

Public Document Pack

Mid Devon District Council

Managing the Environment Policy Development Group

Tuesday, 6 September 2016 at 2.00 pm
Exe Room, Phoenix House, Phoenix Lane, Tiverton EX16 6PP

Next ordinary meeting
Tuesday, 8 November 2016 at 2.00 pm

Those attending are advised that this meeting will be recorded

Membership

Cllr R F Radford
Cllr D R Coren
Cllr Mrs C P Daw
Cllr R Evans
Cllr Mrs E J Slade
Cllr J D Squire
Cllr R Wright
Cllr J L Smith
Cllr F W Letch

A G E N D A

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

1 **Apologies and substitute Members**

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

2 **Public Question Time**

To receive any questions relating to items on the Agenda from members of the public and replies thereto.

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

3 **Minutes of the Previous Meeting** (*Pages 5 - 8*)

To approve as a correct record the minutes of the last meeting.

4 **Chairman's Announcements**

To receive any announcements that the Chairman may wish to make.

5 **Performance and Risk** (*Pages 9 - 18*)

To provide Members with an update on performance against the Corporate Plan and local service targets for 2016-17 as well as providing an update on the key business risks.

Please note: If Members have questions regarding this report please submit them to the clerk in advance of the meeting so that the appropriate officer can be asked to attend or provide a written response.

6 **Financial Monitoring** (*Pages 19 - 36*)

To receive a report from the Director of Finance, Assets & Resources presenting a financial update in respect of the income and expenditure so far in the year.

7 **Wild Flower Beds** (*Pages 37 - 40*)

The Group to receive a briefing paper regarding wild flower beds from the Operations Manager.

8 **Verbal Waste Update**

To receive a verbal update regarding waste services from the Director of Finance, Assets & Resources.

9 **Littering and Waste Issues in the District**

An opportunity for Members to discuss the issue of litter and other waste matters in the District and to identify whether or not to ask officers to prepare a paper regarding this for the next meeting.

10 **Visit to Energy from Waste Plant**

Members to provide feedback to the Group following their recent visit to the Exeter Energy from Waste Plant.

11 **Identification of Items for the Next Meeting**

Note: This item is limited to 10 minutes. There should be no discussion on the items raised.

Waste and Recycling 6 monthly update
Gypsy and Traveller Policy

Stephen Walford
Chief Executive
Friday 26 August 2016

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

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

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

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

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

Tel: 01884 234209

E-Mail: jstuckey@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 MANAGING THE ENVIRONMENT POLICY DEVELOPMENT GROUP held on 12 July 2016 at 2.00 pm

Present

Councillors

R F Radford (Chairman)
D R Coren, Mrs C P Daw, R Evans,
Mrs E J Slade, J D Squire, R Wright,
J L Smith and F W Letch

Also Present

Councillor(s)

C J Eginton

Also Present

Officer(s):

Andrew Jarrett (Head of Finance), Nick Sanderson (Head of Housing and Property Services), Joe Scully (Operations Manager) and Julia Stuckey (Member Services Officer)

15 APOLOGIES AND SUBSTITUTE MEMBERS

There were no apologies.

16 PUBLIC QUESTION TIME

There were no members of the public in attendance.

17 MINUTES OF THE PREVIOUS MEETING

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

18 CHAIRMAN'S ANNOUNCEMENTS

The Chairman congratulated the Head of Finance on his recent charity cycle ride from John O Groats to Land's End and welcomed Operations Manager Joe Scully to the meeting.

19 HIGH HEDGES POLICY

The Group had before it a report * from the Head of Housing and Property Services regarding High Hedges.

The Operations Manager outlined the contents of the report explaining that the law giving Local Councils power to deal with complaints about high hedges came into force on the 1st June 2005 and was contained in the Anti-Social Behaviour Act 2003. This allowed local Councils to determine complaints by the owners/occupiers of domestic property adversely affected by evergreen hedges over two meters high.

The Officer informed the Group that one high hedge intervention had taken place between 2012 and 2016. Mid Devon charged the same fee as neighbouring

authorities but gave a discount for those on benefits, which was not given by the other authorities. The process to be carried out was clearly identified within the policy.

Discussion took place regarding:

- The fees charged and whether a discount for those on benefits should be applied;
- Mediation and the cost of this which had to be paid by the complainant.

It was **AGREED** that the word 'determining' be changed to 'processing' within the table at 6.1.

It was **AGREED** that within the flow chart the wording 'refund fee' should read 'consider refund'.

It was **RECOMMENDED** that a flat fee of £350 should apply to all applicants with no discount given for those on benefits.

(Proposed by Cllr R Evans and seconded by Cllr J D Squire)

It was **RECOMMENDED** to the Cabinet that the authority continues to adopt the current High Hedge policy and processes outlined in Annex A subject to the changes agreed above.

(Proposed by the Chairman)

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

20 **UPDATE FROM THE EDIBLE FOOD WASTE WORKING GROUP**

Cllr R Evans updated the Group regarding the Edible Food Waste Working Group. He reminded the Group that the Working Group had been set up at the request of Members following various media reports regarding the matter. The Head of Communities and Governance had looked into the matter and provided the Group with a considerable amount of information regarding how local supermarkets and charities were dealing with the issue. She found that local stores were taking their lead from head offices and a number of local schemes had been put in place. A White Paper was being processed but the reading in Parliament had been delayed. The Officer had found that local charities had systems in place, were receiving and distributing food waste and that their supplies were adequate. In conclusion the Group had found that there was little the authority could do at this stage to enhance what was already taking place. The Group had therefore concluded that there was no need to meet at the current time but that the subject should be revisited if required in the future.

21 **UPDATE ON DEPOT MOVE**

The Head of Finance provided an update on the recent waste and recycling depot move. He explained that the move went well and that the work undertaken by the

officer/Member project group had proved successful. Several services had been merged and 100 staff had now relocated to the new depot.

Recycling bays had been built, the bailer was working and 9 porta cabins had been put in place for officers. Working in the same depot meant that there were synergies with waste and recycling services and that staff could be moved from one area to the other as recycling performance improved and waste to landfill reduced. Operations commenced from the new depot on 13 June and there had been no adverse effect on collections. Licences and permits were all in place and there was security of tenure with a 15 year lease in place.

An opening event had been held on Friday 8th July which was attended by a number of Members and Neil Parish MP.

The Head of Finance informed Members that the merged service would have slightly cheaper running costs than the two separate depots and that discussions were still ongoing with Devon County Council regarding shared savings.

The officer reminded Members that a Member Briefing was in place for 9th August when the Waste and Transport Manager would provide an update on the recycling scheme, tonnages, the new depot and savings agreements.

22 UPDATE ON GRASS CUTTING IN THE TOWNS AND PARISHES

The Operations Manager reminded the Group that discussions with Devon County Council (DCC) and town and parish councils had taken place during the last 12 months to determine the grass cutting regime that would be put in place following a reduction in budget from DCC.

The officer informed the Group that there had been some confusion regarding the start dates for cutting, both with the town and parish councils and within the cutting teams. These issues had now been resolved. There was a need for further discussion with DCC and the town and parish councils to seek additional funding to improve the situation. Different town and parish councils had provided varying levels of funding so were receiving varying numbers of cuts.

Discussion took place regarding:

- The need for information regarding when and where cuts would be taking place. It was unclear which authority was responsible for some areas of land;
- Long grass being left following cutting which was unsightly;
- The possibility of undertaking less cuts to encourage wildlife;
- The condition of pavements;
- The potential to sow wildflower beds.

The Operations Manager was asked to provide a report regarding wild flower beds for the next meeting of the Group.

23 **IDENTIFICATION OF ITEMS FOR THE NEXT MEETING**

Gypsy and Traveller Policy
Performance and Risk
Financial Monitoring
Wild Flower Beds
Verbal Waste Update

(The meeting ended at 3.15 pm)

CHAIRMAN

MANAGING THE ENVIRONMENT PDG 6 SEPTEMBER 2016:

PERFORMANCE AND RISK REPORT FOR THE FIRST QUARTER OF 2016-17

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

Reason for Report: To provide Members with an update on performance against the corporate plan and local service targets for 2016-17 as well as providing an update on the key business risks.

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

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

Financial Implications: None identified

Legal Implications: None

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

1.0 Introduction

- 1.1 Appendix 1 provides Members with details of performance against the Corporate Plan and local service targets for the 2016-17 financial year.
- 1.2 Appendix 2 shows the section of the Corporate Risk Register which relates to the Managing the Environment Portfolio. See 3.0 below.
- 1.3 Appendix 3 shows the profile of all risks for Managing the Environment for this quarter.
- 1.4 All appendices are produced from the corporate Service Performance and Risk management system (SPAR).

2.0 Performance

- 2.1 The chargeable **garden waste** scheme ended the 2015/16 year well and remains above target; so far 8,431 bin permits have been sold.
- 2.2 Most of the PIs are above target with only 1 showing below target: **% of missed collections logged per quarter (recycling)**; this is only marginally

under target and is an improvement on 2015/16, more detail has been added as a note to Appendix 1.

2.3 When benchmarking information is available it is included.

3.0 Risk

3.1 The Operational risk assessments are job specific and flow through to safe systems of work.

3.2 The Corporate risk register has been reviewed by Management Team (MT) and updated. Risk reports to committees include risks with a total score of 15 or more and all those with an impact score of 5. (See Appendix 2)

4.0 Conclusion and Recommendation

4.1 That the PDG reviews the performance indicators and risks for 2016-17 that are outlined in this report and feeds back any areas of concern to the Cabinet.

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

Circulation of the Report: Management Team and Cabinet Member

Corporate Plan Quarterly PI Report Environment

Quarterly report for 2016-2017
 Arranged by Aims
 Filtered by Aim: Priorities Environment
 For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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* indicates that an entity is linked to the Aim by its parent Service

Corporate Plan Quarterly PI Report Environment										
Priorities: Environment										
Aims: Increase recycling and reduce the amount of waste										
Performance Indicators										
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date	Head of Service / Manager	Officer Notes
<u>Residual household waste per household (measured in Kilograms)</u>	117.44 (1/4)	424.08	421.00	95.36				95.36 (1/4)	Stuart Noyce	(Quarter 1) Higher in Q1 than target but 10kg lower than same period in 15/16 (SN)
<u>% of Household Waste Reuse, Recycled and Composted</u>	50.2% (1/4)	50.6%	52.0%	55.9%				55.9% (1/4)	Stuart Noyce	(Quarter 1) Good start to year and well above 15/16 Q1 perf. Will drop in other 1/4s due to reduction in garden waste (SN)
<u>Net annual cost of waste service per household</u>		£60.88	£58.17	n/a	n/a	n/a		n/a	Andrew Jarrett, Stuart Noyce	
<u>Number of Households on Chargeable Garden Waste</u>	0 (1/4)	7,021	10,000	8,431				8,431 (1/4)	Stuart Noyce	(Quarter 1) Still above target and continues to grow. Renewals will start in Q3

Corporate Plan Quarterly PI Report Environment										
Priorities: Environment										
Aims: Increase recycling and reduce the amount of waste										
Performance Indicators										
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date	Head of Service / Manager	Officer Notes
										(SN)
<u>% of missed collections reported per Quarter (refuse and organic waste)</u>	0.02% (1/4)	0.02%	0.03%	0.03%				0.03% (1/4)	Stuart Noyce	(Quarter 1) Performance back to normal following service changes in 15/16 (SN)
<u>% of Missed Collections logged per Quarter (recycling)</u>	0.05% (1/4)	0.12%	0.03%	0.04%				0.04% (1/4)	Stuart Noyce	(Quarter 1) Missed collections have continued to reduce from 0.12% in 15/16 due to scheme changes. are now 0.01% above target (SN)

Aims: Reduce our carbon footprint										
Performance Indicators										
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date	Head of Service / Manager	Officer Notes
<u>To improve energy efficiency and continue to reduce consumption by 0.5% post degree day adjustment</u>		3.4%	0.5%	n/a	n/a	n/a		n/a	Andrew Busby	

Aims: Protect the natural environment										
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Corporate Plan Quarterly PI Report Environment										
Priorities: Environment										
Aims: Protect the natural environment										
Performance Indicators										
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual	Head of to Service / Date Manager	Officer Notes
Number of Fixed Penalty Notices (FPNs) Issued (Environment)	2 (1/4)	21	No target - for information only.	2				2 (1/4)	Stuart Noyce	

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MTE PDG Risk Management Report - Appendix 2

Report for 2016-2017
For Environment - Cllr Neal Davey Portfolio
Filtered by Flag: Include: * CRR 5+ / 15+
For MDDC - Services

Not Including Risk Child Projects records or Mitigating Action records

Key to Performance Status:

Risks: No Data (0+) High (15+) Medium (5+) Low (1+)

MTE PDG Risk Management Report - Appendix 2

Risk: Asbestos Health risks associated with Asbestos products such as lagging, ceiling/wall tiles, fire control.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status:
Medium (5)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 1 -
Very Low

Head of Service: Stuart Noyce

Review Note: Risks largely restricted to trained/professional EH or PSH officers therefore overall status remains low

Risk: H&S RA - Recycling Depot Operatives Role risk assessment - Highest Risk scored

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status:
Medium (10)

Current Risk Severity: 5 - Very
High

Current Risk Likelihood: 2 -
Low

Head of Service: Stuart Noyce

Review Note: RA Review

Risk: H&S RA - Refuse Driver/Loader Risk Assessment for Role - Highest risk from role RA. - Risk of RTA from sever weather conditions

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status:
Medium (10)

Current Risk Severity: 5 - Very
High

Current Risk Likelihood: 2 -
Low

Head of Service: Stuart Noyce

Review Note: Annual Review of Risk Assesment

MTE PDG Risk Management Report - Appendix 2

Risk: Noise Risk of hearing damage and headaches from high noise levels above 85 decibels and nuisance noise eg Printers, fans.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status:
Medium (5)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 1 -
Very Low

Head of Service: Stuart Noyce

Review Note: No change

Risk: Vehicles, Transport, Driving Risk of collisions with other moving or stationary vehicles, cycles and/or pedestrians.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status:
Medium (5)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 1 -
Very Low

Head of Service: Stuart Noyce

Review Note: No change

Risk: Waste Management Project 2015 Risks associated with the roll out of the new waste and recycling collection scheme to all households

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status:
Medium (10)

Current Risk Severity: 5 - Very
High

Current Risk Likelihood: 2 -
Low

Head of Service: Stuart Noyce

Review Note: -Monthly monitoring of budgets and project
- project group set up and meeting monthly
- project plan written and updated
-1/4 reporting to PDG

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Risk Matrix Environment Appendix 3

Report
 Filtered by Service: Street Scene Services
 Current settings

Risk Likelihood	5 - Very High	No Risks	No Risks	No Risks	No Risks	No Risks
	4 - High	No Risks	No Risks	No Risks	No Risks	No Risks
	3 - Medium	No Risks	No Risks	1 Risk	No Risks	No Risks
	2 - Low	No Risks	No Risks	No Risks	1 Risk	3 Risks
	1 - Very Low	1 Risk	4 Risks	2 Risks	5 Risks	3 Risks
		1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
		Risk Severity				

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MANAGING THE ENVIRONMENT PDG 6 AUGUST 2016

FINANCIAL UPDATE FOR THE THREE MONTHS TO 30 JUNE 2016

Cabinet Member Cllr Peter Hare-Scott
Responsible Officer Andrew Jarrett - Director of Finance, Assets & Resources

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

RECOMMENDATION(S): The Cabinet note the financial monitoring information for the income and expenditure so far for the 2016/17 financial year.

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

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

Legal Implications: None.

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

1.0 Introduction

- 1.1 The purpose of this report is to highlight to Cabinet our current financial status and the likely reserve balances at 31 March 2017. It embraces both revenue, in respect of the General Fund and Housing Revenue Account, and capital and aims to focus attention on those areas which are unlikely to achieve budget. It is particularly important for next year's budget setting and, looking further ahead, with the medium term financial plan.
- 1.2 Favourable variances generating either increased income or cost savings are expressed as credits (negative numbers), whilst unfavourable overspends or incomes below budget are debits (positive numbers). This report only includes budget variances in excess of £10k as the purpose of the report is to concentrate on material issues that may require further investigation/action. Budget variances are expressed net of budgeted transfers to or from earmarked reserves, which were previously approved by Cabinet. A more detailed analysis will be provided with the final outturn report for the year.

2.0 Executive Summary of 2016/17

2.1 The table below shows the opening position of key operational balances of the Council, the forecast in year movements and final predicted position at 31 March 2017:

Usable Reserves	31/03/2016	Forecast in year movement	31/03/2017
	£k	£k	£k
Revenue			
General Fund – see note	(2,211)	202	(2,009)
Housing Revenue Account	(2,000)	0	(2,000)
Capital			
Major Repairs Reserve	0	(166)	(166)
Capital Receipts Reserve	(1,442)	362	(1,080)
Capital Contingency Reserve	(567)	285	(282)

3.0 The General Fund Reserve

3.1 This is the major revenue reserve of the Council. It is increased or decreased by the surplus or deficit generated on the General Fund in the year. This reserve held a balance of £2,211k as at 31/03/16.

3.2 The forecast General fund *deficit* for the current year is £202k as shown at Appendix A. The most significant *service* movements to date comprise:

- £226k spent on moving to the new Waste depot, including fit-out costs
- £155k forecast overspend on Leisure
- (£130k) additional Housing Benefit subsidy

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

4.0 Housing Revenue Account (HRA)

- 4.1 This is a ring-fenced account in respect of the Council's social housing function. Major variances and proposed corrective action are highlighted at Appendix F.
- 4.2 Appendix E shows that the reserve opening balance is £2m. It is anticipated that any variance at year-end will affect the budgeted transfer to the Housing Maintenance Fund and so the HRA reserve balance should remain at £2m.
- 4.3 Overall, the HRA is forecast to overspend by £133k in 2016/17. The most significant items of the forecast overspend comprise the following.
- £109k of extra spend on works carried out this year that relate to the previous year's contract
 - £100k reduction in the major works carried out by the DLO in void properties and £25k reduction in electrical testing
- 4.4 There are budgeted revenue contributions to capital projects as follows for 2016/17.

Description	Budget £'000	Forecast Outturn £'000	Variance £'000
1 x Tipper Vehicle	24	24	0

- 4.5 The following works are expected to be funded from the Housing Maintenance Fund during 2016/17.

Description	Budget £'000	Forecast Outturn £'000	Variance £'000
Birchen Lane re-development	40	40	0
Palmerston Park	2,339	2,339	0
Queensway development	299	299	0
Burlescombe development	424	424	0
Stoodleigh development	223	223	0
	3,325		

In addition, £25k is planned to be spent on sewage treatment works and funded by an earmarked reserve.

5.0 Major Repairs Reserve

- 5.1 The Major Repairs Reserve had a nil balance at 31 March 2016. After this year's capital expenditure and funding of the Major Repairs Reserve the closing balance is forecast to be £166k.

6.0 Capital Programme

- 6.1 Capital projects by their very nature often overlap financial years. In some cases it is known from the outset that the construction of buildings may fall into 3 separate accounting years. The status of this year's capital programme is shown at Appendix G.
- 6.2 Committed and Actual expenditure is currently £6,372k against a budgeted Capital Programme of £15,710k. (Note this includes £7,669k of slippage rolled forward from 15/16). As projects often overlap financial years officers have given their best estimate of what is 'deliverable' in 16/17; this amounts to £11,333k. Committed and Actual expenditure will therefore be monitored against this & currently shows an uncommitted amount of £4,961k (£11,333k - £6,372k).
- 6.3 At this early stage in the year there are no forecast underspends / overspends for 2016/17. However there is a small amount of slippage predicted in relation to works required to maintain our council houses £166k and renewable energy related projects also associated with our housing stock £75k, these monies will be reprioritised for spending in 2017/18.

7.0 Capital Contingency Reserve

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

	£k
Capital Earmarked Reserve at 1 April 2016	(567)
Funding required to support 2016/17 Capital Programme	285
Forecast Balance at 31 March 2017	(282)
	=====

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

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

	£k
Unapplied Useable Capital Receipts at 1 April 2016	(1,442)
Net Receipts to date (includes 3 RTB's)	(177)
Current Balance	(1,619)
Forecast further capital receipts in year	(531)
Forecast capital receipts to be applied in year	1,070
Forecast Unapplied Capital Receipts c/fwd. 31 March 2017	(1,080)
	=====

- 8.2 Please note these balances on the Capital Contingency Reserve and the Capital Receipts Reserve are likely to be required to balance the MTFP that will be brought to the October Cabinet.

9.0 Treasury Management

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

Interest Receivable:

	Budget £k	Forecast outturn £k	Forecast variance £k
Investment Income Received	171	171	0
Interest from HRA funding	54	54	0
Total Interest Receivable	225	225	0

10.0 Conclusion

- 10.1 Members are asked to note the revenue and capital forecasts for the financial year. This report only covers the first quarter, which is early to identify end of year positions. Cost pressures and income trends will become more apparent as we progress through the year.
- 10.2 The Finance team have already commenced working on the 2017/18 budgets and are working with service managers to produce proposals for the policy development groups in the Autumn. As emerging trends develop in the current year any future impacts will be factored into next years figures.

**Contact for more
information:**

Andrew Jarrett, 01884 23(4242),
ajarrett@middevon.gov.uk

Circulation of the Report:

Cllr Peter Hare-Scott, Management Team

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**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE
PERIOD 01 APRIL TO 30 JUNE 2016**

			2016/17 Annual Budget	Full Year Forecast (0 = On budget)	Variance
Com	General Fund Summary	Note	£	£	%
	Cllr C J Eginton				
CM	Corporate Management	A	1,139,580	(36,000)	-3.2%
LD	Legal & Democratic Services: Member/Election Services	B	579,870	(29,000)	-5.0%
	Cllr N V Davey				
CP	Car Parks	C	(616,390)	0	0.0%
ES	Cemeteries & Public Health	D	(47,610)	28,772	-60.4%
ES	Open Spaces	F	54,800	0	0.0%
GM	Grounds Maintenance	E	562,130	(36,530)	-6.5%
WS	Waste Services	H	1,775,510	313,000	17.6%
	Cllr C R Slade				
CD	Community Development	I	414,980	33,210	8.0%
ES	Environmental Services incl. Licensing	D	552,870	0	0.0%
IT	IT Services	Q	879,310	21,400	2.4%
PR	Planning - Land charges	Q	(24,600)	(5,000)	20.3%
RS	Recreation And Sport	J	(82,410)	155,000	-188.1%
	Cllr P H D Hare-Scott				
FP	Finance And Performance	K	680,960	0	0.0%
RB	Revenues And Benefits	L	266,600	(130,000)	-48.8%
	Cllr R L Stanley				
ES	ES: Private Sector Housing Grants	D	165,720	(4,000)	-2.4%
HG	General Fund Housing	M	232,470	0	0.0%
PS	Property Services	G	272,580	1,920	0.7%
	Cllr R J Chesterton				
CD	Community Development: Markets	I	(3,410)	20,000	586.5%
PR	Planning And Regeneration	N	741,670	267,028	36.0%
	Cllr M Squires				
CS	Customer Services	O	860,060	0	0.0%
ES	Environment Services - Public Health	D	74,990	0	0.0%
HR	Human Resources	P	479,310	0	0.0%
LD	Legal & Democratic Services: Legal Services	B	215,730	0	0.0%
	All General Fund Services		9,174,720	599,800	6.5%
	Net recharge to HRA		(1,265,490)	0	
IE260	Interest Payable		146,030	0	
IE290	Interest Receivable on Investments		(171,000)	0	
	Interest from Funding provided for HRA		(54,000)	0	
	New Homes Bonus Grant		(1,831,460)	0	
	Sundry Grants		0	0	
ABFGF	Statutory Adjustments (Capital charges)		400,720	0	
TREMR	Net Transfer to/(from) Earmarked Reserves	APP B	2,169,990	(397,818)	
	TOTAL BUDGETED EXPENDITURE		8,569,510	201,982	2.4%
	Formula Grant		(2,973,150)	0	
	Rural Services Delivery Grant		(463,810)	0	
	Transitional Grant		(31,630)	0	
	Council Tax		(5,092,690)	0	
	Collection Fund Surplus		(8,230)	0	
	TOTAL BUDGETED FUNDING		(8,569,510)	0	0%
	Forecast in year (Surplus) / Deficit		0	201,982	
	General Fund Reserve 01/04/16			(2,211,035)	
	Forecast General Fund Balance 31/03/17			(2,009,053)	

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 JUNE 2016

Note	Description of Major Movements				Full Year Forecast Variation (Net of Trf to EMR)
A	Corporate Management				
	Pension backfunding costs are less than budgeted				(35,000)
	Minor variances				(1,000)
					(36,000)
B	Legal & Democratic Services				
	Individual Electoral Registration - unbudgeted grant funding received				(29,000)
					(29,000)
C	Car Parks				
					0
D	Environmental Services combined				
	Redundancy costs for the Bereavement Services Manager				28,772
	Private Sector Housing salary underspend due to vacant posts				(4,000)
					24,772
E	Grounds Maintenance				
	Redundancy costs for the Grounds Maintenance Manager - part offset by Salary underspends				30,470
	Salary underspends due to vacant posts				(76,000)
	Agency costs overspend				9,000
					(36,530)
F	Open Spaces				
					0
G	Property Services				
	Reburishment of the toilets at the Town Hall - funded from EMR (see below)				11,920
	Salary savings due to vacant posts for part of the year				(10,000)
					1,920
H	Waste Services				
	Refuse - vehicle repairs, running aged fleet until replacement need is known				25,000
	Trade waste - hire of vehicle				20,000
	Trade waste - landfill disposal costs higher than anticipated				12,000
	Increase in rent costs for the new depot				30,000
	Moving and fit out costs for the new waste depot (see ear marked reserve)				226,000
					313,000
I	Community Development				
	Market Income - Market Manager actively seeking new traders, however footfall in Tiverton is down				20,000
	Grant spend (covered by Seed Fund ear marked reserve)				12,000
	Salary costs for additional post of Grants and Funding Officer (see ear marked reserve)				21,210
					53,210

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 JUNE 2016

Note	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)
J	Recreation And Sport	
	All sites: Overhead overspend (various including new equipment and event supplies)	20,000
	All sites: Income year end under target	72,000
	All sites: Salaries overspend (various including management restructure)	63,000
		155,000
K	Finance And Performance	
		0
L	Revenues And Benefits	
	Housing Benefit Subsidy	(130,000)
		(130,000)
M	General Fund Housing	
		0
N	Planning And Regeneration	
	Grant spend (covered by High Street Innovation Fund ear marked reserve)	43,308
	Salary costs for the Town Centre Manager post (see ear marked reserve)	42,720
	Building Control: Salary savings bet of ECC plan checking	(24,000)
	Development Control: Salaries	(15,000)
	Development Control: Consultancy costs	30,000
	Development Control: Fees & Charges net of future large applications	40,000
	Fwd Planning: Proposed Greater Exeter Strategic Plan agreed by Cabinet X/XX	70,000
	Fwd Planning: Flood modelling work, Cullompton Jn 28	80,000
		267,028
O	Customer Services	
		0
P	Human Resources	
		0
Q	I.T. Services	
	Increase in annual Microsoft licence fee	18,600
	Aerial photography carried out every 3 years (covered by ear marked reserve)	2,800
	LLC: above budget expectation on income	(5,000)
		16,400
	FORECAST (SURPLUS)/DEFICIT AS AT 31/03/17	599,800

Cabinet	(48,600)
CWB	325,238
D&AH	0
MTE	303,162
ECON	20,000
	599,800

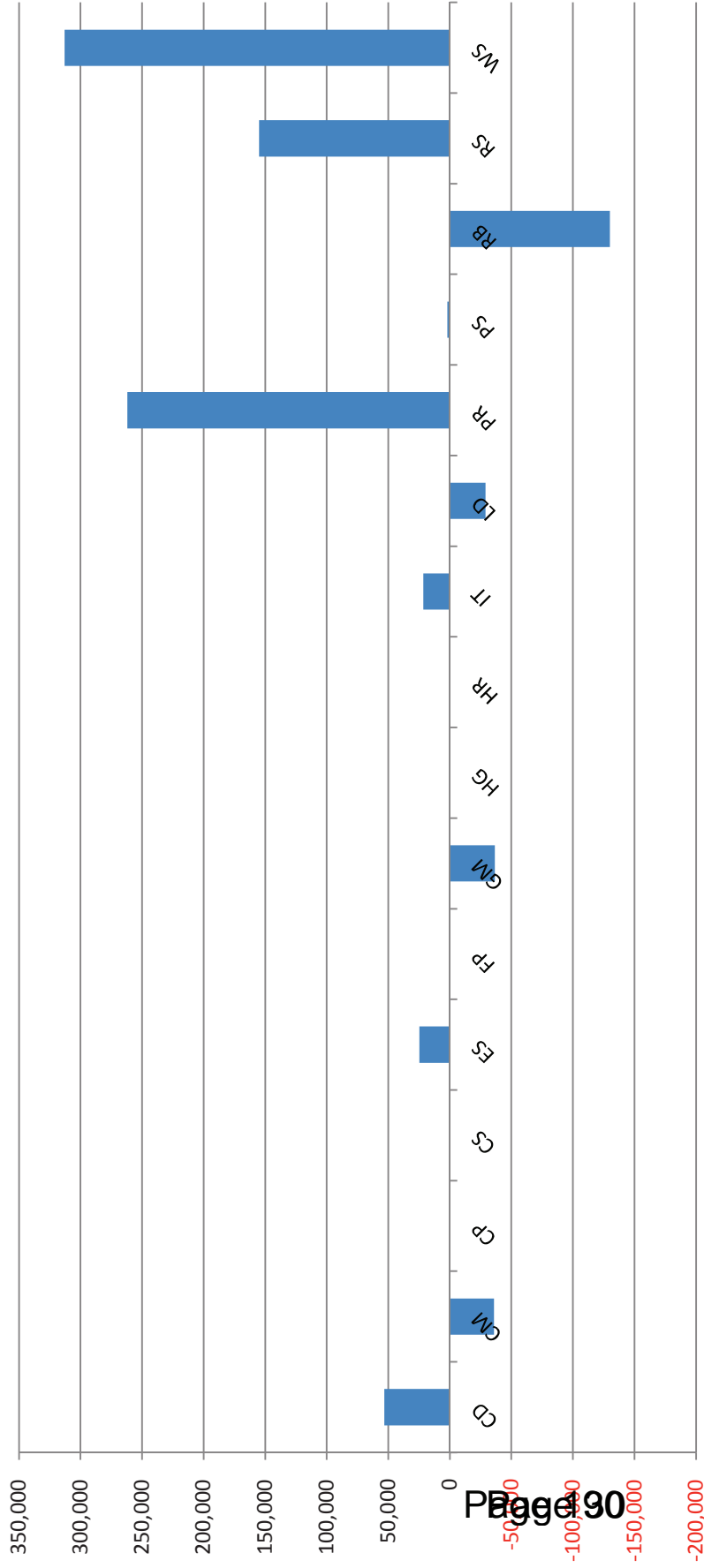
GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 JUNE 2016

Note	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)
Net Transfers to / from Earmarked Reserves		
CD	Community Development	
	Grant spend from Seed Fund earmarked reserve released	(12,000)
	New Homes Bonus monies earmarked for additional Grants and Funding Officer post	(21,210)
CM	Corporate Management	
CP	Car Parks	
CS	Customer Services	
	Contribution towards digital strategy salaries	(102,030)
ES	Cemeteries & Public Health	
FP	Finance And Performance	
GM	Grounds Maintenance	
HG	General Fund Housing	
HR	Human Resources	
	Contribution towards additional training expenditure	(11,650)
IT	IT Services	
	Aerial photography ear marked reserve released	(2,800)
	One off digital strategy staffing	
LD	Legal & Democratic Services: Member/Election Services	
	Contribution towards additional staffing requirement	(18,170)
PR	Planning - Land charges	
	Grant spend from High Street Innovation Fund ear marked reserve released	(43,308)
	New Homes Bonus monies earmarked for the Town Centre Manager post	(42,720)
	New Homes Bonus used to offset one-off costs shown against service	(150,000)
	Contribution towards Economic development activities	(100,000)
PS	Property Services	
	Town Hall Toilet refurbishment	(11,300)
RB	Revenues And Benefits	
RS	Recreation And Sport	
WS	Waste Services	
	New Homes Bonus monies earmarked for the new waste depot, move and fit out costs	(226,000)
	Contribution for new waste vehicle	(30,000)
arious	Sinking fund contributions for vehicles & plant	711,900
IE	New Homes Bonus monies earmarked for capital and economic regeneration projects	1,831,460

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 JUNE 2016

Note	Description of Major Movements				Full Year Forecast Variation (Net of Trf to EMR)
	Net Transfer to / (from) Earmarked Reserves				1,772,172

2016/17 General Fund Projected Outturn Variance £



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

CD Community Development
CM Corporate Management
CP Car Parks
CS Customer Services
ES Environmental Services
FP Finance and Performance
GM Grounds Maintenance
HG General Fund Housing
HR Human Resources

IT I.T. Services
LD Legal and Democratic
PR Planning and Regeneration
PS Property Services
RB Revenues and Benefits
RS Recreation and Sports
WS Waste Services

	2016/17 Annual Budget	2016/17 Profiled Budget	2016/17 Actual	2016/17 Variance
	£	£	£	£
Total Employee Costs				
General Fund				
Community Development	295,180	73,795	70,389	(3,406)
Corporate Management	901,960	225,490	221,148	(4,342)
Customer Services	764,610	191,153	173,927	(17,226)
Environmental Services	923,320	230,830	258,501	27,671
Finance And Performance	632,710	158,178	155,181	(2,997)
General Fund Housing	197,330	49,333	50,239	906
Grounds Maintenance	448,900	112,225	117,732	5,507
Human Resources	361,460	90,365	89,184	(1,181)
I.T. Services	522,100	130,525	117,889	(12,636)
Legal & Democratic Services	417,660	104,415	96,616	(7,799)
Planning And Regeneration	1,525,620	381,405	329,746	(51,659)
Property Services	385,320	96,330	86,123	(10,207)
Recreation And Sport	1,630,750	407,688	425,392	17,704
Revenues And Benefits	668,450	167,113	173,575	6,462
Waste Services	1,863,780	465,945	443,573	(22,372)
	11,539,150	2,884,790	2,809,214	(75,576)
Housing Revenue Account				
BHO09 Repairs And Maintenance	593,480	148,370	146,246	(2,124)
BHO10 Supervision & Management	1,432,670	358,168	322,681	(35,487)
BHO11 Special Services	66,720	16,680	15,439	(1,241)
	2,092,870	523,218	484,365	(38,853)
Total	13,632,020	3,408,008	3,293,580	(114,428)

	2016/17 Annual Budget	2016/17 Profiled Budget	2016/17 Actual	2016/17 Variance
	£	£	£	£
Agency Staff				
General Fund				
Car Parks	0	0	0	0
Community Development	0	0	0	0
Corporate Management	0	0	0	0
Customer Services	0	0	0	0
Environmental Services	0	0	0	0
Finance And Performance	0	0	0	0
General Fund Housing	0	0	0	0
Grounds Maintenance	5,000	1,250	6,025	4,775
Human Resources	0	0	0	0
I.T. Services	0	0	0	0
Legal & Democratic Services	0	0	0	0
Planning And Regeneration	0	0	0	0
Property Services	0	0	737	737
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	0	0
Waste Services	128,500	32,125	35,886	3,761
	133,500	33,375	42,648	9,273
Housing Revenue Account				
BHO09 Repairs And Maintenance	0	0	1,482	1,482
BHO10 Supervision & Management	0	0	16,639	16,639
BHO11 Special Services	0	0	0	0
	0	0	18,121	18,121
Total	133,500	33,375	60,770	27,395

**HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR
THE PERIOD 01 APRIL TO 30 JUNE 2016**

		2016/17 Annual Budget	Forecast	Variance
Housing Revenue Account (HRA)		£	£	%
Notes				
Income				
SHO01 Dwelling Rents Income	A	(12,593,760)	(48,000)	0.4%
SHO04 Non Dwelling Rents Income	B	(554,070)	1,000	-0.2%
SHO06 Tenant Charges For Services	C	(42,360)	32,000	-75.5%
SHO07 Leaseholders' Service Charges	D	(23,540)	0	0.0%
SHO08 Contributions Towards Expenditure	E	(33,720)	0	0.0%
SHO09 Alarm Income - Non Tenants	F	(194,660)	(13,000)	6.7%
SHO10 H.R.A. Investment Income	G	(40,000)	0	0.0%
SHO11 Miscellaneous Income	H	(19,000)	0	0.0%
Services				
SHO13A Repairs & Maintenance	I	3,214,780	245,000	0.0%
SHO17A Housing & Tenancy Services	J	1,354,750	(52,000)	-3.8%
SHO22 Alarms & L.D. Wardens expenditure	K	152,200	(33,000)	-21.7%
Accounting entries 'below the line'				
SHO29 Bad Debt Provision Movement	L	25,000	0	0.0%
SHO30 Share Of Corporate And Democratic	M	177,400	1,000	0.6%
SHO32 H.R.A. Interest Payable	N	1,268,030	0	0.0%
SHO34 H.R.A. Transfers between earmarked reserves	O	2,393,010	0	0.0%
SHO36 H.R.A. R.C.C.O.	P	24,000	0	0.0%
SHO37 Capital Receipts Reserve Adjustment	Q	(20,800)	0	0.0%
SHO38 Major Repairs Allowance	R	2,800,000	0	0.0%
SHO45 Renewable Energy Transactions	S	(130,000)	0	0.0%
		(2,242,740)	133,000	5.9%
Net recharge to HRA		1,265,490		
Capital Charges		977,250		
Net Housing Revenue Account Budget		0		

Housing Revenue Account	£k
Total HRA reserve as at 01/04/16	(2,000)
Forecast movement in the year	0
Forecast HRA reserve as at 31/03/17	(2,000)

Housing Maintenance Fund	£k
Opening balance	(8,886)
Reserve utilised for capital works (see appendix G)	3,325
Budgeted transfer to reserves	(1,704)
Forecast variance for the year (see above)	133
Forecast closing balance	(7,132)

Renewable Energy Fund	£k
Opening balance	(342)
Expenditure forecast for this year (see appendix G)	200
Net income forecast for this year	(130)
Forecast closing balance	(272)

**HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD
01 APRIL TO 30 JUNE 2016**

Note	Description of Major Movements	Corrective Action	Forecast Variance £
A	Dwelling rent is 0.4% ahead of target	N/A	(48,000)
B	Minor variance	N/A	1,000
C	The Learning Disability Support contract has ceased to operate	N/A	32,000
F	Community Alarm sales continue to be high	N/A	(13,000)
I	Work carried over from previous year due to under delivery	This additional expenditure was planned as it relates to last year	109,000
	The DLO will be required to carry out less major work in void properties than expected	The Repairs Manager will seek opportunities to increase utilisation of the DLO	100,000
	The DLO will be required to carry out less electrical remedial work than expected	The Repairs Manager will seek opportunities to increase utilisation of the DLO	25,000
	Minor variance	N/A	11,000
J	Savings due to restructuring of staffing across several teams	N/A	(52,000)
K	The Learning Disability Support contract has ceased to operate	N/A	(33,000)
M	Minor variance	N/A	1,000
		TOTAL	133,000

Code	Scheme	Approved Capital Programme 2016/17	Total Slippage B/Wtd & Adj'd to Approved Capital Programme 16/17	Budgeted Capital Programme 2016/17	Projects no longer required	Revised Budgeted Capital Programme 2016/17	Deliverable Capital Programme 2016/17	Actual Expenditure 2016/17	Committed Expenditure 2016/17	Total	Variance to Adj Capital Programme	Forecast (Underpend)/Overpend	Forecast Slippage to 17/18	Notes
		£	£	£	£	£	£	£	£	£	£	£	£	
	HRA Projects													
CA100	Major repairs to Housing Stock	2,860,000	131,000	2,991,000		2,991,000	2,991,000	144,824	1,529,986	1,674,811	(1,116,189)		166,000	£166k will be reprogrammed for spending in 17/18
CA111	Renewable Energy Fund Spend	200,000		200,000		200,000	200,000	33,187	0	33,187	(166,813)		75,000	£75k will be reprogrammed for spending in 17/18
CA112	Blechen Lane - re development of unit for housing conversion (4 units)		156,000	156,000		156,000	367,550	18,752	348,772	367,554	4			Full contract commitment to be taken, circa £500k works will roll forward to 17/18
CA119	Palmerston Park Tiverton - affordable dwellings (26 units)		3,793,000	3,793,000		3,793,000	3,166,700	483,057	3,197,656	3,660,714	500,014			
CA122	Waco Taper 3.55 (or equivalent)		24,000	24,000		24,000	24,000	0	0	0	(24,000)			Some feasibility work will be undertaken in 16/17
CA124	Queensway (Beech Road) Tiverton (3 units)		297,000	297,000		297,000	10,000	0	0	0	(10,000)			Some feasibility work will be undertaken in 16/17
CG200	Disabled Facilities Grants - Council Houses	297,000	297,000	297,000		297,000	297,000	101,077	0	101,077	(195,923)			Some feasibility work will be undertaken in 16/17
CA120	Burlescombe (6 units) ***	100,000	685,000	785,000		785,000	80,000	90	790	880	(79,120)			Some feasibility work will be undertaken in 16/17
	**** Note £700k in 15/16 will be slipped to 16/17													
CA125	Middleton Park - (70 units)	2,000,000	4,000	1,996,000		1,996,000	760,000	4,640	0	4,640	(765,360)			Forecast costs associated around land purchase & development of site in 16/17
CA126	Sawage Treatment Works - Wainfield	520,000	25,000	545,000		545,000	25,000	0	0	0	(25,000)			Some feasibility work will be undertaken in 16/17
CA127	Stocobagh - Pending feasibility (4 units)	520,000		520,000		520,000	20,000	0	0	0	(20,000)			Some feasibility work will be undertaken in 16/17
	Total HRA Projects	5,977,000	5,109,000	11,086,000	0	11,086,000	7,935,250	765,657	5,077,205	5,842,863	(2,092,387)	0	241,000	
	CAPITAL PROGRAMME GRAND TOTAL SPEND	8,041,000	7,669,000	15,710,000	-400,000	15,310,000	11,333,250	989,882	5,381,932	6,371,815	(4,961,435)	0	241,000	

Note - The Capital Programme has been amended to show officers best estimate of what will be delivered in 16/17. For completeness this schedule details the approved 16/17 Programme together with slippage from 15/16 and any adjustments; future Monitoring schedules will be measured against the 'Deliverable Programme'.

**Environment Policy and Development
Operations Manager Joe Scully
6 September 2016**

BRIEFING PAPER

Wildflower displays, grassland meadows and slow growing grass seed mixtures

Background

To update Members on the options and proposals for wildflower displays within Mid Devon in the future.

Introduction

In recent years many local authorities have examined the options to increase biodiversity within the public realm. A number of options have proved to be popular and now form the basis of the routine program of work in areas that can lend themselves to the new methods.

The options available include

- Wild flower meadow displays
- Natural grassland meadows
- Slow growing or sustainable planting

Wild Flower Displays

Mid Devon District Council has undertaken a number of trials of wild flower displays in recent years and, as such, it has learned that in order to maintain the vibrant displays it is essential that re-sowing of displays is required year-on-year in order to produce the consistent displays.

The term 'wild flowers' is somewhat misleading in that annual programmes for preparation and harvesting are required. However, the benefits from selective use of high pollinator mixes adds enormous value to the wildlife of the area.

Natural Grassland Meadows

In certain areas of the country certain habitats such as natural acid grassland is becoming increasingly endangered due to the over-use of certain pesticides, fertilizers and over cultivation.

Many locations within the District's parks and open spaces have, for decades, been maintained on a routine mowing schedule that ensures the areas are controlled within an intensive schedule of work. This regime of maintenance is successful in complying with the tradition of highly manicured open spaces and in many cases this practice will continue to prove to be the most suitable and economically viable method of maintaining open spaces.

However, in a large number of locations, a semi-natural environment of grassland meadows can prove to be beneficial.

Large areas of grassland meadow that have carefully maintained mown footpaths throughout them do provide an extremely attractive environment to both people and wildlife. A balance of grasslands within large open spaces will allow natural corridors for urban wildlife, create a better blend of urban and rural landscapes and encourage natural habitats for local flora and fauna to return to the urban areas.

Additionally, whilst frequency of mowing will be reduced in these locations, resources will be released to focus on the more civic priorities such as town parks and major trunk road vistas.

Slow growing grasses or sustainable planting

Sustainable planting designs can be an excellent way to improve the landscape of the town. These forms of planting are a step away from 'traditional park plants' and locations.

The use of herbaceous plants rather than wooded shrubs avoids the need for intensive pruning and watering and provides alternative seasonal displays to the tried and tested designs.

Alternative grass seed mixes have been used in place of the commonly used mixes within our parks and open spaces. This alternative can be successful in smaller locations. However the cost implications of using mixes that would be traditionally used on fine turf sports pitches such as golf courses or bowling greens can prove to be prohibitively expensive. Additionally, as with the use of wild flower displays, there is a need to provide ongoing maintenance to these grass swards. This would include weed killing and fertilizer to ensure that a particular sward be maintained.

Proposals for future use of wild flowers, environmental areas and sustainable planting schemes

It is possible to develop a gradual introduction of new displays that will create an attractive and beneficial environmental display throughout the District.

A number of locations have been identified for new wildflower displays in grass verges throughout Tiverton and a number of locations including Crediton and Tiverton Cemeteries, Newcombes Meadow and Cullompton services roundabout (not yet confirmed).

New grassland meadows will be introduced in certain locations such as Peoples Park and Westexe Park that will maintain full access to the parks whilst improving the biodiversity of the localities.

Certain shrub beds will be removed where anti-social behaviour can occur and replaced with sustainable planting displays of low growing herbaceous plants.

Financial implications

There will be an initial increased cost for new wildflower displays. Dependant on the success of displays, this could incrementally grow given the future popularity of the

displays. However, this cost could be offset by potential sponsorship of the displays and could be financially neutral with successful sponsorship.

The removal of overgrown shrub beds and replacement with sustainable planting can design out anti-social behaviour and potentially reduce vandalism within open spaces. However, year on year there will be a requirement to purchase new plants as the programme develops.

The overall cost of providing slow growing grass seed mixes within new developments is offset by the developers within the final cost of new homes. However, in order to maintain the sward within these schemes, a significant maintenance regime would be required. This maintenance cost would be prohibitively expensive and it is suggested that this level of maintenance would not be feasible within the broader open space provision. However, in terms of recommendations for sustainable gardens this could be considered as an option.

Conclusion

Officers shall adopt a phased programme of introducing a combination of wildflower displays and sustainable planting throughout the districts parks and open spaces within a 10 year programme of improvements.

Contact for more information:

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