design Guide advocates the use of the design review process to further galvanise design quality. The Design Guide has been the subject of a briefing to the Devon & Somerset Design Review Panel and applicants are strongly encouraged to engage with the panel at 3 separate sessions. The intention is for the Panel to offer a constructive and independent review, measured against the Design Guide -see also a more detailed guide to the recommended Design Review engagement process found in chapter 3, part e.

Design of the Tiverton Eastern Urban Extension should follow a sequence of structure first and detail later.
Applicants are encouraged to use the following methodology:

NB Rectangular blocks are shown for ease of illustration.



Block size and shape

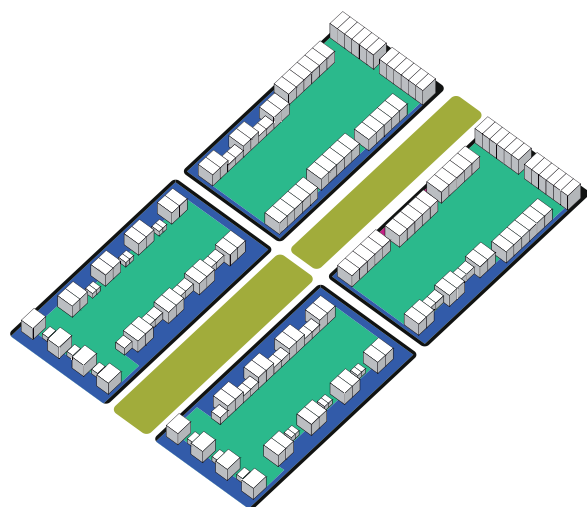
This determines the permeability and legibility of the development.

Divide the Block

Arrange the buildings around the perimeter according to character areas. The Design Guide provides a series of non-site specific example block plans for each character area which should be used to inform the site specific response in each character area.

Street Hierarchy

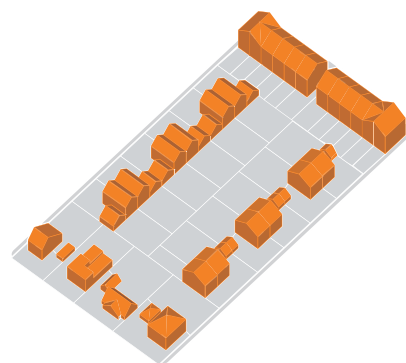
Combine blocks in a layout to create a legible street hierarchy. It is important to consider which edges of the blocks form which streets.



4.

Public and Private Space

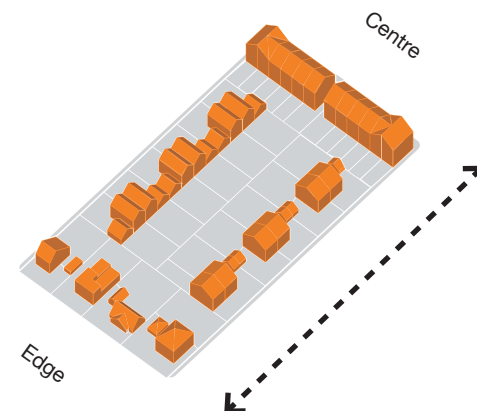
Different approaches to front and rear gardens, boundaries, parking and the public realm are suitable in different character areas.



5.

Architecture & Detail

Not until the structure is right should the detail be considered but it can help to reinforce the structure if considered carefully.



6.

Centre & Edge

Overall, structurally and through the detail, there should be a distinct sense of the Centre and the Edge.

Creating a Green Place

- a1 A Green Network
- a2 A Garden Neighbourhood
- a3 Centre to Edge
- a4 Edge to Centre



Figure 3.08 Masterplan SPD network of green spaces

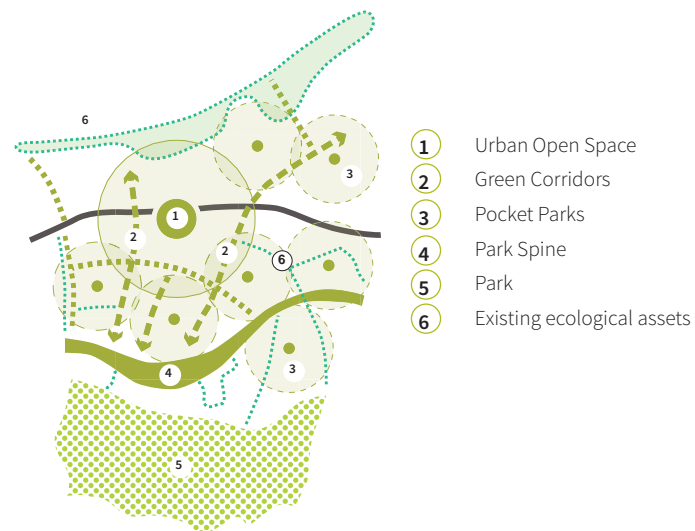


Figure 3.09 Green Infrastructure Hierarchy



Figure 3.10 Masterplan SPD character areas

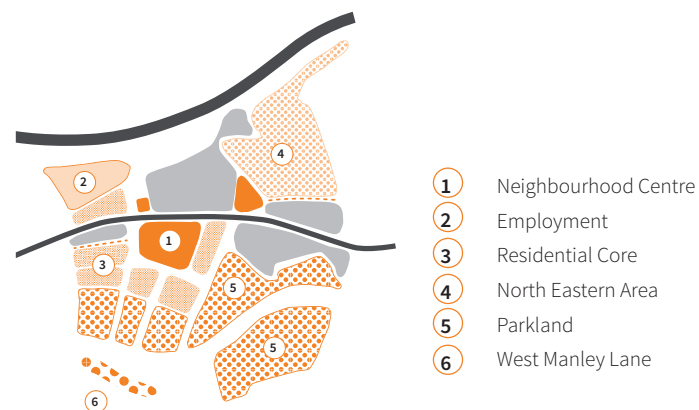


Figure 3.11 Design Guide categorisation of character areas



a1

A Green Network

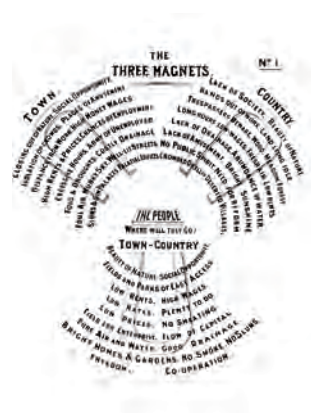
The Masterplan SPD establishes a very clear structure to the development as a whole. While the area is a patchwork of landownership and delivery may occur across a number of complex phases, reliant on interrelationships between landowners, developers and agencies, the Masterplan SPD and this Design Guide together provide a coherent strategy to create a distinct settlement areas.

This is achieved by adhering to the structure imposed by the existing landscape, considering the topographical constraints and upholding the qualities and characteristics of the rich landscape setting to the east of the town.

Subsequently the structure of the resulting development pattern is informed primarily by this green network. The Masterplan SPD describes a series of character areas to the development which work with the green network to define development parcels and block structure suitable to the positioning within the Masterplan. Furthermore proposals for new green links and spaces enhance the existing ecological and landscape assets and establish a strategic green grid framework to the development.

From this the Design Guide derives the structure necessary to realise the vision of the Tiverton Eastern Urban Extension. It categorises a clear open space hierarchy (as defined in Fig. 3.09), including new and existing open space and landscape typologies. The Green Infrastructure within this hierarchy will be expected to

be structured such that it will appear seamless across the Eastern Urban Extension and across the development parcels. It will take a formal approach at the Centre of the development becoming informal towards the Edge. Detailed development proposals will be expected to show how these proposals are articulated through the design. In so doing, it will encourage healthy lifestyles helping to connect people to the locality - visually and emotionally, through a network of safe, green, clearly defined sustainable routes. Subservient within this structure, the Design Guide establishes a form to the built development including the residential character areas, the employment area and the Centre and Edge conditions.



In defining the principles for the Garden City in his 1902 publication 'Garden Cities of Tomorrow' Howard identified the attractions of both the Town and the Country.

A Garden Neighbourhood

The Masterplan SPD proposes that the urban extension becomes a new Garden Neighbourhood for Tiverton. This concept makes reference to the rich landscape setting to the east of the town which includes numerous public and ecological green space assets and is set within the wider context of the Devon countryside and outstanding landscape.

The concept of a Garden Neighbourhood goes back further though to the emergence of the Garden City movement at the turn of the twentieth century. Planner, Ebenezer Howard in the publication 'Garden Cities of Tomorrow' described the attractions of both the town and the countryside and using the analogy of magnets identified that people were drawn to both. This created a tension between the two. In resolving this tension he described the Garden City, a place where both town and country could be enjoyed. The concept of the Garden City

brought together the necessary mix of uses and critical mass at its centre in order that the settlement remained autonomous from other settlements nearby. This centre was necessarily dense in order to maintain the compactness of the town. This in turn allowed for less dense development at the outskirts set within a diverse landscape context but never too far from the services and employment critical to sustaining the town and its people. In this way Howard described how the Garden City could offer the best of both worlds: the town, in the countryside.

Following the success of early prototypes of the Garden City model, attempts were made to translate the principles to other contexts. The idea of the Garden Suburb appeared and now, since the introduction of the National Planning Policy Framework in 2011, the 21st Century interpretation, the Garden Neighbourhood, has emerged.

Unlike the Garden City, the Tiverton Urban Extension does not propose to be autonomous from Tiverton, in fact the creation of the Urban Extension is founded in the strategy to maintain Tiverton as a sustainable settlement in its own right. The relationship and interdependence between the urban extension and the existing town are very important.

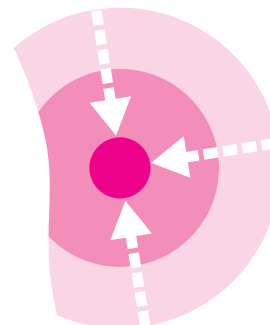
The Urban Extension is large enough to require its own neighbourhood centre and the Masterplan SPD proposes a mix of uses at the centre, including a small shop, a primary school and other community facilities. The Urban Extension is also set within a rich landscape and at the edge of the town with views and access to surrounding countryside and good quality open space. For these reasons the attractions of the town and the country which appealed to Howard as he conceived the Garden City model are pertinent here too. Moreover, to ensure the

conservation and prevalence of the surrounding landscape and wider countryside it is imperative that the contrast between the centre and the edge be very legible.

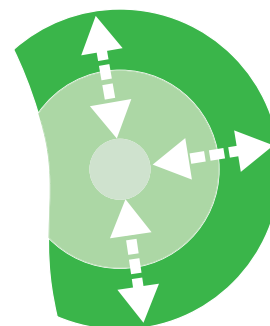
The principle of the Garden Neighbourhood goes beyond an aesthetic quality applied at the plot and house scale. It requires a strategic and structural approach to the layout of the whole of the urban extension.

This design guide is itself aimed primarily at achieving a strong contrast between the centre where a mix of uses and urban character can be enjoyed, and the edge where a diverse landscape and rural character can be experienced with essential links and connectivity between the two so that at any one time the people are able to resolve the tension of whether to choose the town or the country just as Howard had intended.

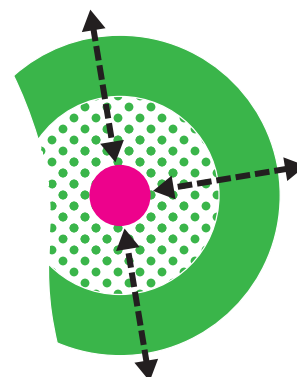
THE TIVERTON EASTERN URBAN EXTENSION:



looks in towards a focus of higher density and a mix of uses in one place...



...but **looks out**, as the landscape reaches in, to meet with the rich and diverse landscape context...



...to create a very legible sense of **Centre and Edge**.

Figure 3.12 *Centre and Edge principles*

a3

Centre to Edge

The centre should be of its own character but should also have a connection with the development edge. The following attributes characterise this:

- Higher density civic development
- Green Boulevards with public realm occupation.
- Clear connections through the residential development and open spaces.
- Views capturing nearby natural landscapes



Town scale commercial development at Centre. Active ground floor uses around key streets and spaces

Views to the near landscape and distant countryside via direct green boulevards.

Green boulevards with higher density residential development identify principles routes through site.

Formal planting along the green boulevards links centre to edge.

Figure 3.13 Centre to Edge - Illustrative collage

a4

Edge to Centre

The edge should be of its own character but should also have a connection with the development centre. The following attributes characterise this:

- Low density residential development feathering into the landscape.
- Regular permeability for pedestrians to the nature beyond.
- Green Boulevards with opportunities for occupation.
- Clear connections through the residential development and towards the Neighbourhood Centre



Figure 3.14 Edge to Centre - Illustrative collage

Establishing the Structure of the Place

b1 Neighbourhood Centre

b2 The NHS Site

b3 Employment

b4 The Blundell's Road Corridor


b5 The Western Edge Relationship

b6 The Northern Edge Relationship

b7 Streets: Centre to Edge & Green Boulevards

b8 The Green Infrastructure Hierarchy

- b1** Neighbourhood Centre
- b2** The NHS Site
- b3** Employment
- b4** Blundell's Road
- b5** The Western Edge
- b6** The Northern Edge

 Southern and Eastern edge treatments are addressed in the relevant character area chapters

Establishing the Structure of the Place

The characteristics of the various development areas of the Urban Extension are informed by the formulation of a clear structure to development, defined by the principles of Centre and Edge.

In parallel to this, the definition of these character areas is informed by existing physical features of the development such as Blundell's Road and the edge condition with the A361 and important elements of the Masterplan SPD such as the Neighbourhood Centre and the NHS Site.



Figure 3.15 Establishing Structure masterplan

b1

The Neighbourhood Centre

The Mid Devon Local Plan part 2, policy AL/TIV/4 requires as part of the Urban Extension, the provision of a 1.9 hectare primary school site and a 2 hectare area as a Neighbourhood Centre which should include retail and community buildings. The Masterplan SPD designates the location of this Neighbourhood Centre as focused on the Blundells Road corridor. It also outlines how the quantum of space can be accommodated in this location.

This Design Guide provides information to guide the formation of the Neighbourhood Centre and indicates how the buildings and spaces may be arranged to achieve a high quality and attractive place in the Urban Extension and in the context of the wider town and landscape setting. Figure 3.18 has considered how

the required quantum of retail, community and primary school provision can be accommodated. An alternative layout may also achieve the objectives. It also addresses how the Neighbourhood Centre can achieve a form which is recognisable as the Centre of the Urban Extension whilst being legible and accessible to all residents of the area.

An Urban Open Space

The design of the Neighbourhood Centre encourages interaction between people, ease of access to facilities and an enjoyable experience at the heart of the Urban Extension. The urban open space helps establish a linear form to the Neighbourhood Centre reflective of the some of the settlement centres identified in the

character study. Located along the Blundells Road corridor, with buildings set back around its perimeter, the urban open space identifies the centre and should present a high quality image at the heart of the urban extension. The space should be designed to allow for flexible use for a range of activities and the spilling out of indoor activities from the surrounding buildings - cafe, school and shops.

Shared Space:

The design of the urban open space at the Neighbourhood Centre should incorporate the treatment of the highway along Blundell's Road. Creating a shared environment that prioritises pedestrians and cyclists over vehicles is required. Encouraging individuals to



Figure 3.16 Key Area Plan



Figure 3.17 *Life at the Neighbourhood Centre*

walk or cycle, through the use of level crossings and paths that follow direct desire lines, whilst maintaining Blundell's Road for through traffic, is sought. In so doing, connectivity across Blundell's Road for existing and new residents will be enhanced allowing easy access to the neighbourhood centre and beyond. Bus stopping areas should be included in the design of the space and located to facilitate easy and direct access between the mode of public transport, the centre and the existing and new residential areas. Any innovative scheme involving Blundell's Road will undergo a detailed highway design and safety audit as contained in the Quality Audit (TAL 5/11).

The new junction to the west of the Urban Extension on to Blundells Road will provide an important new link into the area and into Tiverton when approaching via the new junction on the A361. The treatment of this junction and the design of the built form adjacent to this junction will form an important gateway to the town and to the development. It's proximity to the Neighbourhood Centre also means the junction needs to serve an important public realm function. It is proposed therefore to use a shared surface model as the basis of this junction design which seeks to optimise traffic movement but in a speed-reduced environment. The performance and environmental objectives of this junction can be achieved using a roundabout layout with a level surface and high quality materials. This model has been tested and confirmed by Devon County Highways for capacity and function.

Permeability to the Centre

The Neighbourhood Centre is positioned centrally within the overall masterplan for the Urban Extension to ensure it is within easy reach of the majority of the development. This can only be achieved where connectivity to the centre is also achieved. The surrounding block form should create direct routes to the centre and form a simple, understandable structure to the development which creates a highly permeable framework for pedestrian movement.

Prominent Green Corridor

The Masterplan SPD is fundamentally structured around a framework of Green Infrastructure. As part of a hierarchy a series of green boulevards extend from the Centre to the Edge of the urban extension to create legibility and prominence to both. Where these green boulevards reach the Neighbourhood Centre they should be highly prominent and celebrated and incorporated into the design of the public realm and infrastructure at the centre.

People and Activity, Not Vehicles and Circulation

The design of the Neighbourhood centre should prioritise people in its layout and scale. The combination of streets and spaces create a generous public realm. The arrangement of buildings establishes a strong sense of the direction to the centre and with the permeability of the surrounding block form facilitates easy navigation to and from the centre. Parking is provided at the

Neighbourhood Centre but the first consideration is the activity of people and the movement of pedestrians and cyclists to and from the Centre from the whole of the Urban Extension. For this reason, shops, community buildings, offices and the school are orientated to face the streets and spaces which they are adjacent to. This creates desire lines to and from buildings which results in increased activity in the public realm. The design and treatment of these desire lines will enhance their use and choices to walk and cycle over car use.

Parking

Up to 30 parking spaces could be provided on Blundells Road around the urban open space as short stay and drop-off/pick-up provision. Designed carefully, the inclusion of cars and vehicles in this space can add to sense of activity at the centre. Parking spaces should not obstruct pedestrian connectivity across the urban space or highway and should be grouped in no more than 6 echelon spaces or 3 parallel spaces (see also section d3 -Parking). They should not clutter the urban space allowing it to be used for formal / informal spill out space from the shops, offices or community uses. Parking spaces should only be provided as part of the highway treatment to Blundells Road (not requiring additional road access or circulation). Tree planting adds value helping to soften the street-scene through visual interest but can also be used as a tool for spatial separation and/or containment. Street trees will be used to separate groups of parking.

1. A shared surface roundabout junction in Poynton
2. Welwyn Garden City -Boulevard demonstrating a mix of users in the street
3. Shared surface including parallel parking and bus stops
4. Small areas of changes in paving can alter the priorities which are perceived in a street



Quantum

The layout shown overleaf (Fig. 3.18) provides guidance on how the key design principles to achieve a good neighbourhood centre and the requirement for a given quantum of uses (as specified within the Local Plan Part 2 Urban Extension policy) may be addressed:

- 1.9 hectares is designated to Primary School use representative of a 2 form entry school of 420 pupils. The layout demonstrates how the necessary areas of outdoor space (hard playground and green playing field) could be accommodated in the context of the overarching design principles for the Neighbourhood Centre. A temporary access onto Blundell's Road for the primary school must be ensured in the first instance to enable early delivery of the school.
- A 2 hectare area is indicated for a variety of uses including shops and community buildings. The layout indicates the use of mixed blocks and buildings. This is in order to diversify the Neighbourhood Centre and co-locate as many complimentary uses as possible. The residents of the Urban Extension, should be encouraged to utilise, as far as possible, local facilities and reduce the number of car journeys. The vitality and density at the Neighbourhood Centre can also be supported by a quantum of residential accommodation at the Neighbourhood Centre, most likely included over ground floor uses.

Establishing the exact mix and viability of uses which come forward to create the Neighbourhood Centre is not within the

scope of this Design Guide but the spatial arrangement of buildings and spaces as shown overleaf (Fig. 3.18) provides the flexibility for a range of uses to contribute to the design principles of a distinctive, attractive and legible neighbourhood centre.

Frontage

Development at the Neighbourhood Centre should maintain a perimeter block arrangement in order to ensure the buildings front onto the surrounding streets and spaces. It is likely, due to the uses proposed at the Neighbourhood Centre, that service areas and car parking is required. These functional elements should be contained at the rear of the block preserving the front of the building as a sociable and attractive frontage to the public realm.

Building Heights

The Neighbourhood Centre should be recognisable as a destination within the Urban Extension. It is appropriate therefore that development in this location is taller. A range of building heights should be considered in order to create landmarks at key locations and in order to provide the mix of uses necessary to create a vibrant urban centre (eg. offices and residential uses on 2nd and 3rd storeys above retail at ground floor).

There should be no single storey buildings on the frontage with Blundells Road. In the case of the primary school building, every effort should be made (through design and legal negotiation) to add additional floors to the building by combining uses. Where this is not possible, the architecture of the primary school

building should address the built scale of surrounding streets. This may include generous internal volumes equivalent to a double height space or 2 storey development where it fronts the Urban Open Space.

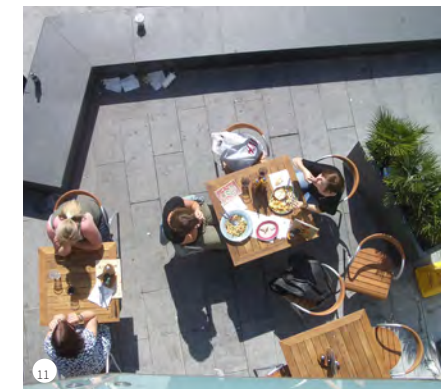
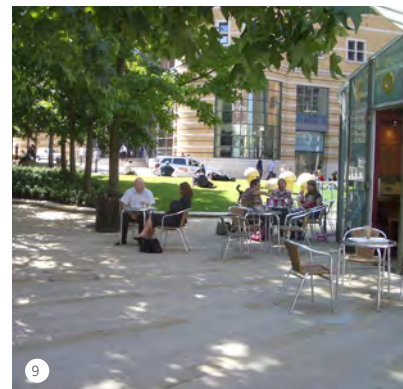
Shared Community/School Facilities

The provision of the Primary School requires an accompanying amount of outdoor space, hard playground and green playing field. Playing fields and sports pitch facilities would benefit the community as well as the school. The sharing of these facilities, achieved by the careful management of access and security in and out of school hours would make best use of the space allocated to green open space at the Neighbourhood Centre. Any public use of school facilities would need to be agreed with the school provider, once they are known.

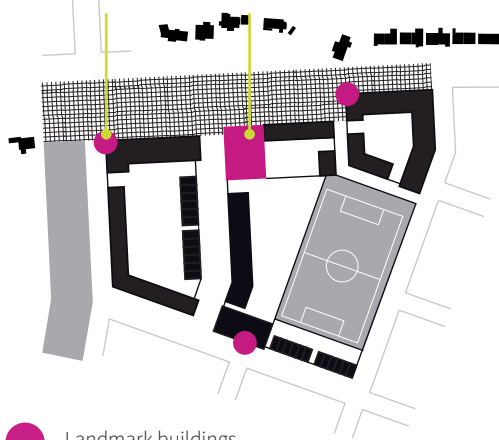
Surrounding Residential Development

The Neighbourhood Centre will include residential use as part of creating a mixed centre. Beyond the centre, the immediately surrounding residential development should reflect the scale and architecture of the centre. Development at the Neighbourhood Centre will form perimeter blocks which create frontage to the surrounding streets. Likewise surrounding development should face the Neighbourhood Centre.

5. Welwyn Garden City: Buildings landmark the corner of the block, retail with residential above and overlooking a green boulevard
6. Magdalen Road, Exeter: popular local shopping with short term parking
7. Birmingham: A busy, flexible open space
8. Generous public realm, including planting gives a good setting for shop fronts
9. Informal cafe spill out helps the atmosphere of a small square
10. A shared street where pedestrians have priority
11. Small cafe areas outside in the public realm



Taller buildings located at the corners of the Neighbourhood Centre help identify it from a distance



Landmark buildings

Landmarking

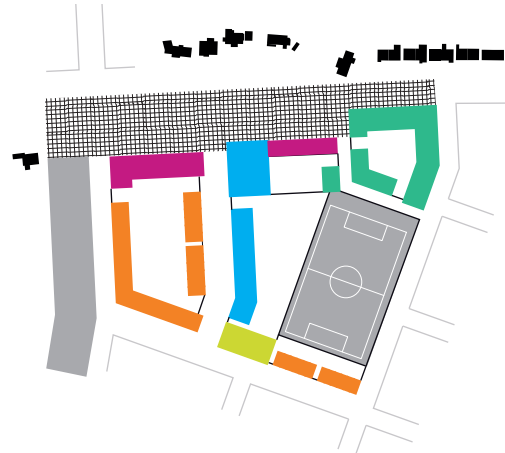
Carefully positioning key buildings and designing elevations to landmark the Neighbourhood Centre.

Key Buildings

Important Neighbourhood Centre buildings are located considerably with primary and secondary frontages.

- Community Facilities
- School
- Mixed use retail/commercial/residential
- Housing
- Creche / Nursery school

Green Boulevard
An Urban Open Space which gives priority to people and activity rather than the management of the vehicle.



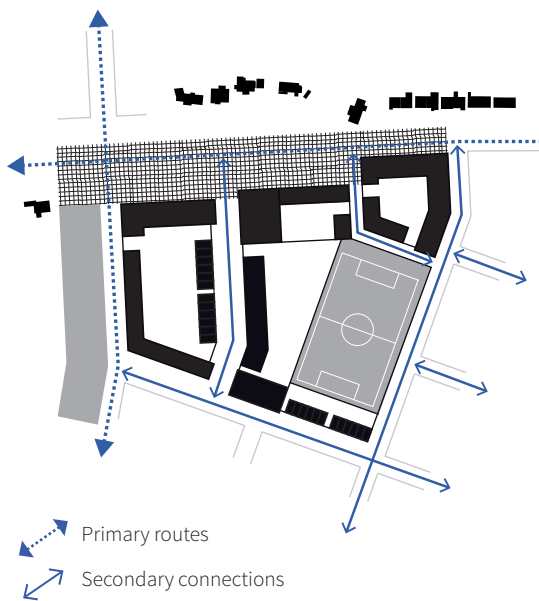
Routes

The layout of buildings in the Neighbourhood Centre emphasise the route through the site, with all secondary connections leading to principle routes.

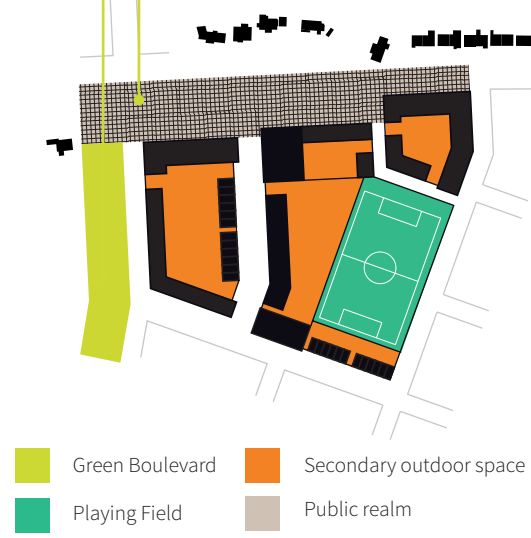
Public/Private

There is a hierarchy of public to private outdoor space, with the central plaza and green boulevards prioritised.

Secondary outdoor space is visibly sheltered by surrounding buildings and clearly more private.



- Primary routes
- Secondary connections



- Green Boulevard
- Secondary outdoor space
- Playing Field
- Public realm

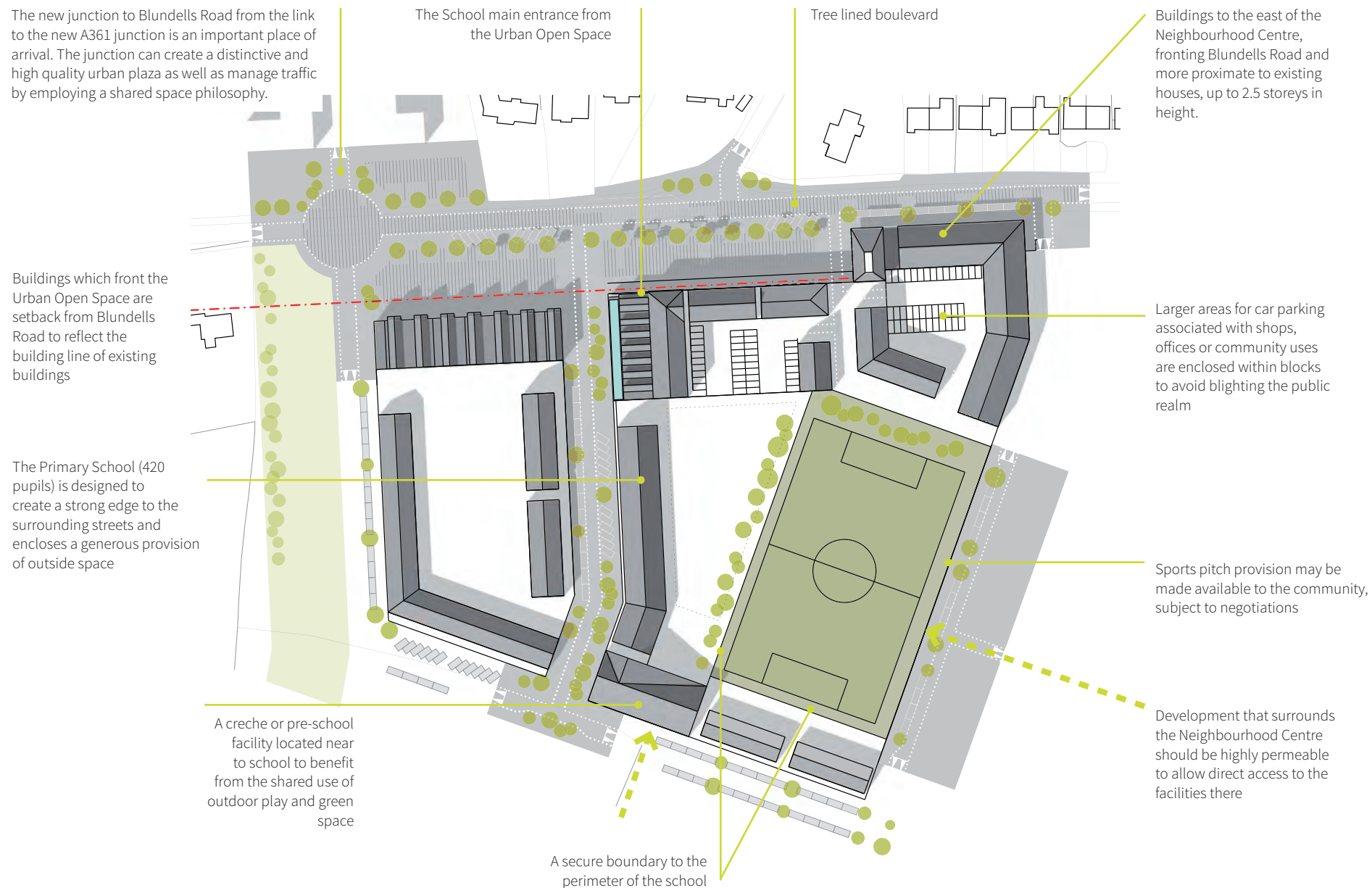


Figure 3.18 *Neighbourhood Centre Indicative Layout*

The NHS Site

The NHS site serves as a key component of the Urban Extension's principle of Centre to Edge, providing a gateway to the North Eastern residential character area.

The site should act as a landmark to Blundells Road that compliments the Neighbourhood Centre in scale and density. This, in association with improved public realm infrastructure and traffic calming measures to Blundells Road, endeavours to bridge the connection between the NHS site, North Eastern Area and the Neighbourhood Centre.

To this end, the entrance carriageway is to be designed as a green boulevard, the highest hierarchical new street typology.

The building typologies on the north side of the proposed green boulevard reflect the grandeur of a green boulevard whilst respecting the existing neighbouring Post Hill properties.

The existing mature trees are a valuable asset to the site that are to be retained. The rear of the NHS site has a relatively steep terrain. In response to this, detached dwellings can respond individually to the topography.

This guidance allows for the site to include the provision of elderly care or a new care home as a building of grander scale. With a building of adequate landmarking, however, this corner plot may also take the form of a multi-storey residential property.

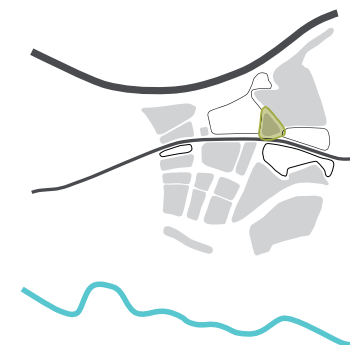
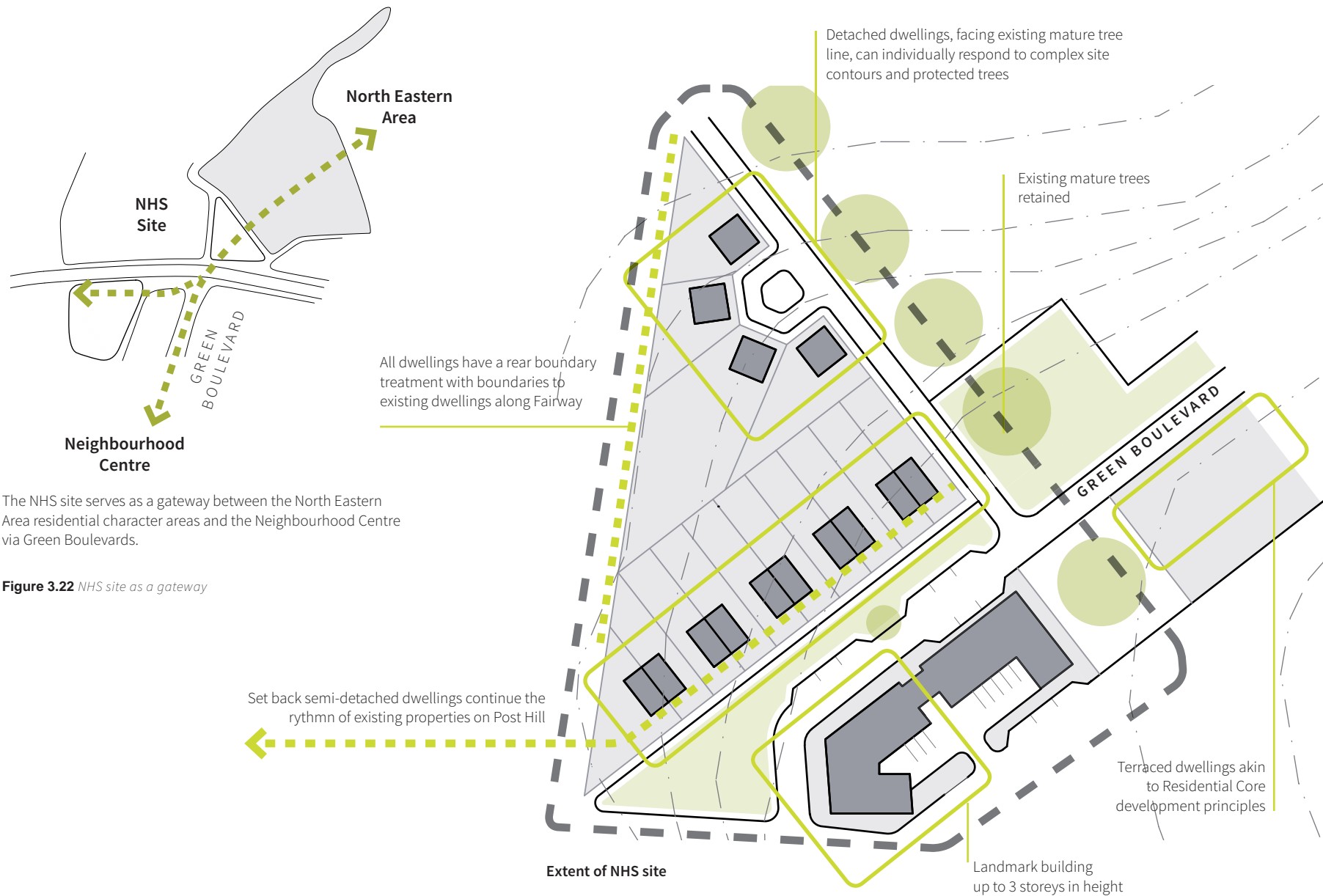


Figure 3.20 Key Area Plan



The NHS site serves as a gateway between the North Eastern Area residential character areas and the Neighbourhood Centre via Green Boulevards.

Figure 3.22 NHS site as a gateway

Figure 3.21 NHS Site block plan

Employment

The Masterplan SPD for the Urban Extension seeks to create an integrated development. It therefore represents a mix of uses in order to establish a sustainable new environment.

Throughout the Masterplan SPD the mix of uses includes approximately 6 hectares of employment use principally B1a & B1c.

Some compatible employment space is proposed to be included at the Neighbourhood Centre with the remaining majority of employment development identified to the north west corner of the Masterplan SPD.

While it is acknowledged that the location of the employment provides easy access to the A361 via the new proposed junction to the north of the Urban Extension, the employment area should also be designed to integrate with the neighbouring Blundell's Road Conservation Area and school playing fields as well as the proposed residential areas of the Urban Extension. It presents a real opportunity for new residents of the Urban Extension to live and work within the area.

This Design Guide outlines how the employment area can:

- Be of a design, scale and mass across the employment site such that it provides for a mix of occupiers and

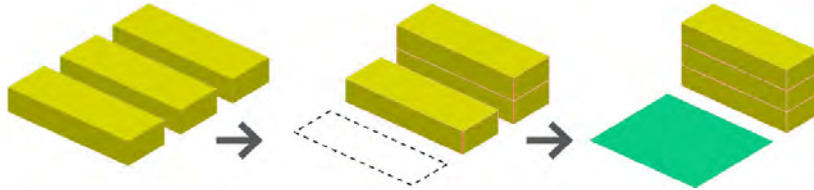
size of business uses which harmonises with the surrounding residential areas (building heights, primary accesses, building relationship to the streets and parking arrangement).

- Be organised around well designed streets which are sympathetic to pedestrians and cyclists and create pleasant environments within which to spend time as well as serving a circulation and access purpose.
- Be flexible, allowing for the possibility that over time occupation of the employment space may vary.

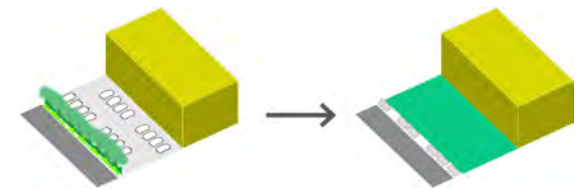
The employment area is to be considered with reference to the



Figure 3.23 Key Area Plan



The development of higher density, multi-storey commercial use allows for the introduction of important green infrastructure.



Parking is to be accommodated as either on-street parking or allocated private parking courtyards to the rear, presenting the frontage and streetscape as designed public realm with green infrastructure.

Figure 3.24 *Creating a quality public realm in employment areas*

same framework established in the Masterplan SPD as well as contributing strategically to the sense of Centre and Edge, enhancing the legibility of the place and promoting sustainable movement around and beyond the Urban Extension.

In this way the employment area will become an integrated part of the overall place. It is important that the employment area does not compete with the Neighbourhood Centre as a place that people during the working day use to meet, spend time and eat or drink. This can be avoided by:

- Avoiding providing any cafes or food outlets in the employment area

- Structuring the streets to enhance the legibility and signposting towards the Neighbourhood Centre. It is a short walk away and where streets and open space are provided suitable to the hierarchy, working people can be encouraged to use the neighbourhood centre as a destination during lunch breaks and before or after work activities.

Overall, the employment area can be an inviting, attractive and sustainable place to work and integrate well with the whole Urban Extension if it is designed with the following design objectives in mind:

- Purposeful landscape

- Promoting a strong, legible relationship with the neighbourhood centre to provide all day activity at the heart of the Urban Extension
- Be accessible, permeable and, via a series of connected streets, promote sustainable movement to and from the area
- Provide a series of plots which contribute to the quality of the environment but which are also flexible, not just to changing employment occupiers, but also to future changes in use.

Purposeful landscape and public realm are sorely lacking within

1. Residential

- Storey heights to have regard to the close relationship with existing properties.
- Semi-detached dwellings facing Blundells Road

2. Mixed Use

- Commercial use at ground floor, residential use above
- Built form and scale sensitive to a residential street

3. Employment

- Higher profile commercial use
- Focal building on arrival from A361

4. Employment

- B1a and B1b use typically
- Plots sensitively backing on to mixed use typology

5. Employment

- Commercial and potentially storage/distribution use (B8)
- Built form to reflect use, allowance for flat or shallow pitched roofs and multi-storey buildings
- Allocated private parking to the rear

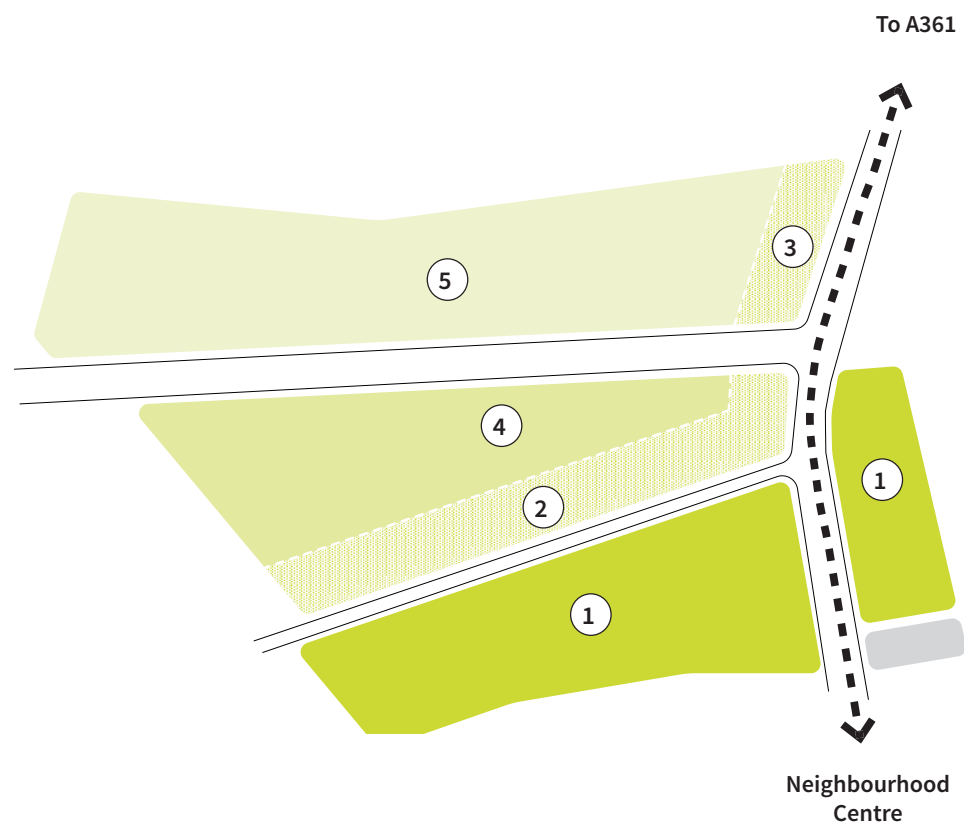


Figure 3.25 Employment Area Diagram



existing 'business park' environments. Often these environments are seen on the outskirts of towns and cities and promote car accessibility and circulation above the enjoyment of the environment by pedestrians. The result is an unsatisfactory environment and pattern of behaviour where people spend lunch breaks or time before or after work in the car travelling to a nearby supermarket or shop.

The aspiration to create an integrated, attractive employment area seeks to reverse this trend and provide a work environment which is enjoyable to be in and which is within easy walking distance of a range of facilities and enjoyable public spaces.

Rather than just screening unsightly car parks or service areas, the landscape should serve a purpose in enhancing the legibility of streets, providing attractive spaces for people to spend time in and contributing to the sense of Centre and Edge which underpins the formation of this new Urban Extension.

Built form should be of a suitable scale and provide main entrances onto the street. Buildings should be at least 2 storeys high, in order to create streets which have good enclosure and are not dissimilar to the human scale of the surrounding residential streets. Parking and servicing should be behind buildings or within blocks, with access appropriate to the type of vehicles associated with the use, but to enable the street at the front of the building to be truly public realm.

The street sections shown articulate the public realm and the built scale variations through the Employment Area. In addition to these, the development edge treatments to the North and West are resolved further in the respective threshold sections of this Structure chapter.

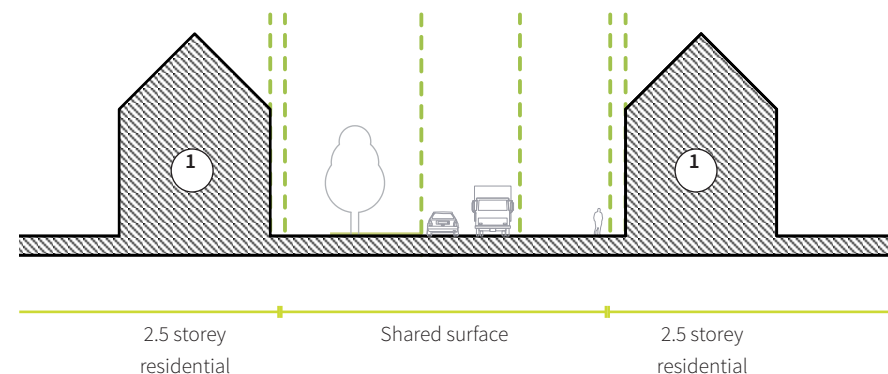


Figure 3.26 *Employment Area Layout*



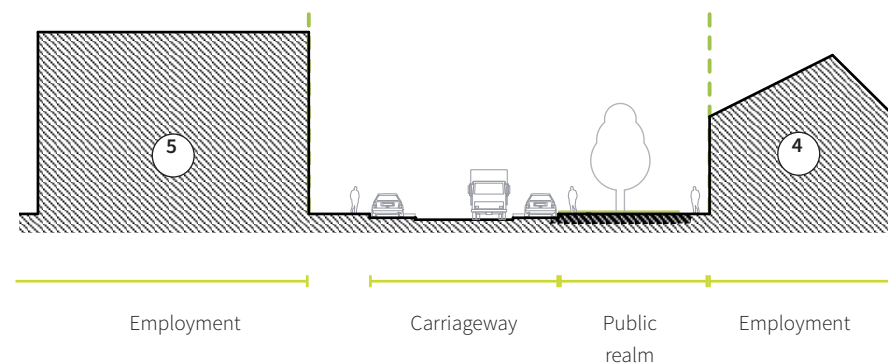
Section A-A

- Principal carriageway connecting the Neighbourhood Centre with the new junction to the A361.
- To be treated as an extension of the urban design of Blundells Road.
- Dwellings to be 2.5 storeys high, following principles of Green Boulevards.
- Narrow frontage threshold to emphasise the urban, higher density environment.



Section B-B

- Continuous green infrastructure public realm to the south side of the street.
- Private rear parking allocations in addition to on street, parallel parking.
- Industrial building scale only suitable backing on to A361.
- Building form and scale increasingly sensitive to human scale as buildings near residential development and Blundells Road.
- Refer to Northern Edge treatment section for natural screening of development to A361.



Section C-C

- Where employment use faces a residential dwelling, scale and form is sensitive to a residential street, allowing for future flexibility.
- Mixed use approach may be used with employment at ground floor and residential above.

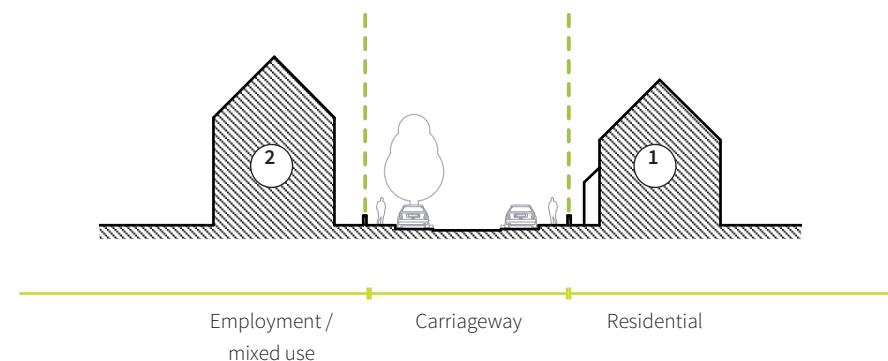


Figure 3.27 *Employment Zone Sections*

b4

The Blundells Road Corridor

As an existing route between the Post Hill area and Tiverton Town Centre the Blundells Road Corridor fulfills a very important role in the establishment of a new sustainable community at the Urban Extension. However, in its existing role it is not currently designed to suit the purpose of the new urban extension.

Along its length the Blundells Road Corridor has a variety of relationships with the Urban Extension. The design of the corridor should deal in different ways with each of these relationships, summarised by these 3 sections across the road corridor:

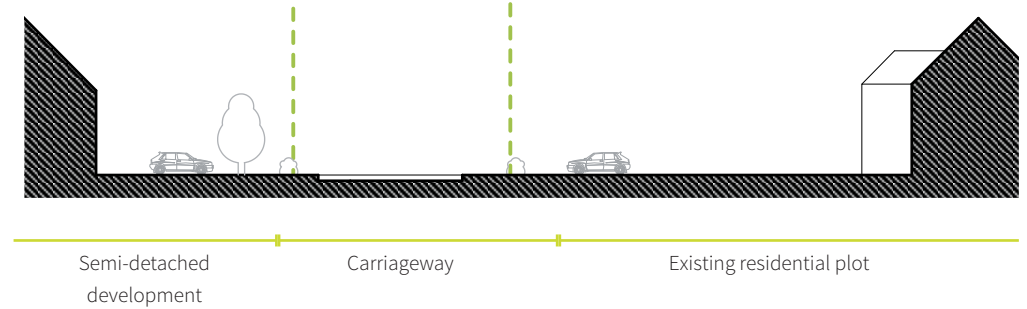
- Blundells Road properties and new north western area;
- Blundells Road properties and the Neighbourhood Centre;
- Blundells Road properties and new residential properties.



Figure 3.28 Blundells Road Corridor (Masterplan)

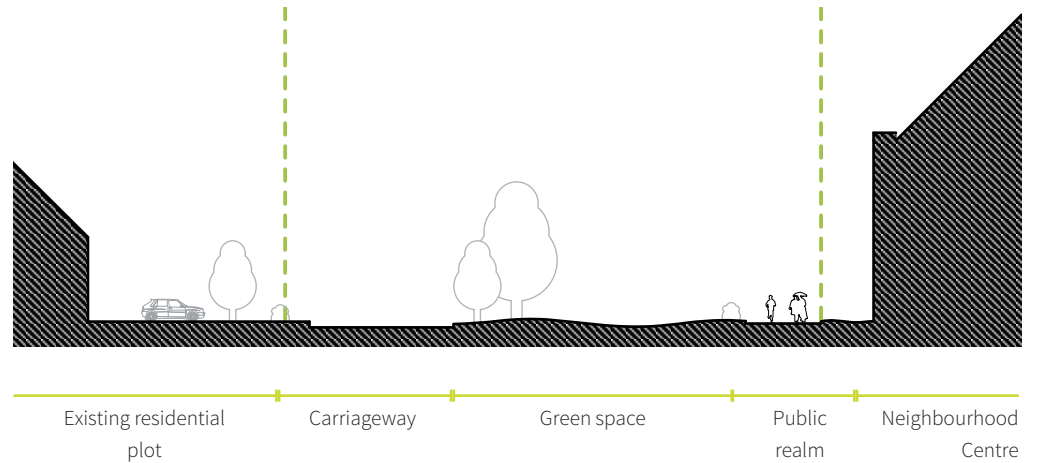
Section A-A

- New residential development to the north to reflect existing southerly development.
- Semi-detached typology (refer to Employment area layout; Chapter b3).
- Carriageway traffic calming, pavements and cycle infrastructure in line with MDDC design development.



Section B-B

- Formal civic public realm.
- Civic scale of built form to south side of road - refer to Neighbourhood Centre; Chapter b1.
- Carriageway narrows. Public transport infrastructure and some parking.
- Neighbourhood Centre maximum 2.5 storeys.



Section C-C

- High density Residential Core development facing Blundells Road.

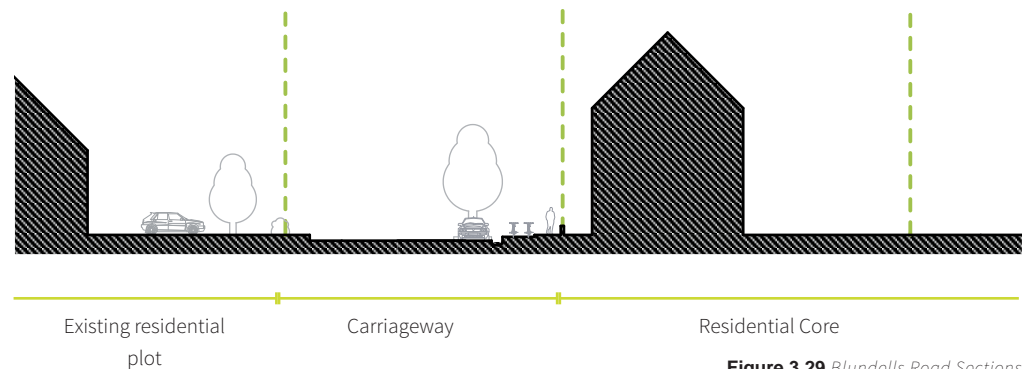


Figure 3.29 *Blundells Road Sections*

b5

The Western Edge Relationship

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Key to a sensitively delivered development is an awareness of the existing and potential conditions of the development's boundaries.

The West Boundary will be highly visible from the easterly bound carriageway of Blundells Road and has an important relationship with Blundells School and the setting of the Conservation Area. Visually this is important as is a consideration for the school potentially developing areas of its site ownership in the future.

Important in the delivery of the West Edge is to ensure sensitivity and ensure a sense of identity, re-inforcing the Centre to Edge principles.

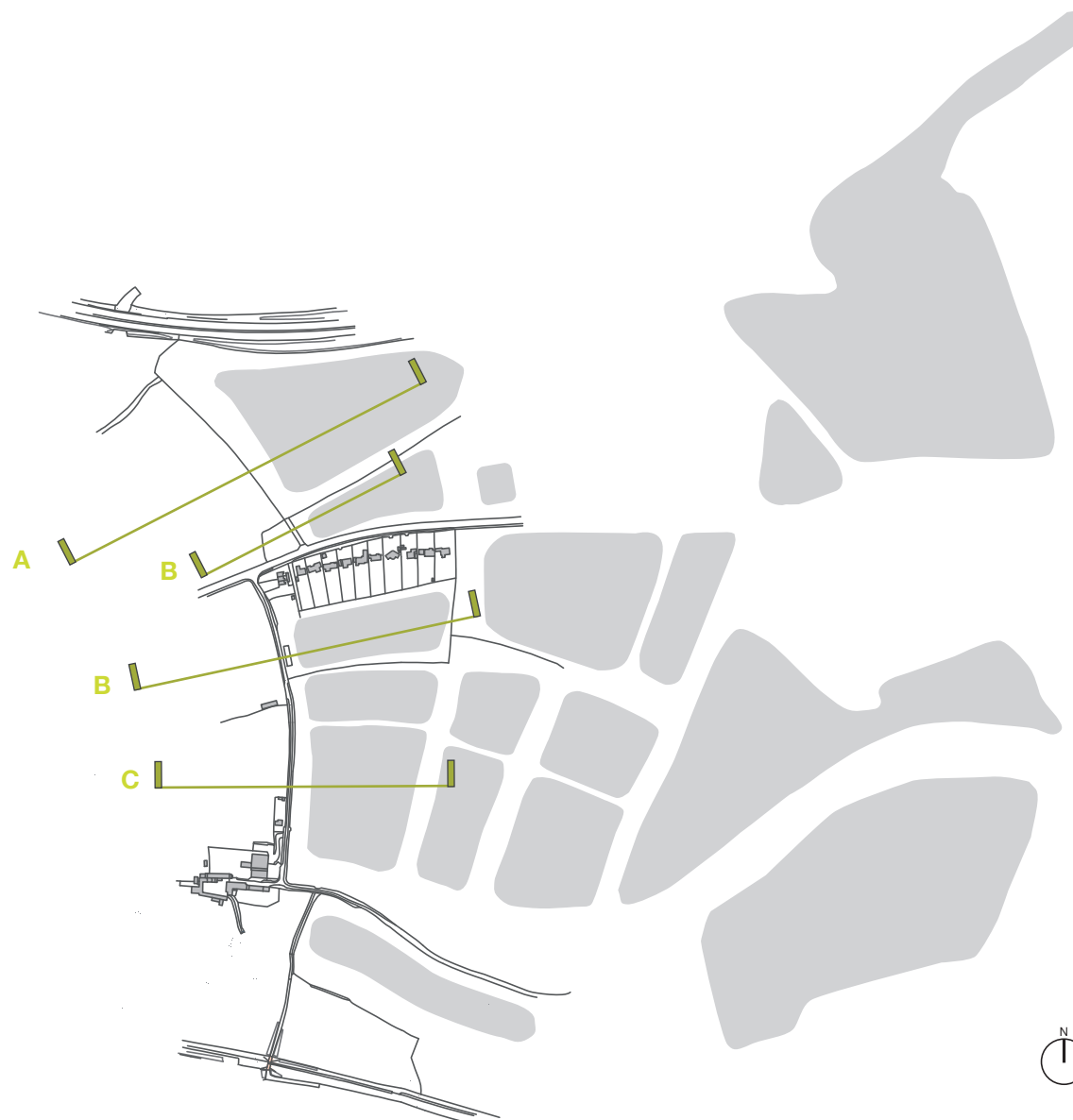


Figure 3.30 Western Edge Masterplan

A: Employment

- Buildings to have frontages to road and therefore the Blundells school fields
- Existing mature planting to be maintained and enhanced.
- 2+ storey units to also be narrower (width) than typical employment use to achieve a permeability of built form (Refer to B3: Employment chapter).

B: Residential Core

- West end of terraces to be a wider dwelling with frontage on to West Manley Lane.
- Wider dwellings/plots. Hipped roofs to help soften terrace edge.
- Planted boundary treatment to road.

C: Parkland

- Detached dwellings fronting onto West Manley Lane.
- Planted boundary treatment to road.

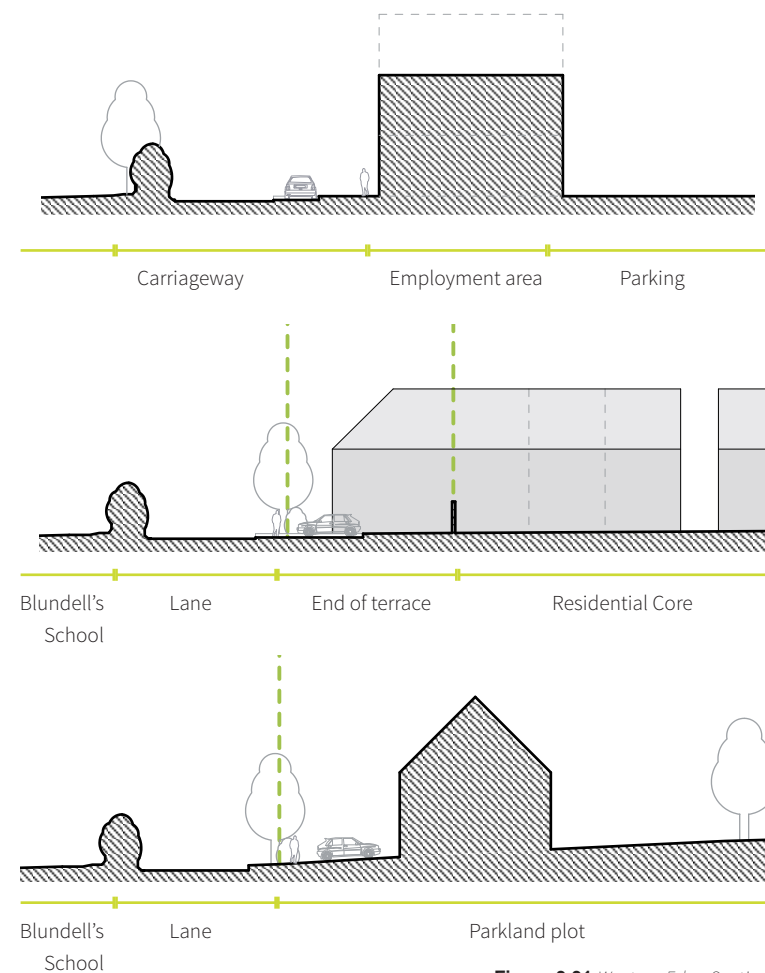


Figure 3.31 Western Edge Sections

b6

The Northern Edge Relationship

Page 84

The Northern Edge is principally defined by the relationship of proposed development with the A361.

Residential and employment developments (the proposed uses as allocated in the Urban Extension Masterplan SPD) must therefore respond sensitively and uniquely to this context.

In honouring the principles of the Masterplan SPD, the employment area's relationship with the A361 is accepted to be relatively unique whilst the North Eastern residential area's Northern Edge relationship adheres to the development principle of Centre to Edge.

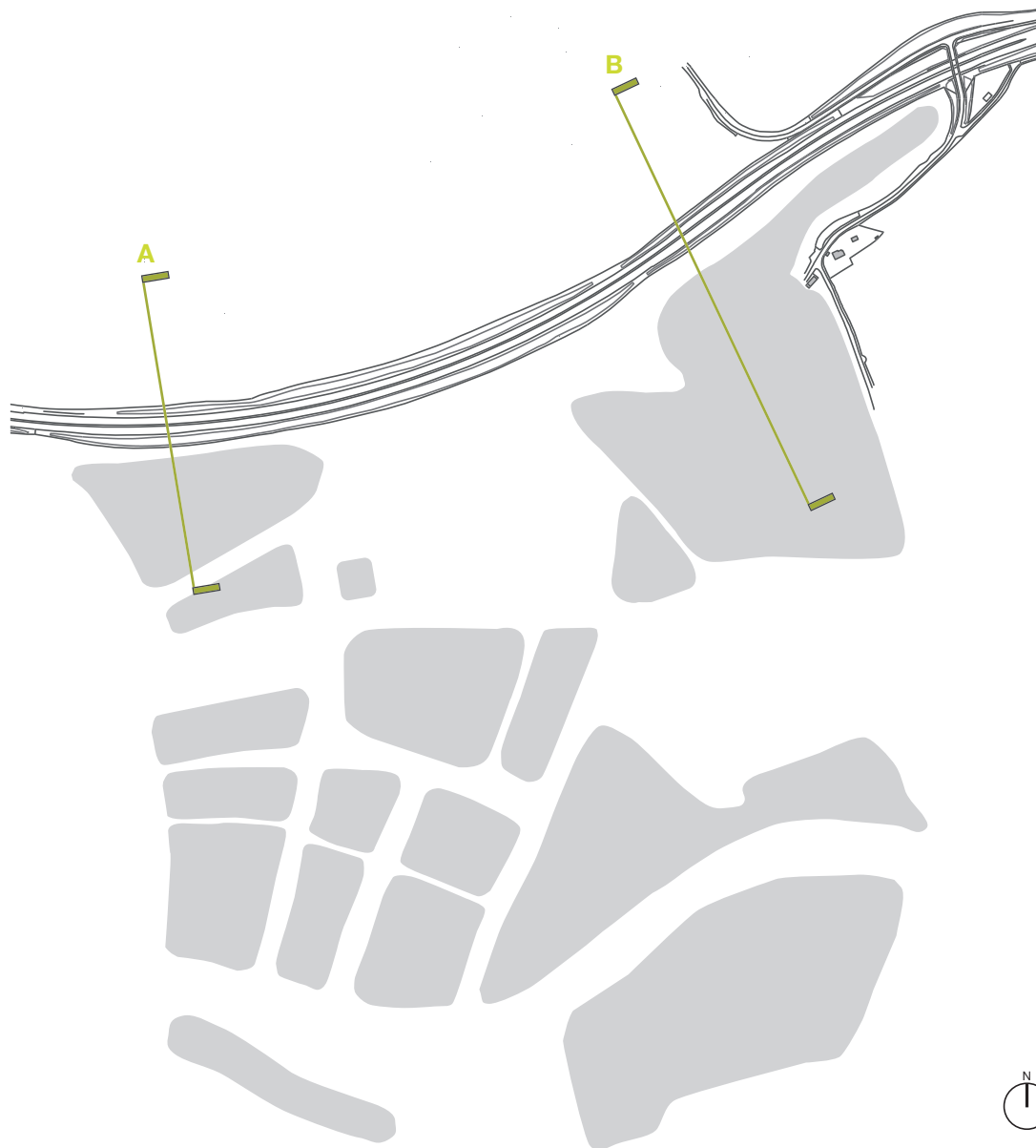
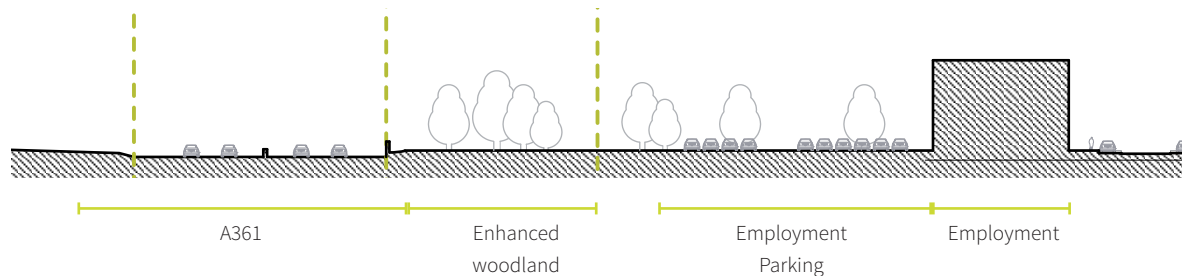


Figure 3.32 Northern Edge

A: Employment

The existing and enhanced woodland to the north of the employment zone serves as a buffer between the A361 and the built development.

Parking for this development should be set behind the buildings, further serving as a buffer and enabling the street scene forward of employment buildings to be prioritised for the pedestrian.



B: North Eastern Area

The north boundary of the North Eastern residential development will also be visually screened by enhancements to existing mature planting. Development plots are set back approx. 75m from the A361 and development should include:

- Dwellings separated from the A361 by the new access road
- Properties closest to A361: Side elevations (minimal fenestration) to face A361

(Refer to North Eastern Area character chapter: C2)

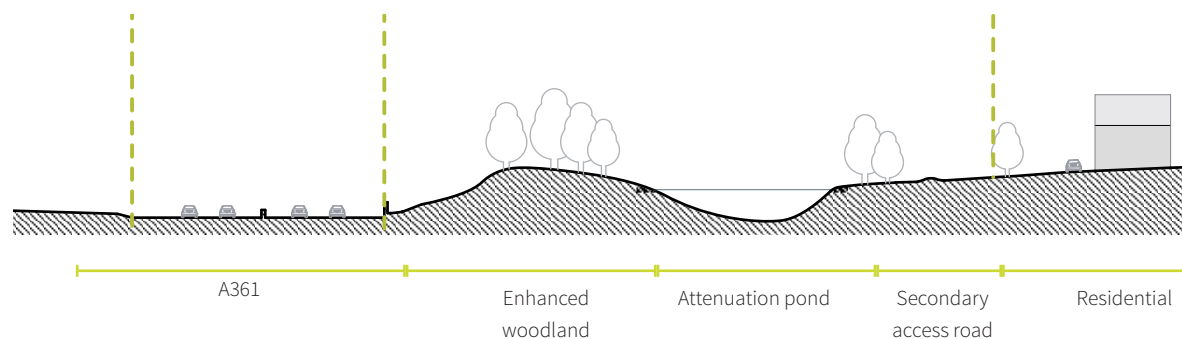


Figure 3.33 Northern Edge Sections

Streets: Centre to Edge

The hierarchy of streets is derived from the structure of the Masterplan SPD and relates to the relationship between Centre and Edge. The variety of streets throughout the Urban Extension should be contrasting but at the same time create a clear structure which is legible and aids navigation and sense of place.

The guidance on street design overleaf outlines how variations in street width and treatment can create a clear distinction between streets in the hierarchy while maintaining connectivity and legibility.

The character and role of each street can be defined by variations in the following:

- The type and scale of buildings
- Widths of elements in the street section: carriageway, pavement, traffic calming, and threshold dimensions
- Arrangement of parking and tree planting

In general the streets nearer the Centre should be formed using taller buildings, wider pavements and carriageways but narrower or no setbacks of the buildings from the street. Nearer to the edge building to building widths are more generous yet carriageways and pavements are narrower.

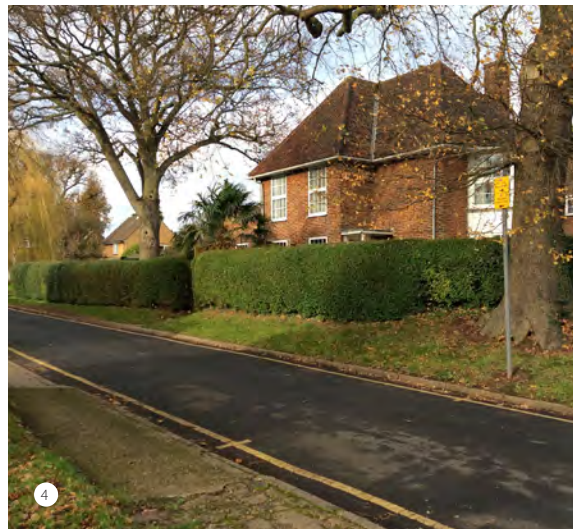
An exception to the street hierarchy are the Green Boulevards. The Green Boulevards extend from the Centre to the Edge and bring continuity and connectivity to the whole Urban Extension.

Formal tree planting within the street scene will be required. Main and secondary streets will be specifically designed to accommodate trees and their successful establishment. It is important that trees have sufficient space to grow to a reasonable size without adversely affecting infrastructure, property or residential amenity. Where space allows suitable statement trees should be planted to provide focal interest and greater canopy cover.

A long term desired effect should be agreed and any maintenance required to achieve this effect must be established, for example identifying areas where rotational pollarding would be suitable for any particular tree, if a more formal appearance is desired. Smaller, more compact tree species may also be selected where space is limited. Due to the rural setting of the Eastern Urban Extension, native species are more desirable.

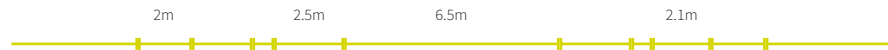
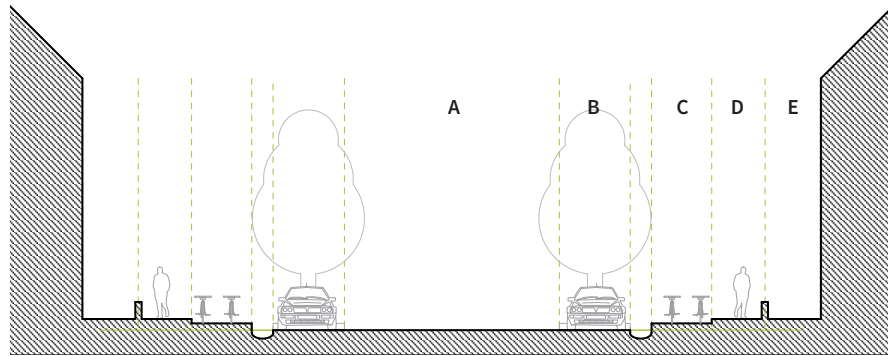
A detailed planting specification, using the most up to date technology, to include root barriers, root directors, tree pit connectivity, irrigation, paving styles and staking/guying methods will help to ensure a good future relationship between the tree and the built environment, as well as offering improved conditions for optimum tree health.

A detailed plan showing the planting location, species, size, and quantities, and planting densities of trees will be required.



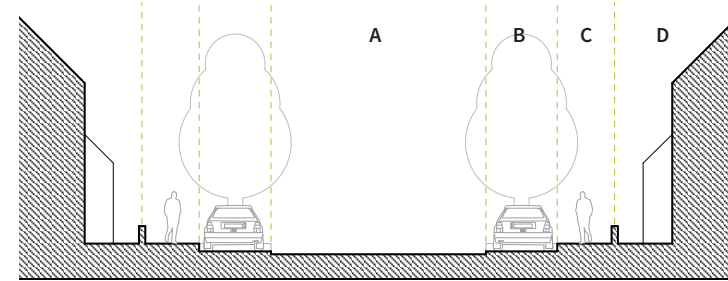
1. Informal cafe spill out helps the atmosphere of a small square
2. Generously proportioned pedestrian routes
3. Central residential streets maintain a domestic quality
4. Green infrastructure characterises streets to the edge

Primary Street/Boulevard



- A - Carriageway
- B - On Street Parking
- C - Cycle Lane
- D - Pavement
- E - Plot

Secondary street

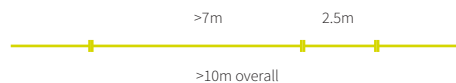
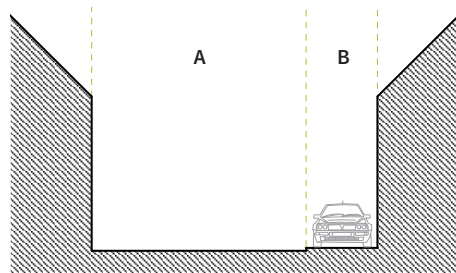


- A - Carriageway
- B - On Street Parking
- C - Pavement
- D - Plot

Centre

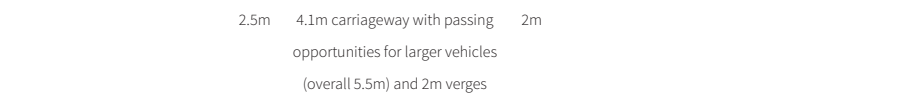
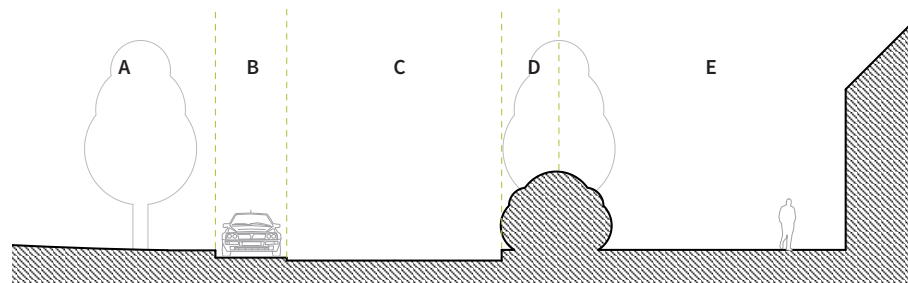


Mews street



- A - Carriageway (shared surface)
- B - On Street Parking (on either side)

Lane



- A - Park
- B - On Street Parking
- C - Carriageway
- D - Pavement
- E - Plot

Edge

NB. Highway design will be subject to discussions with Devon County Council Highway Authority

b7

Streets: Green Boulevard

The Green Boulevards extend from the Centre of the development to the edge. The Boulevards themselves will vary along their length as they transition from the mixed use centre to the landscape edge. Their function is varied from creating the structure to the development and directing people towards the key destinations in the Urban Extension, to providing storm water attenuation capacity and ecological corridors.

The design of the green corridors and their alignment within the overall development layout should be carried out in coordination with the design of the built form and other infrastructure to ensure legibility and connectivity are achieved.

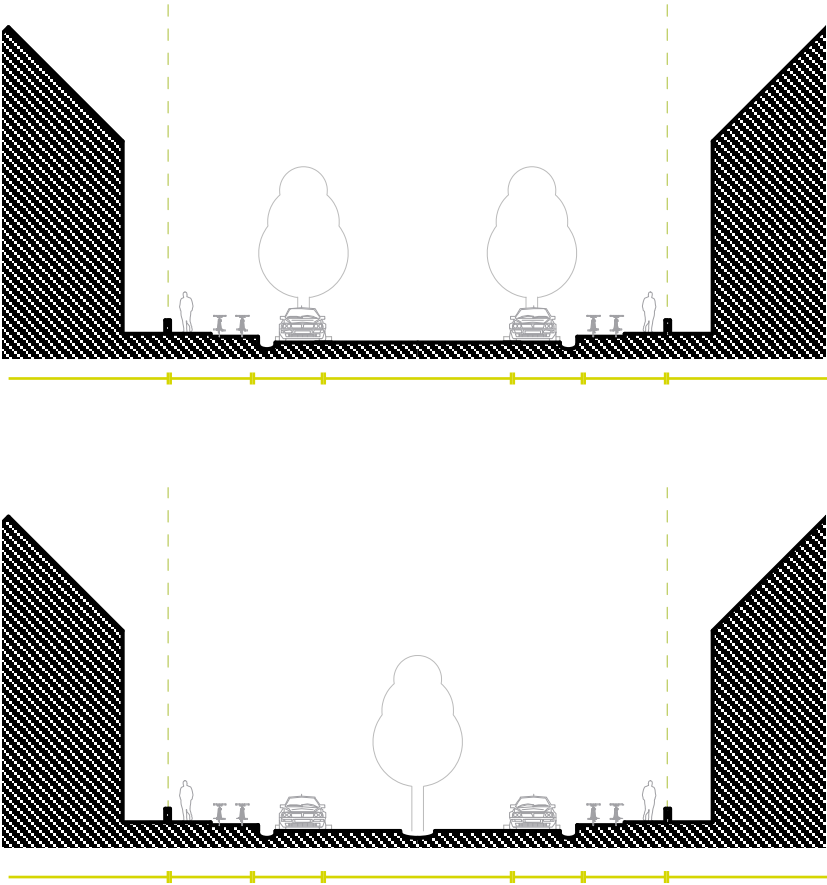
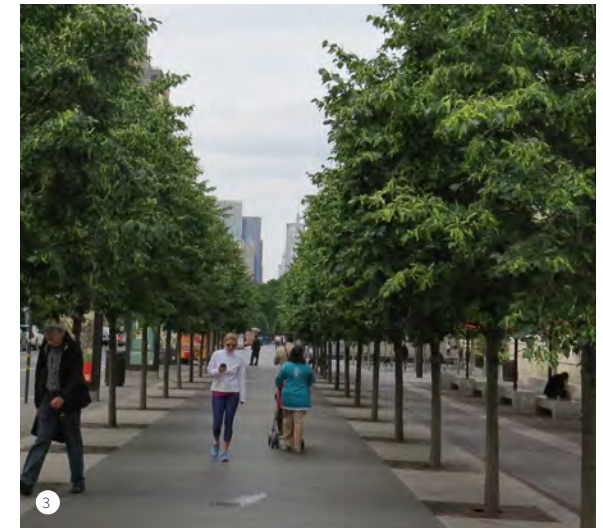


Figure 3.34 Green Boulevard Section Options

1. Play and other activities included within a wide street corridor
2. Integrating drainage and ecological asset within the green corridors
3. A formally arranged green corridor



b8

The Green Infrastructure Hierarchy

Page 92

The variety of green space is to be articulated in line with the guiding principles of Centre to Edge. It is derived directly from the green framework of the Masterplan SPD.

The Design Guide outlines a range of spaces which vary according to location and relationships across the Urban Extension. Urban public realm defines the Neighbourhood Centre transitioning gradually to the natural landscapes at the periphery of the development via generous green boulevards as defined in Chapter b7: Streets. Experienced from edge inwards the landscape reaches in towards the centre to create a sense of place rooted in the surrounding landscape qualities and assets.

Pocket parks are intermediately distributed throughout the development.



Figure 3.35 Open Space Hierarchy Diagram

Open Space Hierarchy

1. Urban Open Space	2. Residential Pocket Parks	3. Green Boulevard	4. Park Spine	5. Country Park	6. Other Green Infrastructure
<ul style="list-style-type: none"> Urban in character. Predominantly hard paved. For civic and community purposes. To include a portion of the Blundell's Road highway. Some formal tree planting. Includes some car parking (e.g. for surrounding shops) To take reference from local centres eg. Bradninch. Refer to Neighbourhood Centre structure diagrams (Chapter B1). Drainage / SUDS can be incorporated. 	<ul style="list-style-type: none"> Areas for play and outside space within residential areas for small scale recreation. Green or hard in character to suit residential surroundings. Up to 40m x 40m. Minimum of 15m x 15m. Typically located within 400m of residential area (all residents to be within 400m of a pocket park). Drainage / SUDS can be incorporated. 	<ul style="list-style-type: none"> Linear spaces with continuity from centre to edge. Incorporate streets and routes which extend from the centre out to the edge (including vehicular traffic). Linear planting, may include existing linear features such as hedgerows. Create a legible structure to the layout of the whole settlement area. Desireable pedestrian and cycle routes. Drainage / SUDS can be incorporated. Demand adequate frontage from buildings either side to ensure overlooking and to provide a sense of enclosure. Minimum 25m wide, up to 40m wide. 	<ul style="list-style-type: none"> South facing steep gradient. East spine to serve as more formal, linear Green Infrastructure between residential character areas. West spine permeating towards open countryside. Opportunity for introduction of formal/informal play spaces (contributing to Neighbourhood Centre outdoor space provisions) where gradients allow. Otherwise, largely unprogrammed space is welcomed. Drainage / SUDS can be incorporated. 	<ul style="list-style-type: none"> Mature existing habitats Allow low density development at northern edge to permeate in to nature (West Manley Lane). Pedestrian and cycle access through development to canal path and Sustrans route, connecting with Tiverton Centre. Points of access to encourage movement. Drainage / SUDS can be incorporated. 	<ul style="list-style-type: none"> Existing green infrastructure is maintained (and emphasised) wherever possible. Drainage / SUDS can be incorporated. Provide shelter and privacy from road infrastructure. Provide privacy to and from neighbouring land and dwellings.

Creating a New Residential Community

- c1 Residential Core
- c2 North Eastern Area
- c3 Parkland
- c4 West Manley Lane

- c1 Residential Core
- c2 North Eastern Area
- c3 Parkland
- c4 West Manley Lane
- 5 Existing Development

Creating a New Residential Community

This chapter defines each of the residential character areas. These have been established with direct reference to the Masterplan SPD. The areas are characterised by the guiding principle of centre to edge and fit within the green structure of the development, varying in form and density of development.

Central to the structure of each of these character areas is the relative position to the centre or the edge of the development.



Figure 3.36 Character Areas

The Design Guide provides a series of example block plans for each character area. These example blocks plans, typify the approach taken in each character area but do not represent a specific block in the Masterplan SPD layout. Guidance should be taken from these example block plans to inform the site specific response in each character area.

c1

The Residential Core

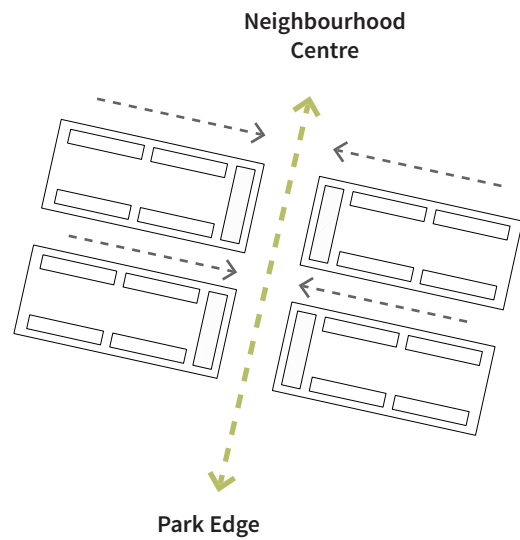
The Residential Core development area, as identified in the Key Plan, surrounds the Neighbourhood Centre of the EUE. It is the highest density residential development area and has the following characteristics:

- A direct relationship to Blundells Road.
- Adjacency to Neighbourhood Centre, providing, connections with local infrastructure and Tiverton centre.
- Clear but more distant visual connections with natural landscape.
- Distinctive yet achievable topography for development.
- West edge of development sharing an important boundary edge with Blundell's School.



Figure 3.37 Key Area Plan

Block Form	Plot	Typology	Height	Frontage
<ul style="list-style-type: none"> • 4 sided block. • No greater than 50m on its shortest side. • Block length no more than twice its width. • Block form aligned perpendicular to green boulevard. 	<ul style="list-style-type: none"> • Back to back plots only. • Smaller terrace ~ 5m x 20m. • Larger terrace ~ 6m x 25m. 	<ul style="list-style-type: none"> • Terraced houses in groups of 3-6 units. • Secure rear access to all dwellings. • Stepping of facades to between houses to be avoided. • Bay fronted dwellings encouraged. 	<ul style="list-style-type: none"> • 2 storey buildings on branch roads. • 3 storey buildings concentrated on block edge facing green boulevard. • Up to 2.5 storey buildings fronting existing residential development. 	<ul style="list-style-type: none"> • Up to 1m deep frontage for smaller terraces. • 2-3m frontage for larger terrace with low walled front boundary treatment.



The shortest edge of development blocks should face the Green Boulevard offering a direct link to the centre or the edge.

Figure 3.38 *Green Connections*

The adjacent table and these corresponding diagrams identify the parameters that should be followed.

The example block plans (for Residential Core and throughout this guidance) should be used as a guidance for developer proposals to follow the identified design parameters.

The rigid rectangular block form indicated is for ease of illustration and applications will need to respond to site specific needs and to the character area being developed.

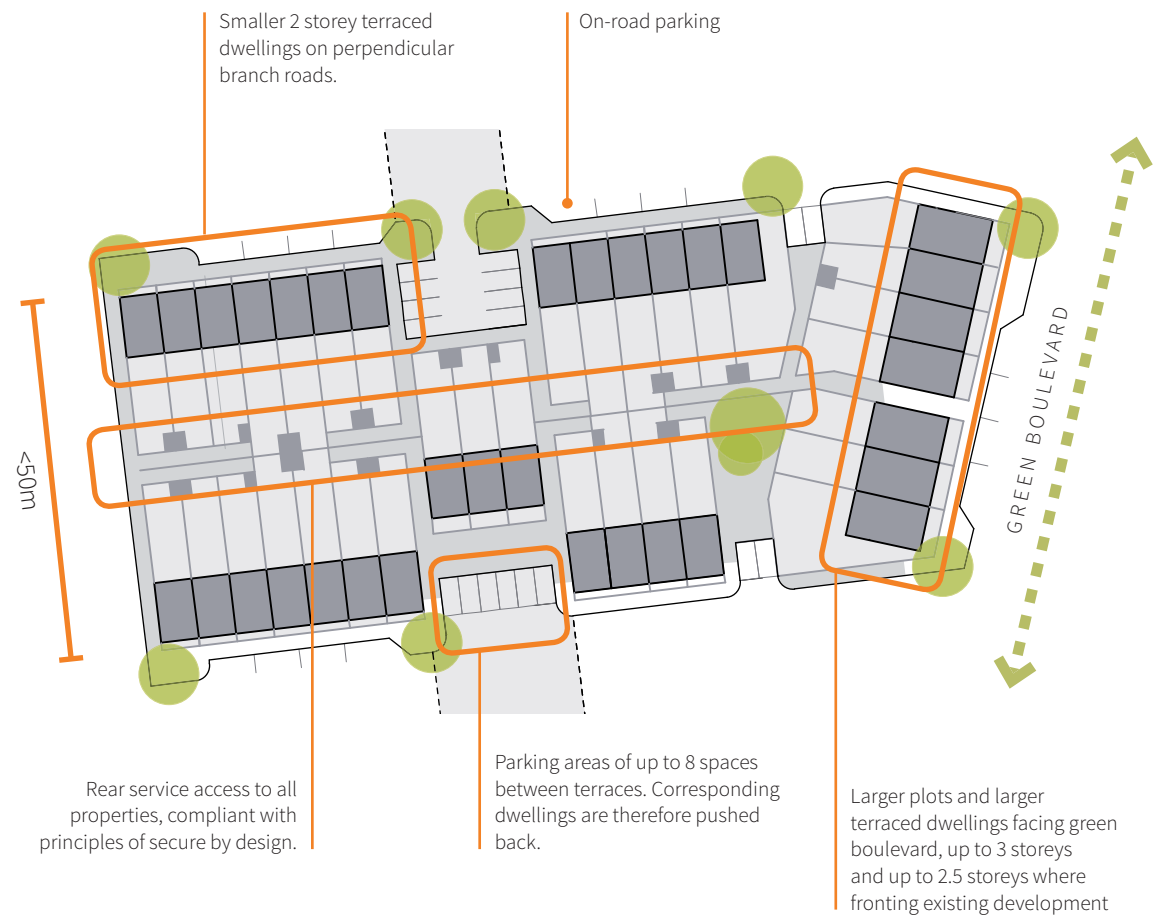


Figure 3.39 *Example Block Plan*
Orientation may vary according to site specific application

- ① High Density
- ② Medium Density
- ③ Low Density
- ④ NHS Site

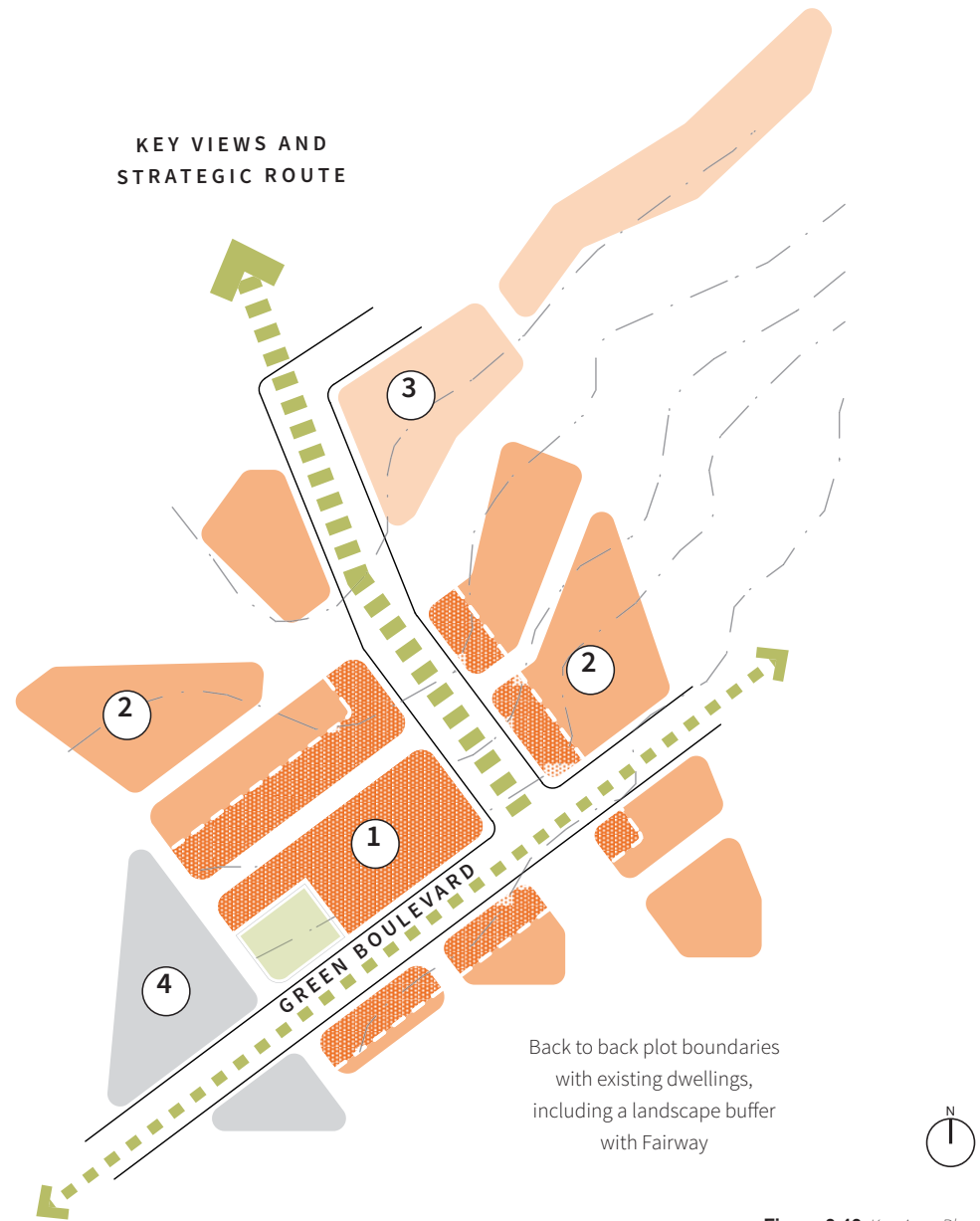


Figure 3.40 Key Area Plan

c2

North Eastern Area

Development at the North Eastern Area is one of the most important areas of development in the context of responding sensitively to both existing properties and the topographical characteristics of the site.

The North Eastern Area Key Area Plan (Fig. 3.40) depicts the overall structure that is proposed and the associated development densities.

The NHS site serves as the gateway in to the North Eastern Area which itself will be a higher density of development. A generous green boulevard articulates a grander sense of scale to the core of development that runs along the

ridge of the site.

Perpendicular to this is an equivalent key route that extends the strategic transport corridor to Uplowman Road. This serves as the main tributary of vehicular traffic across the site. Proposals should therefore provide for adequate pedestrian public realm and a drainage management strategy as identified in the Masterplan SPD. The north-south carriageway follows a gradient that is typically up to 1:12 but can have localised areas of 1:8 where there are no branching junctions.

Development across the North Eastern Area adheres to



Figure 3.41 *Key Area Plan*

the principles of Centre and Edge with density decreasing from the NHS site toward the north east boundary. Medium density proposed development backs onto existing dwellings, always with a back to back plot treatment.

c2

North Eastern Area: High Density

Page 102

The high density residential development of the North Eastern Area has the following characteristics:

- Wide green boulevards connecting the North Eastern Area with the greater EUE development via the NHS site and a gateway open space.
- Extensive views to the North highlighted with perpendicular green boulevard.
- Terraced dwellings, with larger properties up to 3 storeys facing green boulevards, creating a sense of centre for the North Eastern character area.
- Development blocks and building typologies responding to the topography of the site.
- Parking in small bays between terraces and on street.



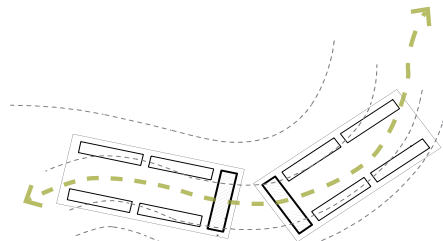
Figure 3.42 Key Area Plan



Figure 3.43 North Eastern Area Density Plan

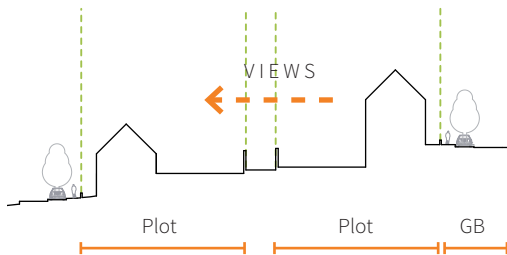
Block Form	Plot	Typology	Height	Frontage
<ul style="list-style-type: none"> • 4 sided block. • No greater than 50m on its shortest side. • Block length no more than twice its width. • Main route aligned parallel to contours. 	<ul style="list-style-type: none"> • Back to back plots only. • Smaller terrace ~ 5m x 20m. • Larger terrace ~ 6m x 25m. • No private on-plot parking. 	<ul style="list-style-type: none"> • Terraced in groups of 3 or more. • Secure rear access to all dwellings. • Retaining walls across contours to be avoided. • Bay fronted dwellings encouraged. 	<ul style="list-style-type: none"> • 2 storey buildings on branch roads. • 3 storey buildings concentrated on block edge facing green boulevard. 	<ul style="list-style-type: none"> • Up to 1m deep frontage for smaller terrace. • 2-3m frontage for larger terrace with low walled front boundary treatment. • Maintain a continuous building line.

The rigid rectangular block form indicated is for ease of illustration and applications will need to respond to site specific needs and to the character area being developed.



Blocks aligned parallel to contours.

Figure 3.44 Development Relationship to Contours



Section A: Split level dwellings can effectively respond to topography gradients.

Figure 3.45 Split Level Units

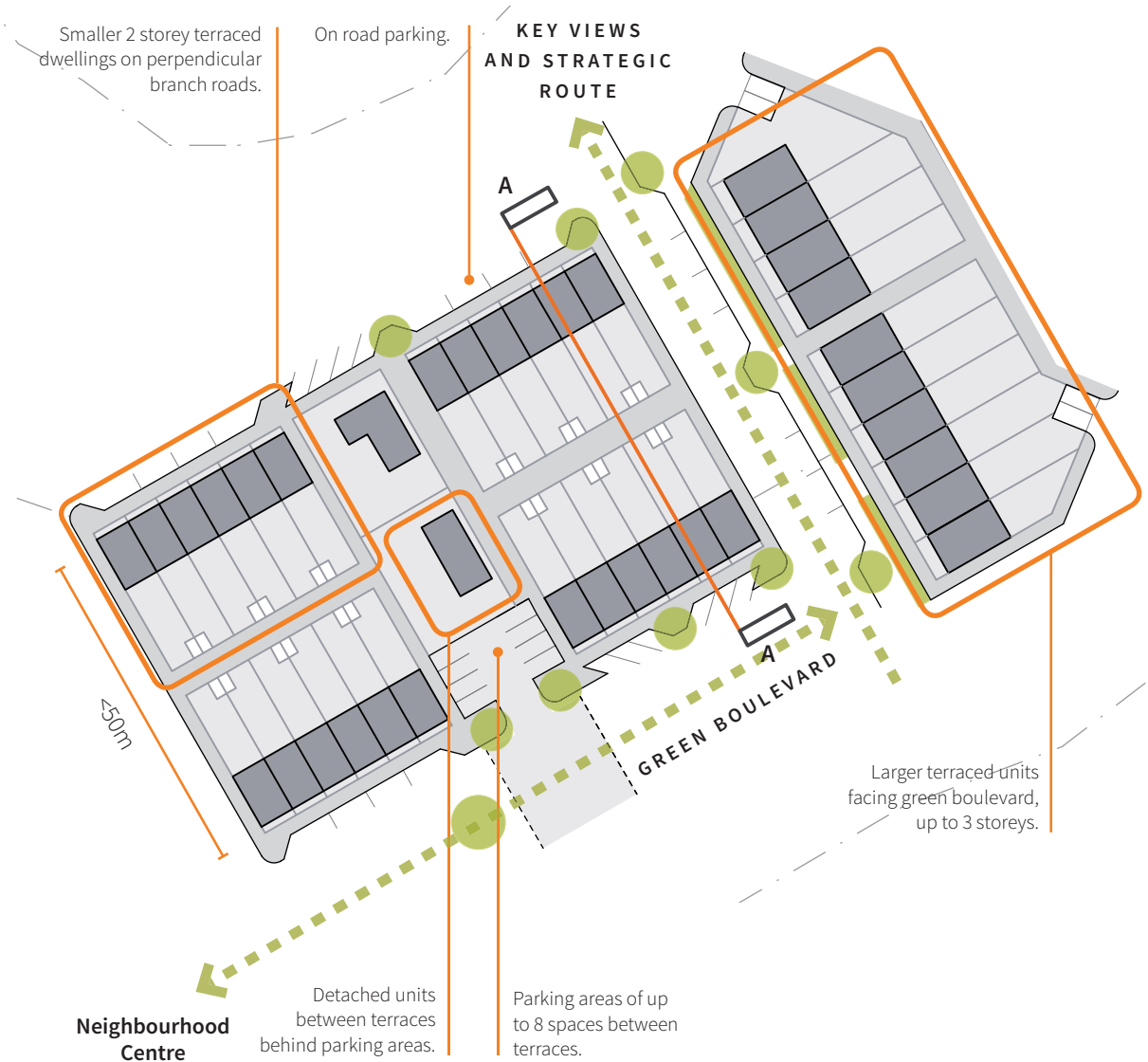


Figure 3.46 Example Block Plan
Orientation may vary according to site specific application

c2

North Eastern Area: Medium Density

Page 104

The medium density residential development of the North Eastern Area has the following characteristics:

- Development blocks and building typologies responding to the topography of the site.
- Semi-detached properties encouraged throughout, reflecting principles of Centre and Edge.
- On plot parking.
- Open ended streets with views and connections to the site perimeter.



Figure 3.47 Key Area Plan



Figure 3.48 North Eastern Area Density Plan

Block Form	Plot	Typology	Height	Frontage
<ul style="list-style-type: none"> • 4 sided block. • Blocks oriented parallel to contours. • Linking roads of 1:12 maximum gradient. • Where applicable, secondary branch roads perpendicular to 	<ul style="list-style-type: none"> • Back to back plots only. • Approximately 10m x 30m. • On plot parking 	<ul style="list-style-type: none"> • Semi-detached units. • Rear alleyways not required (rear access to property maintained by side plot access). 	<ul style="list-style-type: none"> • 2 storey development throughout. • Building heights reflecting topography. 	<ul style="list-style-type: none"> • Minimum 5m deep private frontage with side driveway and access. • Height of plot/street boundary treatment up to 1m • Planted, built or no street boundary treatment if preferred.

The rigid rectangular block form indicated is for ease of illustration and applications will need to respond to site specific needs and to the character area being developed.

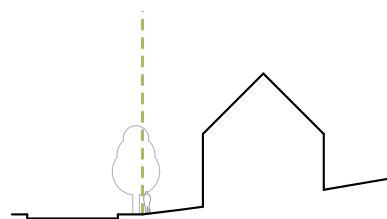
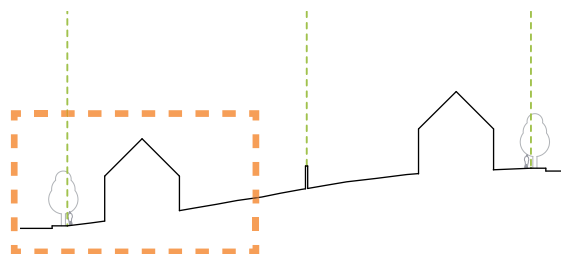


Figure 3.49 Typical Plot Frontage



Section A: Level change accommodated across the plot.

Figure 3.50 Unit Relationship to Gradient

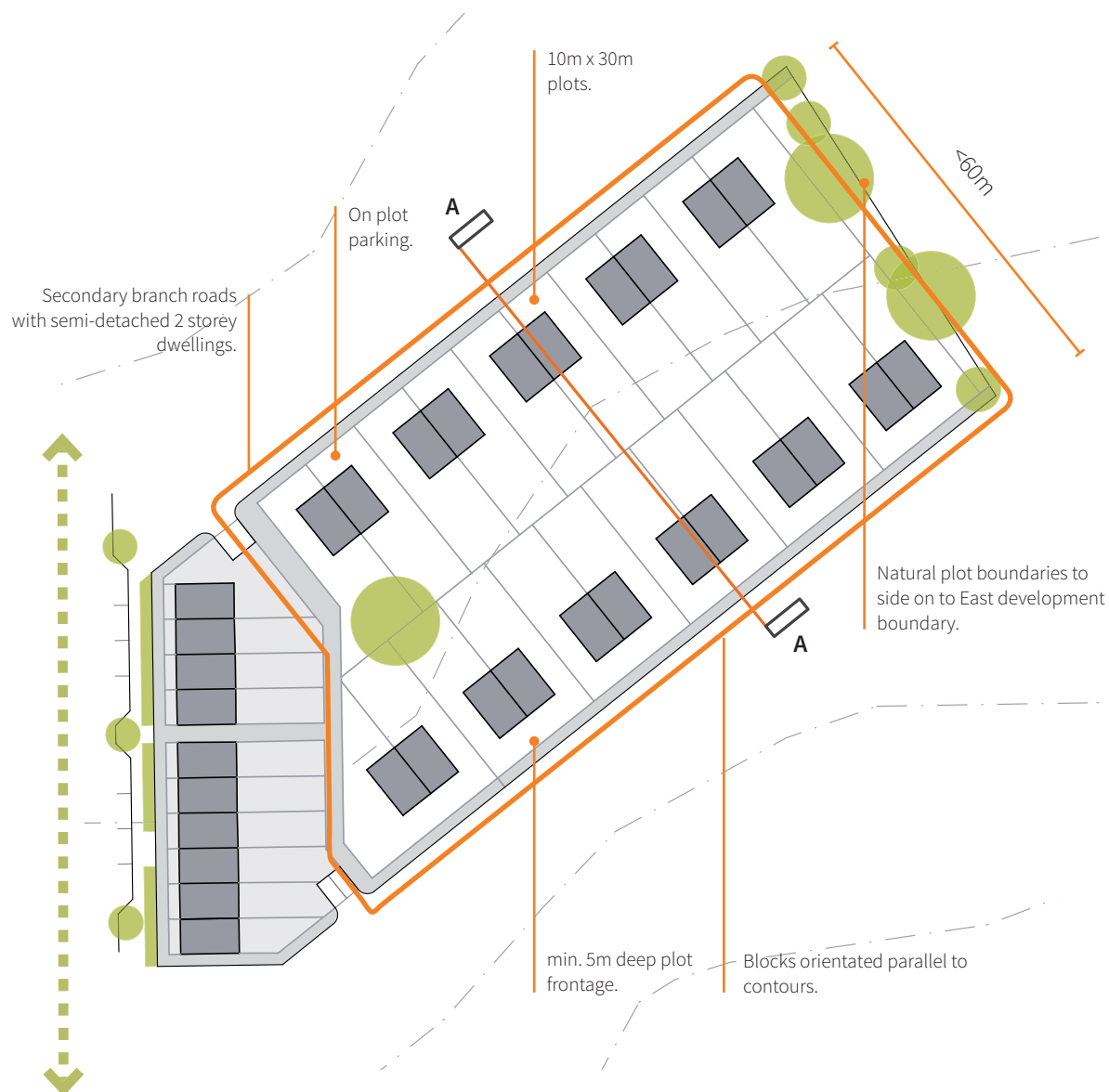


Figure 3.51 Example Block Plan
Orientation may vary according to site specific application

c2

North Eastern Area: Low Density

Page 106

The low density residential development of the North Eastern Area has the following characteristics:

- Close proximity to the A361 dual carriageway.
- Sheltered by enhanced woodland and earth bunding.
- Driveways and dwellings accessed via tertiary access road.
- Dwellings facing perpendicular to A361 and contours.
- Existing hedgerows to edge of Uplowman Road serve as development/plot boundary.

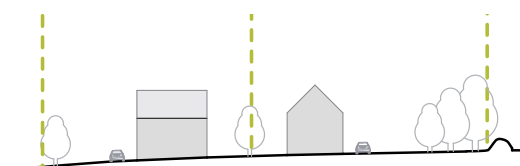


Figure 3.52 Key Area Plan



Figure 3.53 North Eastern Area Density Plan

Block Form	Plot	Typology	Height	Frontage
<ul style="list-style-type: none"> • 4 sided block. • Back to back plot depth to determine maximum length of longest side. • Shared surface driveway to settlement clusters. 	<ul style="list-style-type: none"> • Back to back plots only. • $\geq 15\text{m} \times 30\text{m}$. • Siting of properties on plots can vary across development. • Dwellings generally facing perpendicular to contours. 	<ul style="list-style-type: none"> • Typically smaller detached units throughout but sensitively designed higher density development may be considered. • Allows buildings to individually respond to topography. • Building form and orientation can vary per plot. 	<ul style="list-style-type: none"> • Typically 2 storey. • Heights of buildings can vary. 	<ul style="list-style-type: none"> • Building frontage to face perpendicular to contours and A361. • Properties within building groups to face driveways • Staggered building frontages acceptable emphasising informality. • Minimum 5m private frontage (side driveway and access).



Section A: Dwellings can have different forms and orientations, and can be sited differently on plots. Natural plot boundary treatments are encouraged.

Figure 3.54 Typical Plot Section

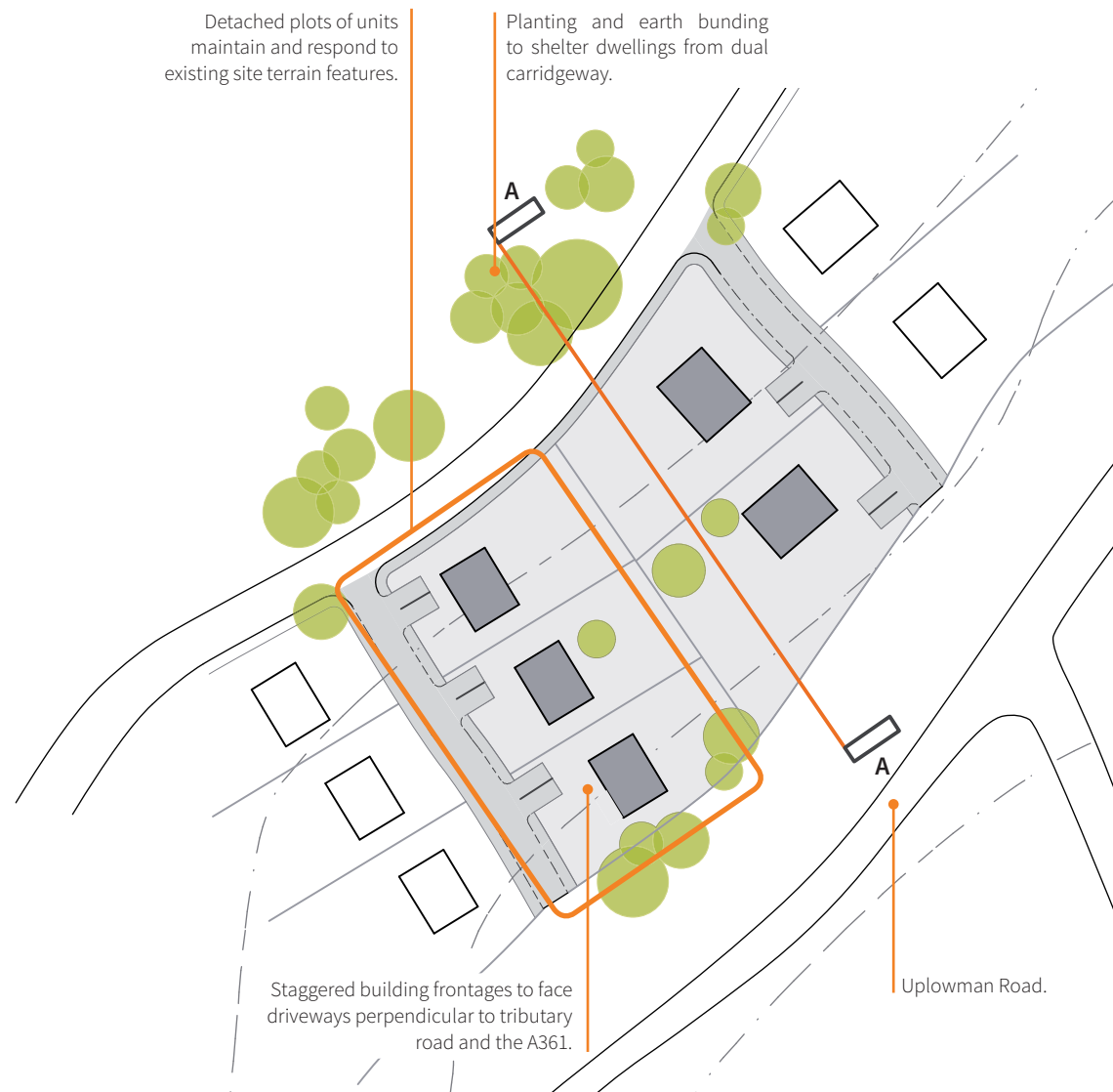


Figure 3.55 Example Block Plan
Orientation may vary according to site specific application

- ① Parkland
- ② Park Edge

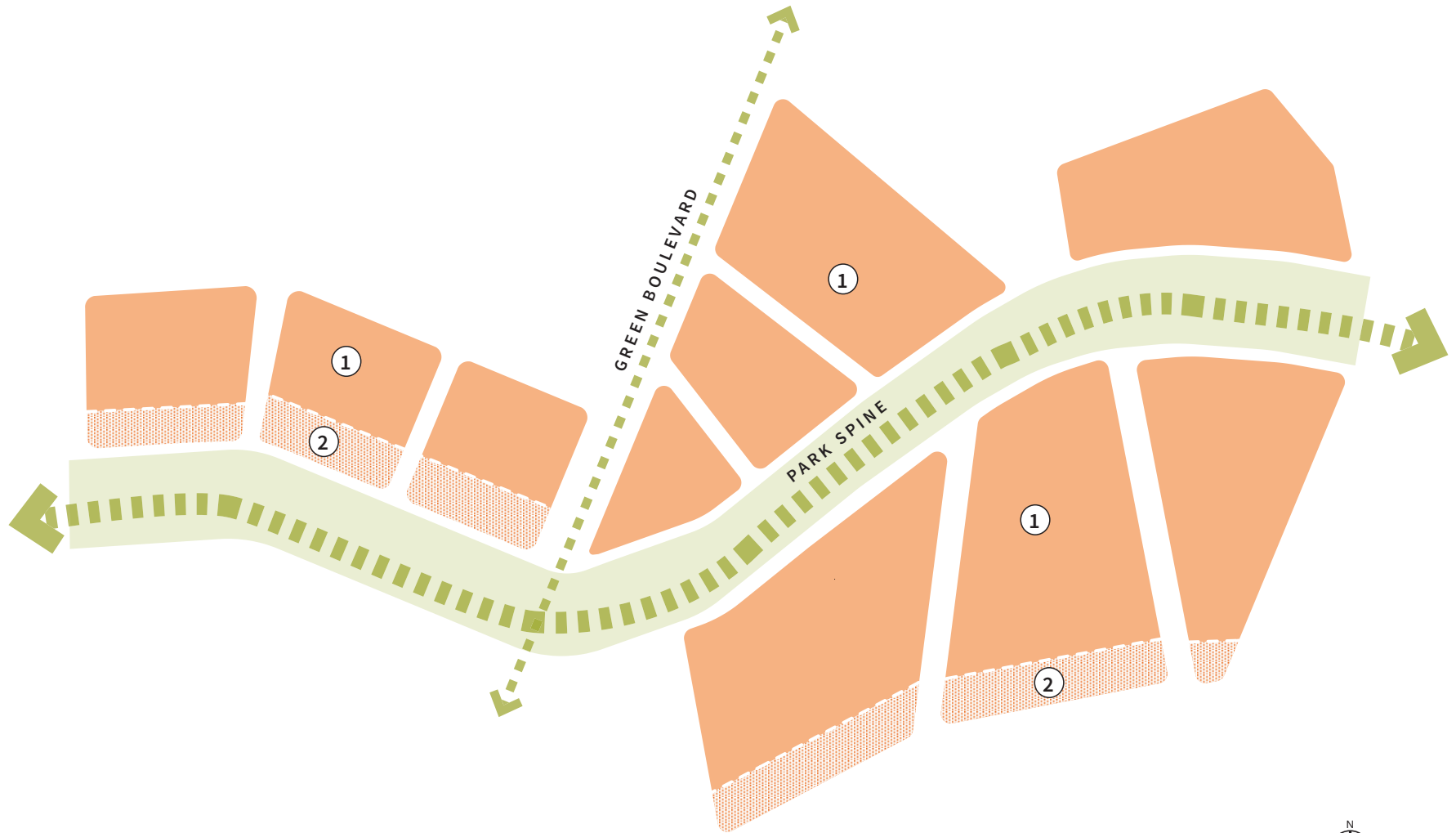


Figure 3.56 Parkland Key Area Plan

c3

Parkland

The Parkland development bridges a spine of green space that lies on a steep gradient. Green boulevards cross this spine, connecting Centre with Edge.

The Parkland Key Area Plan (Fig. 3.56) describes the attributes of this development area and correlates with the development boundaries identified in the Masterplan SPD.

The Park Edge is a unique treatment that has specific design guidance. Parkland development generally has a consistent relationship with the Park Spine which always has a higher density of development akin to green boulevards.

The principles of Centre and Edge are articulated across an individual block. Development blocks incorporate residential building typologies from terraces to detached plots with intermediate semi-detached dwellings back to back with an internal mews street. This consequently enables a mix of type and end user demographic, compatible with anticipated development phasing.



Figure 3.57 *Key Area Plan*



Figure 3.58 Key Area Plan

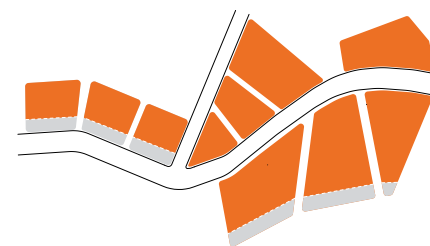


Figure 3.59 Parkland Density Plan

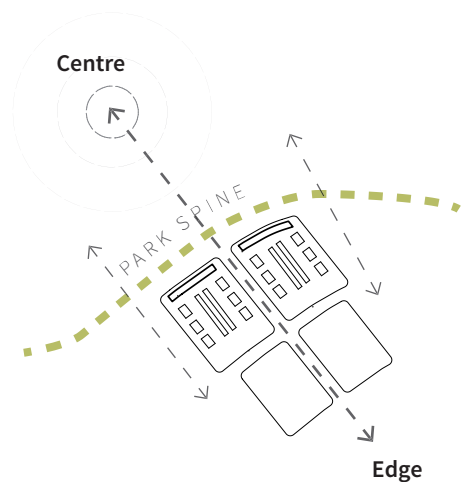
Parkland

The Parkland residential development area has the following characteristics:

- Closer proximity to canal tow-path, Sustrans cycle route and countryside walks.
- Natural identity partly informed by an existing 'spine' of mature planting.
- Intermediate land area between Blundells Road and West Manley Lane.
- Large development blocks enable internal mews street development.

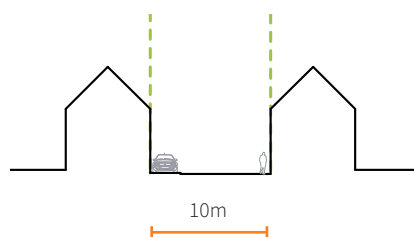
Block Form	Plot	Typology	Height	Frontage
<ul style="list-style-type: none"> • Larger irregular blocks constrained by existing hedgerows. • Block no greater than 110m on its shortest side. • Open ended inhabited mews streets acceptable to subdivide blocks. • Cul-de-sacs not acceptable. 	<ul style="list-style-type: none"> • Back to back plots only. • Terraces ~ 6m x 25m. • Semi-detached ~ 10m x 30m • Mews ~ 10m x 20m • Detached ~ 15m x 30m 	<ul style="list-style-type: none"> • Mix of large terraced, semi-detached, mews and detached. • Semi-detached units backed by internal mews. • Guided by centre to edge principles. • Bay fronted terraces encouraged throughout. 	<ul style="list-style-type: none"> • 2 - 3 storey. • 3 storey buildings acceptable along green boulevard and spine edge. 	<ul style="list-style-type: none"> • Mews dwellings facing directly on to lane. • Planted front boundary treatment to detached dwellings. • 2-3m deep threshold to terraced units.

The rigid rectangular block form indicated is for ease of illustration and applications will need to respond to site specific needs and to the character area being developed.



Strong connectivity to centre and edge continue to be reinforced in Parkland development

Figure 3.60 Centre to Edge Relationship



Section A: Properties facing directly on to mews street with no private plot frontage.

Figure 3.61 Mews Street Section



Figure 3.62 Example Block Plan

Orientation may vary according to site specific application



Figure 3.63 Key Area Plan

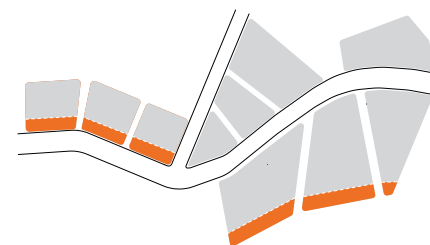


Figure 3.64 Parkland Density Plan

Parkland Edge

The Edge treatment of the Parkland residential development area has the following characteristics:

- Edge condition of development facing Manley Lane.
- Development in this scenario does not extend in to West Manley Lane character area
- South facing frontages throughout.
- Close proximity to canal tow-path, Sustrans cycle route and countryside walks.

Development at Parkland Edge is expected to be larger properties with a strong frontage to development but generous spacing between buildings. High quality self-build development that adheres to this principle is encouraged for the Parkland Edge.

Block Form	Plot	Typology	Height	Frontage
<ul style="list-style-type: none"> • Southerly edge treatment to Parkland block. 	<ul style="list-style-type: none"> • Back to back plots only. • ~ 20m x 40m • Outbuildings set back behind building line. • On plot parking. 	<ul style="list-style-type: none"> • Detached buildings set back from carriageway. • High quality self-build development is encouraged 	<ul style="list-style-type: none"> • 2 - 3 storey. 	<ul style="list-style-type: none"> • Planted boundary frontage. • Buildings to have strict consistent building line.

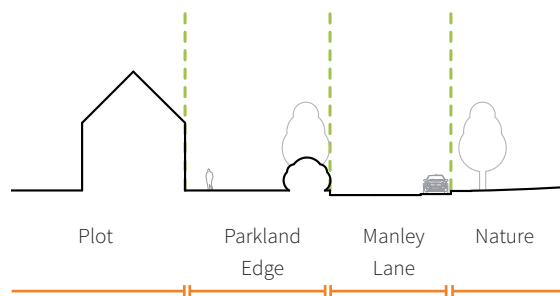


Figure 3.65 Typical Plot Section

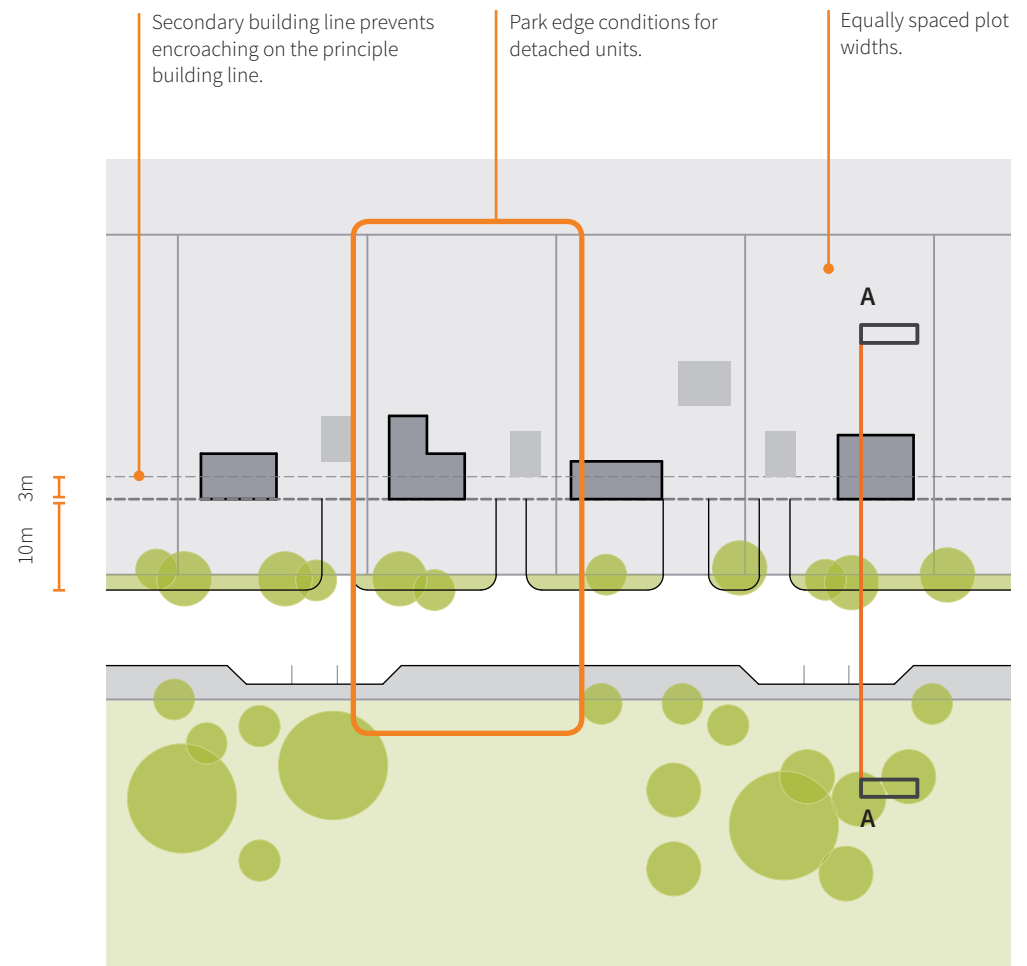


Figure 3.66 Example Block Plan
Orientation may vary according to site specific application

C4

West Manley Lane

The West Manley Lane residential development area has the following characteristics:

- Informal dispersion of existing detached properties
- Building clusters akin to traditional agricultural groupings
- Mature hedgerows and banks define land boundaries
- Narrow lanes create a natural 'shared surface', no hierarchy of road user = mutual awareness
- Direct relationship with parkland and natural features

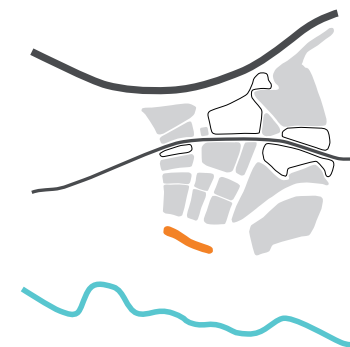


Figure 3.67 Key Area Plan

Block Form	Plot	Typology	Height	Frontage
<ul style="list-style-type: none"> • 4 sided. • Blocks may extend variably into the natural parkland to the South. 	<ul style="list-style-type: none"> • Back to back plots only - no access provided to sides or rear of detached properties • ~ 20m x 25m. • Rear access to plots not required. • Properties must not back onto surrounding public routes or spaces. • Planted property boundaries to rural edge 	<ul style="list-style-type: none"> • Bespoke detached units arranged in clusters of 4-7. • Building footprints are expected to vary within cluster. • Accessed via shared surface driveways. 	<ul style="list-style-type: none"> • Buildings no more than 2 storeys but ridge heights can vary among clusters. 	<ul style="list-style-type: none"> • Planted boundary frontage. • Buildings set back by a minimum of 3m.

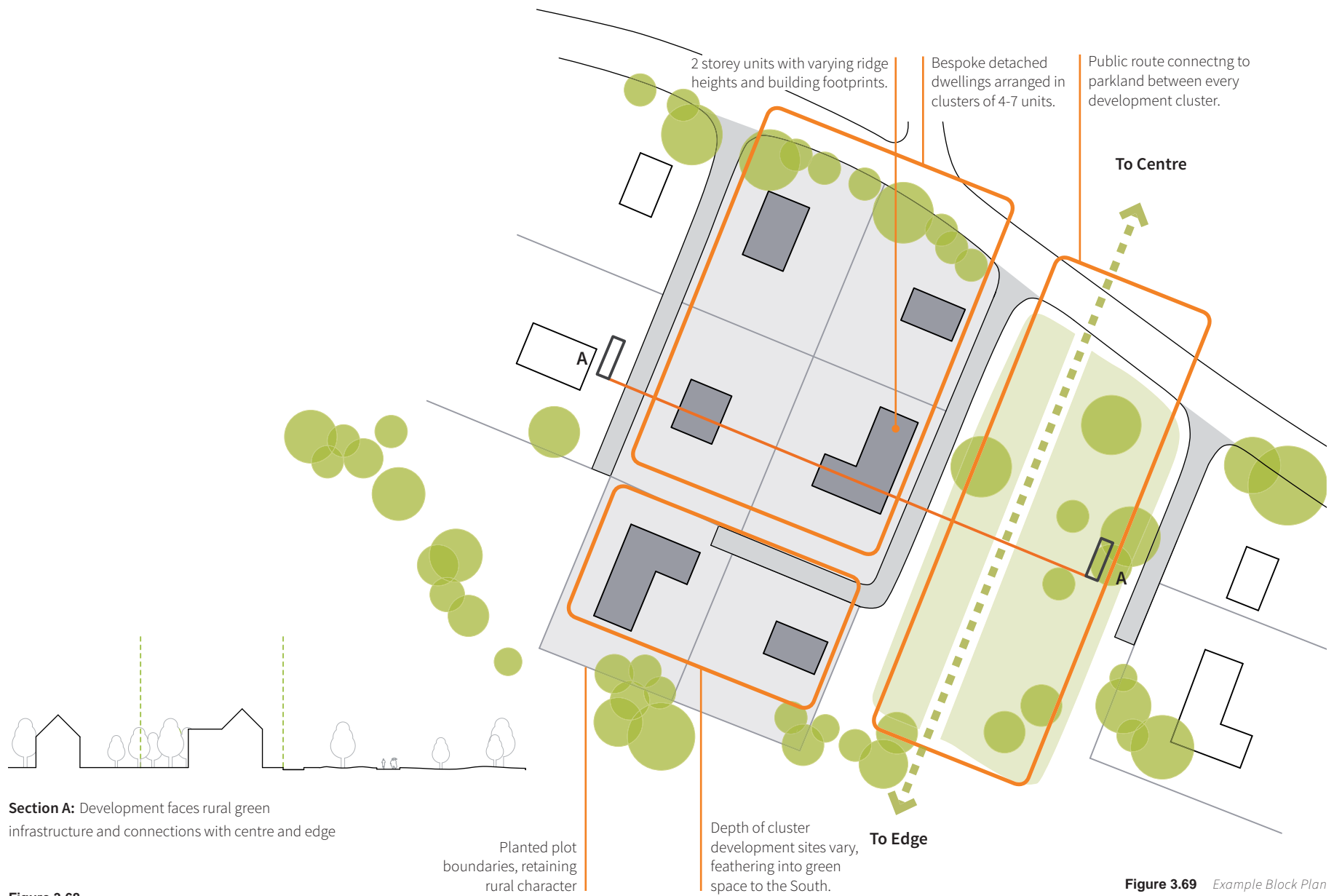


Figure 3.68

Figure 3.69 Example Block Plan

Orientation may vary according to site specific application

Creating a Modern Lifestyle

- d1 Mix of Uses & Activities
- d2 Movement, Accessibility & Safety
- d3 Parking & Servicing

Creating a Modern Lifestyle

There are many pressures and enjoyments of the modern lifestyle. The 21st century has brought with it unprecedented connectivity both physically and digitally and yet a mark of our society is a greater sense of individualism and independence from one another. The boundaries between work life and home life for many have become blurred bringing great flexibility on one hand but a compromised freedom on the other. The challenges of climate change have driven not just patterns of living but new industries and markets. Ever improving health care is resulting in greatly improved life expectancy which is impacting the economy and family life. Efficiencies in transport systems have meant the world is a smaller place but in the UK the effects of globalisation are felt ever more close to home with the consolidation of the manufacturing sector and the subsequent changes in our urban areas as a result.

All of these factors defining our modern lifestyle have an impact and an expression in the built environment. Often, the manifestation of these factors are seen in retrofit responses and solutions and reactive measures. This Design Guide promotes a pro-active approach to addressing the needs of today's lifestyles without prohibiting the possibilities of tomorrow's lifestyles. It asks designers to seek to accommodate new and emerging patterns of living in the two following areas:

Trends we seek to reverse or mitigate:

- Growing isolation of individuals
- Loss of community
- Reliance on the car
- Loss of local services & facilities

- Cluttered streets & buildings as a result of multiplying 'bolt ons'.

Trends which can be harnessed and celebrated:

- Energy efficiency of buildings
- Micro-generation of electricity
- Improved efficiencies in district heat & energy capabilities
- Smart city application of technology
- Wider appreciation of the integration of human and natural habitats and the potential gains and value in doing so
- Fast broadband & wireless connectivity in private and public places
- Wider opportunities for flexible working

Mix of Uses & Activities

The Masterplan SPD provides a spatial demonstration of the mix of uses specified in Local Plan Part 2. The Design Guide emphasises particular elements of this spatial expression and considers in slightly more detail how a functional and effective mix of uses should be included and how they can be sustained as part of the Urban Extension.

As with all other design principles within this guide, those governing the mix and location of various uses within the development relate to the philosophy of Centre and Edge reflecting the varying approach to the range of uses and activities defined in the Masterplan SPD.

Focus on Neighbourhood Centre

The Centre is the location which most suitably accommodates facilities which serve the whole community. Co-locating uses in one central place promotes their sustainability. Where a mix of uses are located near to one and other, activities can become complimentary, eg. school drop off and pick up combined with a visit to the shop or GP.

Creating a walkable neighbourhood.

The Centre lies at the most accessible location for the majority of the community. Much of the development lies within a walkable distance of the Neighbourhood Centre located along Blundells Road. It is essential that this accessibility is not frustrated by the layout of development and the expectation is of a permeable layout (in accordance with the masterplan structure) which

encourages pedestrian and cycle movement to and from the centre.

The mix of uses at the centre will vary from building to building but it will also benefit the diversity of activity to vary the uses vertically within buildings. This will provide different opportunities for elevational treatment.

While the main focus for uses other than residential is at the Neighbourhood Centre a small amount of work space in the form of live-work units can be included anywhere across the development. These should be considered as an integrated part of the residential environment and conform to the same guidance on character areas and groupings of buildings.

d2

Movement, Accessibility & Safety

Creating an inclusive and accessible environment for all begins with the consideration of the structure of the Masterplan SPD. The movement around the development stems from the inherent permeability created through a well thought out block structure. Blocks and streets should:

- Create direct routes to the Neighbourhood Centre
- Form a clear hierarchy which naturally signposts users towards their destination (primarily the Centre or the Edge of the development)
- Follow the block principles according to the character areas to define a hierarchy to the development but also distinguish the character between areas

Fundamental in the structure of the place is the open space hierarchy. This is hung on a framework of Green Infrastructure.

The Green Infrastructure supports the creation of an accessible environment by combining public realm, engineering and ecological facilities to create highly legible green boulevards & other green corridors extending from the Centre of the development to its Edge. In this way accessibility towards the rural setting of the place is ensured.

Appropriate provisions are made for disabled facilities throughout the development. When it comes to the public realm design, drawing any distinction and limiting or prescribing any fixed location for these facilities should be avoided. Instead the approach to the public realm should be to 'design for all' from the outset where the majority of car parking spaces are generously spaced and all public footpaths and streets are dimensioned to suit all users.

Designing for Gradients

The Masterplan SPD takes a strategic approach to the slopes found across the masterplan area. In some cases development is parallel to the contours to enable a certain gradient along the length of the street, in others the development is perpendicular to the contours to create a particular character. Generally the gradient for areas of public realm should not exceed 1:12. In certain situations and in close consultation with the Highways Authority this may increase to 1:10 or in very limited number of circumstances, 1:8. Care should be taken in all circumstances however to avoid:

- Significant stepping at the party wall interface where terraces cross the contours

- Major retaining structures which overly engineer the natural topography and create access and other building regulation issues within the buildings and between streets and spaces
- Layouts which result in houses which are individually served by steps or ramps in order to overcome gradient issues

Cycling and walking have been a primary consideration in the design of the Masterplan SPD and the detailed design of the development should maintain a focus on achieving pedestrian and cycle connectivity across the development, to the Neighbourhood Centre and more widely to and from the rest of Tiverton.

All environments from the Centre to the Edge should be pedestrian and cyclist friendly, promoting the free movement around, and to and from, the Urban Extension.

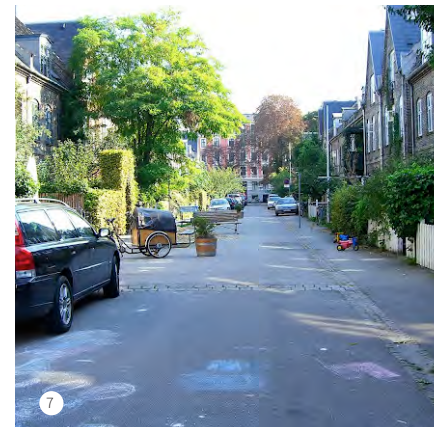
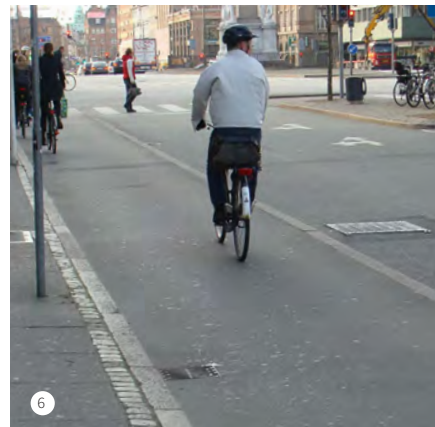
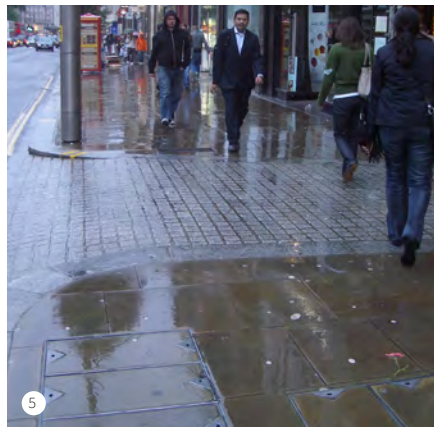
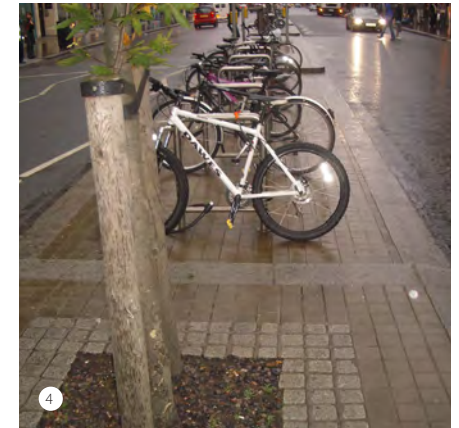
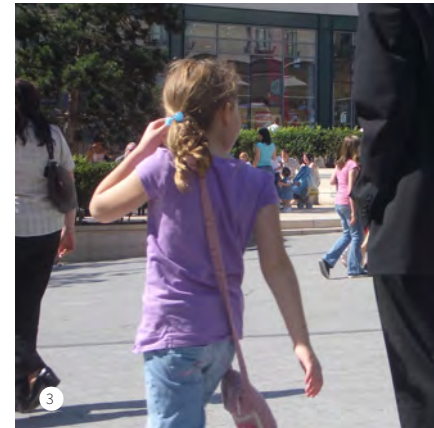
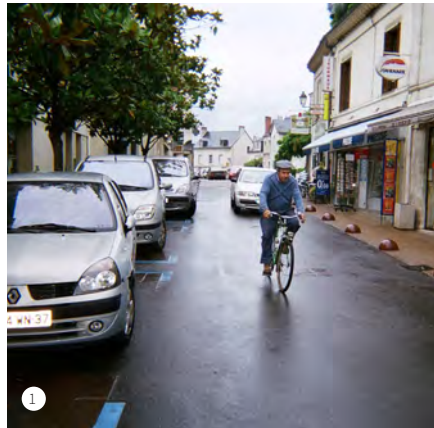
Secure by Design

The Masterplan SPD provides a strategic framework which ensures a safe and secure development emerges. Primarily this is achieved by creating a structure of streets which are overlooked by buildings. The Masterplan SPD minimises areas where surveillance of the streets is compromised or antisocial behaviour can go unnoticed. While not explicitly attributed to secure by design principles, many of the aspects of this design guide contribute to a safe and secure environment that seeks to design out crime.

Lifetime Homes/Flexible Design

Developments should be built to incorporate the principles of Lifetime Homes and which allow for flexible occupation over a lifetime. This places community at the heart of the development.

1. Street width and parking can affect the behaviour of street users without the need for traffic calming or signage
2. High quality materials are robust for all users and help the overall design continuity
3. Urban open space should be flexible and attractive to a variety of users
4. Street furniture, cycle parking and trees can be used strategically in the design of spaces and streets
5. Kerbs and carriageway levels can be used to promote varied priorities
6. Segregated cycle lanes are appropriate on primary transport corridors
7. Shared spaces used in residential streets can promote informality and the sense that the space is for more than vehicular movement -play and social space
8. Well considered public realm should specify high quality materials that do not discriminate against any user groups.



Parking and Servicing

The approach to parking across the development correlates to the overall structuring characteristics of Centre and Edge. Naturally the streets and spaces across the development contrast in character and size -those at the Centre and near to it have more formal and more closely grouped buildings; those at the edge are afforded more space and become more informally arranged. Different parking arrangements are more suitable for each of these locations.

The approach to parking should also be considered in the overall aspiration to create a highly legible and pedestrian friendly public realm. For this reason parking should never be the driver of the dimensions and arrangement of the street or space. Neither should it obstruct or clutter the street or detract from the overall objective of the street network which is to maintain permeability between the Centre and the Edge. The Eastern Urban Extension is a place where people can be expected to walk, whether to access local services and recreation or to access public transport and links to places of work and destinations

further away. While car ownership and use is acknowledged as a reasonable characteristic of life in Tiverton, the Local Plan and broader national planning policy aspire to reduce car use in order to address climate change globally.

Groups of parking spaces

Parking should be grouped appropriate to its type as outlined in the parking type guidance overleaf. Grouped parking should be considered alongside the arrangement and design of houses and their elevations. In particular there should be careful consideration of the width of the street in relation to the height of buildings, created by the grouping and type of parking either side of the road.

Parking Courtyards

In accordance with policy DM8, Local Plan Part 3, there will be no residential parking courtyards permitted. These are considered to create unattractive, potentially unsociable environments and fundamentally they undermine the activity on the street due to

people accessing properties through the rear entrance.

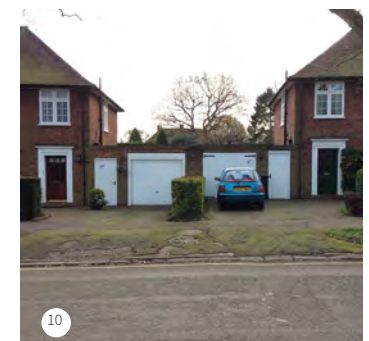
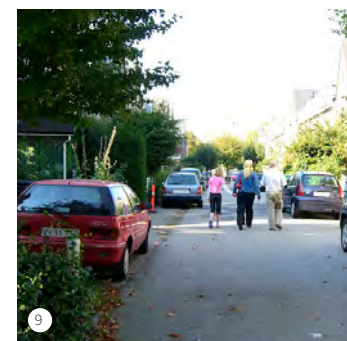
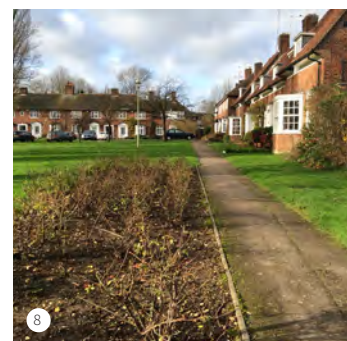
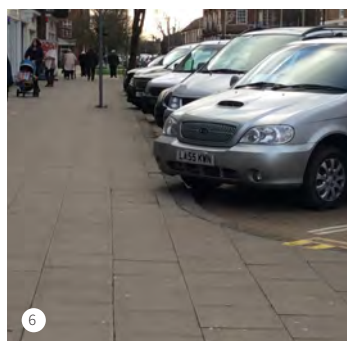
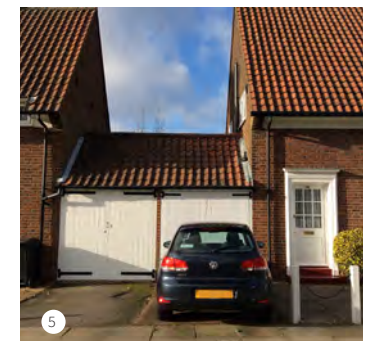
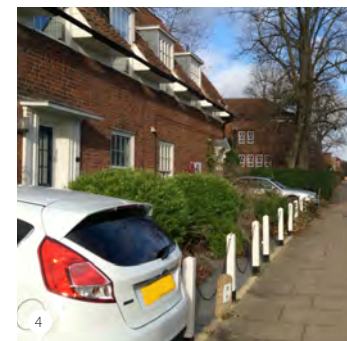
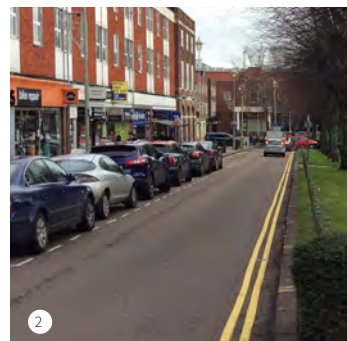
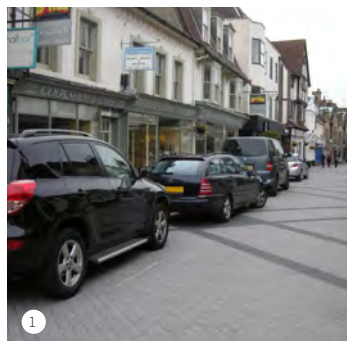
The exception to this will be in the case of the Neighbourhood Centre where a parking courtyard for retail, office and community use could provide a secure alternative to an external car park while limiting the amount of parking in the public realm in order to maintain the quality of the street and public space along Blundells Road.

All parking provisions and allocations should be compliant with the MDDC Parking SPD. It should be noted that the provision of a garage is not considered a parking space.

Servicing

Servicing of employment areas should not dominate the environment and where possible should be provided to the rear, together with adequate turning provision.

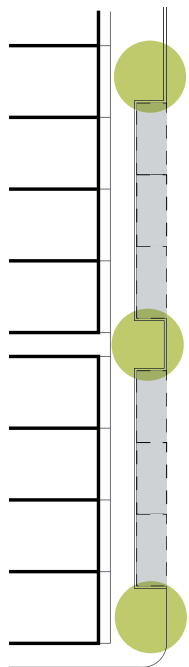
1. Short stay parallel parking as part of shared surface environment
2. Parallel parking can perform a traffic calming function and create a separation between traffic and the public realm
3. Parallel parking in a residential situation
4. On plot residential parking
5. Attached garages maintain the continuity of a building line
6. Short stay eschelon parking in a Neighbourhood Centre situation
7. Parking spaces defined by trees and other features create an attractive street scene and enable pedestrian permeability
8. Providing small groups of parking spaces in one location can allow some areas of housing to be car free
9. The informality of a home zone environment encourages shared use and enjoyment of the street
10. Larger, detached houses can still achieve a continuous street frontage with the use of boundary walls and garages along a building line



Centre

Parallel Parking

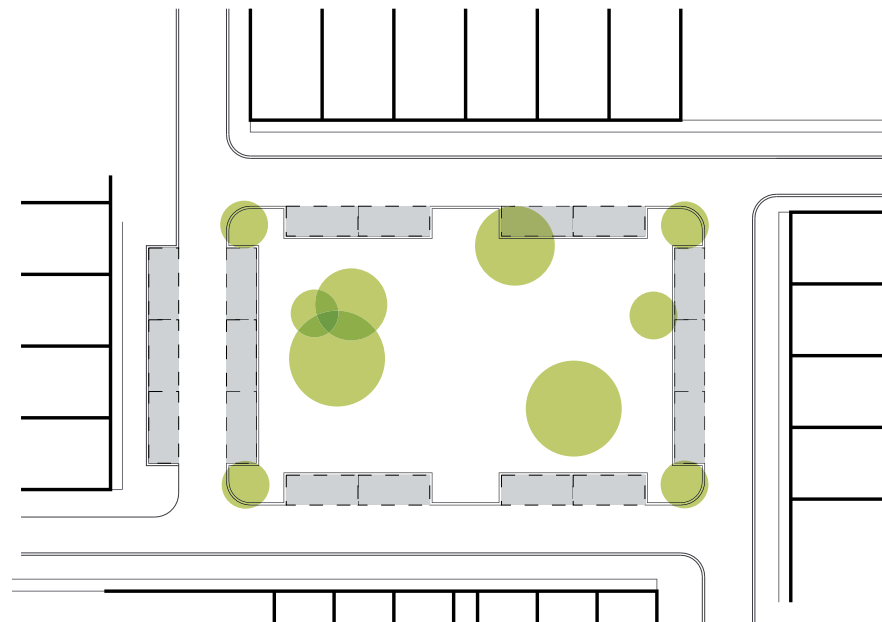
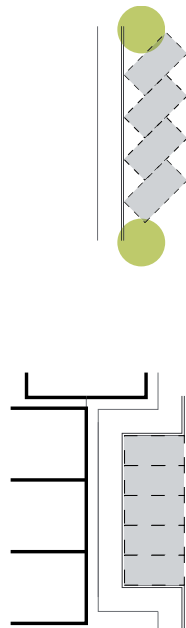
Kerbside parking parallel to the axis of the pavement, bays may be marked or unmarked. Groups of up to 3 spaces, divided by trees or planting which also provide crossing places between parked cars.



Eschelon & End-on parking

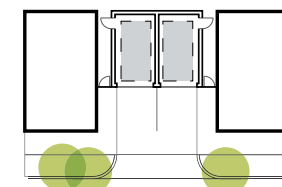
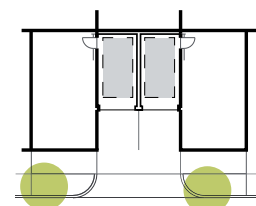
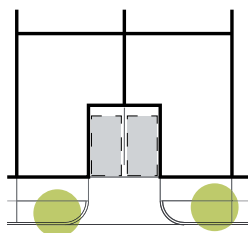
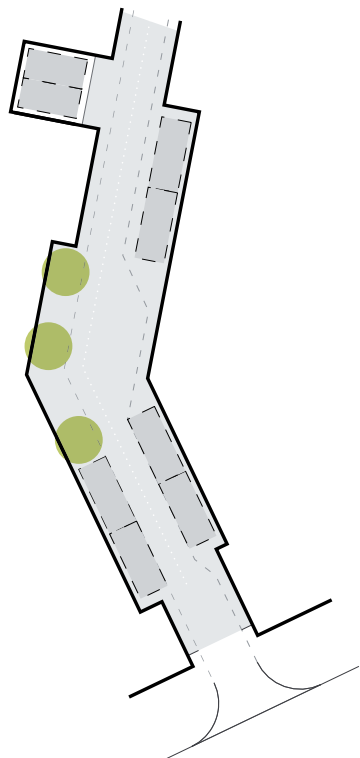
Eschelon: kerbside parking at less than right angles to axis of the pavement, generally in marked bays. Groups of up to 4 spaces, divided by tree planting.

End on: kerbside parking at right angles to axis of pavement, generally in marked bays. Coinciding with break in building line.



Parking around open space

Kerbside parking arranged around the perimeter of open spaces and green boulevards. This could be parallel, eschelon or end-on. Consideration should be given to maintaining access to the open space between parked cars.



Edge

Mews street parking

Parallel or on plot parking within mews forms part of the shared surface. Parking spaces purposefully protrude to create naturally traffic calmed spaces. No more than 2 spaces grouped together. Trees, planting and other street furniture used to mark bays.

On plot parking

Uncovered parking area adjacent to the side or front of the house. Can be hard paved or with a landscape material which allows grass to penetrate the surface.

Attached garages

Paired or individual garages to the side of house. Garage doors in line with the building line or slightly setback.

Detached garages

Paired or individual garages to the side of house. Benefits from an attached boundary to the house. May be in line or set back from building line.

Design Detailing

- e1 Built Form and Scale
- e2 Fenestration
- e3 Thresholds
- e4 Details
- e5 Materials
- e6 Statutory Guidance
- e7 A Place to be Proud of

Built Form and Scale

The built form of the Tiverton EUE should:

- Acknowledge the historic vernacular of Mid Devon.
- Respond to the unique geographical constraints of (each area of) the site.
- Be a development that is of its time.
- Allow for variation between the development character areas.

As a consistent thread, the architectural expression of development should reinforce this Design Guide's principles of Centre and Edge:

Neighbourhood Centre

The Neighbourhood Centre should be clearly identifiable with a larger scale of buildings used, albeit suitable to the context of the setting and its location. Buildings of 3 storeys facing Blundells Road will serve to enclose and frame the EUE's central public realm.

Taking reference from local settlement centres, the Neighbourhood Centre should present itself as a formal terrace of buildings facing Blundells Road.

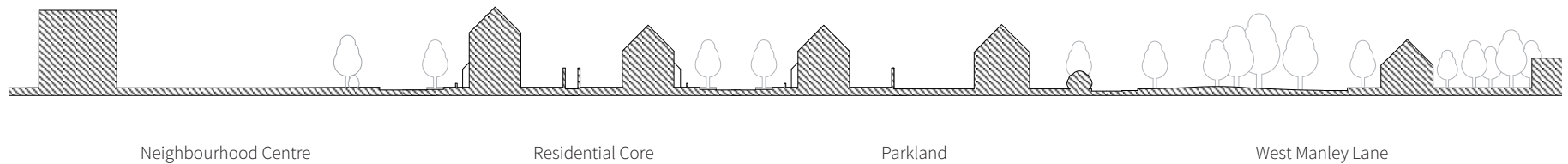
Green Boulevards

The buildings (typically residential) facing Green Boulevards should follow a similar principle of larger scale buildings, typically 3 storeys. The regularity/density of terraces on green boulevards will be less frequent in the transition from Centre to Edge with secondary branch streets breaking down the scale of development.

Bay fronted terraces are encouraged throughout.

Residential areas

Away from green boulevards, residential development should typically be 2 storey, pitched roof properties with bay frontages. A repetitive rhythm of facade treatment is encouraged



Centre

Edge

Southern Edge

At the southern edge of development, the scale of buildings will be lowest, with an allowance for single storey units. The form of development is expected to follow a traditional form with pitched and hipped roofs.

Variation of form between individual plots is encouraged at the south edge (whilst adhering to the parameters identified in the character areas). The southern edge of the Eastern Urban Extension development is appropriate for high quality self-build development opportunities.

Employment Area

Because of the unique function of the employment area within

the Eastern Urban Extension, its built form will also have unique attributes. As identified in the Employment structure chapter, larger scale commercial buildings are acceptable against the A361.

Generally, 2-3 storey buildings are appropriate across the employment area with development density becoming increasingly permeable towards the residential. Employment development becomes mixed use where the relationship with residential properties becomes more direct. Consequently, the form and scale should be complimentary to residential development thus allowing for flexible future use if required.

Roofs

Eave and ridge levels are welcomed to change across the site, responding to the topography and allowing for views between buildings. Where pitched and hipped roofs are employed, roofs are to be of a consistent pitch throughout a street.

Pitched roofs (including porches, unless flat) should be no lower than 35 degrees.

Fenestration

Achieving an adequately glazed principle facade ensures sufficient daylighting (and sunlight) to make appropriate internal environments and also, as importantly, suitably activating the public realm, contributing to the sense of place.

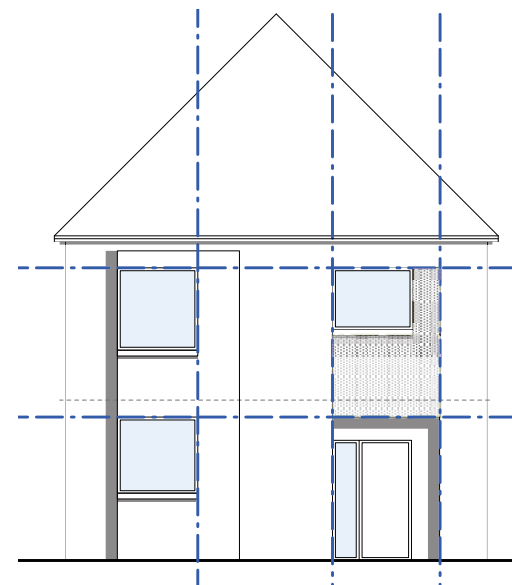
As well as articulating the use of buildings through their architecture and fenestration, the principle of Centre to Edge should also be articulated through the percentage of glazed facades.

The amount and format of glazing design should reflect a building's use and its location within the development.

Employment and public buildings should have the most significantly glazed elevations with entrances clearly articulated and welcoming.

Terraced residential properties (as identified through the residential character areas) should have bayed frontages with a consistent rhythm along the street, enhancing daylighting to properties and animating the street.

Dwellings (typically detached) toward the development edge are



Attention to proportion in facade design

expected to have a more introverted orientation toward private rear gardens. The proportion of the principle facade and its glazing should, however, not ignore the street and should instead contribute to the public environment irrespective of the siting of the building on a plot.

Throughout the preparation of design proposals, consideration should be given to the solar orientation of buildings with particular attention to glazing design. North facing principle facades should be adequately glazed and south facing facades should have adequate solar shading (without compromising generous daylighting to internal spaces).



Neighbourhood Centre



Live work units



Terraced street



Detached dwelling

Figure 3.70 *Examples of good facade design*

Facade design (for all buildings in the Eastern Urban Extension Masterplan SPD) should give consideration to the importance of proportion in the facade. This design guidance does not dictate the format of windows, nor should all windows match in height or width necessarily, but there should be a clear and complimentary relationship between the elements of a facade. A repeating rhythm of fenestration may provide coherence to the street scene. A vertical emphasis to fenestration is a local characteristic.

Thresholds

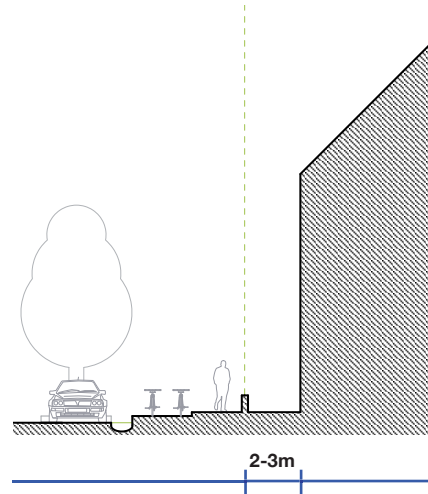
As identified through the character area guidance in this document, each building typology has specific frontage and threshold attributes. These respond to the identified street typologies, from Blundells Road and the green boulevards to the rural lanes.

Across the Masterplan development, the format of the boundary treatment is encouraged to change, from a low solid walling to planting.

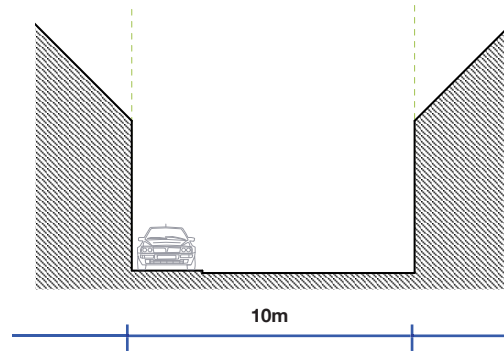
Reinforcing the principles of Centre and Edge, and ensuring an urban formality to the Residential Core and Green Boulevards, lawned frontages and fences or railings as a street threshold treatment are discouraged where the private frontage to a residential plot is less than 5 metres.

Planted boundary treatments are encouraged at all perimeters to the Masterplan development and throughout the West Manley Lane character area.

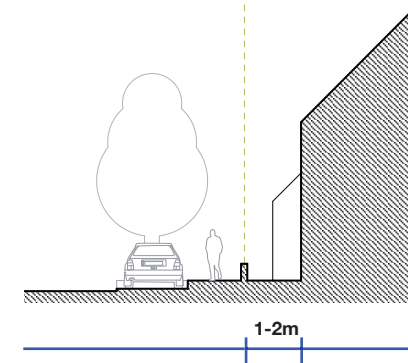
Applicants should note that level access into the entrance of dwellings will be required.



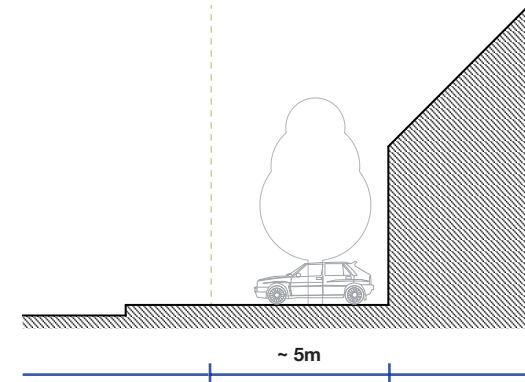
Larger terrace: Residential Core/
North Eastern Area/Parkland



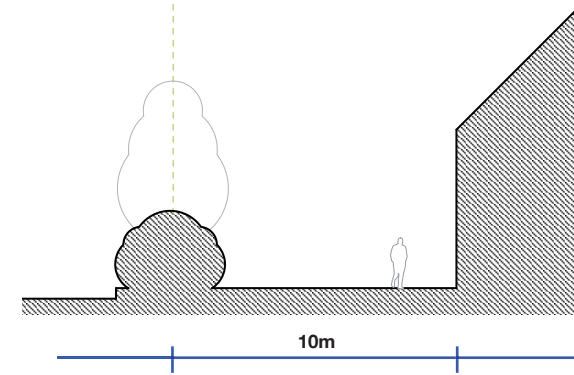
Mews: Parkland



Smaller terrace: Residential Core/North Eastern Area

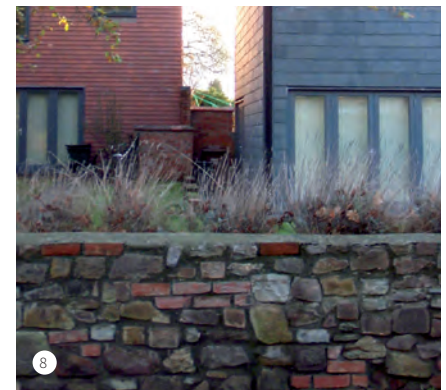
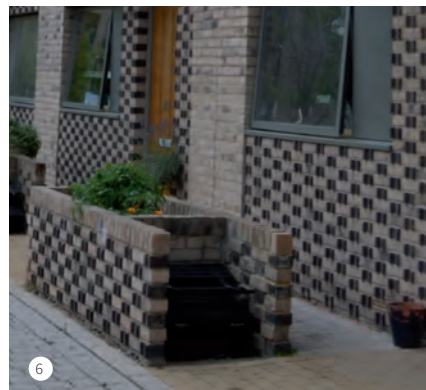
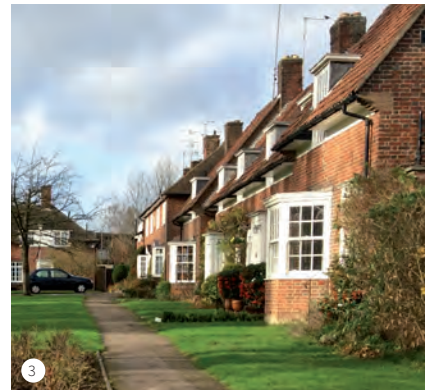


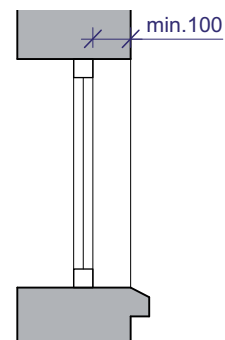
Semi-detached: Parkland/North Eastern Area



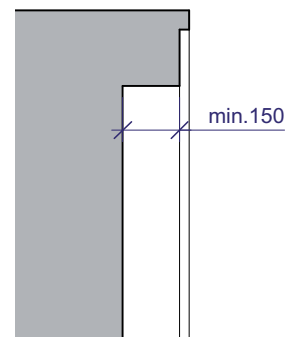
Detached: North Eastern Area/Parkland Edge/ West Manley Lane

1. Planted border and ground surface material change
2. Formal, generous hard landscaped frontage with open railings
3. Lawned frontage to subtly denote private land - appropriate for Edge development
4. Low planted boundary treatment between properties
5. Low walled and planted boundary treatments - appropriate for Centre development
6. Low walled and planted boundary treatments - appropriate for Centre development
7. Porches can serve as an efficient boundary/threshold treatment
8. Low, natural stone walling is a traditional boundary treatment around Tiverton

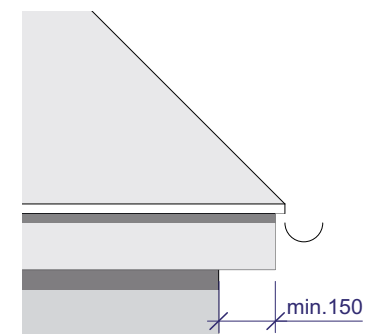




Window depth (section)



Verge detail (section)



Eave detail (elevation)

Figure 3.71 Architectural Details

Details

In parallel with sensitive fenestration and facade design, depth and shadow in buildings creates interest and mitigates against blank facades.

This can be achieved through various creative architectural treatments of the facade. This design guide does not, however, prescribe onerous architectural detailing throughout the EUE development. As a starting point, however, compliance with the following basic details is encouraged:

- Roof verge barge boards are to project from buildings by a minimum of 150mm.
- Pitches roof eaves are to project from building by a minimum of 150mm.

- Window and door frame reveals are to be a minimum depth of 100mm.

These recommendations are principally specific to residential development in the Masterplan SPD. Their inclusion endeavours to provide depth to facades and should be read in conjunction with the fenestration chapter.

Materials

Materials and finishes that contribute to contextual development and local distinctiveness in and around Tiverton should be considered in planning applications for the Tiverton Eastern Urban Extension development.

Such attributes should be considered in the preparation of planning applications for sites across the development. A strict pastiche of historic vernacular should be avoided. A contemporary use of appropriate materials suitable for present day building techniques and technologies should be considered.

In parallel with this, a variation of facades (and the treatment of materials) across the development is encouraged, contributing to the identity of particular character areas rather than land ownerships.

In addition, the following recommendations, informed by the character analysis should also be considered:

- Where brickwork is employed, a multi-brick should be used that complements the traditional use of the area.
- Where a render finish is employed, a neutral colour should be used. A pure white should not be used and pastel colours should be avoided.
- Artificial cladding materials (eg. artificial timber cladding) should not be used. High quality artificial clay and slate roof tiles may be accepted.

These recommendations are not proposed to confine applicants to a strict material palette but are instead a means

of emphasising the grounded aspirations for quality and local distinctiveness across the development without dictating applicants' submissions.



Render finish



Multi-stock brickwork

Figure 3.72 Examples of material treatments

Statutory Guidance

Space Standards

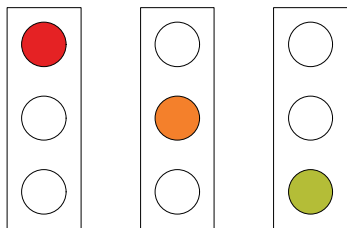
Mid Devon District Council planning authority will be applying the Nationally Described Space Standards to all residential development at the Eastern Urban Extension, as published by DCLG in March 2015.

The adjacent table shows the minimum space standards that all reserved matters planning applications are expected to comply with.

The size of gardens should respond to the size and scale of the property to which they are attached and its location within the development. The orientation of the garden may also influence its size. Careful consideration will be required to ensure the retention of existing trees and hedgerows do not become resented by future occupiers and create pressure for their removal.

Table 1 - Minimum gross internal floor areas and storage (m²)

Number of bedrooms(b)	Number of bed spaces (persons)	1 storey dwellings	2 storey dwellings	3 storey dwellings	Built-in storage
1b	1p	39 (37) ²			1.0
	2p	50	58		1.5
2b	3p	61	70		2.0
	4p	70	79		
3b	4p	74	84	90	2.5
	5p	86	93	99	
	6p	95	102	108	
4b	5p	90	97	103	3.0
	6p	99	106	112	
	7p	108	115	121	
	8p	117	124	130	
5b	6p	103	110	116	3.5
	7p	112	119	125	
	8p	121	128	134	
6b	7p	116	123	129	4.0
	8p	125	132	138	



Building for Life 12

All proposed developments should use Buildings for Life 12 (BfL12) as a design tool and should be supported by a BfL12 assessment. The local planning authority will use the traffic light assessment methodology to assist in the determination of applications. Schemes performing positively against the BfL12 criteria will be favoured.

An expectation will not be held by the local planning authority for the number of 'greens' achieved by a particular application, but applicants should endeavour to eliminate any 'reds' from applications.

Building Regulations

All reserved matters applications are expected to be compliant with the updated Building Regulations 2010. This is to include the updated requirements M4 and Q1 that came in to effect in October 2015.

Design Review Panel

Applicants are required to engage in the Design Review process.

Early engagement with the Design Review Panel and successive reviews provide the opportunity to gain independent advice on the design and its performance when measured against the Masterplan SPD and this Design Guide.

It is recommended that applicants participate in Design Reviews at 3 different stages in the design process:

1. At the laying out stage to define strategic objectives;
2. On embarking on elevation and street design;
3. At detailed design stage.

1. A successful mid-century terrace street
2. A successful contemporary terrace housing development and streetscene
3. Successful 'Edge' development can still be of a contemporary nature
4. Successful 'Centre' development can still have a relationship with the countryside



e7

A Place to be Proud of

Page 141

As identified previously in the Character chapter of this Design Guidance, 'place' creates a valuable sense of identity.

The principle of Centre to Edge and the correlating development areas from Neighbourhood Centre to the edge at West Manley Lane provide the opportunity for area specific place-making within the Eastern Urban Extension development. The design guidance criteria identified for each of the development character areas endeavours to encourage this place-making and thus a sense of identity is striven for, distanced from the repetition of mass housing development.

Consequently, various building typologies are applied to the development areas in this design guidance. These building typologies are responsive to the masterplan design principles as explained in the typical block plans.

Attributes of existing examples of good place-making can be designed in to new development and should not be articulated with pastiche architectural ornament or stylisation. Instead, adopting good urban design principles of development (identified in this design guidance) and understanding the end user and all the associated activities and functions of a community will create a place to be proud of.

Whilst it is the structure of development that is the first priority, architecture and building typologies are not to be overlooked. The building typologies themselves contribute to the sense of place and are informed by local development as well as contemporary good design practices.

The design guide will aid applicants in honouring the principles of the Masterplan SPD and achieving the design and delivery of a desirable place that MDDC, applicants and citizens of Tiverton and the Eastern Urban Extension can all be proud of.

Summary

This Design Guide has been developed to assist developers and the local authority stakeholders in ensuring well considered design proposals for the development of the Tiverton Eastern Urban Extension.

Applicants are expected to familiarise themselves with all content within this Design Guide. For the benefit of all interested parties using this document, a summary is also enclosed enabling applicants, planning officers and council members to simply and easily ensure that applications can be scrutinised against the performance criteria explained here within.

a Creating a Green Place Page 35 <p>A Green Network From the first principles of the Masterplan SPD the Urban Extension has been structured around the Green Network. The design should respect and enhance the existing landscape and work to establish a structure of green links and corridors which form a strong framework for the development and its surrounding highly valued landscape.</p> <p>A Garden Neighbourhood The Design Guide provides an aspiration to create a Garden Neighbourhood. Wherever possible, green routes are provided for the Design should demonstrate how a network of green spaces, environmental qualities and landscape design can be integrated into the development (also necessary to create a high quality neighbourhood).</p> <p>Centre to Edge Across the Design Guide, reference to the centre and the edge are explicit. Creating a green place relies on establishing strong links between the Neighbourhood Centre and the surrounding edge. These links are physical as well as visual and ensure the landscape character of the area is prevalent throughout the development as the landscape is drawn in from the edge to the centre.</p>	b Establishing the Structure of the Place Page 43 <p>Neighbourhood Centre Page 46 The Neighbourhood Centre provides a mix of building uses which are gathered around a public open space.</p> <p>The public realm at the Neighbourhood Centre (open space and street design) is more about people's activity (stopping, school, other facilities) and use by pedestrians, than vehicle circulation, access and parking.</p> <p>Entrances and frontages are clear and building elevations contribute to the quality and activity of the public realm.</p> <p>The NHS Site Page 54 Development is positioned and scaled to create a landmark when approaching along Blundells Road.</p> <p>The site layout creates a gateway and aids through movement to and from the North Eastern Area.</p> <p>Employment Area Page 56 All attempts are made to maintain street quality and buildings which front onto the street despite the likelihood of large format buildings.</p>	<p>Services and vehicle circulation is dealt with behind buildings keeping the street as an attractive place.</p> <p>Blundells Road Corridor Page 62 The design along the corridor establishes a sequence of treatments which culminate at the Neighbourhood Centre where vehicular movement gives way to the activity and quality of the public realm.</p> <p>Edge Relationships Page 64 The Design takes in to account the different edge conditions of the development and addresses these accordingly.</p> <p>Streets Page 68 The layout establishes a clear hierarchy of streets which combine suitable highway, public realm and building typologies. The range of streets demonstrates the transition from centre to edge.</p> <p>Green Infrastructure Hierarchy Page 74 The Design contributes to a diversity of green space across the development as a whole and demonstrates links between different scales and uses of green, public and open spaces.</p>
c Creating a New Residential Community Page 80 <p>Residential Core The block form is regular and 4 sided. They have their shortest dimension aligned to the green boulevard.</p> <p>Green Boulevards make direct and visual connections to the Neighbourhood Centre and serve a multitude of functions including open space, sustainable drainage, pedestrian and vehicular movement. Streets generally conform to a grid arrangement with no cul-de-sacs or dead end roads.</p> <p>Houses are arranged in a variety of sizes and buildings are at least 2 storeys with 3 storeys concentrated along green boulevards.</p> <p>Parking is mainly on street, parallel or on-chassis and in some places grouped. There are no parking courtyards.</p> <p>Houses are within 1.3m of the pavement providing small front gardens or setbacks resulting in a formal public realm.</p>	<p>North Eastern Area Page 83 There are 3 distinct density variations from the centre of the area (where access is through the NHS site) to the edges which in some cases have a back to back relationship with existing properties. The 3 areas demonstrate differences in house type, plot and street arrangement and public realm design.</p> <p>The green boulevards extending through the site establish a strong connection with Blundells Road through the NHS site (running SW-NE) as well as make the most of views and landscape connections to the north of Tiverton (running SE-W). The contrast of the route along the contours and the route across the contours is reflected in the design of the public realm and the architecture.</p> <p>Parkland Page 91 Block form is generally larger to allow a variety of building typologies, including some narrow streets within blocks.</p> <p>Green boulevards and the park spine are fronted by terraced properties which can be 3 storeys.</p>	<p>Properties fronting the park (denoted by the 'park edge' character distinction) are detached houses arranged on more generous plots.</p> <p>West Manley Lane Page 96 Buildings are arranged in small clusters similar to the groups of buildings found in rural locations.</p> <p>Clusters are divided by green routes which link the development to the park and wider countryside.</p> <p>Houses are no more than 2 storeys and are generally detached and bayside in design.</p> <p>Generous plots allow greater setbacks and a variety of building orientation on the plot helps the buildings sit within the landscape having the effect of feathering the development towards the settlement edge.</p> <p>Access remains from the front of properties with buildings having a back to back relationship to help security and legibility.</p>
d Creating a Modern Lifestyle Page 99 <p>Mix of Uses & Activities Page 102 Retail uses, community services and office space is reserved for inclusion at the Neighbourhood Centre which is the focus of the mix of uses for the whole urban extension. The exception is the inclusion of some live-work units within the residential areas.</p> <p>The design of each individual area is considered of the overall approach to a range of activities across the development.</p> <p>Design and layout facilitate good links to and from the Neighbourhood Centre as the focus of the mix of uses for the whole urban extension. This includes creating very legible visual links from the edge to the centre.</p> <p>Movement, Accessibility & Safety Page 103 Overall the design takes an inclusive approach where all aspects of the development are 'designed for all', including the provision of lifetime homes.</p> <p>The design creates direct routes to the Neighbourhood Centre making integral use of the green infrastructure.</p>	<p>There is a clear hierarchy which naturally signposts users towards their destination (primarily the Centre or the Edge of the development).</p> <p>The design deals with gradients appropriately while also ensuring the development creates identity from its setting.</p> <p>The design carefully considers how threats to community and personal safety and security can be minimised.</p> <p>Parking & Servicing Page 106 The design considers appropriate parking solutions according to character areas.</p> <p>The formality and variety of on-street (more urban) to on-plot (more rural) corresponds to the transitioning of development from the centre to the edge.</p> <p>Overall parking and servicing solutions are considered within the overall design of street and open space environments, not just as an after thought to meet a quota.</p>	e Design Detailing Page 111 <p>Local Character Design proposals reference the local character studies (Design Guide and Masterplan SPD appendix).</p> <p>Built Form & Scale Page 112 An increase in scale of buildings at the Neighbourhood Centre and along the green boulevards helps the legibility of the centre and routes to the centre.</p> <p>There is a recognisable approach to changing form and scale between residential character areas.</p> <p>Fenestration, Detail & Materials Page 114-119 The design employs a clear strategy for the proportioning and architectural treatment of buildings. Detailed design helps articulate the wider Masterplan SPD structure eg. corner and other important buildings (use or position).</p> <p>Thresholds Page 116 Threshold treatments are applied to assist in the definition of character areas and to reinforce either a centre or edge location.</p>

CABINET

12TH MAY 2016

STATEMENT OF COMMUNITY INVOLVEMENT

Cabinet Member Cllr Richard Chesterton

Responsible Officer Head of Planning and Regeneration – Mrs Jenny Clifford

Reason for Report:

To consider a revised draft of the Statement of Community Involvement (SCI).

RECOMMENDATION(S):

That the draft Statement of Community Involvement (SCI) be approved for public consultation.

Relationship to Corporate Plan:

Implementation of the revised Statement of Community Involvement will help to ensure that our services are accessible and meet the needs of our community as well as helping to maximise the potential health and well-being of our communities.

Financial Implications:

The revised Statement of Community Involvement commits the Council to carrying out specific consultation procedures which will have financial implications.

Legal Implications:

Failure to follow the revised Statement of Community Involvement (once adopted) could lead to the Council's planning policy documents being found unsound and decisions legally challenged.

Risk Assessment:

Failure to follow the revised Statement of Community Involvement (once adopted) could lead to the Council's planning policy documents being found unsound and decisions legally challenged which would waste significant Council resources.

1.0 Introduction

1.1 A Statement of Community Involvement (SCI) is required by section 18 of the Planning and Compulsory Purchase Act 2004. It is intended to set out in detail how the Council will consult on its local plans, supplementary planning documents and planning applications. If the Council does not accord with its provisions in publicising a local plan then it may be found unsound. A planning application which has not been consulted on in accordance with the SCI could be legally challenged and planning permission potentially quashed.

- 1.2 The Council's existing SCI was adopted in 2012 to reflect the provisions of the Planning Act 2008, Localism Act 2011, The Town and Country Planning (Local Planning) Regulations 2012 and the National Planning Policy Framework (NPPF). This review has been undertaken to take account of recent changes in planning legislation and to reconsider the most effective methods of community involvement in the planning process.

2.0 Proposed Revisions

- 2.1 A number of policies have been removed from the previous Statement of Community Involvement where it was considered that the information was either outdated or repeated elsewhere. The SCI has also been updated to remove all references to out-dated terminology such as Local Development Frameworks, Community Strategies, Local Strategic Partnerships whilst also no longer referring to the Council offices in Crediton.
- 2.1 The Statement of Community Involvement has been revised to encourage the use of electronic communication methods where possible. However, the Council will still make paper copies of all planning documents available and where requested, provide a hard copy to parish and town councils, statutory consultees and local voluntary organisations. The requirement to publicise preparation and publication stages of the local plan through newspaper notices has been removed, although the SCI now includes the use of social media as a method of publicising future planning consultations.
- 2.2 The review separates the consultation requirements for masterplans from all other Supplementary Planning Documents. Policy SCI4 'Masterplans' states that the Council will carry out two stages of consultation and use direct contact methods to consult immediately adjoining residents who are likely to be affected. Policy SCI5 covers all other SPDs and sets out that the Council will carry out one stage of consultation on the draft document. In both cases, the level of consultation will endeavour to be proportionate to the likely impact of the plan.
- 2.3 The policy on 'Minor Applications Pre-Application Consultation' has been removed and replaced with a paragraph on non-major applications in the supporting text. This advises applicants to liaise with the community and discuss proposals with their neighbours before submitting an application.
- 2.5 The Planning Policy Advisory Group has considered and approved the SCI following the incorporation of a number of agreed amendments. If approved by Cabinet a six week period of consultation on the draft document is proposed, which will begin on 23 May 2016, closing on 4 July

2016. Following the consultation period a finalised document will be presented to Cabinet and then Council for adoption.

Contact for more Information:

Circulation of the Report: Cllr Richard Chesterton (Cabinet Member), Planning Policy Advisory Group, Management Team, Finance, Audit, Legal Services, Head of Planning and Regeneration

List of Background Papers

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Draft Statement of Community Involvement

April 2016

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1 INTRODUCTION

- 1.1 This document sets out how the Council intends to engage with communities through the planning process. This includes the preparation of new local plans and Supplementary Planning Documents, and procedures for consulting the public on the planning applications we receive.
- 1.2 The Localism Act 2011 introduced the ability for town and parish councils in Mid Devon to draw up their own neighbourhood plans which can add detail beyond the strategic elements of the district council's local plans. In accordance with planning legislation, the Statement of Community Involvement does not include a policy on neighbourhood planning. However, the Council has a duty to support neighbourhoods in the preparation of their plans, and may set out procedures or intentions for this outside of the Statement of Community Involvement.
- 1.3 The preparation of a Statement of Community Involvement is required under Section 18 of the Planning and Compulsory Purchase Act 2004. Mid Devon District Council's first Statement of Community Involvement was adopted in February 2007 and was updated in 2012 to reflect the current legislation, including the provisions of the Planning Act 2008, Localism Act 2011, The Town and Country Planning (Local Planning) Regulations 2012 and the National Planning Policy Framework. This review has been undertaken to take account of recent changes in planning legislation and to reconsider the most effective methods of community involvement in the planning process. The Council is legally obliged to comply with its Statement of Community Involvement, once it is adopted.

2 CONSULTATION APPROACH

- 2.1 The Council will adopt an inclusive approach to community involvement ensuring as far as possible all sections of the public can be involved. No one will be unfairly discriminated against or receive less favourable treatment on grounds of race, colour, ethnic or national origin, sexuality, gender, disability, age, religious beliefs or social class.
- 2.2 The Council will promote the earliest possible consultation with and involvement of interested parties and will promote consensus solutions where possible. Where conflicting views cannot be resolved, the Council will take into account the various points of view, and will aim to take a balanced decision based on the full facts. All comments received as a result of consultation exercises will be considered and the Council will set out public responses to issues raised when decisions are made.
- 2.3 The Council will balance wide involvement in the planning process with the need for effective operation of the planning system. This difficult balancing act will reflect the level of resources available to the Council, the level of discretion that the Council has over a particular decision and the likely social, environmental, and economic impacts of the policy or proposal under consideration.

3 LOCAL PLANNING – GENERAL POLICIES

- 3.1 The National Planning Policy Framework (NPPF), published in 2012, reintroduced the requirement to produce a single local plan. Local plans (also known as Development Plan Documents) set out strategic planning policy, land allocations for development, and detailed policy on development management and allocated sites. Supplementary Planning Documents provide additional detail on any environmental, social, design and economic objectives that help to achieve sustainable development.
- 3.2 The Local Plan is accompanied by the Authority's Monitoring Report, the Statement of Community Involvement, and the Local Development Scheme. The contents of the Local Plan are set out in a document called a Local Development Scheme. This contains a timetable for production of local plans and other documents as appropriate.
- 3.3 Consultation Requirements are set out within the Town and Country Planning (Local Planning) (England) Regulations 2012. It is the role of the Statement of Community Involvement to provide an approach to public involvement tailored to the local area by supplementing these.
- 3.4 The Mid Devon Local Plan will go through clear stages of preparation and scrutiny. A simplified illustration of the process is shown overleaf.

Preparation	<p>Survey and evidence gathering</p> <p>Formulation of policy options</p> <p>Report to Cabinet</p> <p>Consultation</p> <p>Consider consultation responses</p> <p>Policy formulation</p>
Publication	<p>Report to Cabinet and full Council</p> <p>Publication of local plan</p>
Submission	<p>Submission of local plan to Secretary of State</p> <p>All associated documents including consultation responses are submitted with the local plan.</p>
Examination	<p>Examination in Public</p> <p>Planning Inspector holds an examination into the Local Plan, usually including public hearings.</p> <p>Inspector's report published</p> <p>Determines if plan is 'sound'</p>
Adoption	<p>Report to Cabinet and Full Council</p> <p>Council adopts the Local Plan</p>

The Council will make local plans and supplementary planning documents widely available. They will be:

- a Placed on the Council's website for viewing and downloading;**
- b Deposited at Council offices and public libraries within Mid Devon during consultation periods;**
- c Sold at a price reflecting their production cost;**
- d Provided free to parish and town councils and on request to statutory consultees and local voluntary organisations.**

- 3.5 The Council will use its website to provide the opportunity for everyone to view and print copies of the local plan or supplementary planning documents. Consultation documents, approved policy documents and other papers of planning interest will be made available to download.
- 3.6 Copies of all local plans and supplementary planning documents, as they are produced, will be available for inspection during normal office hours at the Council's main office at Phoenix House, Tiverton and at public libraries throughout Mid Devon.
- 3.7 Anyone wishing to purchase a paper copy of the plan will be charged a reasonable price reflecting the production cost. In the case of parish and town councils, statutory consultees and local voluntary organisations, a free hard copy will only be provided where requested as people are encouraged to use the website wherever possible.

4 LOCAL PLANS

- 4.1 The Council will consult a range of stakeholders on all local plans and Supplementary Planning Documents. Technical guidance from other organisations such as the Environment Agency or Natural England may be sought specifically, and will carry significant weight. In more general terms the Council will publicise its plans and seek to engage the community in the planning process through a wide range of methods. The Council will create opportunities for all sections of the community to contribute to the planning process and have a real say in the shaping of Mid Devon.

Local Plan Preparation

SCI2

The Council will prepare a report setting out the subject, scope and potential content of a local plan. Relevant stakeholders will be invited to comment on what the local plan ought to contain. The Council will use direct contact methods to consult the following stakeholders:

- a relevant specific and general consultation bodies as defined in the regulations.**
- b parish and town councils adjoining or within Mid Devon**
- c residents or other persons carrying on business in the area, who are registered on the Council's Forward Planning consultation database and have requested to be notified**

The Council will publicise the local plan to notify all other stakeholders, using the following methods:

- i) Press release**
- ii) Information on the Council website**
- iii) Social media**
- iv) Public exhibitions**
- v) Public meetings if requested by a town or parish council**
- vi) Site notices when development allocations are proposed**

The Council's report will be made available for public inspection at Council offices and public libraries within Mid Devon.

In preparing the local plan, the Council will take into account any representation made in response to this consultation.

- 4.2 The Council will seek to understand the policies and priorities of a range of stakeholders in order that these can be reflected in the local plan if possible. If

necessary, the Council will meet with interested parties to discuss proposals for the local plan. When considering strategic planning matters, specific and general consultation bodies and those who have made representations will be invited to attend workshops in which particular issues will be debated in detail. Direct contact will be made by letter, email or other such communication. As a minimum, these will give details of the location of documents on the Council's website. Specific methods will be used to reach underrepresented groups. These could include attendance at relevant community group meetings or forums, and publicity of local plans via social media.

- 4.3 Representations must be made in writing and include the sender's full name and postal address to be taken into account. Information and comments provided to the Council during planning involvement will be made publicly available. The name and address of each representation will be published but all other personal details (e.g. signatures, email addresses and telephone numbers) will be redacted.
- 4.4 Public consultation does not commence until the Council's Cabinet has considered the report on the proposed local plan and approved it for consultation. When a local plan proposes the allocation of specific sites for development, the Council's Cabinet will hold separate meetings in Tiverton, Crediton, and Cullompton to discuss the sites relevant to that area. These meetings will be well publicised.

The Council will publish the local plan before it is submitted to the Secretary of State for examination, to enable interested parties to make formal representations on its contents. The following consultation methods will be used:

Direct contact with:

- a relevant specific and general consultation bodies as defined in the regulations**
- b parish and town councils adjoining or within Mid Devon**
- c residents or other persons carrying on business in the area, who are registered on the Council's Forward Planning consultation database and have requested to be notified**

General contact methods to notify all other stakeholders, using the following methods:

- i) Press release**
- ii) Information on the Council website**
- iii) Social media**
- iv) Public exhibitions**
- v) Public meetings if requested by a town or parish council**
- vi) Site notices when development allocations are proposed**

The local plan will be made available for public inspection at Council offices and in public libraries within Mid Devon.

- 4.5 When a local plan proposes the allocation of specific sites for development, the Council's Cabinet will hold separate meetings in Tiverton, Crediton, and Cullompton to discuss the sites relevant to that area-
- 4.6 If the Council approves the local plan at this stage, there is a formal period of consultation followed by submission to the Secretary of State. Any representations received at this stage are submitted to the Secretary of State along with the local plan, Sustainability Appraisal and all other relevant documents. The Inspector who will hold the examination into the local plan must take account of public and other opinion in judging whether the plan is sound.
- 4.7 The Inspector will determine the procedure to be adopted at examination, subject to the right to attend and be heard. Informal hearing sessions may be held over several days or weeks. When all matters have been considered the Inspector will prepare a report. The Council must publish the Inspector's recommendations as soon as reasonably practicable after receiving the report, and notify anyone who has

requested notification at this stage. The Council must make the local plan and any associated documents available for public inspection once the plan has been adopted.

5 SUPPLEMENTARY PLANNING DOCUMENTS

Supplementary Planning Documents: Masterplans SCI4

In preparing a masterplanning Supplementary Planning Document, the Council will carry out two stages of consultation. Direct contact methods will be used to consult the following stakeholders:

- a relevant specific and general consultation bodies as defined in the regulations**
- b parish and town councils adjoining or within Mid Devon**
- c residents or other persons carrying on business in the area, who are registered on the Council's Forward Planning consultation database and have requested to be notified**
- d immediately adjoining residents who are likely to be affected**

Masterplanning Supplementary Planning Documents will also be publicised as follows:

- i) Press release**
- ii) Information on the Council website**
- iii) Social media**
- iv) Public meetings if requested by a town or parish council**
- v) Site notices**

In preparing the Supplementary Planning Document, the Council will take into account any representation made in response to this consultation.

- 5.1** The Council will carry out an informal scoping consultation, primarily aimed at gathering evidence and information before a Supplementary Planning Document is produced. A Supplementary Planning Document often builds upon more strategic policies in a local plan, providing detail on the Council's environmental, social, design or economic objectives for development. At the evidence-gathering and research stage, consultation is directed at those who are known to have technical expertise, relevant knowledge or have asked to be notified of any new Supplementary Planning Documents.
- 5.2** The Council will prepare the draft Supplementary Planning Document taking into account any responses received to the scoping consultation. A formal public consultation will take place before the Supplementary Planning Document is adopted.

Consultation will be carried out using a mixture of direct contact and general publicity, with additional measures to reach underrepresented groups, which could include attendance at relevant community groups, meetings or forums, and publicity of masterplans via social media. Direct contact will be made by letter, email or other appropriate means. When a masterplan is being considered for an area within Mid Devon, early community involvement is to be encouraged. In addition to the methods listed in Policy SCI4, the Council will consider whether further measures such as leaflet-dropping, exhibitions or workshops are warranted. The level of consultation will endeavour to be proportionate to the likely impact of the plan.

- 5.3 In certain circumstances the Council may consider it unnecessary to undertake two stages of consultation on sites where a masterplan requirement exists. For example, if a currently adopted masterplan already sets guiding principles, design considerations or infrastructure delivery requirements/phasing which apply over the proposed site, then it would be unnecessary to re-determine such issues through a scoping consultation. In these circumstances the framework set by the adopted SPD forms the starting point, and preparation could commence on the draft version of the masterplan, subject to one further stage of consultation. Where only one stage of consultation is proposed, the Council will provide a full justification.

Supplementary Planning Documents: Other SCI5

The Council will prepare the draft Supplementary Planning Document and make this available to view on its website and in public libraries and district Council offices. Direct contact methods will be used to consult the following stakeholders:

- a relevant specific and general consultation bodies as defined in the regulations**
- b parish and town councils adjoining or within Mid Devon**
- c residents or other persons carrying on business in the area, who are registered on the Council's Forward Planning consultation database and have requested to be notified**

General contact methods to notify all other stakeholders, using the following methods:

- i) Press release**
- ii) Information on the Council website**
- iii) Social media**
- iv) Public meetings if requested by a town or parish council**

The Council will take into account any representation made in response to this consultation.

- 5.4 There is only one consultation period for Supplementary Planning Documents that are not masterplans. It is therefore important that the draft document is clear about the proposals which are likely to be approved.
- 5.5 Consultation will be carried out using a mixture of direct contact and general publicity, with additional measures to reach underrepresented groups, which could include attendance at relevant community group meetings or forums, and publicity of Supplementary Planning Documents via social media. In addition to the methods listed in Policy SCI5, the Council will consider whether further measures such as leaflet-dropping, exhibitions or workshops are warranted. The level of consultation will endeavour to be proportionate to the likely impact of the plan.
- 5.6 Representations must be made in writing and include the sender's full name and postal address to be taken into account. Comments made during the course of any workshops will be gathered and summarised by the Council, then taken into account as the final Supplementary Planning Document is produced.

6 PLANNING APPLICATIONS

Summary of planning applications processes

- 6.1 A planning application is an application to the Council for the development of land and may include changes in use and extension to property. Applications are determined in accordance with the Development Plan unless material considerations indicate otherwise. Applications can be made as follows:
- **Outline;** to establish the principle of development. Outline applications can only be made for the erection of buildings.
 - **Full;** all details of the application should be submitted when the application is made.
 - **Approval of Reserved Matters;** details submitted following the grant of outline permission
 - **Permission in Principle;** to be granted on sites in plans and registers and for minor sites providing greater certainty of development based on 'in principle matters' such as land use, location and amount of development.
 - **Technical Details Consent;** Following permission in principle, full planning permission will only be secured once technical details consent has been obtained.
 - **Prior Approval;** a developer may require approval from the local planning authority that specified elements of the development are acceptable before work can proceed.
- 6.2 There are other forms of consent considered by the Local Planning Authority, such as Listed Building and Tree Preservation Order consents. These are not covered by the Statement of Community Involvement. The consultation requirements associated with permission in principle will be carried out in accordance with the regulations.
- 6.3 The Council has an adopted 'Scheme of Delegation' to exercise all the powers of the Council as a Local Planning Authority to determine certain planning applications that do not need to be referred to the Planning Committee.
- 6.4 Amendments and variations – an amendment may be made to an application for planning permission before consent has been granted, provided that (i) it is of a very minor nature and would not need re-advertising or re-consulting, or (ii) it is of a minor nature and any consultation or re-advertising could be conducted within the timeframe for determination of the application. Where re-consultation is required, neighbours and those who have made objections or representations on an application may be notified, depending on the significance of the changes to be made. In cases where changes are material and are likely to have an impact a new application would

normally be required. Amendments and variations can also be made once planning permission has been granted. A non-material amendment is for very minor changes and will not require neighbour notification. Minor material amendments can be made via a 'variation of condition' application and in this case neighbour notification must be undertaken.

- 6.5 Section 106 Obligations are binding legal agreements between the Council, developers and sometimes others associated with a grant of planning permission. They relate to matters linked to the proposed development, for example contributions toward public open space, affordable housing and education or infrastructure works to highways, sewage works or flood defences. The Community Infrastructure Levy introduces an alternative system for infrastructure provision outside of a development site. This will streamline the process for taking contributions for necessary infrastructure and will supersede the need for the use of Section 106 agreements in most cases.
- 6.6 There are legal minimum requirements for publicity on planning applications, set out in The Town and Country Planning (Development Management Procedure) (England) Order which require publication on the Council's website, publication of a site notice and/or that neighbours are notified directly (depending on the type of planning application). In some cases, such as for major developments, an advertisement is required in the local newspaper. Section 122 of the Localism Act 2011 has amended the Town and Country Planning Act 1990 to require applicants to carry out pre-application consultation where a proposed development is of a description specified in a development order.
- 6.7 Pre-application discussions can significantly reduce the length of time it takes to determine a planning application, allowing for potential barriers to development to be identified early and addressed if possible. The level of consultation required will vary with the significance of the proposal and the likely impact. The Council is committed to seeking consensus solutions where possible, subject to planning policies and principles. It is proposed to set up a three tier approach to planning applications relating to their scale. Policy SCI6 sets the recommended pre-application approaches for major applications.
- 6.8 Non-major applications are unlikely to raise issues of the scale and complexity of a major application, but they can be contentious in their own right. Accordingly, the Council may wish to recommend to scheme promoters that they consider some forms of public consultation before submitting. The Council does not necessarily endorse a proposal by assisting in pre-application consultation. Applicants are recommended to liaise with the community and to talk informally to their neighbours before submitting an application. This will minimise refusals and the possibility of neighbour disputes.

Major Applications Pre-Application Consultation SCI6

- a Promoters of development proposals which would fall into the category of major applications (unless they are clearly of a non-controversial or straightforward nature) are strongly recommended to contact the Council at least 12 months before they expect to make an application to discuss the contents of their proposal and agree any necessary public involvement . Scheme promoters will be expected to resource the necessary surveys and consultation procedures.**
 - b The Council will recommend to the promoters a level of local pre-application consultation, which reflects the scale, complexity, controversy, and policy/sustainability issues raised and the sensitivity of the area to change. The Council may wish to negotiate a planning performance agreement with promoters to agree timescales, actions and resources for handling particular applications.**
 - c The following methods of local involvement on pre-application proposals may be appropriate:**
 - i Newspaper Notice**
 - ii Press Release**
 - iii Public meetings if requested by a town or parish council**
 - iv Individual or group discussions**
 - v Public exhibitions**
 - viii Summary leaflets**
 - ix Response forms**
 - x Letters to specific landowners/residents.**
 - d The scheme promoter will need to submit a document outlining the nature and results of this public consultation exercise for consideration with the planning application.**
- 6.9 Major developments are proposals containing a minimum of:
- For residential developments: 10 or more dwellings, or a 0.5 hectare site area; or
 - For non-residential developments, 1000 sqm gross floor area or a 1 hectare site area.
- 6.10 Pre-application discussion is a good way for the scheme promoter to confirm the principle of development and clarify the supporting information required by the planning authority. Pre application consultation by promoters for some applications is

now required under the Town and Country Planning Act 1990 as a result of the Localism Act 2011.

- 6.11 Early public involvement in a scheme is beneficial to applicants, especially on major or controversial development proposals. It facilitates the process as applicants can understand local concerns before submitting the formal application. Applicants will be in a position to negotiate and build consensus with the public on the development proposal to avoid objections and subsequent delay during the formal application stage.
- 6.12 The level of public involvement should increase with potential difficulties and controversy. This will allow for misunderstandings to be reduced, key areas of concern to be clarified and potential compromise solutions to be reached. In order to ensure that sufficient time is allowed for these discussions, promoters are strongly advised to approach the Planning Authority 12 months before they plan to submit an application. This will allow time to undertake any necessary surveys, discuss alternative approaches and carry out appropriate local consultations. Where a major application is clearly uncontroversial or straightforward, then a shorter timetable is appropriate. The Council does not necessarily endorse a proposal by assisting in pre-application consultation.

Application Consultation

SCI7

The Council will undertake the following on receipt of a planning application:

- a Consult all relevant statutory bodies once a planning application has been validated. In most cases, 21 days will be allowed for a response, unless provision exists for an extension of time by reference to relevant legislation.**
- b Consult relevant town and parish councils with a request for observations, allowing at least 21 days for response. Adjoining district, parish and town councils will also be consulted on development proposals for:**
 - i. wind turbines exceeding 10m height (to hub)**
 - ii. ground mounted solar arrays**
 - iii. agricultural buildings over 500m² gross floorspace**
 - iv. anaerobic digesters**
- c Publicise all planning applications by means of a notice posted on or near the site or write to notify immediately adjoining neighbours giving 21 days for response.**
- d Publish a list of planning applications received in a local paper and on the Council's website.**

- e Make live applications and any supporting information available for inspection at the Main Council Office and provide copies where required. All applications will be available to view free of charge on the Council's website.**
- f Keep an online register of planning applications and decisions for public inspection.**
- g The results of any consultation will be taken into account in decisions made by, and on behalf of, the Council.**
- h Take account of written comments on applications.**
- i Notify anyone making representations if the application is to be determined at the Planning Committee Meeting and make the agenda and reports for these meetings publicly available on the website prior to the committee.**
- j Publish the decision and the reasons for it, on the Council's website.**
- k When an appeal has been lodged against the refusal of a planning application or to remove or vary conditions the Council will notify those who have made representations on the application and advise them of the process for making further representations.**

6.13 Once a planning application has been submitted, there is a limited time period within which a decision should be made. It is therefore difficult to carry out more than the minimum legal requirements on public involvement. This emphasises the importance of pre-application consideration and involvement on the more significant proposals. It should be noted that there is no requirement to consult certain bodies where they have published standing advice detailing their requirements for proposed development.

6.14 The Council has an adopted 'Scheme of Delegation' to exercise all the powers of the Council as a Local Planning Authority to determine certain planning applications that do not need to be referred to the Planning Committee. Planning Committee meetings are public, and provide an opportunity for applicants and town/parish councils to make representations directly to the committee. One spokesperson is allowed to speak for the application (generally the applicant or agent).

6.15 Policy SCI7 applies only to applications for planning permission, when Mid Devon District Council is the Local Planning Authority responsible for determining the application. Express consent is not always required, and development or works may be subject to a prior notification procedure only. Policy SCI7 does not apply to the following notification procedures:

- Agricultural or forestry development
- Hedgerow Removal Notice

- Telecommunications development
- Demolition
- Works to a tree in a Conservation Area
- Change of use

7 GLOSSARY

Allocations -

are proposals that a certain site or area of land should be developed for particular uses and/or buildings. They are shown on a Proposals Map, contained within the Local Plan. There will be a related policy setting out any parameters and criteria for the site, contained within the local plan.

Authority's Monitoring Report –

a document the Council produces annually, setting out how planning policies have been implemented for the previous financial year and whether it has achieved the milestones set out in its Local Development Scheme.

Development Order -

an order made under section 59 of the Town and Country Planning Act 1990 which either gives planning permission for certain kinds of development or allows Councils to grant permission if the provisions of an order are met

Development Plans -

are plans which set out policies and proposals for changes of land use, new buildings, changes to existing buildings and other proposals which require planning permission.

General Consultation Bodies -

are organisations with an interest in the social, economic and environmental development of an area, and which may be consulted on the preparation of local plans and Supplementary Planning Documents.

Local Development Scheme (LDS) –

a project plan for the preparation of local plans.

Local Planning Authority (LPA) -

is a council with planning powers. For most purposes, this is Mid Devon District Council, but Devon County Council is the LPA for minerals and waste.

Local Plans -

are part of the Development Plan, covering the whole of a District (except for any areas within a National Park) and giving comprehensive policy coverage at a detailed level. They are also known as Development Plan Documents.

Major Planning Applications -

are applications for residential development with a minimum of 10 dwellings or a 0.5 hectare site area, and planning applications for non-residential development with a minimum of 1000 square metres gross floor area, or a 1 hectare site area.

Non-Major Planning Applications -

are planning applications which are not categorised as major. .

Other Planning Applications -

are change of use applications and householder applications.

Permission in Principle –

to be granted on sites in plans and registers, and for minor sites providing greater certainty of development based on ‘in principle matters’ such as land use, location and amount of development

Policy –

a written guideline or set of criteria which describes how the planning authority will deal with development proposals. Policies may relate to the whole district, or defined areas within the district and may be relevant to particular types of development or a range of developments. Policies contained within a local plan are the primary consideration for decisions on planning applications.

Primary Consideration -

planning applications are required by law to be determined in accordance with the Development Plan unless material considerations indicate otherwise. This means that when the local authority determines a planning application it will look at what Development Plan policies and proposals apply to a particular parcel of land or building and then see how closely the development proposal complies with the Plan. It will then consider other relevant issues (known as material considerations) and decide whether these are important enough to outweigh the policies of the Development Plan in that instance.

Prior Approval –

means that a developer has to seek approval from the local planning authority that specified elements of the development are acceptable before work can proceed.

Proposals –

see Allocations.

Proposals Map / Adopted Policies Map –

a map showing the areas or sites to local plan policies and proposals apply.. It will contain Inset Maps, showing particular areas in more detail.

Registered Bodies -

for the purposes of this Statement, are individuals or organisations which have asked to be consulted on development plan preparation details of whom are kept on a Council register. They will include all relevant General Consultation Bodies.

Soundness -

is a term describing the tests against which a local plan will be assessed at the Examination.

Specific Consultation Bodies -

are the bodies defined in the Local Planning Regulations which must be consulted when a local plan is produced. They include parish and town councils, Historic England and similar statutory bodies.

Statement of Community Involvement (SCI) –

a statement that sets out the Council's policies for the public involvement in the preparation of Local Development Documents and planning applications.

Supplementary Planning Document (SPD) –

a document that sets out more detailed policies in support of those contained in a local plan. It does not form part of the Development Plan, but is a material consideration on planning applications.

Sustainable Communities

are places where people want to live and work, now and in the future.

Sustainable Development –

is development which meets the needs of the present while not preventing future generations meeting their own needs. The sustainability of local plans must be assessed through Sustainability Appraisals and Strategic Environmental Assessment (SA/SEA).

Technical Details Consent –

Following permission in principle, full planning permission will only be secured once technical details consent has been obtained.

Underrepresented Groups -

are groups that rarely get involved in planning processes, including young people, minority ethnic groups, people with disabilities, new residents, people on low incomes and people who have difficulty reading, writing and speaking English.

Useful Abbreviations:

- CS** - Core Strategy
- DPD** - Development Plan Document
- LDS** - Local Development Scheme
- SA** - Sustainability Appraisal
- SCI** - Statement of Community Involvement
- SEA** - Strategic Environmental Assessment
- SPD** - Supplementary Planning Document

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CABINET

12TH MAY 2016

REFUSE STORAGE FOR NEW RESIDENTIAL PROPERTIES SUPPLEMENTARY PLANNING DOCUMENT

Portfolio Holder Cllr Richard Chesterton

Responsible Officer Head of Planning and Regeneration – Mrs Jenny Clifford

Reason for Report:

To present the refuse storage for new residential properties Supplementary Planning Document (SPD) Scoping Report, prior to public consultation.

RECOMMENDATION(S):

That Cabinet approve the draft SPD Scoping Report for consultation.

Relationship to Corporate Plan:

The document contains guidance on the design of refuse storage for new residential development. It addresses existing issues regarding the poor provision of refuse storage in new residential development in order to provide a better quality public realm. This meets the Corporate Plan priorities 'Homes' and 'Environment'.

Financial Implications:

The SPD has associated production costs, for which there is an existing budget within the planning service.

Legal Implications:

There is no statutory requirement to produce SPDs, as these documents are seen as supplementary to the statutory development plan. However, the length and methods of the consultation process are guided by the stipulations of the Town and Country Planning (Local Planning) (England) Regulations and Mid Devon's Statement of Community Involvement (SCI).

Risk Assessment:

The SPD will set standards for the provision of refuse storage in new residential properties. The document will reduce the risks of costs being awarded against the Council providing decisions are based on its content.

1.0 Introduction

- 1.1 The Planning Service is proposing to undertake a scoping consultation for a new Supplementary Planning Document (SPD) on refuse storage for new residential properties (Appendix 1). This document will not contain policies but will provide guidance on the level of refuse storage to be provided, as well as information on design considerations, capacity,

and location and access arrangements for each type of household in Mid Devon. The existing guidance, 'Refuse storage for new residential properties: A guide for developers' will be used as the primary baseline study and template for the draft SPD.

- 1.2 The basic principle of ensuring that all new households are provided with adequate refuse storage has been incorporated into national policy in Approved Document H of The Building Act (1984). This covers new build residential development as well as the conversion of buildings to a residential use. Section 6 (Solid Waste) deals with the provision of storage space and means of access for people in the building to the storage space, and from the collection point to the storage space. This legislation also gives Mid Devon District Council, as the designated Waste Collection Authority, the power to stipulate to developers what level of refuse storage must be provided.
- 1.3 The current guidance complements existing local planning policy on design of housing (DM14) which requires adequate external space for recycling and refuse for new housing development. Effective waste storage is also a component of good design more generally under policy DM2 'high quality design'. The proposed Local Plan Review Policy DM12 'Design of Housing' will continue to provide the baseline for the more detailed guidance to be included in the SPD.
- 1.4 The guidance as currently drafted allows planning reports to be prepared on a consistent basis with clear evidence based recommendations. Once the guidance is adopted as an SPD, it will gain increased weight in planning decisions. The current guidance was considered by Cabinet on the 17th December 2015 where it was agreed that officers develop the guidance as a Supplementary Planning Document. The draft consultation scoping report was considered by the Planning Policy Advisory Group at its meeting on the 22nd April 2016.
- 1.5 The consultation scoping report (Appendix 1), together with the guidance prepared by the Council in December 2015 forms the first stage in the process of preparing an SPD and seeks to gather the views of developers, the local community and other interested parties on what it should contain. If approved by Cabinet a six week period of consultation is proposed, which will begin on 23 May 2016, closing on 4 July 2016. Subsequently the Council will prepare a draft version of the SPD, which will be subject to one further stage of consultation prior to adoption.

Contact for more Information:

Circulation of the Report: Cllr Richard Chesterton (Cabinet Member), Planning Policy Advisory Group, Finance, Audit, Legal Services, Head of Planning and Regeneration

List of Background Papers

Appendix 1:

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Supplementary Planning Document

Refuse storage for new residential properties

Scoping Report

15th April 2016

1. Subject

- 1.1. The appropriate provision of refuse storage is an important issue for new residential development. Mid Devon District Council is proposing to expand on existing planning policy through a new Supplementary Planning Document (SPD) in order to provide guidance on the provision of suitable refuse storage in new residential properties. This scoping report, together with the waste storage guidance prepared by the Council in December 2015 (Appendix 1), forms the first stage in this process. It presents some of the issues that have arisen in relation to the design of refuse storage and seeks to gather the views of developers, the local community and other interested parties. A formal consultation process will take place on the draft SPD, which will take account of the responses received to this report.
- 1.2. This report provides clarity and focus to the consultation. However, answering the consultation question is optional and the Council will accept other forms of written response.
- 1.3. The SPD will be prepared in accordance with Part 5 of the Town and Country Planning (Local Planning) (England) Regulations 2012 and the Council's Statement of Community Involvement (SCI).

2. Scope

National and Local Policy

- 2.1. The basic principle of ensuring that all new households are provided with adequate refuse storage has been incorporated into national policy in Approved Document H of The Building Act (1984). This covers new build residential development as well as the conversion of buildings to a residential use. Section 6 (Solid Waste) deals with the provision of storage space and means of access for people in the building to the storage space, and

from the collection point to the storage space. This legislation also gives Mid Devon District Council, as the designated Waste Collection Authority, the power to stipulate to developers what levels of refuse storage must be provided.

2.2. As set out in the National Planning Policy Framework (NPPF) SPDs are “documents which add further detail to the policies in the Local Plan”. The content of an SPD therefore gains increased weight in planning decisions but it does not form part of the development plan.

2.3. The current guidance complements existing planning policy on design of housing (DM14) which requires adequate external space for recycling and refuse for new housing development. Effective waste storage is also a component of good design more generally under policy DM2 (High Quality Design).

Emerging Local Plan Policy

2.4. The new Local Plan Review is expected to replace the adopted Mid Devon Local Plan which consists of the following:

- a) Core Strategy (adopted 2007)
- b) Allocations and Infrastructure Development Plan Document (adopted 2010)
- c) Development Management Policies (adopted 2013)

2.5. The proposed Local Plan Review Policy DM12 ‘Design of Housing’ will continue to provide the baseline for the more detailed guidance to be included in the Waste Storage SPD.

3. Potential Content

3.1. This SPD will use the ‘Refuse storage for new residential properties: A guide for developers’, (see Appendix 1) as the primary baseline guidance and template for the SPD. Consequently, the scope and potential content of the SPD has already been defined to some extent and can be summarised as follows:

- a) Introductory text outlining the current national and local policy context relating to refuse storage design requirements and standards in new residential development.
- b) A summary of the refuse storage containers currently used throughout Mid Devon including their capacity, intended use, the typical number of containers per household and the size dimensions of each type of container.
- c) Design guidance specific to the refuse storage requirements for each type of household in Mid Devon. This will cover the minimum area required for suitable refuse storage, capacity, location of storage areas, and access and design considerations for each of the following household types:
 - i. Individual, detached or semi-detached properties
 - ii. Terraced houses

- iii. Flats and properties in multiple occupancy
- iv. Communal refuse facilities
- d) Information on the garden and waste collection services available to the residents of Mid Devon including design guidance for developers on how garden and waste storage areas can be provided within new residential development.
- e) Guidance on the provision of bin containers to the residents of Mid Devon. This section will outline the bin containers supplied by the Council and the containers residents are required to purchase.
- f) A final checklist for developers to consider when ensuring that suitable refuse storage has been provided for new residential development in Mid Devon.

3.2. The guidance as currently drafted allows planning reports to be prepared on a consistent basis with clear evidence based recommendations. However, it is acknowledged that the guidance has not been written in the form of an SPD and therefore may require some adaptation. Once the guidance is adopted as a Supplementary Planning Document, it gains increased weight in planning decisions.

4. Consultation Question

4.1. This is an informal stage of consultation, primarily aimed at gathering evidence and information before the draft SPD is proposed. To steer feedback to this consultation a single open ended question is proposed:

Question 1: Are there relevant matters that have not been taken into account, or is there further guidance related to refuse storage in new residential development that should be provided within the SPD?

- 4.2. Answering the above question is optional and the Council will also accept other forms of written response.
- 4.3. Responses can be emailed to planningconsultations@middevon.gov.uk or posted/delivered to Forward Planning, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton, Devon, EX16 6PP. Responses must include the sender's name and full postal address, otherwise they cannot be registered. The Council will only use respondents' contacts details to inform them about the plan and other planning matters.
- 4.4. The deadline for written responses to this consultation is the [Insert date] (midnight).
- 4.5. In preparing the SPD the Council will take account of any representation made in response to this consultation. A formal draft stage consultation will follow this scoping stage consultation before formal adoption of the SPD.

Appendix 1: Refuse storage for new residential properties: A guide for developers



Refuse storage for new residential properties

A guide for developers

December 2015

Introduction

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

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






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

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

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

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

Containers used through Mid Devon

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

What we are looking for

1. INDIVIDUAL, DETACHED OR SEMIDETACHED PROPERTIES

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

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

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

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

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

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

2. TERRACED HOUSES

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

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

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

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

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

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

3. FLATS AND PROPERTIES IN MULTIPLE OCCUPANCY

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

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

4. PLANNING COMMUNAL REFUSE FACILITIES

Capacity:

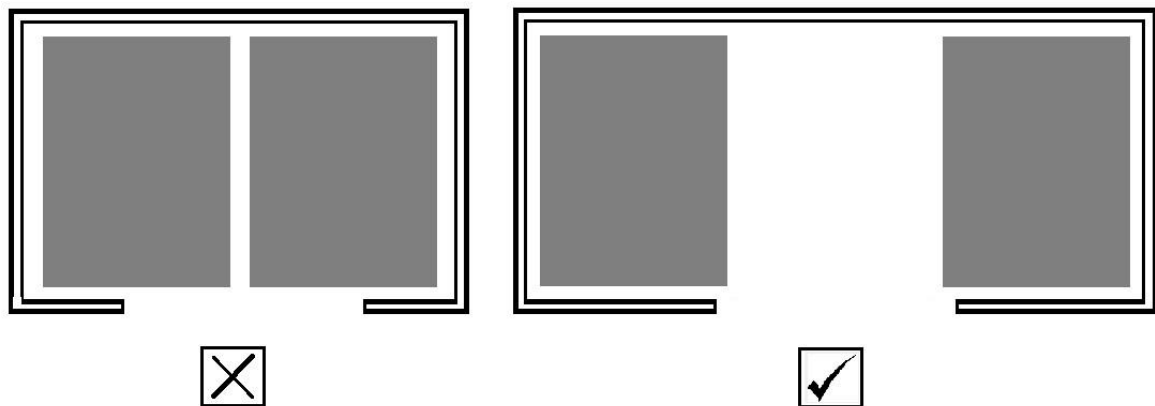
Communal refuse stores must be provided for the storage of individual pairs of wheeled bins in smaller developments; sufficient space must be left for the residents to access their bins easily, and for the bins to be able to be removed individually from the store.

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

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

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

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



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

Location and Access:

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

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

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

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

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

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

Design considerations:

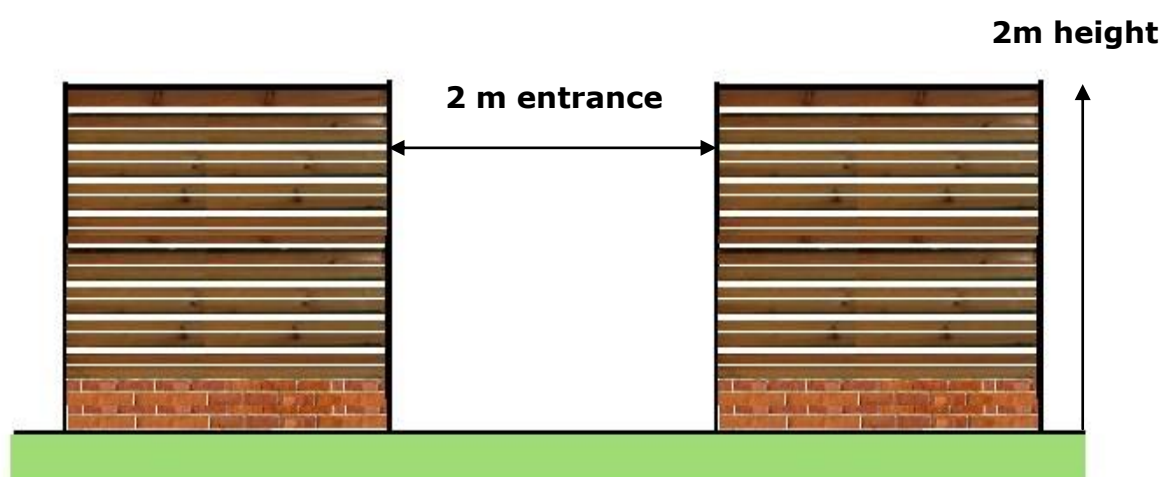
Ideally bins stores should be discreet roofed sheds built out of the same materials that are being used in the rest of the development so they blend into the background. However in some cases a simple hard standing area large enough to accommodate the required number of bins will suffice provided there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

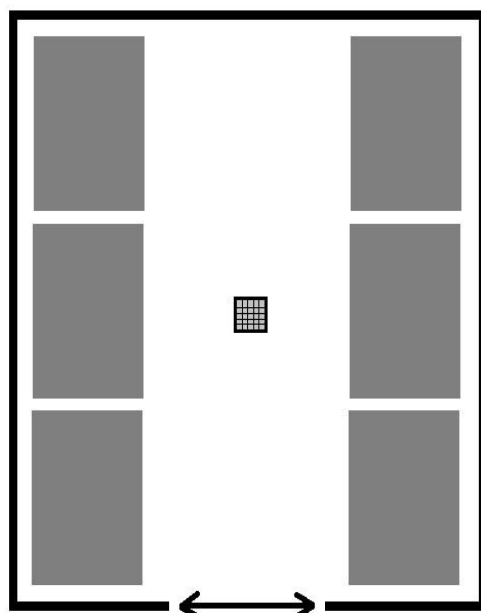
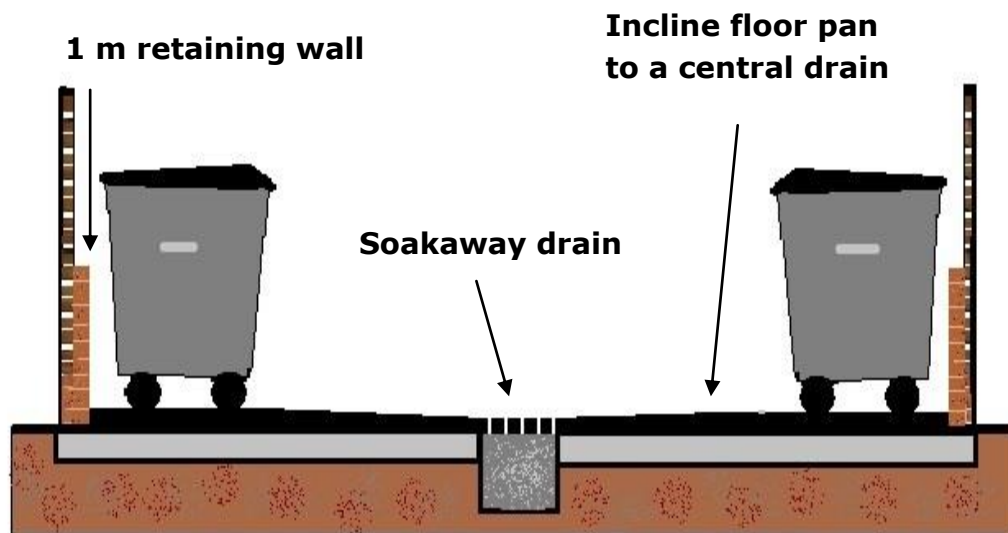
All bin stores or bin store areas should have a tarmac or concrete floor that is slightly inclined towards a central soakaway drain. This is important as refuse bins can sometimes leak smelly liquids, which would otherwise pool on the floor and could cause an odour problem and/or health risk. They should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

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

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

Communal bin store design





Typical plan view of communal bin store, incorporating:

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

Drawings not to scale

5. GARDEN WASTE COLLECTION SERVICE

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

6. BIN PROVISION

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

FINAL CHECKLIST

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

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

USEFUL CONTACTS

www.middevon.gov.uk

Mid Devon District Council 01884 255255

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CABINET 12 MAY 2016

FUTURE OPPORTUNITIES FOR JOINT WORKING

Cabinet Member: Councillor Richard Chesterton
Responsible Officer: Jenny Clifford, Head of Planning & Regeneration

REASON FOR REPORT:

To consider the case for closer working with other authorities within the same sub-regional 'Greater Exeter' area, particularly in respect of strategic growth and the economy.

RECOMMENDATION:

- 1. That it be agreed to explore opportunities for joint working in partnership with East Devon District Council, Exeter City Council and Teignbridge District Council.**
- 2. That the Chief Executive in conjunction with the Leader and Deputy Leader be given delegated authority to sign the Memorandum of Understanding once finalised.**

Relationship to Corporate Plan: The Corporate Plan contains priorities of homes, community, economy and environment. Exploring collaborative working with other Councils on a sub-regional basis will enable enhanced delivery of these priorities.

Financial Implications: None at this 'in principle' stage. The cost of any specific proposals arising from collaborative working and the assessment of options will be reported separately to a future Cabinet meeting.

Legal Implications: The Memorandum of Understanding is not intended to be legally binding although signatory Councils will use reasonable endeavours to comply with its terms, spirit and honour any obligations arising. Any party may terminate their involvement in the Memorandum of Understanding at any time by giving written notice.

Risk Assessment: Entering into the Memorandum of Understanding does not commit the authority to make any formal partnership, governance or structural changes. The commitment is to consider options and work collaboratively across this strategic geography. Given the commonality in economic functional area and housing market area, a collaborative approach is likely to reduce future risk through developing a shared sub-regional vision and a more effective response to the planning and funding environment than might be possible by Councils working individually.

1. BACKGROUND

- 1.1** The local authorities covering Mid Devon, Exeter, East Devon and Teignbridge have a longstanding history of joint working in respect of economic

development and tourism promotion under the umbrella of the 'Heart of Devon' as well as in collaboration over the production of certain pieces of strategic evidence for planning purposes - such as the Strategic Housing Market Assessment.

- 1.2 These four authorities share not only geographical proximity but also a wider synergy in economic fortune associated with a shared housing market area and single functional economic area as illustrated by travel to work patterns derived from the 2011 Census.

2. THE PROPOSAL

- 2.1 Teignbridge, East Devon and Exeter City Councils have already started to explore the opportunity for greater collaboration and alignment of strategic objectives to address the effectiveness and efficiency of promoting economic development within the wider economic functional area and to address the challenging infrastructure, planning and funding environment to service the future needs of the area within which they operate. These authorities have adopted a 'Greater Exeter' spatial approach and formalised their intentions to work collaboratively by entering into a Memorandum of Understanding (MoU). Being located within the same functional economic area, Mid Devon has been invited to share in this collaborative approach and also enter into an (updated/revised) MoU.
- 2.2 The MoU seeks to establish a shared vision for the Greater Exeter sub-regional area to drive growth and economic prosperity. The MoU will provide confidence to consider options for making improvements to existing governance structures and arrangements in order to enhance economic growth and delivery. The MoU does not intend to create one Council or establish any form of partnership or joint venture between the parties. The collaborative focus will be primarily on economic development and housing enablement together with strategic planning. Its impetus is to unlock the potential for accelerated economic growth and provide long-term confidence in the economy and long term planning on a sub-regional scale.
- 2.3 An MoU for these purposes, to include Mid Devon District Council is in the process of being drawn up. Agreement to explore these opportunities for joint working across this sub-regional Greater Exeter area with these three Councils is sought, together with delegated authority as set out in the second recommendation for the signing of the MoU once it has been finalised.

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Background papers: None

Circulation of the Report: Cllr Richard Chesterton, Members of Cabinet, Management Team

CABINET
12 MAY 2016

AGENDA ITEM

REVENUE AND CAPITAL OUTTURN 2015/16

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

Reason for Report: To present the revenue and capital outturn figures for the financial year 2015/16.

RECOMMENDATION(S): That Cabinet -

1 - note the General Fund outturn achieved in 2015/16 which shows an overall overspend of £417k.

2 – approve the transfer of monies from New Homes Bonus to increase the General Fund balance to the approved level of funding (see para 2.5). This would decrease the net transfers into earmarked reserves shown in recommendation 3 below.

3 - approve the net transfers to/from earmarked reserves of £1,438k detailed in the General Fund service budget variance reports shown in Appendix 1 & 2 and summarised in Appendix 4.

4 - note the positive position achieved on the Housing Revenue Account which shows an annual saving of £916k and approve the “earmarking” of the extra £916k shown in paragraph 3.3, as well as specific items totalling £3,144k and the utilisation of items totalling £1,054k identified in Appendix 4.

5 - approve the carry forward of £7,559k from the 2015/16 capital programme (see paragraph 5.2) as all of the schemes will be delivered in 2016/17 or later years.

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 carried forward from 2015/16. All future spending will be closely linked to key council pledges from the updated corporate plan.

Financial Implications: Good financial management and administration underpin 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.

Executive Summary of 2015/16 Income and Expenditure

The table below gives an overview of the movements during the year on the key operational balances of the Council and then shows the closing cash position which will be reflected in the end of year Accounts. (Note - These movements assume that all proposed recommendations are agreed, except for the General Fund balance.)

	31/3/15	In year movement	31/3/16
General Fund	(£2,380k)	£417k	(£1,963k)
Housing Revenue Account	(£2,000k)	£0k	(£2,000k)

1.0 Introduction

- 1.1 The Council has continued its strategic decision to reduce costs, without adversely affecting service delivery, evidenced by the on-going commitment to further reduce employee costs (especially in back office services) during the year improve efficiencies and maximise income opportunities. This strategy has seen us deliver an overall General Fund (GF) deficit of £417k (see Appendix 1).
- 1.2 During the budget setting process we continue to ensure that revenue budgets are set on a robust basis and take a prudent view of the likely levels of income and expenditure.
- 1.3 It should be noted, in order to get a completed year end outturn position to Senior Management and Members in a timely fashion, these figures may be altered slightly over the next few weeks as we complete the formal accounts process, but will have little effect on the overall GF or HRA surplus position.
- 1.4 Members of the Audit Committee should note that the outturn report is basically a set of management reports that show the final cash related position on all service areas. The Finance Team then have to turn these management reports into the statutory financial statements which are subject to a wide number of complex accounting rules that often significantly change the final picture of a service's financial position for the year. However, it is important to note that the bottom-line profit or loss for the year remains constant.

2.0 The General Fund Reserve

- 2.1 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 31/3/15. In 2015/16, a net deficit of £417k has occurred after accounting for all necessary transfers to/from Earmarked Reserves (EMRs).
- 2.2 Detailed budget monitoring reports were provided to both senior managers and members throughout 2015/16. This monitoring focused on significant

budget variances (+/- £10k), included remedial action where necessary and estimated an overall outturn position. The final written monitoring report considered by the Cabinet gave a detailed position at 31 December 2015 and predicted an end of year deficit of £372k for the General Fund. Therefore the final position deteriorated by £45k.

- 2.3 The table below shows the overall budget, actual and variance for all of our major service areas.

Service	2015/16 Budget £	2015/16 Actual £	Variance £
Car Parks	(23,680)	(186,459)	(162,779)
Community & Development	388,820	414,802	25,982
Corporate	1,197,130	1,208,430	11,300
Customer Services	15,730	171,879	156,149
Environmental Services	1,376,160	1,430,734	54,574
Finance & Performance	(180)	34,296	34,476
GF Housing	317,150	231,334	(85,816)
Grounds Maintenance	(16,870)	52,584	69,454
Human Resources	98,470	45,004	(53,466)
ICT	(12,040)	15,152	27,192
Legal & Democratic	1,027,280	1,057,782	30,502
Leisure	662,400	1,125,559	463,159
Planning & Regeneration	959,800	1,096,913	137,113
Property Services	253,800	(85,881)	(339,681)
Revenues & Benefits	782,650	557,768	(224,882)
Waste Services	2,287,120	2,414,775	127,655
Total Cost of Services	9,313,740	9,584,672	270,932
OTHER INCOME & EXPENDITURE			
Miscellaneous Income	0	(352)	(352)
Interest Payable	68,390	147,452	79,062
Interest Receivable	(134,090)	(240,232)	(106,142)
Heritable dividend	0	(43,958)	(43,958)
Statutory financing of capital	375,490	369,856	(5,634)
New Homes Bonus		(1,619,311)	(1,619,311)
Transfers to / (from) EMR'S	424,170	1,437,518	1,013,348
Statutory Adjustments	(1,281,350)	(1,316,100)	(34,750)
EMR used to fund capital	0	834,695	834,695
Total Budgeted Expenditure	8,766,350	9,154,240	387,890
Funded By:			
Revenue Support Grant	(1,704,850)	(1,704,847)	3
NNDR Revenue	(2,062,630)	(1,962,630)	100,000
Council Tax	(4,955,540)	(4,961,301)	(5,761)
Collection Fund surplus	(43,330)	(43,334)	(4)
Other non-ringfenced gov grants	0	(64,943)	(64,943)
Total Other Income	(8,766,350)	(8,737,055)	29,295
Total Deficit for the year	0	417,185	417,185

- 2.4 A detailed explanation of all the key variances is shown in Appendix 2, service by service. Inevitably, within a service, there are often variances which compensate. Some areas may create savings which in turn can be partly or fully offset by overspends elsewhere. In this report we have tried to highlight the major movements to enable Members to appreciate the more significant trends within each service area.

Note – where any of the above variances were deemed to be recurring, the 2016/17 budget was adjusted accordingly.

- 2.5 The overall effect of the 2015/16 financial year would result in a General Fund Balance of £1,963k which is below the Council's own temporary minimum requirement of £8.77m x25% = £2,193k (agreed at full Council 25/2/15).
- 2.6 In addition to the GF Balance, the Council holds a number of Ear Marked Reserves (EMRs) which are used to help make provision for known future expenditure commitments which will require funding in 2016/17. The net movement of £1,438k into these reserves and the end of year balances held on them are shown in Appendix 4.

2.7 Market Walk and Fore Street Shops, Tiverton

Members will no doubt be keen to see the first year's result's following the acquisition of the shops in March 2015. The various elements are shown in different areas of the Income and Expenditure account but the overall position is as follows:

	<u>£k</u>
Net rental income after expenses	
(Shown within property Services committee)	(380)
Interest payable on Public Works Loan Board loan	108
Statutory capital Financing (over 50 years)	83

Net income for year	(189)
	=====

This income equates to an approximate return of **4.5%** (189k/4,173k), net of borrowing costs.

2.8 Non Domestic Rates

In order to facilitate the earliest reporting of the service outturn this report contains our best estimate of the non-domestic rate position. Members will be aware that we are part of the Devon Pool for Business Rates and we await information from the pool with which to complete the accounts. Our share from the pool is therefore subject to change, depending upon other Council's surplus/deficits for the year.

3.0 Housing Revenue Account (HRA)

- 3.1 This is a ring-fenced reserve in respect of the Council's housing landlord function. It is increased or decreased by the surplus or deficit generated on the HRA in the year. For 2015/16 the outturn is a net surplus of £nil k after the proposed transfers to/from earmarked reserves.

- 3.2 This surplus is explained in paragraph 3.4 and the effect of it on the HRA Balance is shown below.

HRA Balance

HRA balance @ 31/03/15	£ (2,000)k
Budget saving achieved in 2015/16	£ (916)k
Additional transfer to 30yr modernisation programme	£ 916k
HRA balance @ 31/03/16	£ (2,000)k

- 3.3 After the strong closing financial position delivered in 2015/16, it is recommended to transfer a sum of £916k into the Housing Maintenance Fund earmarked reserve. This is in addition to the already budgeted figure of £2,375k. The above position leaves an HRA balance of £2,000k as at 31 March 2016.
- 3.4 The main budget variances during 2015/16 that give rise to the figure of £916k were the £371k underspend generated by the Repairs team and the £173k saving generated from the Housing Services area. For further details, please see the HRA Outturn Summary for 2015/16, which is attached as Appendix 3 to this report.
- 3.5 In addition to the above, the HRA hold a number of earmarked reserves. The movements on these during 2015/16 and their closing balances are shown on Appendix 4. This money is effectively “ring fenced” and will be held to meet expenditure on projects during 2016/17 and beyond.

4.0 The Collection Fund

- 4.1 Mid Devon is a collection authority for council tax and national non-domestic rates, and as such, is required to produce a collection fund account for the Mid Devon area. The Council collects council tax on behalf of Devon County Council, Devon Fire and Rescue Service, Devon & Cornwall Police and the Town/Parish Councils.
- 4.2 The council tax collection rate for 2015/16 was 98.1% (97.8% in 2014/15). This demonstrates how effective our Council Tax section has been in collecting the annual charge in extremely challenging economic times. The Non Domestic Rates collection rate improved to 99.1% for 2015/16 (99% in 2014/15).

5.0 Capital Outturn

- 5.1 A capital outturn summary is attached as Appendix 5 to this report. The revised capital budget for 2015/16 amounted to £13,948k. At the year end we had spent £4,839k leaving the capital programme underspent in total by £9,109k.

Capital receipts of £571k (this includes general useable capital receipts and ring-fenced replacement homes capital receipts) were applied to finance the programme with the balance of the expenditure met by a combination of borrowing, external grants and contributions from reserves.

- 5.2 As shown in Appendix 5 there are capital projects totalling £7,559k which have not been completed as at the 31 March 2016. This expenditure, therefore, needs to be rolled forward to be included in the 2016/17 capital programme. These schemes are still fully funded by either unspent capital grants or by provisions held within capital earmarked reserves. In addition there is £1,461k relating to Affordable Housing, Private Sector Housing Grants, Economic Development Projects, ICT Projects and Major repairs to our Council House stock including Renewable energy solutions underspends which will be placed in relevant earmarked reserves to fund future capital expenditure in these areas.

- 5.3 The Capital Receipts Reserve (note this includes general useable capital receipts and ring-fenced replacement homes capital receipts) is used to part fund the capital programme - the movement on this account for the year is given below:

	£k
Balance at 1 April 2015	(986)
• Sale of Council Houses - 19	(1,234)
• General Fund Sales	(26)
• Pooling of Housing Capital Receipts to Government.	235
• Capital Receipts applied in year	569
Balance at 31 March 2016	(1,442)

Note – the remaining balance of £1,442k is committed in order to fund any slippage, specific projects in ICT and Private Sector Housing and to balance the Capital Medium Term Financial Plan.

- 5.4 The Capital Earmarked Reserve has been set aside from Revenue to fund capital projects; the balance on this reserve now stands at £573k made up by the following transactions:

	£k
Balance at 1 April 2015	(1,122)
• Budgeted transfer from the General Fund	(0)
• Funding required to deliver the 2015/16 Programme	217
• Transfer to Private Sector Housing Grants reserve	282
• Transfer to ICT Projects Reserve	56
Balance at 31 March 2016	(567)

Note – the remaining balance of £567k is committed in order to fund any slippage and to balance the Capital Medium Term Financial Plan.

- 5.5 The council also holds New Homes Bonus which can be used for either Revenue or to support future Capital Programmes, the balance held at 31 March 2016 is £1,851k; again much of this remaining balance is committed to fund any slippage and to balance the Capital Medium Term Financial Plan.

6.0 Treasury Management

- 6.1 A review of the 2015/16 investment performance, including the new CCLA property investment fund and the details of interest payable are included within the separate 2015/16 Treasury Outturn Report.

7.0 Conclusion

- 7.1 Members are asked to note the revenue and capital outturn figures for the financial year 2015/16 and agree the proposed earmarking of surplus funds generated by in year savings from both the GF and the HRA. In addition, Members need to approve the incomplete projects on the 2015/16 capital programme be rolled forward into the 2016/17 capital programme.

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Background Papers:

Circulation of the Report:

Cllr Peter-Hare-Scott
Management Team

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

	Budget 2015/16 £	Actual 2015/16 £	Variance £
Car Parks	(23,680)	(186,459)	(162,779)
Community & Development	388,820	414,802	25,982
Corporate	1,197,130	1,208,430	11,300
Customer Services	15,730	171,879	156,149
Environmental Services	1,376,160	1,430,734	54,574
Finance & Performance	(180)	34,296	34,476
GF Housing	317,150	231,334	(85,816)
Grounds Maintenance	(16,870)	52,584	69,454
Human Resources	98,470	45,004	(53,466)
ICT	(12,040)	15,152	27,192
Legal & Democratic	1,027,280	1,057,782	30,502
Leisure	662,400	1,125,559	463,159
Planning & Regeneration	959,800	1,096,913	137,113
Property Services	253,800	(85,881)	(339,681)
Revenues & Benefits	782,650	557,768	(224,882)
Waste Services	2,287,120	2,414,775	127,655
TOTAL COST OF SERVICES	9,313,740	9,584,672	270,932
OTHER INCOME & EXPENDITURE			
Car loan interest (now ceased)	0	(352.00)	(352)
Finance lease interest payable	30,710	30,426.00	(284)
PWLB bank loan interest payable	37,680	117,026.00	79,346
Interest from funding provided for HRA	(69,090)	(56,400.00)	12,690
Interest received on investments	(65,000)	(183,832.00)	(118,832)
Heritable dividend		(43,958.00)	(43,958)
Statutory financing of capital expenditure in earlier years	375,490	369,856.00	(5,634)
New Homes Bonus		(1,619,311.00)	(1,619,311)
Transfers to / (from) earmarked reserves	424,170	1,437,518.00	1,013,348
Statutory capital adjustments (depreciation reversal etc.)	(1,281,350)	(1,316,100.00)	(34,750)
EMR used to fund 2015/16 capital programme	0	834,695.00	834,695
TOTAL BUDGETED EXPENDITURE	8,766,350	9,154,240	387,890
FUNDED BY:-			
Revenue Support Grant	(1,704,850)	(1,704,847)	3
NNDR Revenue	(2,062,630)	(1,962,630)	100,000
Council Tax freeze grant for 2015/16	(49,710)	(54,171)	(4,461)
CTS Funding parishes	65,000	63,700	(1,300)
Collection Fund Surplus	(43,330)	(43,334)	(4)
Council Tax - (Band D at £182.15)	(4,970,830)	(4,970,830)	0
Other non- ringfenced gov grants	0	(64,943)	(64,943)
TOTAL FUNDING	(8,766,350)	(8,737,055)	29,295
NET INCOME AND EXPENDITURE	0	417,185	417,185

Notes

1. In order that the service results are not distorted by property valuations, that have no impact on the overall balance of the General Fund, capital charges have been shown on budget.

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

CAR PARKS

		2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
Code	Car Parks					
1000	Employees	0	0	0		
2000	Premises	249,120	136,436	(112,684)	-45.2%	
3000	Transport	0	0	0		
4000	Supplies and Services	28,960	35,233	6,273	21.7%	
	Total Direct Expenditure	278,080	171,668	(106,412)	-38.3%	
7000	External Income	(661,050)	(717,417)	(56,367)	-8.5%	
	Net Direct Expenditure	(382,970)	(545,749)	(162,779)	42.5%	(a)
5000	Support Services	184,370	184,370	0		
6500	Depreciation	174,920	174,920	0		
	Total Indirect Expenditure	359,290	359,290	0		
	Total Car Park Expenditure	(23,680)	(186,459)	(162,779)		
	Car Park - Service units					
CP510	Market Car Park	(120,810)	(131,996)	(11,186)		
CP520	Multi-Storey Car Park	196,140	132,093	(64,047)		
CP530	Amenity Car Parks	53,520	29,227	(24,293)		
CP540	Paying Car Parks	(152,530)	(215,783)	(63,253)		
	Total Car Park Expenditure	(23,680)	(186,459)	(162,779)		
				£	£	
	Total Expenditure Variation				(162,779)	(a)
	Major Cost Changes					
CP	Overspend on cash collection & cp machine maintenance			11,000		
					11,000	
	Major Cost Savings					
CP	General underspend on planned maintenance across Parking Services (see below EMR)			(33,000)		
CP520	MSCP specific maintenance projects underspend (see below EMR)			(20,000)		
CP520	Utilities underspend			(10,000)		
CP530	Amenity CP specific maintenance project underspend (see below EMR)			(25,000)		
CP540	P&D CP specific maintenance project underspend (see below EMR)			(25,000)		
CP540	Increase in Off-Street fines			(7,000)		
					(120,000)	
	Major Changes in Income Levels					
CP	Increased income from pay & display charges			(37,000)		
CP	Income received for VAT settlement on parking charges			(9,700)		
CP	Back-dated licence fee income			(8,000)		
					(54,700)	
	Minor Variations				921	
	Total Expenditure Variation				(162,779)	(a)
	EAR MARKED RESERVES					
				£		
	Utilised 2015/16					
	Proposed contribution c/fwd to 2016/17					
CP520	MSCP maintenance works			20,000		
CP530	Amenity CP resurfacing works			25,000		
CP540	P&D CP resurfacing works			25,000		
CP	Maintenance underspend for car park machine replacement			20,000		
	Net movement in earmarked reserves				90,000	
	Total Expenditure variation after Ear Marked Reserves				(72,779)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Community and Development

Code	Community and Development	2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
1000	Employees	287,610	293,590	5,980	2.1%	
2000	Premises	48,850	44,153	(4,697)	-9.6%	
3000	Transport	3,140	4,245	1,105	35.2%	
4000	Supplies and Services	205,310	251,296	45,986	22.4%	
	Total Direct Expenditure	544,910	593,284	48,374	8.9%	
7000	External Income	(131,670)	(154,061)	(22,391)	-17.0%	
	Net Direct Expenditure	413,240	439,222	25,982	6.3%	(a)
5000	Support Services	(63,650)	(63,650)	0		
6500	Depreciation	39,230	39,230	0		
	Total Indirect Expenditure	(24,420)	(24,420)	0		
	Total Community & Development Expenditure	388,820	414,802	25,982		
	Community & Development - Service units					
CD200	Community Development	268,470	269,676	1,206		
CD205	HO Communities & Gov	100,250	98,804	(1,446)		
CD206	HO Communities & Gov Rech	(100,240)	(100,240)	0		
CD210	Community Services Unit	144,780	141,345	(3,435)		
CD211	Community Services Unit Rech	(84,990)	(84,990)	0		
CD300	Markets	60,250	89,907	29,657		
	Total Community & Development Expenditure	388,520	414,502	25,982		
	Total Expenditure Variation			£	£	(a)
					25,982	
	Major Cost Changes					
CD200	Utilise ear marked reserve for Seed Fund Grant Awards (see EMR note below)			10,520		
CD200	Town and Parish Fund, Grant Awards (see note in income levels and EMR below)			31,880		
CD300	Salary costs due to a restructure			10,000		
CD300	Advertising and promotion spend in Markets (see EMR note below)			2,280		
					54,680	
	Major Cost Savings					
CD210	Salary saving due to variance in hours			(6,800)		
					(6,800)	
	Major Changes in Income Levels					
CD200	DCC contribution to Town and Parish Fund (see EMR note below)			(59,740)		
CD200	Salary costs for additional Grants and Funding Officer (see EMR note below)			19,180		
CD300	Market toll income down against budget			17,500		
					(23,060)	
	Minor Variations				1,162	
	Total Expenditure Variation				25,982	(a)
	EAR MARKED RESERVES					
	Utilised 2015/16					
CD200	Seed Fund earmarked reserve released			(10,520)		
CD200	Salary for Grants and Funding Officer - New Homes Bonus released			(19,180)		
CD300	Market promotions - Labgi money released			(2,280)		
	Proposed contribution c/fwd to 2016/17					
CD200	Town and Parish Fund - balance reserved for ongoing grant spend			27,858		
	Net movement in earmarked reserves				(4,122)	
	Total Expenditure variation after Ear Marked Reserves				21,860	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

CORPORATE

		2015/16 Budget £	2015/16 Actual £	2015/16 £	Variance %	
Code	Corporate					
1000	Employees	949,710	939,355	(10,355)	-1.1%	
2000	Premises	0	0	0	N/A	
3000	Transport	1,500	888	(612)	-40.8%	
4000	Supplies and Services	161,270	183,671	22,401	13.9%	
	Total Direct Expenditure	1,112,480	1,123,914	11,434	1.0%	
7000	External Income	(60)	(194)	(134)	-222.7%	
	Net Direct Expenditure	1,112,420	1,123,720	11,300	1.0%	(a)
5000	Support Services	74,710	74,710	0	0.0%	
6500	Depreciation	10,000	10,000	0	0.0%	
	Total Indirect Expenditure	84,710	84,710	0		
	Total Corporate Expenditure	1,197,130	1,208,430	11,300		
	Corporate Management Service Units					
CM100	Chief Executive	191,090	194,981	3,891	2.0%	
CM199	Chief Executive Rech	(191,080)	(191,080)	0	0.0%	
CM300	Corporate Fees/charges	379,990	399,333	19,343	5.1%	
CM310	Corporate Performance	29,060	31,819	2,759	9.5%	
CM600	Pension Backfunding	788,070	773,377	(14,693)	-1.9%	
	Total Corporate Expenditure	1,197,130	1,208,431	11,301		
				£	£	
	Total Expenditure Variation				11,301	(a)
	Major Cost Increases					
	Mid Devon's contribution to the South West devolution bid				5,000	
	Major Cost Savings					
	Pension costs proved to be 1.9% lower than budgeted				(11,896)	
	Minor Variances				18,197	
	Total Expenditure Variation				11,301	
	EAR MARKED RESERVES					
				£		
	Utilised 2015/16					
CM300	Insurance - Further levy payment - MMI scheme of arrangement			(34,366)		
	Proposed contribution c/fwd to 2016/17					
	Net movement in earmarked reserves				(34,366)	
	Total Expenditure variation after Ear Marked Reserves				(23,065)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Customer Services

		2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
Code	Customer Services					
1000	Employees	721,230	883,227	161,997	22.5%	
2000	Premises	0	0	0		
3000	Transport	4,480	2,305	(2,175)	-48.6%	
4000	Supplies and Services	95,310	91,072	(4,238)	-4.4%	
	Total Direct Expenditure	821,020	976,604	155,584	19.0%	
7000	External Income	(1,350)	(785)	565	41.8%	
	Net Direct Expenditure	819,670	975,819	156,149	19.1%	(a)
5000	Support Services	(806,160)	(806,160)	0		
6500	Depreciation	2,220	2,220	0		
	Total Indirect Expenditure	(803,940)	(803,940)	0		
	Total Customer Services Expenditure	15,730	171,879	156,149		
	Customer Services - Service units					
CS200	Communications	112,760	154,320	41,560		
CS299	Communications Rech	(112,770)	(112,770)	0		
CS500	Messenger Services	61,580	59,233	(2,347)		
CS599	Messenger Services Rech	(63,010)	(63,010)	0		
CS900	Central Photocopying	26,850	36,593	9,743		
CS901	Central Photocopying Rech	(35,810)	(35,810)	0		
CS902	Central Postage	35,570	25,156	(10,414)		
CS903	Central Postage Rech	(38,050)	(38,050)	0		
CS910	Customer Services Admin	142,980	141,194	(1,786)		
CS915	Customer Services Admin Rech	(143,400)	(143,400)	0		
CS930	Customer First Management	179,890	196,905	17,015		
CS931	Customer First Management Rech	(179,880)	(179,880)	0		
CS932	Customer First	597,710	572,495	(25,215)		
CS933	Customer First Rech	(568,700)	(568,700)	0		
CS936	Crediton Office Section	153,620	212,030	58,410		
CS937	Crediton Office Section Rech	(153,610)	(153,610)	0		
CS938	Digital Strategy Staffing	0	69,182	69,182		
	Total Customer Services Expenditure	15,730	171,879	156,149		
				£	£	
	Total Expenditure Variation				156,149	(a)
	Major Cost Changes					
CS200	Redundancy costs			37,000		
CS930	Longterm sickness cover & job evaluations			12,000		
CS936	Redundancy costs partially offset by in year salary savings			59,000		
CS938	Staffing - Digital Strategy Projects funded by ear marked reserve (see below)			68,463		
					176,463	
	Major Cost Savings					
CS902	Franked Mail (moving to CleanMail which is charged direct to services)			(12,000)		
CS932	Staffing - in year salary savings & underspend on garden waste project			(19,000)		
					(31,000)	
	Major Changes in Income Levels					
					0	
	Minor Variations				10,686	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Customer Services

Total Expenditure Variation					156,149	(a)
	EAR MARKED RESERVES					
				£		
	Utilised 2015/16					
CS900	Purchase of new Folding Machine for print room			(8,770)		
CS902	Franking Machine - old fund no longer required			(15,000)		
CS938	Digital strategy staffing from New Home Bonus			(68,463)		
	Proposed contribution c/fwd to 2016/17					
	Net movement in earmarked reserves				(92,233)	
	Total Expenditure variation after Ear Marked Reserves				63,916	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Environmental Services

		2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
Code	Environmental Services					
1000	Employees	860,530	978,277	117,747	13.7%	
2000	Premises	149,390	157,330	7,940	5.3%	
3000	Transport	45,210	45,187	(23)	-0.1%	
4000	Supplies and Services	133,520	165,420	31,900	23.9%	
	Total Direct Expenditure	1,188,650	1,346,213	157,563	13.3%	
7000	External Income	(317,640)	(420,629)	(102,989)	-32.4%	
	Net Direct Expenditure	871,010	925,584	54,574	6.3%	(a)
5000	Support Services	440,350	440,350	0		
6500	Depreciation	64,800	64,800	0		
	Total Indirect Expenditure	505,150	505,150	0		
	Total Environmental Services Expenditure	1,376,160	1,430,734	54,574		
	Environmental Services - Service units					
ES100	Cemeteries	156,650	191,999	35,349		
ES110	Bereavement Services	51,850	52,021	171		
ES112	Bereavement Services Rech	(51,860)	(51,860)	0		
ES200	CCTV Initiatives	17,260	17,050	(210)		
ES250	Community Safety	70,560	66,261	(4,299)		
ES252	Building Safer Community Fund	0	(23)	(23)		
ES254	CSP - Police Fund	0	(14)	(14)		
ES256	Community Safety Partnership	0	(2,017)	(2,017)		
ES260	Food Protection	89,960	86,517	(3,443)		
ES270	Water Quality Monitoring	50,630	34,523	(16,107)		
ES349	Private Sector Housing team Rech	(45,800)	(45,800)	0		
ES354	Private Sector Housing	157,920	(87,894)	(245,814)		
ES360	Dog Warden	128,500	125,815	(2,685)		
ES361	Public Health	0	895	895		
ES441	Inspection Staff Unit Rech	(82,480)	(82,480)	0		
ES450	Parks & Open Spaces	416,220	394,356	(21,864)		
ES455	Amory Park	20,930	18,520	(2,410)		
ES460	Play Areas	231,110	232,320	1,210		
ES550	Licensing	15,440	6,904	(8,536)		
ES580	Pool Car Running Costs	2,040	(4,013)	(6,053)		
ES600	Pest Control	17,700	16,884	(816)		
ES650	Contaminated Land	0	(25)	(25)		
ES660	Control of Pollution	118,470	118,912	442		
ES670	Local Air Pollution	9,440	9,208	(232)		
ES720	ES Management	0	0	0		
ES730	Environmental Enforcement	265,230	265,749	519		
ES731	Environmental Enforcement Rech	(271,120)	(271,120)	0		
ES733	Environmental Health	391,550	413,538	21,988		
ES734	Environmental Health Rech	(391,560)	(391,560)	0		
ES740	Licensing Unit	95,260	117,295	22,035		
ES741	Licensing Unit Rech	(95,270)	(95,270)	0		
ES760	Health & Safety Officer	75,350	82,576	7,226		
ES765	Health & Safety Officer Rech	(75,340)	(75,340)	0		
PS480	Mddc Footpaths & Railway Walks	7,520	5,492	(2,028)		
	Total Environmental Services Expenditure	1,376,160	1,149,419	(226,741)		

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Environmental Services

			£	£	
	Total Expenditure Variation			54,574	(a)
	Major Cost Changes				
ES100	Overspend on specific maintenance projects on walls & pathways (see EMR)		40,000		
ES354	Salary overspend due to restructure & JE (see below EMR)		40,000		
ES354	Overspend on Idox software (see below EMR)		7,000		
ES354	Exeter City Partnership on Empty Homes costs funded from EMR (see below EMR)		17,100		
ES361	Salary overspend on Public Health Officer part funded by EMR (see below EMR)		14,400		
ES361	Overspend on supplies & services for other PH initiatives (see below EMR)		4,356		
ES733	Environmental Health restructure & redundancy costs		27,000		
ES740	Licensing unit salaries - Increase in hours and JE impact		15,000		
ES740	Licensing staff training- please refer to HR corporate training note		6,600		
				171,456	
	Major Cost Savings				
ES450	Parks & Open spaces specific maintenance project underspend (see below EMR)		(25,000)		
ES460	Play Area's specific maintenance project underspend (see below EMR)		(10,000)		
				(35,000)	
	Major Changes in Income Levels				
ES100	Increase income on internments & exclusive burial rights		(5,000)		
ES550	Licensing income higher than budgeted		(11,800)		
ES270	Increased income from water quality monitoring		(19,000)		
ES354	Disabled facility grant repayments during the year		(36,000)		
ES354	Income received from house in multiple occupation licence		(4,200)		
ES361	Income received from Public Health Grant (see below EMR)		(18,000)		
ES450	Utilise Developers Contributions for Parks & Open Spaces (see below EMR)		7,860		
ES460	Utilise Developers Contributions for Play Area's (see below EMR)		10,870		
				(75,270)	
	Minor Variations			(6,612)	
	Total Expenditure Variation			54,574	(a)
	EAR MARKED RESERVES				
			£		
	Utilised 2015/16				
ES100	Cemeteries specific maint projects on wall & pathways		(35,000)		
ES354	Salary overspend from restructure & JE		(15,000)		
ES354	Idox software		(7,000)		
ES354	Empty Homes partnership with Exeter City		(17,100)		
ES361	Fund half post of Public Health Officer		(7,230)		
ES361	Assisted Families & VCS funding from Public Health Grant		(4,356)		
ES450	Utilise Developers Contributions for Parks & Open Spaces		(9,548)		
ES460	Utilise Developers Contributions for Play Area's		(12,642)		
	Proposed contribution c/fwd to 2016/17				
ES361	Public Health Grant received in year		18,000		
ES450	Parks & Open spaces walls & pathways maintenance		25,000		
ES460	Play Area maintenance		10,000		
	Net movement in earmarked reserves before statutory adjustments			(54,876)	
	Total Expenditure variation after Ear Marked Reserves			(302)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Finance and Performance

		2015/16 Budget	2015/16 Actual	Variance	Variance	
Code	Finance and Performance	£	£	£	%	
1000	Employees	594,210	627,924	33,714	5.7%	
2000	Premises	0	0	0		
3000	Transport	1,910	1,208	(702)	-36.8%	
4000	Supplies and Services	38,780	46,096	7,316	18.9%	
	Total Direct Expenditure	634,900	675,228	40,328	6.4%	
7000	External Income	0	(5,852)	(5,852)		
	Net Direct Expenditure	634,900	669,376	34,476	5.4%	(a)
5000	Support Services	(635,080)	(635,080)	0		
6500	Depreciation	0	0	0		
	Total Indirect Expenditure	(635,080)	(635,080)	0		
	Total Finance and Performance Expenditure	(180)	34,296	34,476		
	Finance and Performance - Service units					
FP100	Accountancy Services	459,640	477,314	17,674		
FP199	Accountancy Services Rech	(459,740)	(459,740)	0		
FP200	Internal Audit	122,410	123,817	1,407		
FP299	Internal Audit Rech	(122,410)	(122,410)	0		
FP300	Procurement	70,810	86,752	15,942		
FP399	Procurement Rech	(70,800)	(70,800)	0		
FP400	Purchase Ledger	65,230	64,389	(841)		
FP499	Purchase Ledger Rech	(65,270)	(65,270)	0		
FP500	Sales Ledger	67,760	68,054	294		
FP599	Sales Ledger Rech	(67,810)	(67,810)	0		
	Total Finance and Performance	(180)	34,296	34,476		
	Total Expenditure Variation			£	£	(a)
					34,476	
	Major Cost Changes					
FP300	Salaries - New Procurement & Contracts Post partially offset by reduced working hours for the Procurement Manager			13,000		
FP	Staff Training, (budget set on HR but cost transferred to service at year end)			13,000		
	Major Cost Savings				26,000	
					0	
	Major Changes in Income Levels				0	
	Minor Variations				8,476	
	Total Expenditure Variation				34,476	(a)
	EAR MARKED RESERVES					
	Utilised 2015/16					
	Proposed contribution c/fwd to 2016/17					
	Net movement in earmarked reserves				0	
	Total Expenditure variation after Ear Marked Reserves				34,476	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

General Fund Housing

		2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
Code	General Fund Housing					
1000	Employees	192,560	192,119	(441)	-0.2%	
2000	Premises	7,800	3,589	(4,211)	-54.0%	
3000	Transport	12,290	11,435	(855)	-7.0%	
4000	Supplies and Services	174,410	76,331	(98,079)	-56.2%	
	Total Direct Expenditure	387,060	283,474	(103,586)	-26.8%	
7000	External Income	(112,500)	(94,730)	17,770	15.8%	
	Net Direct Expenditure	274,560	188,744	(85,816)	-31.3%	(a)
5000	Support Services	41,590	41,590	0		
6500	Depreciation	1,000	1,000	0		
	Total Indirect Expenditure	42,590	42,590	0		
	Total General Fund Housing Services Expenditure	317,150	231,334	(85,816)		
	General Fund Housing - Service units					
HG320	Housing & Homelessness Advice	317,150	231,922	(85,228)		
HG373	Homelessness & Enabling Team	246,590	246,002	(588)		
HG379	Homeless & Enabling Team Rech	(246,590)	(246,590)	0		
	Total General Fund Housing Services Expenditure	317,150	231,334	(85,816)		
				£	£	
	Total Expenditure Variation				(85,816)	(a)
	Major Cost Changes					
					0	
	Major Cost Savings					
HG320	Better recovery on DARS - reduction in level of provision required			(36,000)		
HG320	Lower costs than budgeted due to using own stock instead of B&Bs and case numbers below average			(30,000)		
					(66,000)	
	Major Changes in Income Levels					
HG320	Use of Discretionary Housing Payments to fund Housing Benefit claimants in DARS scheme			(18,000)		
					(18,000)	
	Minor Variations				(1,816)	
	Total Expenditure Variation				(85,816)	(a)
	EAR MARKED RESERVES					
	Utilised 2015/16					
	Proposed contribution c/fwd to 2016/17					
	Net movement in earmarked reserves				0	
	Total Expenditure variation after Ear Marked Reserves				(85,816)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Grounds Maintenance

		2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
Code	Grounds Maintenance					
1000	Employees	425,670	429,394	3,724	0.9%	
2000	Premises	11,960	18,065	6,105	51.0%	
3000	Transport	77,100	93,041	15,941	20.7%	
4000	Supplies and Services	34,150	38,201	4,051	11.9%	
	Total Direct Expenditure	548,880	578,700	29,820	5.4%	
7000	External Income	(77,500)	(37,866)	39,634	51.1%	
	Net Direct Expenditure	471,380	540,834	69,454	14.7%	(a)
5000	Support Services	(500,160)	(500,160)	0		
6500	Depreciation	11,910	11,910	0		
	Total Indirect Expenditure	(488,250)	(488,250)	0		
	Total Grounds Maintenance Expenditure	(16,870)	52,584	69,454		
	Grounds Maintenance - Service units					
GM960	Grounds Maintenance	545,570	615,024	69,454		
GM961	Grounds Maintenance Rech	(562,440)	(562,440)	0		
	Total Grounds Maintenance Expenditure	(16,870)	52,584	69,454		
				£	£	
	Total Expenditure Variation				69,454	(a)
	Major Cost Changes					
GM960	Overspend on agency staff			6,000		
GM960	External Contractors used for tree works has resulted as an overspend			6,000		
GM960	Purchase of a new digger (see below EMR)			17,337		
					29,337	
	Major Cost Savings					
	Major Changes in Income Levels				0	
GM960	Reduced income from DCC for grass cutting			31,481		
GM960	Reduced income from internal recharging for tree works			5,000		
					36,481	
	Minor Variations				3,636	
	Total Expenditure Variation				69,454	(a)
	EAR MARKED RESERVES					
				£		
	Utilised 2015/16					
GM960	Purchase of a new Digger			(17,337)		
	Proposed contribution c/fwd to 2016/17					
	Net movement in earmarked reserves				(17,337)	
	Total Expenditure variation after Ear Marked Reserves				52,117	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Human Resources

Code	Human Resources	2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
1000	Employees	391,690	325,194	(66,496)	-17.0%	
2000	Premises	0	0	0		
3000	Transport	1,750	737	(1,013)	-57.9%	
4000	Supplies and Services	19,410	32,518	13,108	67.5%	
	Total Direct Expenditure	412,850	358,449	(54,401)	-13.2%	
7000	External Income	(2,050)	(1,115)	935	45.6%	
	Net Direct Expenditure	410,800	357,334	(53,466)	-13.0%	(a)
5000	Support Services	(312,330)	(312,330)	0		
6500	Depreciation	0	0	0		
	Total Indirect Expenditure	(312,330)	(312,330)	0		
	Total Human Resources Expenditure	98,470	45,004	(53,466)		
	HR - Service units					
HR100	Human Resources	255,810	278,315	22,505		
HR199	Human Resources Rech	(255,760)	(255,760)	0		
HR200	Staff Development Training	13,400	16,019	2,619		
HR210	Cpd Training	43,840	0	(43,840)		
HR220	Post Entry Training	21,850	0	(21,850)		
HR230	Health & Safety Training	19,360	0	(19,360)		
HR300	Payroll	81,250	79,166	(2,084)		
HR399	Payroll Rech	(81,310)	(81,310)	0		
HR400	Learning & Development	43,380	51,924	8,544		
HR499	Learning & Development Rech	(43,350)	(43,350)	0		
	Total Human Resources Expenditure	98,470	45,004	(53,466)		
				£	£	
	Total Expenditure Variation				(53,466)	(a)
	Major Cost Changes					
HR100	Development training overspend (see note below)			5,200		
HR100	New driving licence checks & occupational health costs overspend			9,000		
HR100	Salary overspend due to JE			6,400		
HR400	L&D Assistant salary to be funded from EMR (see below EMR)			11,138		
HR100	Overspend on Equipment budget for the purchase of Laptops			3,200		
					34,938	
	Major Cost Savings					
HR200	Underspend on salaries from the Corporate Training costs being recharged out to service users.			(82,000)		
HR100	Salary saving due to Head of HR taking interim C/Exec post			(8,000)		
					(90,000)	
	Major Changes in Income Levels					
					0	
	Minor Variations				1,596	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Human Resources

Total Expenditure Variation					(53,466)	(a)
	EAR MARKED RESERVES					
				£		
	Utilised 2015/16					
HR400	L&D Assistant			(11,138)		
	Proposed contribution c/fwd to 2016/17					
	Net movement in earmarked reserves				(11,138)	
Total Expenditure variation after Ear Marked Reserves					(64,604)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

ICT Services

Code	ICT Services	2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
1000	Employees	546,030	609,876	63,846	11.7%	
2000	Premises	0	0	0		
3000	Transport	1,590	2,419	829	52.1%	
4000	Supplies and Services	367,430	370,806	3,376	0.9%	
	Total Direct Expenditure	915,050	983,101	68,051	7.4%	
7000	External Income	(3,660)	(44,519)	(40,859)	-1116.4%	
	Net Direct Expenditure	911,390	938,582	27,192	3.0%	(a)
5000	Support Services	(970,730)	(970,730)	0		
6500	Depreciation	47,300	47,300	0		
	Total Indirect Expenditure	(923,430)	(923,430)	0		
	Total ICT Services Expenditure	(12,040)	15,152	27,192		
	ICT - Service units					
IT100	Gazetteer Management	79,750	73,050	(6,700)		
IT199	Gazetteer Management Rech	(79,730)	(79,730)	0		
IT200	Information Management & T Gov	46,820	40,544	(6,276)		
IT299	Information Management & T Gov rech	(46,820)	(46,820)	0		
IT300	Central Telephones	77,600	72,603	(4,997)		
IT399	Central Telephones Rech	(79,650)	(79,650)	0		
IT400	ICT Network & Hardware	314,530	297,036	(17,494)		
IT499	ICT Network & Hardware Rech	(314,580)	(314,580)	0		
IT500	ICT Software Support & Maint.	511,940	521,645	9,705		
IT599	ICT Software Support & Maint. Rech	(511,950)	(511,950)	0		
IT600	ICT Staff Unit	562,600	619,972	57,372		
IT699	ICT Staff Unit Rech	(562,590)	(562,590)	0		
IT700	PSN compliance	0	999	999		
IT800	Phoenix House Printing	33,440	28,023	(5,417)		
IT899	Phoenix House Printing Rech	(43,400)	(43,400)	0		
	Total ICT Services Expenditure	(12,040)	15,152	27,192		
				£	£	
	Total Expenditure Variation				27,192	(a)
	Major Cost Changes					
IT600	Staff training (see EMR note below)			15,000		
IT600	Redundancy costs			79,630		
IT600	Recruitment costs for two posts in digital transformation			15,000		
IT700	One off costs for Private Services Network service (see EMR note below)			1,000		
					110,630	
	Major Cost Savings					
IT100	Aerial Photography-work delayed (see EMR note below)			(3,950)		
IT200	Salary saving - vacant post for part of the year			(5,000)		
IT600	Salary saving - apprentice employed			(14,000)		
IT600	Salary saving - vacant post for part of the year			(15,000)		
All	Savings across network and call costs spend			(11,000)		
					(48,950)	
	Major Changes in Income Levels					
	Head of BIS recharge to North Devon DC			(35,540)		
					(35,540)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

ICT Services

	Minor Variations				1,052	
	Total Expenditure Variation				27,192	(a)
	EAR MARKED RESERVES					
	Utilised 2015/16					
IT600	EMR released for Staff Training			(15,000)		
IT700	EMR released for Private Services Network Costs			(1,000)		
	Proposed contribution c/fwd to 2016/17					
IT100	Aerial Photography delayed due to bad weather			3,950		
	Net movement in earmarked reserves				(12,050)	
	Total Expenditure variation after Ear Marked Reserves				15,142	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Legal and Democratic Services

Code	Legal and Democratic Services	2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
1000	Employees	434,050	563,841	129,791	29.9%	
2000	Premises	0	11,960	11,960		
3000	Transport	16,850	17,332	482	2.9%	
4000	Supplies and Services	390,850	453,983	63,133	16.2%	
	Total Direct Expenditure	841,750	1,047,115	205,365	24.4%	
7000	External Income	(66,450)	(241,313)	(174,863)	-263.1%	
	Net Direct Expenditure	775,300	805,802	30,502	3.9%	(a)
5000	Support Services	251,980	251,980	0		
6500	Depreciation	0	0	0		
	Total Indirect Expenditure	251,980	251,980	0		
	Total Legal and Democratic Services	1,027,280	1,057,782	30,502		
	Legal & Democratic Services - Service units					
LD100	Electoral Registration	294,750	268,016	(26,734)		
LD199	Electoral Registration Rech	(880)	(880)	0		
LD200	Election Costs - Parishes	0	(29)	(29)		
LD201	Election Costs - District	20,000	62,791	42,791		
LD202	Election Costs - General	0	(15,543)	(15,543)		
LD203	Election Costs - European	0	1	1		
LD206	Election Costs - Police Com	0	2,451	2,451		
LD207	Election Costs - Euro Referendum	0	809	809		
LD300	Democratic Rep & Management	713,420	714,776	1,356		
LD400	Committee Services	137,330	145,933	8,603		
LD499	Committee Services Rech	(137,330)	(137,330)	0		
LD600	Legal Services	229,970	246,768	16,798		
LD699	Legal Services Rech	(229,980)	(229,980)	0		
	Total Legal and Democratic Services	1,027,280	1,057,782	30,502		
				£	£	
	Total Expenditure Variation				30,502	(a)
	Major Cost Changes					
LD100	Redundancy costs			18,000		
LD201	Cost of District Council Elections (covered by Ear Marked Reserve)			42,784		
LD300	Members' tablets, cost was budgeted as Capital Expenditure but as less than £20k falls as Revenue Expenditure			12,000		
					72,784	
	Major Cost Savings					
LD100	Individual Electoral Registration (IER) costs less than budgeted			(10,000)		
LD600	Legal Services restructure			(7,500)		
					(17,500)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Legal and Democratic Services

	Major Changes in Income Levels					
LD100	More IER Grant Income received than budgeted			(28,000)		
LD100	Recovered costs-European Election (see Ear Marked Reserve below)			(7,000)		
LD202	Recovered costs-General Election			(15,500)		
LD600	Section 106 work less than in previous years & fees			14,000		
	& charges down					
					(36,500)	
	Minor Variations				11,718	
Total Expenditure Variation					30,502	(a)
	EAR MARKED RESERVES					
	Utilised 2015/16					
LD201	District Election Costs			(42,784)		
	Proposed contribution c/fwd to 2016/17					
LD100	Recovered Costs on Euro Election saved to purchase a printer in 16/17			7,000		
	Net movement in earmarked reserves				(35,784)	
Total Expenditure variation after Ear Marked Reserves					(5,282)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Leisure Services

		2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
Code	Leisure Services					
1000	Employees	1,524,490	1,755,419	230,929	15.1%	
2000	Premises	662,070	670,707	8,637	1.3%	
3000	Transport	4,220	4,152	(68)	-1.6%	
4000	Supplies and Services	218,360	292,327	73,967	33.9%	
	Total Direct Expenditure	2,409,140	2,722,605	313,465	13.0%	
7000	External Income	(2,532,520)	(2,382,826)	149,694	5.9%	
	Net Direct Expenditure	(123,380)	339,779	463,159	-375.4%	(a)
5000	Support Services	284,750	284,750	0		
6500	Depreciation	501,030	501,030	0		
	Total Indirect Expenditure	785,780	785,780	0		
	Total Leisure Services Expenditure	662,400	1,125,559	463,159		
	Leisure Services - Service units					
RS100	Leisure Facilities Maintenance & Equipment	176,170	179,531	3,361		
RS110	Leisure Management & Administration	116,100	161,965	45,865		
RS140	Exe Valley Leisure Centre	74,620	341,875	267,255		
RS150	Lords Meadow Leisure Centre	237,370	317,706	80,336		
RS160	Culm Valley Sports Centre	58,140	124,483	66,343		
	Total Leisure Services Expenditure	662,400	1,125,559	463,159		
				£	£	
	Total Expenditure Variation				463,159	(a)
	Major Cost Changes					
	Redundancy costs due to management restructure			128,000		
	Exe Valley Leisure Centre (EVLC) salaries (includes manager post reinstated)			49,000		
	Lords Meadow Leisure Centre (LMLC) salaries contractors (includes JE payments in March)			18,000		
	CVSC Salaries (includes JE payments in March)			35,000		
	Utility and maintenance costs across all sites			26,000		
	Equipment spend all sites including maintenance (replacement and new items)			31,000		
	Software and consultancy costs			5,000		
	Various other overheads-all sites (including vending, stationary and printing)			24,120		
					316,120	
	Major Cost Savings					
					0	
	Major Changes in Income Levels					
	Wetside activities LMLC & EVLC (includes lessons and general swimming)			78,000		
	Dryside activities-all sites (rents, bookings, courses)			19,000		
	Memberships, Classes and Sales			50,000		
					147,000	
	Minor Variations				39	
	Total Expenditure Variation				463,159	(a)
	EAR MARKED RESERVES					
	Utilised 2015/16					
	Proposed contribution c/fwd to 2016/17					
	Net movement in earmarked reserves				0	
	Total Expenditure variation after Ear Marked Reserves				463,159	

Planning and Regeneration

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GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Planning and Regeneration

					(46,000)	
	Major Changes in Income Levels					
PR400	Salary costs for Town Centre Manager (see EMR note below)			22,640		
PR100	Building Control income above budget			(14,000)		
PR200	Development Control income below budget			82,000		
PR210	Local Land Charges fee income			(23,000)		
					67,640	
	Minor Variations				8,797	
	SERVICE MOVEMENT BEFORE STATUTORY ADJUSTMENTS				402,861	
PR200	Net S106 receipts (see EMR below)				(265,748)	
Total Expenditure Variation					137,113	(a)
	EAR MARKED RESERVES					
				£		
	Proposed contribution c/fwd to 2016/17					
PR200	Net S106 receipts transferred to earmarked reserves			265,748		
PR600	Shared Brownfield site - grant from Department of Communities and Local Government			10,000		
	Utilised 2015/16					
PR400	Salary for Town Centre Manager- new homes bonus released			(22,640)		
PR400	Business advice and town project spend - new homes bonus released			(47,000)		
PR400	Shop front grant spend - High Street Innovator fund released			(12,598)		
PR400	Cullompton Town enhancement scheme - Labgi funds released			(470)		
PR220	Tiverton Eastern Urban Extension			(99,956)		
	Net movement in earmarked reserves				93,084	
Total Expenditure variation after Ear Marked Reserves					230,197	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Property Services

		2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
Code	Property Services					
1000	Employees	361,990	327,004	(34,986)	-9.7%	
2000	Premises	493,260	529,735	36,475	7.4%	
3000	Transport	19,010	20,221	1,211	6.4%	
4000	Supplies and Services	81,510	145,358	63,848	78.3%	
	Total Direct Expenditure	955,770	1,022,318	66,548	7.0%	
7000	External Income	(367,320)	(773,548)	(406,228)	-110.6%	
	Net Direct Expenditure	588,450	248,769	(339,681)	-57.7%	(a)
5000	Support Services	(507,300)	(507,300)	0		
6500	Depreciation	172,650	172,650	0		
	Total Indirect Expenditure	(334,650)	(334,650)	0		
	Total Property Services Expenditure	253,800	(85,881)	(339,681)		
	Property Services - Service units					
PS150	Surplus Sites for Disposal	29,150	36,932	7,782		
PS350	Public Conveniences	116,440	99,228	(17,212)		
PS400	Flood Defences and Land Drainage	82,140	52,052	(30,088)		
PS600	Street Naming & Numbering	16,330	13,892	(2,438)		
PS810	Phoenix House	353,100	388,044	34,944		
PS815	Phoenix House Rech	(353,430)	(353,430)	0		
PS820	DCC Library	(1,830)	(3,488)	(1,658)		
PS830	Town Hall	64,540	66,063	1,523		
PS840	Crediton Office Building	47,420	43,740	(3,680)		
PS845	Crediton Office Building Rech	(47,420)	(47,420)	0		
PS850	Old Road Depot	54,090	50,988	(3,102)		
PS855	Old Road Depot Rech	(54,090)	(54,090)	0		
PS860	Station Yard Depot	33,450	39,123	5,673		
PS865	Station Yard Depot Rech	(33,450)	(33,450)	0		
PS870	Lords Meadow Depot	6,740	20,750	14,010		
PS880	Bus Station Maintenance	(9,710)	(10,204)	(494)		
PS890	Tourist Information Centre	(10,640)	(13,163)	(2,523)		
PS970	Office Building Cleaning	74,000	84,380	10,380		
PS971	Office Building Cleaning Rech	(74,000)	(74,000)	0		
PS980	Property Services	412,140	369,415	(42,725)		
PS981	Property Services Rech	(336,510)	(336,510)	0		
PS990	30/32 Fore Street	(44,800)	(40,661)	4,139		
PS991	Industrial Units	(69,860)	(41,073)	28,787		
PS992	Market Walk	0	(339,965)	(339,965)		
PS993	Lowman Green Unit	0	(3,034)	(3,034)		
	Total Property Services	253,800	(85,881)	(339,681)		
				£	£	
	Total Expenditure Variation				(339,681)	(a)
	Major Cost Changes					
PS810	Overspend on maintenance & external contractors, off-set by salary savings			21,000		
PS810	Overspend on utilities			10,000		
PS830	Town Hall maintenance overspend			12,000		
PS870	Additional cost on maintenance, premises getting ready for letting			6,000		
PS970	Overspend on external cleaning to cover sickness & holiday			10,000		
PS991	Overspend on maintenance (see below EMR)			14,000		
					73,000	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Property Services

	Major Cost Savings				
PS350	Public Conv underspend on specific maintenance projects (see below EMR)		(20,000)		
PS400	Underspend on planned maintenance		(10,000)		
PS830	Utilities underspend		(4,500)		
PS880	Underspend on Bus Station maintenance (see below EMR)		(2,930)		
PS980	Salary savings due to vacant posts (see below EMR)		(33,000)		
				(70,430)	
	Major Changes in Income Levels				
PS400	DCC flood grant received (see below EMR)		(19,400)		
PS810	Reduced income from ground floor space in Phoenix House		7,000		
PS870	Reduced income from Lords Meadow depot as tenant moved in Nov		7,000		
PS980	Income received from sales of small pieces of land		(8,000)		
PS991	Vacant Industrial Units have resulted in reduction of income		14,000		
PS992	Market Walk surplus before interest and capital financing (see below EMR)		(339,965)		
				(339,365)	
	Minor Variations			(2,886)	
Total Expenditure Variation				(339,681)	(a)
	EAR MARKED RESERVES				
			£		
	Utilised 2015/16				
PS991	Industrial Unit double glazed windows		(10,000)		
	Proposed contribution c/fwd to 2016/17				
PS350	Hemyock PC refurb before transfer		20,000		
PS400	DCC Flood grant		19,400		
PS880	Bus Station maintenance		2,930		
PS980	Property Serv Salary saving -New Building Maint Operative Vehicle		12,000		
PS992	Market Walk Surplus		140,000		
	Net movement in earmarked reserves			184,330	
Total Expenditure variation after Ear Marked Reserves				(155,351)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Revenues and Benefits

Code	Revenues and Benefits	2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
1000	Employees	709,400	733,493	24,093	3.4%	
2000	Premises	0	0	0		
3000	Transport	6,810	4,027	(2,783)	-40.9%	
4000	Supplies and Services	163,160	256,488	93,328	57.2%	
	Housing Benefit Payments	19,843,320	18,638,499	(1,204,821)	-6.1%	
	Total Direct Expenditure	20,722,690	19,632,508	(1,090,182)	-5.3%	
	Income from Housing Benefit Subsidy	(19,843,320)	(18,812,301)	1,031,019	-5.2%	
	All other Income	(565,080)	(730,798)	(165,718)	29.3%	
7000	External Income	(20,408,400)	(19,543,099)	865,301	4.2%	
	Net Direct Expenditure	314,290	89,408	(224,882)	-71.6%	(a)
5000	Support Services	468,360	468,360	0		
6500	Depreciation	0	0	0		
	Total Indirect Expenditure	468,360	468,360	0		
	Total Revenues and Benefits Expenditure	782,650	557,768	(224,882)		
	Revenues and Benefits - Service units					
RB100	Collection Of Council Tax	506,800	517,774	10,974		
RB199	Collection Of Council Tax Recharge	(71,970)	(71,970)	0		
RB200	Collection Of Business Rates	14,480	14,470	(10)		
RB300	Housing Benefit Admin	366,010	413,985	47,975		
RB310	Housing Benefit Fraud	(480)	(62,902)	(62,422)		
RB330	New Burdens - C/Tax Reform	0	(12,153)	(12,153)		
RB340	Local welfare assistance scheme	12,040	0	(12,040)		
RB350	Universal Credit Partnership	0	(9,057)	(9,057)		
RB360	FERIS fraud scheme	0	0	0		
RB390	Housing benefit fraud recharge	20	20	0		
RB399	Housing Benefit Admin Recharge	(48,680)	(48,680)	0		
RB400	Housing Rent Allowances	0	(173,802)	(173,802)		
RB410	Council Tax Benefit	0	(10,463)	(10,463)		
RB600	Revenues Recovery Team	63,380	59,496	(3,884)		
RB699	Revenues Recovery Team Recharge	(58,950)	(58,950)	0		
	Total Revenues and Benefits Expenditure	782,650	557,768	(224,882)		
				£	£	
	Total Expenditure Variation				(224,882)	(a)
	Major Cost Changes					
* Additional Salary costs for the Recovery of Council Tax funded, in part by additional Court costs income detailed below				28,000		
** Additional Computer Software costs associated with changes in Housing Benefit funded by additional government grants detailed below				8,100		
Additional agency staff required in Housing Benefit net of salary savings (maternity leave, post changes & vacant hours)				41,200		
*** Local Welfare Assistance Scheme spend covered by grant from DCC detailed below				89,100		
					166,400	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Revenues and Benefits

Major Cost Savings						
**** The demand for Housing Benefit was lower than budgeted (see decreased subsidy income detailed below)				(1,204,900)		
HB Fraud section transferred to the DWP from 01/05/15				(62,300)		
					(1,267,200)	
Major Changes in Income Levels						
* Additional Council Tax court costs income				(17,900)		
** Various New Burdens grants from DWP in respect of Housing Benefits				(22,400)		
*** Local Welfare Assistance Scheme spend covered by DCC grant				(89,100)		
**** Decreased Housing Benefit Subsidy related to decreased costs detailed above				1,045,200		
Additional Housing Benefit Overpayments recovered				(14,100)		
Adjustment to CTB entitlement (re pre 01/04/13 CTB old scheme) not required to be repaid to DCLG				(10,500)		
Local Council Tax New Burdens Grant - carried forward as an EMR see below				(12,150)		
Universal Credit Delivery Partnership Grant - carried forward as an EMR see below				(9,050)		
					870,000	
Minor Variations					5,918	
Total Expenditure Variation					(224,882)	(a)
EAR MARKED RESERVES						
				£		
Utilised 2015/16						
Release NNDR reserve				(100,000)		
Proposed contribution c/fwd to 2016/17						
Local Council Tax New Burdens Grant to EMR				12,150		
Universal Credit Delivery Partnership Grant to EMR				9,050		
Net movement in earmarked reserves					(78,800)	
Total Expenditure variation after Ear Marked Reserves					(303,682)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Waste Services

Code	Waste Services	2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
1000	Employees	1,911,330	2,039,632	128,302	6.7%	
2000	Premises	88,590	95,633	7,043	8.0%	
3000	Transport	727,090	765,801	38,711	5.3%	
4000	Supplies and Services	706,200	780,367	74,167	10.5%	
	Total Direct Expenditure	3,433,210	3,681,434	248,224	7.2%	
7000	External Income	(1,771,060)	(1,891,628)	(120,568)	-6.8%	
	Net Direct Expenditure	1,662,150	1,789,805	127,655	7.7%	(a)
5000	Support Services	368,680	368,680	0		
6500	Depreciation	256,290	256,290	0		
	Total Indirect Expenditure	624,970	624,970	0		
	Total Waste Services Expenditure	2,287,120	2,414,775	127,655		
	Waste Services - Cost Centres					
WS650	Street Cleansing	451,790	439,093	(12,697)		
WS700	Refuse Collection	1,293,090	1,314,465	21,375		
WS710	Trade Waste Collection	(107,300)	(88,418)	18,882		
WS725	Kerbside Recycling	649,550	698,657	49,107		
WS740	16 Shop-Recycling	0	6,706	6,706		
WS750	Waste Management Staff Unit	218,040	261,230	43,190		
WS760	Waste Management Staff Unit Rech	(218,050)	(218,050)	0		
WS770	Unit 3 Carlu Close	0	1,092	1,092		
	Total Waste Services Expenditure	2,287,120	2,414,775	127,655		
				£	£	
	Total Expenditure Variation				127,655	(a)
	Major Cost Changes					
WS700	Refuse vehicle repairs - due to running an aged fleet			70,000		
WS700	Refuse agency - due to a vacant post and new scheme			30,000		
WS710	Trade Waste disposal charges, offset by income			47,000		
WS725	Auction costs for sale of recycling vehicles			10,000		
WS725	Recycling agency and overtime - due to vacant posts, sickness and new scheme			86,000		
WS725	Garden waste permits			10,000		
WS750	Redundancy costs			43,850		
					296,850	
	Major Cost Savings					
WS700	Refuse salary - vacant post for part of year			(10,000)		
WS725	Recycling salaries - vacant posts for part of year			(34,500)		
WS725	Recycling vehicles fuel and repairs			(31,000)		
					(75,500)	
	Major Changes in Income Levels					
WS700	Additional take-up on chargeable garden waste			(53,000)		
WS700	Refund from leasing company - reclassification of a vehicle lease			(21,000)		
WS710	Insurance money received for Trade Waste Vehicle (See EMR note below)			(15,798)		
WS710	Trade Waste income and recharges			(50,000)		
WS725	Recycling income is down, due to price not tonnage			54,000		
WS725	Income from sale of recycling vehicles			(22,000)		
					(107,798)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Waste Services

	Minor Variations				14,103	
Total Expenditure Variation					127,655	(a)
	EAR MARKED RESERVES					
	Utilised 2015/16					
WS725	Development Control Recycling - S106			(4,662)		
	Proposed contribution c/fwd to 2016/17					
WS710	Contribution to vehicle sinking fund, due to be replaced in 16-17			15,798		
	Net movement in earmarked reserves				11,136	
Total Expenditure variation after Ear Marked Reserves					138,791	

HOUSING REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Housing Revenue Account

Code	Housing Revenue Account	2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
1000	Employees	2,568,560	2,346,217	(222,343)	-8.7%	
2000	Premises	154,750	143,308	(11,442)	-7.4%	
3000	Transport	233,400	213,234	(20,166)	-8.6%	
4000	Supplies and Services	8,633,370	6,620,590	(2,012,780)	-23.3%	
	Total Direct Expenditure	11,590,080	9,323,349	(2,266,731)	-19.6%	
7000	External Income	(14,289,960)	(14,546,126)	(256,166)	-1.8%	
	Net Direct Expenditure	(2,699,880)	(5,222,777)	(2,522,897)	93.4%	
5000	Internal Recharges	1,223,440	1,223,440	0	0.0%	
6500	Capital Charges	1,476,440	993,289	(483,151)	32.7%	
	Total Indirect Expenditure	2,699,880	2,216,729	(483,151)	-17.9%	
	Total HRA Expenditure	0	(3,006,048)	(3,006,048)	N/A	(a)
	Housing Revenue Account - Best Value Units					
BHO01	Dwelling Rents	(12,810,600)	(12,779,940)	30,660	-0.2%	
BHO02	Non-Dwelling Rents	(517,700)	(549,947)	(32,247)	6.2%	
BHO03	Tenant Charges For Services	(30,840)	(46,313)	(15,473)	50.2%	
BHO04	Leaseholders' Service Charges	(19,840)	(21,952)	(2,112)	10.6%	
BHO05	Contributions Towards Expend.	(34,460)	(44,518)	(10,058)	29.2%	
BHO06	Other Charges For Services	(128,500)	(194,509)	(66,009)	51.4%	
BHO06B	Miscellaneous Income	(19,000)	(46,188)	(27,188)	143.1%	
BHO07	H.R.A. Investment Income	(40,000)	(42,103)	(2,103)	5.3%	
BHO09	Repairs And Maintenance	2,781,460	2,410,892	(370,568)	-13.3%	
BHO10	Supervision & Management	2,922,750	2,749,838	(172,912)	-5.9%	
BHO11	Special Services	188,930	145,900	(43,030)	-22.8%	
	Solar PV income	(150,000)	(196,364)	(46,364)	30.9%	
	Solar PV expenditure	0	60,337	60,337	N/A	
BHO15	Depreciation and additional major works	1,986,590	2,360,074	373,484	18.8%	
BHO17	Bad Debt Provision Movement	25,000	(3,034)	(28,034)	-112.1%	
BHO18	Share Of Corporate And Democratic Core	349,080	331,488	(17,592)	-5.0%	
BHO20	H.R.A. Interest Payable	1,323,820	1,300,619	(23,201)	-1.8%	
	HRA loan from PWLB - principal repaid	1,460,410	977,253	(483,157)	-33.1%	
	Revenue contribution to capital	139,000	590,196	451,196	324.6%	
BHO22	Transfers to or from earmarked reserves are shown as zero here as they are detailed in the earmarked reserves schedule below	2,589,500	0	(2,589,500)	-100.0%	
	HCA funding applied for 2015/16	0	96,440	96,440	N/A	
BHO24	HCA funding applied for 2015/16 reversal	0	(96,440)	(96,440)	N/A	
BHO23	Accounting Adjustments - year-end employee benefit reversal and admin costs recovered from RTB sales	(15,600)	(22,135)	(6,535)	41.9%	
	Total HRA Expenditure	0	(3,020,406)	(3,020,406)	N/A	
	Total HRA Expenditure				(3,006,048)	(a)
	Major Cost Increases			Variance £		
	Solar PV expenditure			60,337		
	Major works expenditure funded by earmarked reserves (see the earmarked reserves schedule below)			373,484		
	Revenue contributions to capital works totalled £590k instead of £139k, all of which are funded from earmarked reserves (see the earmarked reserves schedule below which includes amounts of £65k, £164k, £10k and £351k))			451,196		
					885,018	

HOUSING REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Housing Revenue Account

				Variance £		
Major Cost Savings						
Major savings have occurred in Repairs as the DLO have been utilised to carry out more non-DLO work, thus reducing the overall Repairs costs				(370,568)		
Costs recovered from sales through the Right to Buy scheme				(6,535)		
Earmarked reserve movements are shown as zero above in order that they can be detailed in the schedule overleaf, which shows the movement totalling £2,090k. See schedule of transfers between earmarked reserves below				(2,589,500)		
Difference between amount of PWLB repayment accounted for under our accounting policy and the actual amount paid to PWLB				(483,157)		
Staffing savings across several teams, including Repairs Mgmt, General Tenancy, Planned Maintenance Team and Housing Services Mgmt. In addition, very little was spent on under occupation scheme.				(172,912)		
Spending on purchase of new alarms and maintenance of existing alarms was much lower than budgeted				(43,030)		
Since arrears levels have not risen significantly, the bad debt provision was able to be slightly reduced				(28,034)		
					(3,693,737)	
Major Changes in Income Levels				Variance £		
Dwelling rents ended the year 0.2% behind expectations				30,660		
Garage customer numbers have risen and shop occupancy has been high				(32,247)		
The Learning Disability contract has yielded higher income than first thought following the recent changes				(15,473)		
Alarm customer numbers have risen once again and in addition there was higher take-up of the new chargeable alarm offering than expected				(66,009)		
Some minor land sales have given rise to a higher than usual return from miscellaneous income				(27,188)		
Solar PV income has been far greater than in previous years				(46,364)		
					(156,620)	
Minor Variances totalling					(40,708)	
Total HRA Expenditure					(3,006,048) (a)	
Net movement before transfers to/from earmarked reserves					(3,006,048)	
Total Variation brought forward					(3,006,048)	

HOUSING REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Housing Revenue Account

EAR MARKED RESERVES					
				£	
Utilised 2015/16					
Solar PV expenditure funded from reserve				(60,337)	
Affordable Rents surplus used for new development				(65,013)	
Capital spending on renewable energy projects				(164,086)	
Housing Maintenance Fund utilised for major works on existing properties (M.R.A.)				(403,878)	
Adjustment relating to provision made in prior year				(10,131)	
Housing Maintenance Fund utilised for major works on new build				(350,967)	
Proposed contribution c/fwd to 2016/17					
Solar PV income paid into reserve				196,364	
Affordable Rents surplus earmarked				65,013	
Sewage Treatment Plant reserve required				25,000	
PWLB loan premium deficit to be earmarked				483,157	
Budgeted contribution to Housing Maintenance Fund				2,374,500	
Net movement in earmarked reserves					2,089,622
Total Expenditure variation after Ear Marked Reserves					(916,426)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

EARMARKED RESERVES AT 31 March 2016

Miscellaneous General Fund Reserves	Cost Centres	B/F 31/3/15	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/16
Community Development - Tap Fund Contribution	CD200	(34,555)	(27,858)			(62,413)
Community Development - Seed Grant Funding	CD200	(31,830)		10,520		(21,310)
Community Development - PCT money	CD210	(3,500)				(3,500)
Pannier Market - Repairs to Clock Tower	CD300	(7,000)				(7,000)
Multi-Storey Car Park - Planned works	CP520	(60,000)	(20,000)			(80,000)
Resurfacing of Amenity Car Parks	CP530	(50,000)	(25,000)			(75,000)
Structural Surfacing P&D Car Parks	CP540	(10,000)	(25,000)			(35,000)
Customer Services - Franker Replacement	CS902	(15,000)		15,000		0
Cemetery Churchyard Path & Wall repairs	ES100	(35,000)		35,000		0
CCTV Initiatives -Tiverton TC Project	ES200	(9,648)				(9,648)
Community Safety Partnership	ES256	(14,702)				(14,702)
RRO Grants	ES353	(11,770)		7,000		(4,770)
P Sector Housing	ES354	(30,540)				(30,540)
Public Health Grant	ES361	(37,807)	(18,000)	11,586		(44,221)
Parks & Open Spaces-Trees Inspection/Walls	ES450	(28,000)	(25,000)			(53,000)
Play Areas Works	ES460	(11,000)	(10,000)			(21,000)
Air Quality Monitoring	ES660	(8,695)				(8,695)
E/Health restructure	ES733	(15,000)		15,000		0
Grounds Maintenance Digger/Trailer & Tractor	GM960	(30,000)		17,337		(12,663)
Corp Training - 12/13 Underspend part c/fwd	HR200	(49,170)		11,138		(38,032)
IT - Gazetteer - Aerial Photography every 3yrs	IT100	(13,920)	(3,950)			(17,870)
ICT - Network/Hardware - Printer Replacements	IT400/500	(23,000)				(23,000)
ICT - ICT Staff Unit - Staff Training 15-16	IT600	(16,000)		15,000		(1,000)
IT Govt Connect Project Updates	IT700	(5,043)		1,000		(4,043)
Electoral Registration	LD100	0	(7,000)			(7,000)
District Elections	LD201	(60,500)		42,784		(17,716)
Elected Members training	LD300	(5,300)				(5,300)
Development Control	PR200	(51,943)				(51,943)
Land charges Software Licence	PR210	(5,000)				(5,000)
LABGI - Local Authority Business Growth Initiative	PR400	(21,665)		2,750		(18,915)
Industrial Sites & Buildings - Window Installation	PR405	(10,000)		10,000		0
Brownfield Shared Plan DCLG monies	PR600		(10,000)			(10,000)
Statutory Development Plan	PR810	(60,000)				(60,000)
Public Convenience - Hemyock refurb	PS350	0	(20,000)			(20,000)
Flood Projects 2015-16	PS400	(12,000)	(19,400)			(31,400)
Phoenix House Council Chambers	PS810	(50,000)		50,000		0
Town Hall Toilet refurb	PS830	(11,300)				(11,300)
Old Road Depot	PS850	(5,630)				(5,630)
Bus Station Maintenance	PS880	0	(2,930)		2,930	0
Property Services Vehicle for MS Operative	PS980	0	(17,000)	5,000		(12,000)
Business Rates Retention Scheme (NNDR)	RB300/RB330	(30,000)				(30,000)
Local Welfare Assistance Scheme	RB340	(42,900)				(42,900)
Local Council Tax New Burdens Grant	RB330		(12,150)			(12,150)
Universal Credit Delivery Partnership	RB350		(9,050)			(9,050)
Recycling Unit - Bay and Baler Works. New scheme	WS725	(40,000)		40,000		0
Insurance excess claims fund + MMI	Various	(120,644)		34,366		(86,278)
New Burdens Grant Fund		(55,359)				(55,359)
HMRC Enquiry		(41,900)				(41,900)
Digital Transformation Project						0
GF shops - surplus 15/16			(140,000)			(140,000)
Total Miscellaneous General Fund Reserves		(1,175,321)	(392,338)	323,481	2,930	(1,241,248)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

EARMARKED RESERVES AT 31 March 2016

Other GF Revenue Reserves	Cost Centres	B/F 31/3/15	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/16
Development Control Recycling - S106	EQ646	(4,662)		4,662		0
Capital Earmarked Reserves	EQ650	(1,122,725)		217,593	338,000	(567,132)
Capital EMR PSH Grants	EQ652	(31,447)		33,100	(1,132,000)	(1,130,347)
New Homes Bonus Reserve ***	EQ653	(1,887,541)	(1,619,311)	668,384	987,000	(1,851,468)
Economic Development EMR	EQ654				(101,000)	(101,000)
ICT Projects Reserve	EQ655				(92,000)	(92,000)
NNDR Reserve	EQ659	(250,000)		100,000		(150,000)
High St Innovator Payment	EQ681	(55,906)		12,598		(43,308)
Vehicles Sinking Fund	EQ682	(878,893)	(568,938)			(1,447,831)
Plant Sinking Fund	EQ683	(12,000)	(10,910)			(22,910)
Equipment Sinking Fund	EQ684	(46,380)	(46,640)	8,770		(84,250)
Bus Station Maintenance Sinking Fund	EQ685	(13,000)			(2,930)	(15,930)
Car Park Machine replacement Sinking Fund	EQ686	0	(20,000)			(20,000)
Capability Funding	EQ820	(223,000)	(60,000)	99,956		(183,044)
Neighbourhood Planning Funding	EQ821	(15,000)	(5,000)			(20,000)
Total Other GF Revenue Reserves		(4,540,553)	(2,330,799)	1,145,063	(2,930)	(5,729,219)

*** A significant amount of the New Homes Bonus is earmarked for revenue items and the capital programme in 2016/17, with further amounts for future capital programmes in the medium term financial plan. If recommendation 2 is approved then this balance will be reduced. (See para 2.5)

Total Section 106 - Open Space funds	Various	(955,015)	(286,858)	83,719		(1,158,154)
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Maintenance	Cost Centres	B/F 31/3/15	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/16
Dev Cont Linear Park	EQ638	(62,610)	(438)	4,174		(58,874)
W52 Popham Close Comm Fund	EQ640	(23,600)	(165)	1,967		(21,798)
W67 Moorhayes Com Dev Fund	EQ641	(21,300)	(149)	1,638		(19,811)
W69 Fayrecroft Willand Ex West	EQ642	(55,880)	(391)	4,657		(51,614)
W70 Developers Contribution	EQ643	(72,279)	(506)	6,647		(66,138)
Dev Cont Winswood Crediton	EQ644	(46,610)	(326)	3,107		(43,829)
Total Maintenance Reserves		(282,278)	(1,975)	22,190	0	(262,064)

Total Developers Contributions / s106 Funds		(1,237,293)	(288,833)	105,909	0	(1,420,218)
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	B/F 31/3/15	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/16
RESERVES	(6,953,167)	(3,011,970)	1,574,453	0	(8,390,685)

Net movement into General Fund Earmarked Reserves =
(TREM)

(1,437,517)

HRA Earmarked Reserves	Cost Centres	B/F 31/3/15	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/16
HRA Sewage Treatment Plant works	EQ691	0	(25,000)	0		(25,000)
Renewable Energy Fund E.M.R.	EQ692	(369,881)	(196,364)	224,423		(341,822)
HRA Affordable Rent surplus	EQ693	0	(65,013)	65,013		0
Housing Maintenance E.M.R.	EQ694	(6,360,295)	(2,374,500)	764,976		(7,969,819)
HRA Premium Deficit for PWLB loan	EQ696	0	(483,157)	0		(483,157)
Total HRA EARMARKED RESERVES		(6,730,176)	(3,144,034)	1,054,412	0	(8,819,797)

Net movement into HRA Earmarked Reserves =
(HOTREM)

(2,089,622)

RESERVES		(13,683,343)	(6,156,004)	2,628,865	0	(17,210,482)
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MID DEVON DISTRICT COUNCIL
CAPITAL PROGRAMME OUTTURN 2015/16

APPENDIX 5

Code	Scheme	Approved Capital Programme 2015/16	Total Slippage B/fwd & Adj to Approved Capital Programme 15/16	Adjusted Capital Programme 2015/16	Total Actual Spend to 31/03/16	Variance to budget	Slippage to be carried forward to 2016/17	Slippage To Earmarked Reserve
		£000's	£000's	£000's	£000's	£000's	£000's	£000's
	<u>Estates Management</u>							
	<u>Leisure - Site Specific</u>							
	<u>Lords Meadow leisure centre</u>							
CA624	Main car park resurfacing	50,000	0	50,000	0.00	-50,000.00	50,000	
CA625	Squash Court roof improvements	20,000	0	20,000	0.00	-20,000.00	0	
CA619	LMLC Enhancement Project				-1,315.52	-1,315.52	0	
	<u>Exe Valley leisure centre</u>							
CA626	Fitness gym extension	500,000	0	500,000	27,625.00	-472,375.00	472,000	
	<u>Other MDDC Buildings</u>							
CA403	Town Hall Redevelopment Project	0	46,000	46,000	42,768.36	-3,231.64	3,200	
	<u>MSCP Improvements</u>							
CA709	Planned expansion joint replacement	40,000	49,000	89,000	0.00	-89,000.00	89,000	
	<u>Play Areas</u>							
CA608	Play area refurbishment - Wilcombe Tiverton	50,000	0	50,000	0.00	-50,000.00	50,000	
	<u>Other Projects</u>							
CA420	Land and drainage flood defence schemes - Ashleigh Park Bampton	50,000	17,000	67,000	0.00	-67,000.00	67,000	
CA431	Public Conveniences - Lowman Green, Tiverton remodel for kiosk subject to payback period	0	100,000	100,000	107,500.73	7,500.73	0	
CA448	Angel Hill improvements	20,000		20,000	5,467.50	-14,532.50	15,000	
CA458	Wall Panels Moorhayes Community Centre		30,000	30,000	29,023.00	-977.00	0	
CA459	Phoenix Chamber audio visual equipment		74,000	74,000	73,820.64	-179.36	0	
	<u>ICT Projects</u>							
CA421	Replacement of PC estate 330s	40,000	0	40,000	0.00	-40,000.00	40,000	
CA423	Continued replacement of WAN/LAN	0	60,000	60,000	0.00	-60,000.00	60,000	
CA425	Server farm expansion/upgrades	20,000	68,000	88,000	0.00	-88,000.00	88,000	
CA433	Unified Comms/telephony	50,000	57,000	107,000	0.00	-107,000.00		107,000
CA436	Web Transformation	0	26,000	26,000	0.00	-26,000.00		26,000
CA437	Digital Transformation	0	89,000	89,000	29,875.00	-59,125.00	104,000	
CA438	Digital Transformation - Customer Portal	0	45,000	45,000	0.00	-45,000.00		
CA439	Mobile Working NDL MX	30,000	40,000	70,000	31,000.00	-39,000.00	39,000	
CA440	Finance Cash Receipting upgrade	0	29,000	29,000	0.00	-29,000.00	0	
CA442	Arc Server Spatial	0	40,000	40,000	22,280.88	-17,719.12	18,000	
CA443	Members Mobile	25,000	0	25,000	0.00	-25,000.00	0	
CA444	SQL/Oracles refreshes	20,000	0	20,000	0.00	-20,000.00		16,000
CA445	InCab	60,000	0	60,000	0.00	-60,000.00	0	
CA446	E-Financials Technical refresh	20,000	0	20,000	0.00	-20,000.00	30,000	
CA447	Uniform Technical refresh	20,000	0	20,000	0.00	-20,000.00		20,000
	<u>Economic Development Projects</u>							
CA504	Schemes as yet to be identified	100,000	50,000	150,000	0.00	-150,000.00		101,000
CA505	Tiverton Pannier Market Walkway Roof	0	110,000	110,000	0.00	-110,000.00	110,000	
CA507	Tiverton Pannier Market Piggins		80,000	80,000	7,408.31	-72,591.69	73,000	
CA508	Pannier Market Clock Tower		40,000	40,000	7,984.00	-32,016.00	34,000	
	<u>Replacement Vehicles</u>							
	<u>Grounds Maintenance</u>							
CA712	Iveco Tipper (or equivalent)	24,000	0	24,000	0.00	-24,000.00	24,000	
CA713	Tractor	34,000	0	34,000	28,500.00	-5,500.00	0	
	<u>Street Cleansing</u>							
CA819	Green Machine Ride-On Sweeper (or equivalent)	25,000	0	25,000	0.00	-25,000.00	25,000	
CA820	Green Machine Ride-On Sweeper (or equivalent)	25,000	0	25,000	0.00	-25,000.00	25,000	
	<u>Refuse Collection</u>							
CA814	Dennis Eagle Terberg RCV 22-26t (or equivalent)	0	160,000	160,000	0.00	-160,000.00	160,000	
CA821	5 * Refuse Vehicles with Food waste capability	740,000	0	740,000	0.00	-740,000.00	740,000	
CA822	Iveco Tipper 7t (or equivalent)	35,000	0	35,000	0.00	-35,000.00	35,000	
	<u>Recycling</u>							
CA816	1 No. very narrow access Cabstar recycling kerb loader 4.5t	0	65,000	65,000	0.00	-65,000.00	65,000	
CA823	Urban Recycling vehicle	81,000	0	81,000	85,250.00	4,250.00	0	
	<u>CCTV Initiatives</u>							
CA449	Town centre/Market area fibre optic hub and camera system	40,000	0	40,000	0.00	-40,000.00	30,000	
	<u>Waste & Recycling</u>							
CA824	New Refuse & Recycling scheme Oct '15	276,000		276,000	329,843.58	53,843.58	0	
		2,395,000	1,275,000	3,670,000	827,031.48	-2,842,968.52	2,446,200	270,000

Code	Scheme	Approved Capital Programme 2015/16 £000's	Total Slippage B/fwd & Adj to Approved Capital Programme 15/16 £000's	Adjusted Capital Programme 2015/16 £000's	Total Actual Spend to 31/03/16 £000's	Variance to budget £000's	Slippage to be carried forward to 2016/17 £000's	Slippage To Earmarked Reserve £000's
	Private Sector Housing Grants							
CG216	Private Sector Housing initiatives to be prioritised	102,000	0	102,000	0.00	-102,000.00		102,000
CG201	* Disabled Facilities Grants–Private Sector	516,000	74,000	590,000	281,295.74	-308,704.26		309,000
		618,000	74,000	692,000	281,295.74	-410,704.26	0	411,000
	Affordable Housing Projects							
CA200	Affordable Housing 0.67 FTE	21,000	0	21,000	19,980.01	-1,019.99		1,000
CA200	Grants to Housing Associations to provide units (funded by commuted sum)	300,000	0	300,000	5,032.00	-294,968.00		295,000
		321,000	0	321,000	25,012.01	-295,987.99	0	296,000
	HRA Projects							
CA100	Housing Maintenance Fund	2,900,000	0	2,900,000	2,390,468.14	-509,531.86	131,000	378,000
CA111	Renewable Energy Fund Spend	270,000	0	270,000	164,086.00	-105,914.00		106,000
CA112	Birchen Lane - re development of unit for housing conversion	0	170,000	170,000	14,180.38	-155,819.62	156,000	
CA113	Council House Building - St Andrews Street	0	419,000	419,000	556,427.00	137,427.00	0	
CG200	Disabled Facilities Grants - Council Houses	291,000	0	291,000	291,000.00	0.00	0	
CA119	Palmerston Park Tiverton - affordable dwellings	4,000,000	-41,000	3,959,000	165,553.45	-3,793,447	3,793,000	
CA120	Old allotment site Burlescombe (6 units)	700,000	-6,000	694,000	8,600.00	-685,400.00	685,000	
CA124	Queensway (Beech Road) Tiverton (3 units)	300,000	-1,000	299,000	0.00	-299,000.00	299,000	
CA102	Sewage Pumping Stations	50,000	-25,000	25,000	0.00	-25,000.00	0	
CA126	Sewerage Treatment Works - Washfield		25,000	25,000	0.00	-25,000.00	25,000	
CA121	HRA Digital Transformation	30,000	0	30,000	0.00	-30,000.00	0	
CA128	purchased ex RTB - 135 Kings Crescent Tiverton		124,000	124,000	123,750.00	-250.00	0	
CA110	C/ House Building - Wells Park Crediton				-12,886.62	-12,886.62	0	
CA114	C/ House Building - Fir Close Willand				1,060.43	1,060.43	0	
CA125	C/ House Building - Waddeton Park				3,680.00	3,680.00	0	
	Replacement Vehicles - Housing Repairs							
CA122	Iveco Tipper 3.5t (or equivalent)	24,000	0	24,000	0.00	-24,000.00	24,000	
CA123	Iveco Tipper 7t (or equivalent)	35,000	0	35,000	0.00	-35,000.00	0	
		8,600,000	665,000	9,265,000	3,705,918.78	-5,559,081.22	5,113,000	484,000
Total	2015/16 CAPITAL PROGRAMME GRAND TOTAL	11,934,000	2,014,000	13,948,000	4,839,258.01	-9,108,741.99	7,559,200	1,461,000

Code	2015-16 Funding Stream	Approved Capital Programme Funding 2015/16 £000	Total Slippage B/fwd & Adj to Approved Capital Programme 15/16 £000	Adjusted Capital Programme Funding 2015/16 £000	Total Actual Funding to 31/03/16 £000
9801	S106 & Affordable Housing Contributions	321,000	0	321,000	25,012.01
9990	General Capital Reserve	65,000	257,000	322,000	124,089.73
9980	Useable Capital Receipts - General	405,000	496,000	901,000	326,840.36
9710	MRA Reserve	2,900,000	0	2,900,000	2,390,468.14
9701	Tivert Grant (DCLG)	311,000	0	311,000	281,295.74
9727	New Homes Bonus	1,878,000	419,000	2,297,000	511,101.39
9702	Regional Housing Pot Reserve	12,000	-12,000	0	0.00
9990	MRA Reserve	139,000	0	139,000	0.00
9704	Homes & Communities Agency Grant (HCA)	0	1,530,000	1,530,000	200,073.83
9980	Useable Capital Receipts - 1-4-1	300,000	0	300,000	244,310.89
9990	Contribution from other Earmarked Reserves	354,000	163,000	517,000	90,000.00
9990	HRA Renewable Energy Fund	270,000	0	270,000	164,086.00
9990	HRA Housing Maintenance Fund	4,700,000	-865,000	3,835,000	350,966.92
9957	Private Sector Housing Grants EMR	201,000	12,000	213,000	16,000.00
9954	Contribution from CGU - Non Specific	78,000	14,000	92,000	50,000.00
9990	HRA Affordable Rents Surplus				65,013.00
Total	Total	11,934,000	2,014,000	13,948,000	4,839,258.01
		0	0	0	0.00

CABINET
12 MAY 2016

AGENDA ITEM:

REVENUES AND HOUSING BENEFITS PERFORMANCE 2015/16

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

Reason for Report: To report on Council Tax, Non Domestic Rates and Housing Benefit performance for 2015/16.

RECOMMENDATION(S): That the Report be noted.

Relationship to Corporate Plan: In line with good practice and value for money. Poor performing services can have a detrimental effect on the well being of the community.

Financial Implications: Maintaining a good in year collection rate for Council Tax and Business Rates is essential to cash flow management, to ensure that the Billing Authority meets all our own commitments and our commitments to precepting authorities. We must also ensure benefit payments are made in an accurate and timely manner to avoid loss of subsidy.

Legal Implications: No issues.

Risk Assessment: Low cash flow collection could result in the Authority not achieving its financial income targets. Poor performance and increased demand on the Benefit service could have significant impact on the income of the Authority.

1.0 Introduction

- 1.1 The commentary below gives an overview of issues affecting the Revenues and Housing Benefits Services in 2015/16.

2.0 Overview

- 2.1 Although the economic outlook appears to be marginally improving, both the Revenues and Housing Benefits Teams are operating in challenging times, against a back drop of continuing welfare reforms, with the threat of significantly more to come and there is still the uncertainty of the precise roll-out and timings of how all of the tranches of Universal Credit will be implemented.
- 2.2 After taking account of all of the above issues it is extremely positive to see such high levels of performance across both of these teams during 2015/16.

3.0 Revenues performance in 2015/16

- 3.1 The Council Tax team has successfully achieved a collection rate level which is back up to the pre 2013 figures. This has seen an improved collection rate of 98.1%, which is up 0.3% on the 2014/15 level of 97.8%. The Revenues Team continue to perform well and are still focusing on more electronic processes to further streamline operations, these measures include e-billing and increasing direct debit customers.
- 3.2 The Business Rate collection rate improved by 0.1% to 99.1% from the 2014/15 level of 99.0%. This again reflects excellent performance by the Team.
- 3.3 Table 1 below gives Members an overview of the amount collected during the financial year for both Council Tax and Business Rates.

Table 1 – Collection of Council Tax and Business Rates

	2014/15	Collection Rate	2015/16	Collection Rate
Council Tax Collected inc arrears	£43.1m	97.8%	£45.3m	98.1%
Council Tax net Arrears – from previous year	£1.766m		£1.702m	
Business Rates Collected inc arrears	£15.1m	99.0%	£15.9m	99.1%
Business rates net Arrears – from previous year	£0.223m		£0.287m	

4.0 Housing Benefit Performance in 2015/16

- 4.1 The Housing Benefit Team continues to perform well in terms of payment times against national comparative data. This is particularly encouraging when taking account the continued pressures of additional welfare reform changes, the ongoing uncertainty surrounding implementation of the Universal Credit (UC), dealing with the Local Welfare Assistance scheme and the loss of 2 experienced officers who specialised in Fraud who were transferred to the DWP.

Speed of Processing

- 4.2 The 2015/16 average time for processing new claims was 14.8 days and changes of circumstance (CoC) was 7.83 days. Both of these times are below national averages of 23 days and 10 days respectively. This places our processing performance in the top quartile nationally.

	Q1	Q2	Q3	Q4	YEAR
NEW	14.5	17.9	14.6	12.8	14.8
CoC	13.1	12.6	8.7	3.6	7.83

For information purposes processing times for Council Tax Reductions (CTR) were 17 days for new claims and 8 days for CoC's.

Caseload

- 4.3 The numbers of Housing Benefit (HB) and Council Tax Reduction (CTR) claims have both fallen slightly from the levels experienced in 2014/15.

15/16	Q1	Q2	Q3	Q4
HB	4,373	4,274	4,225	4,228
CTR	4,946	4,840	4,781	4,795

Total Housing Benefit paid to date

- 4.4 The table below shows the total sum of Housing Benefit paid during 2015/16.

14/15	Q1	Q2	Q3	Q4
£ million	5.3	9.9	14.3	19.0

Note – The above shown figures are cumulative.

5.0 Conclusion

- 5.1 Both teams have continued to perform well despite the extra pressures being placed on them as a direct consequence of Central Government imposed legislation.

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Revenues: John Chumbley 01884 234301 (jchumbley@middevon.gov.uk)
Benefits: Dawn Harris 01884 234372 (dharris@middevon.gov.uk)

Circulation of the Report: Cllr Peter Hare-Scott and Management Team

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Cabinet
12 May 2016

Agenda item 11

Annual Treasury Report 2015/16

Cabinet Member: Councillor Peter Hare-Scott
Responsible Officer: Head of Finance and Section 151 Officer: Andrew Jarrett

Reason for the report: To inform Members of the Council's treasury management performance in 2015/16.

Matters for consideration: That the treasury management performance for 2015/16 be noted.

Relationship to the Corporate Plan: Maximising our return from all associated treasury activities, whilst minimising any credit default risk, enabling the Council to support current levels of spending in accordance with our Medium Term Financial Plan.

Financial implications: Investment protection reduced the available interest return during 2015/16.

Legal implications: Compliance with the CIPFA Code is a statutory duty.

Risk assessment: The Section 151 Officer is responsible for the administration of the financial affairs of the Council. Implementing this strategy and the CIPFA Code of Practice on Treasury Management manages the risk associated with the Council's treasury management activity.

1.0 Introduction

1.1 The Chartered Institute of Public Finance and Accountancy's Code of Practice on Treasury Management was amended in November 2009 and the Council fully complies with its requirements.

1.2 The primary requirements of the Code are as follows:-

- Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management activities.
- Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
- Receipt by the Council of an annual strategy report for the year ahead and an annual review report of the previous year.

- Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.

1.3 Treasury management in this context is defined as:

“The management of the local authority’s cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with these risks.”

1.4 The annual treasury report covers:

- the Council’s treasury position for 2015/16
- performance measurement
- the strategy for 2015/16
- the economy in 2015/16
- borrowing and investment rates in 2015/16
- the borrowing outturn for 2015/16
- compliance with treasury limits and Prudential Indicators
- investment outturn for 2015/16

2.0 2015/16 Treasury Position

2.1 The Council’s investment position at the end of the year was as follows:

Investments	Principal held at 31 March 2015	Rate/ Return for 2014/15	Principal held at 31 March 2016	Rate/ Return for 2015/16
	£m	%	£m	%
Externally Placed	10.5	0.65	15.0	0.74
Deposit Account and cash balances	4.734	0.50	4.844	0.5
Total Investments	15.235		19.844⁽¹⁾	

Note ⁽¹⁾ – A breakdown of the Total Investments is held at **Appendix A**.

2.2 In order to inform Members as to how the Council was able to hold £22.34m in cash, deposits, and investments as at the 31 March 2016 the following reconciliation is required:

Approximate Balances at 31 March 2016	£m
HRA	2.00
HRA Earmarked Reserves	8.80
General Fund	1.96
General Fund Earmarked Reserves (incl s106 monies and New Homes Bonus)	8.40
Capital Receipts Reserve	1.40
Total	22.56

- 2.3 The Council has working capital requirements and some monies are inevitably tied up in debtors, creditors and stock, in addition to the £19.8m of cash deposits. It should also be remembered that there is the issue of timing, where we collect some monies like council tax and business rates and hold this money temporarily prior to having to pay out precepts to Devon County Council, Devon and Cornwall Police and Devon and Somerset Fire Service.

3.0 Performance Measurement

- 3.1 One of the key changes in the revision of the Code in 2009 was the formal introduction of performance management relating to investments, debt and capital financing activities.
- 3.2 The use of benchmarks for local authorities such as Mid Devon, with relatively small cash balances, is considered difficult as we are only able to place funds for short periods, however we do review our performance against the 7 day London Interbank Bid Rate (LIBID), which, as at 31/3/16 was 0.36%.

4.0 The Strategy for 2015/16

- 4.1 The expectation for interest rates within the treasury management strategy for 2015/16 anticipated low but rising Bank Rate, (starting in quarter 1 of 2016), and gradual rises in medium and longer term fixed borrowing rates during 2016/17. Variable, or short-term rates, were expected to be the cheaper form of borrowing over the period. Continued uncertainty in the aftermath of the 2008 financial crisis promoted a cautious approach, whereby investments would continue to be dominated by low counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.

5.0 The Economy and Interest Rates

- 5.1 Market expectations for the first increase in Bank Rate moved considerably during 2015/16, starting at quarter 3 2015 but soon moving back to quarter 1 2016. However, by the end of the year, market expectations had moved back radically to quarter 2 2018 due to many fears including concerns that China's economic growth could be heading towards a hard landing; the potential destabilisation of some emerging market countries particularly exposed to the Chinese economic slowdown; and the continuation of the collapse in oil prices during 2015, together with continuing Eurozone growth uncertainties.
- 5.2 These concerns have caused sharp market volatility in equity prices during the year with corresponding impacts on bond prices and bond yields due to safe haven flows. Bank Rate, therefore, remained unchanged at 0.5% for the seventh successive year. Economic growth (GDP) in 2015/16 has been disappointing with growth falling steadily from an annual rate of 2.9% in quarter 1 2015 to 2.1% in quarter 4.
- 5.3 The sharp volatility in equity markets during the year was reflected in sharp volatility in bond yields. However, the overall dominant trend in bond yields since July 2015 has been for yields to fall to historically low levels as forecasts for inflation have repeatedly been revised downwards and expectations of

increases in central rates have been pushed back. In addition, a notable trend in the year was that several central banks introduced negative interest rates as a measure to stimulate the creation of credit and hence economic growth.

- 5.4 The ECB commenced a full blown quantitative easing programme of purchases of Eurozone government and other bonds starting in March at €60bn per month. This put downward pressure on Eurozone bond yields. There was a further increase in this programme of QE in December 2015.
- 5.5 As for America, the economy has continued to grow healthily on the back of resilient consumer demand. The first increase in the central rate occurred in December 2015 since when there has been a return to caution as to the speed of further increases due to concerns around the risks to world growth.
- 5.6 The UK elected a majority Conservative Government in May 2015, removing one potential concern but introducing another due to the promise of a referendum on the UK remaining part of the EU. The government maintained its tight fiscal policy stance but the more recent downturn in expectations for economic growth has made it more difficult to return the public sector net borrowing to a balanced annual position within the period of this parliament. The original market expectation at the beginning of 2015/16 was for the first increase in Bank Rate to occur in quarter 1 2015 as the unemployment rate had fallen much faster than expected through the Bank of England's initial forward guidance target of 7%. In May, however, the Bank revised its forward guidance. A combination of very weak pay rises and inflation above the rate of pay rises meant that consumer disposable income was still being eroded and in August the Bank halved its forecast for pay inflation in 2014 from 2.5% to 1.25%. Expectations for the first increase in Bank Rate therefore started to recede as growth was still heavily dependent on buoyant consumer demand.

6.0 Borrowing and Investment Rates in 2015/16

- 6.1 **Investment Rates:** Bank Rate remained at its historic low of 0.5% throughout the year; it has now remained unchanged for seven years. Market expectations as to the timing of the start of monetary tightening started the year at quarter 1 2016 but then moved back to around quarter 2 2018 by the end of the year. Deposit rates remained depressed during the whole of the year, primarily due to the effects of the Funding for Lending Scheme and due to the continuing weak expectations as to when Bank Rate would start rising.
- 6.2 **Borrowing Rates:** PWLB borrowing rates - certainty rates have fallen to historically very low levels during the year.

7.0 Borrowing Outturn for 2015/16

7.1 Details of the loans outstanding at 31 March 2016 are shown below:

Public Works Loan Board	Purpose	Final Payment	Interest rate %	Principal held at 31 March 2015	Principal held at 31 March 2016
Ref Number				£000	£000
500248	HRA Self-Financing	28/3/37	2.94	42,622	41,219
502059	Gym Equip and Refuse Vehicle	28/3/18	1.32	261	175
502905	Scarab Street Sweeper	11/3/21	2.18	88	74
503319	Baler	25/03/24	2.68	148	133
503849	Market Walk/Fore St	27/03/40	2.61	4,173	4,053
			Total	47,292	45,654

7.2 We also have a number of finance leases outstanding at year end (£570k in 15/16 and £681k in 14/15). The total interest paid on both PWLB loans and finance leases during 2015/16 was £1,392k, (2014/15 1,317k).

7.3 In addition to the external borrowing outlined in 7.1, the HRA borrowed £2.2m from the General Fund to finance the building of 22 new council houses at Wells Park, Crediton with £56k on interest accounted for between the two entities.

8.0 Compliance with Treasury Limits and Prudential indicators

8.1 During the financial year the Council operated within the Treasury limits and Prudential Indicators set out in the Council's Treasury Policy Statement and Annual Treasury Management Strategy statement. The outturn for the Prudential Indicators is shown in **Appendix B**.

9.0 Investment Outturn for 2015/16

9.1 **Internally managed investments** – The Council manages its investments in-house and invests with the institutions listed in the Council's approved lending list.

9.2 **Investment strategy** – Any fixed term investments in the market place (except Debt Management Office [DMO]) are restricted to a maximum term of 1 year, with the maximum counterparty limit of £5m. The Council's substantial commitments (particularly the monthly precepts to the County Council and the Police and Fire Authorities) constrain the term of investments.

9.3 Investment outturn

The final interest for the financial year can be summarised as follows:

Interest Paid and Received:

	Budget £k	Actual £k	Variance £k
Interest Paid:			
HRA	1,255	1,244	(11)
General Fund	68	147	79
HRA to General Fund	69	56	(13)
Interest Paid Total	1,392	1,447	55
Interest Received:			
General Fund	(65)	(118)	(53)
HRA	(40)	(42)	(2)
HRA-GF loan	(69)	(56)	13
Interest Received Total	(174)	(216)	(42)

10.0 CCLA Property Investment Fund

- 10.1 At the Cabinet on 30 July 2015 it was agreed that the Council's investment strategy could be adjusted to include deposits with the CCLA (Churches, Charities and Local Authorities) commercial property fund, up to a value of £2.5m. As a result of this, an investment of £2.5m commenced from 1 September 2015, so effectively the investment was held for seven months. During this period we received a total of £66k in dividends.
- 10.2 The investment was made with a view to a long term commitment and in common with most unit trusts and OEICS (Open ended investment companies) there is a bid/offer spread in respect of management charges. i.e. an initial investment of £100 is commonly worth £95 on day one, reflecting a 5% management charge. Our investment has started to recover this initial charge and at 31 March 2016 was valued at £2.4m.

11.0 Heritable Bank

- 11.1 During the year we received a further £44k from the Administrators. This means that we have now recovered 98.4% of our initial investment with only £18k of the principal remaining outstanding. There is also the prospect of potentially receiving a final dividend at some point in the future, although this is not by any means guaranteed and would be bonus if received.

12.0 Further Updates and Review

- 12.1 A report on treasury performance for the first 6 months of 2016/17 will be made to the Cabinet in October/November 2016 to enable Members to review the on-going Treasury Strategy and to provide an update on any other market/financial issues affecting the Council.

- 12.2 In accordance with recommendations agreed previously, any urgent issues relating to Treasury Management will be immediately referred to the Cabinet member for Finance.

Contact for any more information: Andrew Jarrett (01884 234242 – ajarrett@middevon.gov.uk) / JP Mclachlan– jpmclachlan@middevon.gov.uk)

Background Papers: Sector's Annual Treasury Management Report

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Bank/B-Soc	From	To	Fixed Interest Rate %	31/03/16 £000
Lloyds	17/09/15	16/09/16	1.05%	1,000,000
Lloyds	01/10/15	30/09/16	1.05%	500,000
Santander	01/10/15	30/09/16	1.00%	1,000,000
Lloyds	15/10/15	14/10/16	1.05%	1,000,000
Lloyds	03/11/15	02/11/16	1.05%	500,000
Nationwide	04/01/16	21/04/16	0.53%	2,500,000
Barclays	19/01/16	04/07/16	0.66%	1,500,000
Sumitomo	22/01/16	27/05/16	0.62%	1,000,000
Lloyds	15/02/16	14/02/17	1.05%	500,000
Lloyds	01/03/16	01/03/17	1.05%	1,000,000
Sumitomo	10/03/16	10/06/16	0.58%	1,000,000
Sumitomo	15/03/16	15/06/16	0.58%	1,500,000
Lloyds	17/03/16	19/09/16	0.80%	500,000
Barclays	22/03/16	27/05/16	0.44%	500,000
Glasgow CC	29/03/16	29/04/16	0.48%	1,000,000

15,000,000

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TREASURY MANAGEMENT STRATEGY STATEMENT
PRUDENTIAL INDICATORS

					2014/15 Actual £'000	2015/16 Original £'000	2015/16 Actual £'000
Capital Expenditure							
	Non-HRA				6,269	1,123	1,133
	HRA				5,671	7,526	3,706
	TOTAL				11,940	8,649	4,839
Ratio of Financing Costs to Net Revenue Stream							
	Non-HRA				1.97%	3.53%	3.30%
	HRA				17.21%	16.67%	16.47%
Capital Financing Requirement as at 31 March							
	Non-HRA				7,208	6,841	6,841
	HRA				46,114	45,121	45,121
	TOTAL				53,322	51,962	51,962
Annual Charge for Capital Financing Requirement							
	Non-HRA				262	370	370
	HRA				947	993	993
	TOTAL				1,209	1,363	1,363
Authorised Limit for External Debt							
	Borrowing				54,492	65,000	65,000
	Other Long Term Liabilities				0		
	TOTAL				54,492	65,000	65,000
Operational Boundary for External Debt							
	Borrowing				49,043	60,000	60,000
	Other Long Term Liabilities				0		
	TOTAL				49,043	60,000	60,000
Gross Debt and the CFR					89.97%	88.96%	88.96%
HRA limit on indebtedness					53,744	53,744	53,744
Actual External Debt					47,974	46,226	46,226
Upper Limit for Fixed Interest Rate Exposure							
	expressed as either:-						
	Net Principal re Fixed Rate Borrowing/Investments OR				54,492	65,000	65,000
	Net Interest re Fixed Rate Borrowing/Investments						
Upper Limit for Variable Rate Exposure							
	expressed as either:-						
	Net Principal re Variable Rate Borrowing/Investments OR				-	-	-
	Net Interest re Variable Rate Borrowing/Investments						
Maturity Structure of borrowing					-	-	-
	Under 1 year				1,747	1,772	1,772
	Between 2-5 years				5,577	5,598	7,287
	Over 5 years				40,650	38,856	37,167
	TOTAL				47,974	46,226	46,226

Upper limit for Total Principal Sums Invested for over 364 days ¹					0%	0%	0%

MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

May 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

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)
Tree Policy Report of the Head of Housing and Property Services regarding a review of the policy.	Managing the Environment Policy Development Group Cabinet	17 May 2016 9 Jun 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for the Environment (Councillor Neal Davey)	Open
High Hedges Policy Report of the Head of Housing and Property Services regarding a review of the policy.	Managing the Environment Policy Development Group Cabinet	17 May 2016 9 Jun 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Tenancy Changes 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	24 May 2016 9 Jun 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Landscape Implications of Solar Energy Proposals Supplementary Planning Document Report of the Head of Planning and Regeneration	Cabinet Council	9 Jun 2016 29 Jun 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard)	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)
regarding proposals for the Supplementary Planning Document following consultation.				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	9 Jun 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt <i>Financial and business issues</i>
S106 Monitoring Fees Report of the Chief Executive on monitoring arrangements for S106 Agreements	Cabinet	9 Jun 2016	Stephen Walford, Chief Executive	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Land at Isabella Road, Tiverton Report from the Head of Housing and Property Services regarding the appropriation for planning	Cabinet	9 Jun 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)
purposes pursuant to s.122 of the Local Government Act 1972 of a parcel of land at Isabella Road Tiverton.					
Community Engagement Action Plan To receive information regarding the action plan.	Community Well Being Policy Development Group Cabinet	7 Jun 2016 9 Jun 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 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	7 Jun 2016 9 Jun 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 Governance regarding this policy	Community Well Being Policy Development Group Cabinet	7 Jun 2016 9 Jun 2016	Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open

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)
	Council	29 Jun 2016			
Delivery of Start Homes Report of the Head of Planning and Regeneration regarding a bid for funding for the delivery of starter homes.	Cabinet	9 Jun 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
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	9 Jun 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt
Scheme of Delegation to the Head of Planning and Regeneration To consider a review of the Scheme of Delegation to the Head of Planning	Cabinet	9 Jun 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	
East Cullompton Report of the Head of Planning and Regeneration	Cabinet	9 Jun 2016	Jenny Clifford, Head of Planning and Regeneration Tel:	Cabinet Member for Planning and Economic	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 Members to consider a bid for DCLG support to deliver East Cullompton as a Locally Led Garden Village.			01884 234346	Regeneration (Councillor Richard Chesterton)	
Asset Management and Capital Strategy Plan (Corporate) To report of the Head of Housing and Property Services reviewing the existing policy and providing an update on recent acquisitions / disposals	Cabinet	9 Jun 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Town and Parish Charter To undertake a four yearly review the Town and Parish Charter	Community Well Being Policy Development Group Cabinet	7 Jun 2016 7 Jul 2016	Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Jointworking with other Local Authorities To consider a report of the Head of Planning and Regeneration regarding further joint working ventures	Cabinet	7 Jul 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard)	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)
with other Local Authorities				Chesterton)	
Local Plan Review To receive a report of the Head of Planning and Regeneration regarding the Local Plan Review	Cabinet Council	7 Jul 2016 Before 31 Aug 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	
Fire Risk in Communal Areas Policy Report of the Head of Housing and Property Services regarding a revised policy.	Decent and Affordable Homes Policy Development Group Cabinet	19 Jul 2016 4 Aug 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Tenancy Inspection Policy To consider a revised policy	Decent and Affordable Homes Policy Development Group Cabinet	19 Jul 2016 4 Aug 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Private Sector Housing Renewal Policy	Decent and Affordable	19 Jul 2016	Jill May, Head of HR and Development	Cabinet Member for Housing	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)
To receive a report from the Head of Housing and Property Services reviewing the existing policy.	Homes Policy Development Group Cabinet	 4 Aug 2016	Tel: 01884 234381	(Councillor Ray Stanley)	
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 Cabinet	19 Jul 2016 4 Aug 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 Communities 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
Economic Development Strategy To consider a report of the Head of Communities and Governance revising this policy	Cabinet	4 Aug 2016	Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246	Cabinet Member for Planning and Economic Regeneration (Councillor Richard)	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)
				Chesterton)	
Masterplan - Area B Tiverton Eastern Urban Extension Report of the Head of Planning and Regeneration requesting the Cabinet to consider consultation drafts	Cabinet	1 Sep 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Grant Payments to External Organisations 2017-18 To consider grant funding for 2017/18	Community Well Being Policy Development Group Cabinet	27 Sep 2016 27 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
Regulation of Investigatory Powers To undertake an annual review of the Policy	Community Well Being Policy Development Group Cabinet	27 Sep 2016 27 Oct 2016	Jill May, Head of HR and Development Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Health and Safety Policy Report of the Head of HR and Development	Community Well Being Policy Development	27 Sep 2016	Jill May, Head of HR and Development Tel: 01884 234381	Cabinet Member for the Working Environment and Support Services	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)
regarding a revised policy	Group Cabinet	24 Nov 2016		Councillor Margaret Squires	