

Public Document Pack

Mid Devon District Council

Cabinet

Thursday, 15 June 2017 at 2.15 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Thursday, 6 July 2017 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 K Busch	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 - 8)

To receive the minutes of the meeting of 11 May 2017.

4. **Litter and Dog Bin Policy** (Pages 9 - 12)

Arising from a report of the Waste and Transport Manager, the Environment Policy Development Group had recommended that the Cabinet recommend to the Council that the Litter and Dog Bin Policy be approved subject to:

- a) Section 2 being amended to state that after the type of bin to be installed and a plan of the location for the bin and its nearest alternative have been established and agreed, a risk assessment determining any hazards that the placement of the bin may cause to members of the public or staff be undertaken and a survey of litter/dog mess over a three month period be undertaken by District Officers.
- b) That bins within fenced off children's play areas not be part of the 'any bin will do' scheme.

5. **Housing Enabling - Supplementary Planning Document (S106 - Housing Need Allocation - Exception sites)** *(Pages 13 - 24)*

Arising from a report of the Director of Operations, the Homes Policy Development Group had recommended that the new local need / qualification criteria in annexe 1 to the Meeting Housing Needs Supplementary Planning Document be approved.

6. **Farmer's Market Feasibility Study** *(Pages 25 - 30)*

Arising from a report of the Chief Executive and Director of Growth, the Economy Policy Development Group had recommended that trade on the normal retail market be encouraged to encompass all goods and produce found on a Farmers' Market and promote it as part of the offer of Tiverton Pannier Market.

7. **Planning Fees** *(Pages 31 - 60)*

To receive a report of the Head of Planning, Economy and Regeneration seeking formal approval to accept an offer from Government to increase planning fees by 20% from July 2017, or as soon as legislation permits.

8. **Revenue and Capital Outturn 2016/17** *(Pages 61 - 98)*

To consider a report of the Director of Finance, Assets and Resources presenting the revenue and capital outturn figures for the financial year 2016/17.

9. **Annual Treasury Report** *(Pages 99 - 108)*

To receive a report of the Director of Finance, Assets and Resources providing information on the treasury management performance in 2016/17.

10. **Revenues and Benefits Performance Report** *(Pages 109 - 112)*

To receive a report of the Director of Finance, Assets and Resources regarding Council Tax, Non Domestic Rates and Housing Benefit performance for 2016/17.

11. **Notification of Key Decisions** (*Pages 113 - 122*)

To note the contents of the Forward Plan.

Stephen Walford
Chief Executive
Wednesday, 7 June 2017

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

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

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

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

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

Tel: 01884 234229

E-Mail: sgabriel@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.

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MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **CABINET** held on 11 May 2017 at 2.15 pm

Present

Councillors

C J Eginton (Leader)
R J Chesterton, K Busch, 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), Andrew Jarrett (Director of Finance, Assets and Resources), Andrew Pritchard (Director of Operations), Jill May (Director of Corporate Affairs and Business Transformation), Jenny Clifford (Head of Planning and Regeneration), Kathryn Tebbey (Legal Services Manager and Monitoring Officer), Tina Maryan (Area Planning Officer) and Sally Gabriel (Member Services Manager)

1. **APOLOGIES**

There were no apologies.

2. **PUBLIC QUESTION TIME (00-01-10)**

There were no members of the public present.

3. **MINUTES OF THE PREVIOUS MEETING (00-01-18)**

The minutes of the previous meeting held on 30 March 2017 were approved as a true record and signed by the Chairman.

4. **SINGLE EQUALITIES POLICY AND EQUALITY OBJECTIVE**

Arising from a report of the Audit Team Leader, the Community Policy Development Group had recommended that the Single Equality Scheme together with the Equality Objective for 2017-18 be approved.

The Cabinet Member for Community Well-Being outlined the contents of the report reminding those present of the Council's statutory duties under the Equality Act 2010 where the local authority had a duty to have due regard to:

- Eliminating discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and

- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

He highlighted the equality information available within the report and the appendices.

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

(Proposed by Cllr C R Slade and seconded by Cllr Mrs M E Squires)

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

5. **HEALTH AND SAFETY POLICY**

Arising from a report of the Health and Safety Officer, the Community Policy Development Group had recommended that the Health and Safety Policy be approved. The policy had been approved by the JNCC on 12 January 2017, following review by the Health and Safety Committee and Unison. Members were asked to also note that the action points in the report to the Community PDG had been reviewed by the Health and Safety Committee and had subsequently been undertaken.

The Cabinet Member for the Working Environment and Support Services outlined the contents of the report stating that the policy was reviewed on an annual basis as the authority had an obligation to protect members of the public, its employees and any contractors. She highlighted the responsibilities of the Chief Executive, Directors and Senior Officers, the role of the Corporate Safety Officer and arrangements for training.

Consideration took place regarding self-assessment processes.

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

(Proposed by Cllr Mrs M E Squires and seconded by Cllr C R Slade)

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

6. **TIVERTON TOWN CENTRE REGENERATION MASTERPLAN AND INVESTMENT PROGRAMME (00-10-37)**

The Cabinet had before it a *report of the Head of Planning and Regeneration requesting it to consider the options for inclusion in the masterplan for Stage 1 public consultation.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report stating that the vision before Members today addressed the regeneration of specific parts of the town. He explained that the authority has appointed consultants to prepare the masterplan and investment programme for Tiverton and handed over to Jessica Richmond from WYG Consultants who had prepared a presentation for Members.

Mrs Richmond provided some background information with regard to the town and how it sat within local and national road network. She highlighted the positives within the town, that of the environment, the rivers, the castle and the market all of which provided opportunities for the town and that there was the need to create a vibrant town centre with new street spaces and better accessibility.

She identified the key themes within the consultation document, that of accessibility, the riverside area, the southern gateway, the market, potential development sites and the key sites in control of the district council. She also identified the proposed phasing of the projects.

Consideration was given to:

- The proposal to create more parking at Westexe and the view across the river from the town hall site
- Car parking prices
- The relocation of the coach park
- The need for the entrance to the town to be improved and necessary signage to be put in place
- Financial implications of such a vision
- Previous exercises that had taken place
- The reality of such a vision
- The need to invest in the town
- The need for the consultation document to have a clear focus so that the public could be certain what they were being asked to comment on

RESOLVED that the Tiverton Town Centre Regeneration Masterplan and Investment Programme consultation document be deferred to allow for further consideration to take place.

(Proposed by Cllr R J Chesterton and seconded by Cllr C R Slade)

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

7. **CABINET MEMBER DECISION (00-55-27)**

The Cabinet **NOTED** the following decision made by the Cabinet Member for the Environment:

To close the Market Place Car Park, Tiverton on Sunday the 30th of April 2017 between 08.00 – 16.00.

Reason for decision:

The Freedom of the Town march is being carried out by the crew of HMS Enterprise and the band of the Royal Marines and has been organised by Tiverton Town Council. The march will start in the Market Place where there will be an inspection and medal presentation by the Mayor of Tiverton. The march will then move forward to Newport St, St Peters St, Angel Hill, Fore St, Bampton St and back into the Market Place.

The parade starts at 14.00 hrs and will be completed by 16.00 hrs.

The route and market have been assessed by the police security and naval security on Thursday 20th April 2017. As a result there is a requirement that there should be no vehicles parked along the route or in the car park due to the potential to be a security risk i.e. terrorist attack by the use of vehicles. Therefore a request has been made that the Market car park be closed on Sunday 30th April 2017 to vehicles between 8.00 hrs and 16.00 hrs (except VIP and authorised vehicles) as a security measure.

8. **NOTIFICATION OF KEY DECISIONS (00-55-44)**

The Cabinet had before it, and **NOTED**, its rolling plan* for June 2017 containing future key decisions.

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

(The meeting ended at 3.15 pm)

CHAIRMAN

Litter and Dog Bin Policy

Version: 1.1
Date Reviewed: March 2017
Next Review: March 2020



1.1 Introduction

Mid Devon District Council has no legal duty to provide litter and dog waste bins but it does have a duty to keep Council owned land and public highways clear of litter and refuse as far as practicable.

Bins are provided, maintained, and emptied as the main method of controlling the litter and dog waste problems that many areas experience. There are approximately 394 litter and 300 dog bins in varying condition across the District with a capital cost in the region of £136,000. This is a large number for the size of the district and as funding continues to be reduced from central government a reduction in the number should be considered.

Whilst the Council is committed to providing sufficient bins to help discharge its responsibilities under the Environmental Act 1990, the Council has never had a policy for agreeing bins. It has often allowed town and parish Councils to locate additional bins, if they pay for the new bin installation and then take the on-going cost for the emptying of the bin. Going forward new bins will only be located in areas where it can be demonstrated that there is a genuine need for one. All locations must be approved by MDDC in consultation with local town and parish Council.

This policy helps to support Government advice in developing an integrated strategy to the problem of litter and cleanliness that includes defining standards and working in partnership with local communities.

1.2 Purpose of this Policy

The purpose of this policy is to detail how the Council will deal with:

- Requests for new bins
- Emptying and maintaining existing bins
- Replacing existing bins
- Dual dog and litter bins
- Increase Recycling of Litter

2.0 Requests for New Bins

All requests for new bins must be received in writing from either Town or Parish Councils using the form in Appendix A. The request must demonstrate why there is the need for a bin and include:

- Plan of the location for the bin and nearest alternative
- Type of Bin
- Financial Assistance provided by the local Council
- A risk assessment determining any hazards that the placement of the bin may cause to members of the public or MDDC staff
- Survey of litter/dog mess over a three month period

Bins will only be supplied, installed, maintained or emptied if they are on land for which MDDC has responsibility. This includes streets, parks and green spaces, but doesn't include private land such as schools, canal towpaths or riverbanks. Should a third party request a new or replacement bin on their land MDDC will consider the request, and if approved a bin will be supplied and installed at a cost to the third party. The responsibility of emptying such a bin would remain with MDDC and a charge made for this service in advance.

Where deemed appropriate litter bins with recycling facilities may be installed instead of, or in addition to, standard litter bins.

This policy does not suggest public consultation on the installation of bins in general. However in some circumstances, it is recommended, such as when bins are proposed in close proximity to houses.

As there are on-going human and financial resource implications with the installation of any new bin, due consideration should be given to all requests for bins using the criteria detailed below:

2.1 Site Survey:

A site survey, to include the following criteria:

- Suitability of the location including the need to reduce street clutter, particularly in more sensitive locations such as Conservation Areas and near to listed buildings.
- Scale of the litter/dog waste problem- will it make a real impact on litter or can this be addressed in other ways e.g. by enforcement.
- Number and location of existing bins in the area.
- Accessibility to all including collection vehicle.
- Cost of installation.
- Costs for emptying the bin as some in more remote areas can have disproportionate transport costs.
- The possibility of valid objections from neighbours.

If MDDC deems the location to be unsuitable for reasons of safety, such as stopping to empty a bin, proximity to housing or installation difficulties an alternative location may be suggested.

2.2 Alternative Arrangements:

Possible alternatives, including:

- Changing the size/type of existing bins in the area (e.g. dog bin to dual dog and litter bin)
- Moving an existing bin to a different location.

Bins will only be installed on sites which are safe and where there is a genuine need for a bin. We will not install bins on private land or in a location which may encourage the disposal of trade waste. The EPA 1990 makes provision for the collection and disposal of commercial waste, and the Council expects businesses to provide and empty their own bins for the litter they create, including retail premises such as takeaways, kiosks etc.

Once a decision has been made by MDDC regarding the outcome of a request for a bin, that decision will not be reviewed for a minimum of six months.

3.0 Emptying and Maintaining Bins

Only those bins purchased by the MDDC will be maintained and emptied, or those with an agreement with the owner.

Bins will be emptied on such a frequency that will prevent them overflowing. This will be based on their locations and related to the intensity of use. The frequency may also vary according to the time of year and for special events. Monitoring will ensure that these frequencies are sufficient.

All bins will be maintained to a standard that is fit for purpose. When a bin is damaged or stolen it will be replaced only if it meets the criteria above for new bins. Also any bins that have a history of constant vandalism will not be replaced.

Bins that have been supplied, installed and maintained by a Parish Council remain the responsibility of the Parish Council and will not be included in any assessment, replacement, refurbishment and repair process. Should these bins be in need of a replacement a request for a new bin should be submitted.

4.0 Replacing and Removing Existing Bins.

The Council will aim to improve the effectiveness of individual bins through a program of removal and replacement, using larger capacity bins where required or combining separate dog and litter bins into one. We will continually monitor the usage of bins to determine their viability. Bins not being used or being used infrequently may be removed.

Where individual bins are repeatedly targeted with vandalism, a flexible approach to finding a suitable solution should be found. This may include using a different type of bin, moving the bin to a nearby location or removing the bin entirely. When the most appropriate solution is to move or remove the bin, consultation should be carried out with local Council to ensure they support the solution.

If a member of the public, a Parish Council, other interested party or MDDC deems a bin to no longer be needed in a particular location an assessment will be carried out similar assessment as that used for the placement of a new bin will be carried out. If the bin is shown to be in a suitable location it will remain in place. If the assessment shows the bin to be in an unsuitable location an alternative location may be suggested or the bin may be removed entirely following consultation with local people.

5.0 Dual Dog and Litter bins

All dog and litter bins are collected by the same round for each area and the waste is taken to the same disposal point. It therefore serves no purposes to split this waste before collection. Dog owners should be advised that dog waste in bags can be put in any public litter bin, reducing the need for specific dog bins. There are many dog and litter bins in the district which have been located next to each other. A review of bin locations could identify bins which could be removed and a dual purpose bin installed instead.

6.0 Recycling Litter bins

Much of the waste collected in litter bins could be recycled. The Council will consider in high use locations such as town centres the installation of split litter bins (one side recyclables the other for non-recyclables). The recycling of this waste will both benefit the environment but also reduce disposal costs and thus generate an income from both recycling credits and sale of the material.

HOMES PDG
23 MAY 2017

HOUSING ENABLING – SUPPLEMENTARY PLANNING DOCUMENT (S106 - HOUSING NEED ALLOCATION – EXCEPTION SITES)

Cabinet Member Cllr Ray Stanley
Responsible Officer Andrew Pritchard – Operations Director

Reason for Report: The last policy was adopted in June 2012, since then the policy requires updating following the legal legislation regarding Armed Forces personnel (Annexe 1).

RECOMMENDATION(S): That the new local need /qualification criteria annex 1 to the Meeting Housing Needs Supplementary Planning Document be approved.

Relationship to Corporate Plan: The Council is committed to facilitating the housing growth that Mid Devon needs, including affordable housing.

Financial Implications: None.

Legal Implications: To ensure that Registered Social landlords following the adopted policy as per the S106 conditions.

Risk Assessment: Failure to follow procedure may lead to homes being allocated to applicants living outside the District, therefore breaching planning regulations.

1. Background

- 1.1 The Meeting Housing Need Supplementary Planning Document (Annexe 1) requires updating due to change in legislation. The report to the Housing PDG does not seek to change the Meeting Housing Needs Supplementary Planning Document itself (this would need formal consultation and to go via the Planning Policy Advisory Group), but rather only change Annex 1, the local need / qualification criteria. The annexe will continue to be revised periodically to ensure that needs of the area are met
- 1.2 This document along with the SPD will ensure that any homes developed remain affordable in perpetuity and are prioritised for people with a local connection as required in a S106 local connection criteria.
- 1.3 Affordable housing will be allocated to eligible people based on their level of housing need and local connection, in accordance with Meeting Housing Needs section 6 (HN/6) in the Supplementary Planning Document: Meeting Housing Needs. This annex is revised whenever necessary to take account of changes made by the Council's Housing Service to the eligibility criteria.
- 1.4 The cascade approach below mirrors the Devon Home Choice (DHC) scheme and categorises different levels of housing need into Bands A-E, ranging from 'emergency housing need' (Band A) to 'no housing need' (Band E). More information about the bands, how to bid for affordable housing and how

homes are allocated may be found on the Devon Home Choice website at www.devonhomechoice.com.

Contact for more Information: Mike Parker, Housing Options Manager, Tel: 01884 234906 mparker@middevon.gov.uk

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

Mid Devon District Council

Supplementary Planning Document (S106 - Housing Need Allocation – Exception Sites)

Policy Number:

May 2017

Version Control Sheet

Title: Supplementary Planning Document
(S106 - Housing Need Allocation – Exception Sites)

Purpose: To review the S106 Local connection criteria with reference to case law changes.

Owner: **Housing Options Manager**
mparker@middevon.gov.uk

Telephone number 01884 234906

Date: **May 2017**

Version Number: v1.3

Status: **Supplementary Planning Document**
(S106 - Housing Need Allocation – Exception Sites)

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

Next review date: May 2020

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

Management Team
Cabinet Member
PDG Decent and affordable Homes
Planning

Document History

This document obtained the following approvals.

Title	Date	Version Approved
Head of Service		
Management Team		
PDG Decent and Affordable Home		
Cabinet		
Council		
Audit		

1.0 Introduction

- 1.1 Planning obligations, also known as Section 106 agreements (based on that section of The 1990 Town & Country Planning Act) are private agreements made between local authorities and developers and can be attached to a planning permission to make acceptable development which would otherwise be unacceptable in planning terms. The land itself, rather than the person or organisation that develops the land, is bound by a Section 106 Agreement, something any future owners will need to take into account.
- 1.3 The Government's policy on the use of planning obligations is set out on the Planning Practice Guidance website. Local planning authorities must take this guidance into account in their decisions on planning applications and must have good reasons for departing from it.

1.4 The S106 will vary depending on the nature of the development and based on the needs of the District. The most common obligations include:-

- Public Open Space
- **Affordable Housing**
- Education

1.4 This Policy sets out how the process by which a Landlord/Trust will comply with the requirements of a Section 106 agreement detailed in a scheduled scheme i.e. to ensure that any homes developed remain affordable in perpetuity and are prioritised for people with a local connection.

2.0 **S106 - Affordable housing (Exception Sites)**

2.1 Affordable housing will be allocated to eligible people based on their level of housing need and local connection, in accordance with MHN/6 in the Supplementary Planning Document: Meeting Housing Needs. This annex is revised whenever necessary to take account of changes made by the Council's Housing Service to the eligibility criteria.

2.2 The cascade approach below categorises different levels of housing need into Bands A-E, ranging from 'emergency housing need' (Band A) to 'no housing need' (Band E). More information about the bands, how to bid for affordable housing and how homes are allocated may be found on the Devon Home Choice website at www.devonhomechoice.com.

3.0 **Local Need/Connection Qualification Criteria**

3.1 In determining the allocation of affordable housing to local people on rural exception housing sites the District Council will utilise the following cascade criteria to determine the suitability of potential occupants. Priority will be given to eligible persons with a local connection to the Parish coupled with a housing need, using the cascade in the following paragraph (Appendix 1). Applicants will be prioritised using the criteria, ranked in order of importance:

3.1.1 The intended household has been continuously resident in the Parish of (XXXX) for at least five years in Bands A-D.

3.1.2 The intended household is permanently employed in the parish of (XXXX) in Bands A – D and whose work is primarily based in this parish. For the purposes of this criterion, 'permanently employed' means having held a permanent employment contract for a minimum of 16 hours per week for at least the preceding 6 months.

3.1.3 The intended household is living in private rented accommodation and has a local connection to the parish of (XXXXX) according to clauses 1 and 2 in order of preference, in Band E where the household income is

insufficient to enable it to afford to or to sustain to rent or purchase a property suitable for its needs at a full open market value or price in the parish of XXXX

- 3.1.4 Former residents who previously lived in the parish of (XXXX) for a period of at least three years within the last 10 years in Bands A – D who wish to return to the parish. Those in the Armed Forces (defined in Appendix 2) will be considered above those former residents who wish to return to the parish;
- 3.1.5 The intended household is in the A – D Band and has a close living relation resident in the parish of (XXXX). This means immediate family members (parents, siblings, dependent and non-dependent children) who themselves live in the Parish of (XXXX) and have done so for at least the preceding five years; Exceptional circumstances will be taken into consideration.
- 3.1.6 Former residents (who have previously lived in the parish of (XXXX) for a period of at least three years within the last 10 years) who wish to return to the parish of (XXXX) in Band E and who are currently Council or Housing Association tenants.
- 3.1.7 The intended household have been continuously resident in the parish for six months or more in Bands A – D).
- 3.1.8 Those residents of neighbouring parish in Bands A – D using the above criteria in the following order of priority:
 - a).xxxx
 - b).xxxx
 - c).xxxx (as listed)
- 3.1.9 Those residents with a local connection to Mid Devon District in Bands A – D. For the purposes of determining “local connection” the criteria above will be used, substituting Mid Devon District for references to XXXX.
- 3.1.10 Those residents with a local connection to Mid Devon District or those with a local connection to the parish specified above, in Band E. For the purposes of determining “local connection” the criteria above will be used, substituting Mid Devon District or the relevant parish (as appropriate) for references to XXX.
- 3.1.11 All other Devon Home Choice applicants.

4.0 Shared Ownership Properties

4.1 For the shared ownership properties, the following groups would be eligible:

- First time buyers who cannot afford to buy on the open market in the locality
- Those who jointly owned a home but the relationship has broken down and cannot afford to buy on the open market in the locality.
- Existing shared owners who have outgrown their home but cannot afford to buy outright/rent on the open market in the locality

4.2 Shared ownership applicants would be prioritised on the following basis:

4.2.1 Has been continuously resident in the parish of (XXXX) for at least five years

4.2.2 Is permanently employed in the parish of (XXXX) and whose work is primarily based in this parish. For the purposes of this criterion, 'permanently employed' means having held a permanent employment contract for a minimum of 16 hours per week for at least the preceding 6 months.

4.2.3 Has previously lived in the parish of (XXXX) for a period of at least three years within the last 10 years wish to return to the parish.

4.2.4 Has a close living relation resident in the parish of (XXXX). This means immediate family members (parents, siblings, dependent and non-dependent children) who themselves live in the parish of (XXXX) and have done so for at least the preceding five years; Exceptional circumstances will be taken into consideration.

4.2.5 Has been continuously resident in the parish for six months or more.

4.2.6 Residents of neighbouring parish using the above criteria in the following order of priority:

- a).xxxx
- b).xxxx
- c).xxxx (as listed)

4.2.7 Has a local connection to Mid Devon District. For the purposes of determining "local connection" the criteria above will be used, substituting Mid Devon District or the relevant parish (as appropriate) for references to XXX.

4.2.8 Those residents with a local connection to Mid Devon District or those with a local connection to the parish specified above. For the purposes of determining “local connection” the criteria above will be used, substituting Mid Devon District or the relevant parish (as appropriate) for references to XXX.

4.2.9 All other shared ownership applicants.

4.3 First priority will be given to those who are eligible in accordance with the above criteria and who are existing Council and housing association tenants or Ministry of Defence personnel.

4.4 The size and type of the shared ownership home offered will be based on three main factors:

- Affordability
- Household size
- The applicant’s preference

4.5 As a guide, offers will be made on the following basis:

- Single applicants – one or two beds
- Joints applicants – one, two or three beds
- Couples/single parent families with one child – two or three beds
- Couples/single parent families with two children – three or four beds

5.0 **Application of Criteria**

5.1 The landlord is responsible for lettings and sales. Residents will be tenants or leaseholders of the landlord.

5.2 Where two or more applicants have equal status in terms of local connection and housing need, the deciding factor will be their length of time registered on Devon Home Choice and the property will be allocated to those who have been registered longer.

5.3 As affordable rented homes are in short supply, a home with a spare bedroom will not usually be offered except in the following circumstances:

- Where a member of the family has a long term illness or disability and may need a carer to stay overnight on a regular basis
- Where, after allocating two bedroom homes to families with children or

dependant relatives, some homes remain available, couples with a local connection may be considered for that property.

- Where children, who normally live with their other parent, frequently stay overnight.

6.0 Advertising of Vacancies

6.1 On the first letting/sales, the Landlord/Trust will hold an open meeting 4 months before the expected completion date of the properties to provide information and advice.

6.2 The Landlord will notify the Trust of all rental vacancies or re-sales. If the property is rented, it will be advertised on Devon Home Choice (DHC). If the property is to be sold under a Shared Ownership lease it will be advertised by South West Homes (SWH). In the event that DHC or SWH are unable to provide this service, or the definitions of Bands A-E should change, the Landlord/Trust will ensure that future applicants who would formerly have been eligible for the properties by having a local connection and being in Band E will remain eligible. The Landlord/Trust will formally amend this Allocations Plan accordingly (and with it, the Section 106 Agreement).

6.3 When notified of vacancies the Trust will use local communications to ensure as many local people as possible know about the vacancies and how to apply?

7.0 The Offer Process

7.1 The landlord will carry out a home visit to verify the information provided by applicant for rented housing. All applicants who are being considered for rented housing will be visited.

7.2 Prior to and offer being made - and with the consent of the applicants - the landlord will provide the Trust with applicants' names and stated local connections in order that the Trust can use its local knowledge to verify the applicants local connections.

8.0 Conclusion

9.0 Related Documents

10.0 Diversity and Equal Opportunities

10.1 Mid Devon District Council is committed to reflecting the full diversity of the

community it serves and to promoting equality of opportunity for everyone. The Housing Service will tailor its services to meet the diverse needs of individuals. They will foster good relations with people when providing their services to eliminate discrimination

Appendix 1

Devon Home Choice Local Connection Definition

An applicant fulfilling the local preference criteria will be the same as the one used in the current Devon Home Choice (DHC) guidance.

To demonstrate a local connection (defined in Part VII of the Housing Act 1996) with Devon, applicants will:

- Normally be resident in the parish or neighbouring parish. Local Government Association (LGA) guidelines define this as having resided in the area for six out of the last twelve months, or three out of the last 5 years, where residence has been out of choice. In line with the Housing and Regeneration Act 2008, service personnel who have been based and living in that parish or a neighbouring parish will be considered to have a local connection.
- Work in the parish or neighbouring parish. The LGA guidelines define this as employment other than that of a casual nature. For the purposes of this policy this will be defined as having permanent work with a minimum of a 16 hour contract per week for the previous 6 months, and without a break in the period of employment for more than three months.
- Have a family connection in the parish or neighbouring parish. The LGA guidelines define this as immediate family members (parents, siblings and non-dependent children) who have themselves lived in the area for five years.

NB - Applicants will be required to provide proof of their local connection to Devon before their banding is assessed.

Appendix 2

Armed Forces Personnel

Allocation of Housing (Qualification Criteria for Armed Forces) (England) Regulations 2012

- Those who are currently serving in the regular forces or who were serving in

the regular forces at any time in the five years preceding their application for an allocation of social housing

- Bereaved spouses¹ or civil partners¹ of those serving in the armed forces where (i) the bereaved spouse or civil partner has recently ceased, or will cease to be entitled to reside in Ministry of Defence accommodation following the death of their service spouse or civil partner, and (ii) the death was wholly or partly attributable to their service.

(¹ should bereaved spouses or civil partners secure housing after leaving Ministry of Defence then this will no longer apply)

- Current or former members of the reserved forces, who are suffering from a serious injury, illness or disability which is wholly or partly attributable to their service,

Signed on behalf of

Name

Dated

Signed on behalf of

Name

Dated

IN WITNESS whereof the parties hereto have executed this instrument this instrument as their Deed the day and year first before written

THE COMMON SEAL of MID DEVON)
DISTRICT COUNCIL was hereunto affixed)

In the presence of:-

Chairman of the Council

Chief Executive

EXECUTED as a Deed by
NAME

In the presence of:-

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ECONOMY PDG

18th May 2017

FEASIBILITY OF RUNNING A FARMERS' MARKET IN TIVERTON

Cabinet Member Cllr Richard Chesterton, Cabinet member for Planning and Economic Regeneration

Responsible Officer Alan Ottey, Town Centre and Market Manager

Reason for Report: To provide members with information on the feasibility of holding a 'Farmers' Market' in Tiverton Market and to appreciate the implications and to decide which option should be adopted.

RECOMMENDATION: That additional research be carried out to establish the feasibility, options and costs arising from proposals to hold a farmer's market

Relationship to Corporate Plan: The economy is one of the council's key corporate priorities within the Corporate Plan.

Financial Implications: None at this stage but could require a small investment dependent on decision over which action to take.

Legal Implications: There are no legal implications

Risk Assessment: Dependent upon decision

1.0 Introduction

1.1 At its meeting on the 16th March members of the Economic PDG requested that a 'Feasibility Study on the establishment of a Farmer's Market in Tiverton' be carried out.

2.0 Summary of Feasibility Study

2.1 Many towns around Tiverton hold successful Farmers' Markets, including Crediton and Cullompton.

2.2 This study considers the effects of such markets and their localities; the days and times when they operate; the possible success/failure for Tiverton and the financial implications if one was introduced.

2.4 The study gives a small number of options which should be considered.

Contact for more information: Alan Ottey, Town Centre and Market Manager

Circulation of Report: Cllr Richard Chesterton

Feasibility of holding a Farmers' Market In Tiverton

Introduction

Farmers' Markets are now common place across the country in a variety of towns and cities. There are normally quite stringent guidelines as to which traders can trade and what goods they can offer for sale. These include the following:

- Fresh produce must be locally grown within a certain radius of the market (decided normally by the market).
- The trader must be based within the agreed radius of the market.
- Any local crafts must be made locally and mainly from local sources.
- The hours of operation are specified (these may vary from place to place)
- The 'traders' are covered by liability insurance.
- The trader (if required by law) is registered with Environmental Health.

There was an attempt to create a Farmers' Market in Tiverton some years ago but it was not sustainable.

Rival Farmers Markets

There are a number of Farmers Markets' in the vicinity of Tiverton which have been operating for a number of years. These include:

Town	Distance	Frequency	Day	Operating time
Cullompton	7 miles	monthly	1 st Saturday	9:30 – 12:30
Crediton	12 miles	monthly	2 nd Saturday	10:00 – 13:00
Dulverton	14 miles	monthly – from April to Sept	4 th Saturday	10:00 – 16:00
Exeter	15 miles	weekly	Thursdays	
Wellington	16 miles	twice a month	1 st and 3 rd Saturdays	9:00 – 13:00
South Molton	19 miles	monthly	4 th Saturday	8:00 - 13:00
Taunton	21 miles	weekly	Thursdays	9:00 – 15:00

The majority of these are on a Saturday and operate for a period of three-four hours Those not on a Saturday also operates for about the same times.

Traders in these do come from different areas and some are really full time market traders whereas there are a few who are 'part time' and it is complimentary to their main business i.e. farming.

Customers

It has been noted that the attraction of a 'Farmers' Market' is still, to a large extent, fairly popular but, in certain areas they have become less popular. The success of the market is very dependent upon the demographics of an area and the amount of promotion that is done. This point is very important in my experience having run Farmers' Markets in other locations. Examples where it was successful

were market Bosworth and Hinckley, Leicestershire which the current Market Manager established in the late 1990's and early 2000's and still operating on a monthly basis. On the other aspect one established in Nuneaton, Warwickshire failed due to lack of customers and goods and produce being too expensive as the demographics did not compliment such a market.

Opportunities for Tiverton

There is the possibility of organising a Farmers' Market in Tiverton but there are issues that have to be overcome. These are:

- Is there a demand from the customer? In general having talked to current customers of the market there is a mixed response. With some stating that all the goods could be sold on the normal market. Is a Farmers' Market then going to affect the normal market?
- Attracting the customer. There is the population within the catchment area of Tiverton to enable a market to be established but the type of person attracted to using Farmers' markets currently do not visit the town centre so there would have to be an investment in promotion in an effort to attract these customers.
- Identification of day to operate market. This is going to be a crucial factor in the success or failure of the market and should it run alongside the normal market or stand alone. The majority of the surrounding Farmers' Markets tend to be on a Saturday, but these places do not have a normal market on this day or indeed have a market at anytime. In various parts of the country a Sunday is a popular day to hold them when there is a retail Saturday market. Another suggestion could be a Friday late afternoon/early evening when it could be attached to the normal market if they were to stay open. There are other days of the week when it could operate but with the current trend on the footfall of Tiverton suggests that it would not be sustainable (as was shown by the previous Farmers' Market in the town).
- Recruitment of traders. This is also a time consuming issue and also links with the selection of the day. Many of the local Farmers' Market traders already stand on various markets around the region so it is so linked with the selection of the day as to their availability. Traders have been spoken to at nearby Farmers' Markets and there is some interest but very dependent upon the day and their current commitments and workload.
- Identification of core principles of the Farmers' Market. To achieve a successful Farmers' Market there has to be some defining principles on the type of goods and produce acceptable and on the distance i.e. locality, they originate as they are markets basically started to promote local produce and goods. This to some extent would depend on the availability of the goods or produce in the surrounding area i.e. fresh fish would be sourced further afield than meats that can be obtained locally. There is a national association which tend to set a standard for farmers' Markets is the National Farmers' Retail and

Markets association (FARMA) and they recommend the core principles that can be adopted.

Options

Having considered the various issues around Farmers' Markets for Tiverton it is recommended that consideration be given to the following options and a decision as to which one to follow as each one could be feasible in its own right but all would need further planning (except one) to ensure its success. There would also be the need to establish a budget and appreciate there would have to be an investment.

The return on that investment could take 2 to 3 years if it is successful in becoming sustainable. The earliest that one could be trialled would be September but this would need support and resources (1 member of staff on extended leave from May to mid-July).

Options

1. To carry out a further study and obtain more feedback from potential customers and from potential traders looking at establishing one either towards the end of the year or starting them in April 2018 (as January to March are poor months for markets in general). Also establish which day it would need to operate on.
2. To trial a Farmers' Market on a Sunday for a 4 month period with 'attractive rents' for the traders during this period. This would be from the end of July dependent on sourcing suitable traders. This should be once a month.
3. To trial a Farmers' Market on a Friday evening for a 4 month period with 'attractive rents' for the traders during this period. Again this would be from the end of July again dependent on sourcing suitable traders. This should be once a month and work alongside the normal market (there is a trial Friday evening late night market listed for the 23rd June open till 8pm)
4. Encourage trade on the normal retail market to encompass all goods and produce found on a Farmers' Market and promote it as part of the offer of Tiverton Pannier Market.
5. Look at establishing the Farmers' Market when resources and budget become available and the market management believe the time is right to establish one.
6. Take no further action as the opportunities for success and return on investment may have a limited chance of success.
7. Source a private market operator and potentially negotiate the creation of a Farmers' Market. This may not be easy and it could be they would want to locate other than in the Market Place. If this was adopted then it potentially could be done without any budget necessary.

Budget

To create a Farmers' Market there would need to be an initial input of funding to provide a promotional budget in the region of £1,500 to £2,000 to ensure suitable publicity and get the market off to a good start.

Given that the Farmer's Market would involve additional market hours, either as an additional day, or extension of the normal market hours into the evening, there would be the cost of the extra officer time needed to cover the opening and closing of the market. If the Farmers Market was to be on a Sunday once a month then one would need at least 7 hours for the actual market allowing for the market to be erected and then dismantled and open for at least 4 hours, giving a salary cost of approximately £140 / month or £1,680 annually over and above normal running costs. Any more than once a month would obviously increase this amount.

The potential income would depend on the number of stalls and the fee charged. Initially you would want to set a reasonably low charge to attract traders and make it viable to them. If the same price was charged as for the normal market (£14) and initially attracting 12 traders, then the monthly income would only be £168 which would just about cover the increased staffing costs. To make the market viable over the long term you would need to aim at having in the region of 20 stalls. The success would depend on the quality of goods and produce, the amount of stalls and the amount of promotion given to it.

Should a private operator be found then there is potential to charge them a licence fee and thus create an income from it, but I would suggest this would have to be £0 for the first year to enable the market to get established and it may be the council would have to invest in assisting with promotion.

General Comment

The potential for holding a Farmers' Market in Tiverton is reliant on political support and the availability of the necessary resource to develop and operate. The task is not as simple as it sounds and does require considerable thought and planning. They are popular in the right places and held on the right day and between the right hours. They need to have regulations and standards with a strong commitment to the principles of a real Farmers' Market.

There is certainly potential for holding a Farmers' Market in Tiverton, but it will need sound systems and processes in place to ensure principles are enforced and will need good promotion. This will require a suitable budget and resource to enable the market to happen and there must be a realisation that the return on the investment will take some time.

It is essential that there is continual emphasis on ensuring the regular retail market becomes sustainable and eventually profitable to the District Council as well as promoting other attractions such as a Farmers' Market.

The Market Manager therefore requests that the Economic PDG make a decision as to which option should be recommended as to the establishment of, or not, a Farmers' Market.

part of the Planning Service was £883,610 with £616,529 being raised through planning application fees.

- 1.2 Not all types of application attract a fee, for example listed building consent applications. The cost of processing such applications is therefore subsidised rather than being met by the applicant. This report deals with work processing formal applications where there is a prescribed fee set by the Government. The Planning Service also provides discretionary services such as the availability of pre-application advice for which a locally set fee is charged.

2.0 PLANNING FEE PROPOSALS.

- 2.1 In February 2017, the Department for Communities and Local Government wrote to all Local Planning Authorities in England to advise of an opportunity to increase planning fees by 20% from July 2017, as long as the higher fees were to be spent entirely upon planning functions (copy attached at **Appendix A** to this report). This offer derives from the housing White Paper 'Fixing our Broken Housing Market' which was published in February 2017. The letter sought a response from Council Section 151 Officers by Monday 13th March on whether to accept or reject the proposed 20% increase in accordance with the terms set by the Government. The Director of Finance, Assets and Resources within his capacity as Section 151 Officer responded on 13th March 2017 indicating that this Council would accept the proposed fee increase. This report seeks formal resolution from Cabinet to endorse this position.
- 2.2 Recent communication with the team at the Planning Portal has suggested that revisions to (national) statutory instruments will be required prior to implementing any changes to fees, and that this has been delayed due to the general election. Therefore this report seeks permission to raise fees as soon as national legislation allows for this to happen.
- 2.3 The White Paper makes reference to a general lack of capacity and capability within council planning departments that threatens the Government's intention to deliver a greater number of houses nationally at an accelerated rate. This is in part due to shortages of appropriately qualified and experienced staff resulting in difficulties recruiting. Built environment professionals are in short supply leading to increasing competition between employers, particularly in areas such as the south west where there is a limited pool of staff. Fewer are entering the planning profession and there is an increasing trend for short-term agency contracts together with competition from the private sector.
- 2.4 In Mid Devon, a restructure has taken place merging the planning, economy and regeneration functions in order to better align resources to council priorities and to drive the delivery of major projects such as the garden village. The additional fees will be used support the functioning of the Planning, Economy and Regeneration Service in order to ensure there are sufficient resources, capacity and resilience, with less subsidy from the general fund. At the time of writing this report, recruitment to vacant posts within the service is underway.
- 2.5 A copy of existing and proposed planning fees is attached at **Appendix 2**. Implementation of the fee increase will impact upon users of the planning

service that apply for permission. The cost of gaining planning permission and other forms of consent is usually a small element of the overall cost of a project or development work. The increase will need to be factored into overall project costs and scheme viability but will have the benefit of building capacity and resilience within the service to assess and determine such applications. It is understood that many councils have indicated to the Government an intention to accept the offer of a fee increase. There is not thought to be a significant risk to Mid Devon of development projects going elsewhere based upon the level of planning fees.

- 2.6 For Member’s information, the Housing White Paper also indicates that the Government is minded to allow an increase in planning fees of a further 20% ‘for those authorities who delivering the homes their communities need and we will consult further on the detail. Alongside we will keep the resourcing of local authority planning departments and where fees can be charged, under review.’
- 2.7 For clarity – references to the Government in this report predate the outcome of the general election. It has also been assumed that the opportunity of increased planning fees is still being offered after the general election.

Contact for any more information	Jenny Clifford, Head of Planning and Regeneration 01884 234346 jclifford@middevon.gov.uk
Background Papers	Planning fee regulations Housing White Paper ‘Fixing our Broken Housing Market’ 2017 https://www.gov.uk/government/publications/fixing-our-broken-housing-market
File Reference	None.
Circulation of the Report	Councillor Richard Chesterton, Cabinet Member for Planning & Regeneration

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Department for
Communities and
Local Government

Simon Gallagher
Director of Planning

Department for Communities and Local
Government

Third Floor, Fry Building
2 Marsham Street
London, SW1P 4DF

www.communities.gov.uk

Chief Executives of Local Planning
Authorities in England
[Via Email]

21 February 2017

Dear Chief Executive,

Planning application fees: the Government's offer

'*Fixing our broken housing market*' was published on 7 February 2017. It includes proposals for boosting local authority capacity and capability to deliver, improving the speed and quality with which planning cases are handled, while deterring unnecessary appeals.

As set out paragraph 2.13 of the White Paper, developers consistently tell us that the lack of capacity and capability in planning departments is restricting their ability to get on site and build. Alongside funding, local authorities also report difficulties in recruiting and retaining planners and others with specialist skills. There may also be wider capacity and skills issues for local authorities. To boost local authority capacity and capability to deliver, paragraph 2.15 explained that the Government will **increase nationally set planning fees**. Local authorities will be able to increase fees from 20% from July 2017 if they commit to invest the additional fee income in their planning department.

This letter invites you confirm your intention in relation to the fee increase. It is intended that the additional revenue should be retained by planning departments and that existing baseline and income assumptions will not be adjusted down as a result during this Parliament. This is an opportunity for all authorities to make improvements to their resourcing, leading to better services, improved performance, and greater capacity to deliver growth as set out in '*Fixing our broken housing market*'.

'*Fixing our broken housing market*' proposes a further increase of 20% for those authorities who are delivering the homes their communities need. This would also be on the understanding that the additional fee income generated will be invested exclusively in planning services. We will consult further on the detail of this proposal and the timing on it being brought forward.

For your authority to benefit from the higher planning application fees, we require your section 151 officers, under s230 of the Local Government Act 1972, to provide a commitment and submit information of the 2017/18 budget that demonstrates the additional fee income being spent on planning services. Annex A sets out details the information required.

Should your authority not wish to charge the increased fee, the existing fee structure will remain in place. Where authorities do accept, but do not comply with the assurances it has

provided, the Secretary of State will consider reducing the fee level for that authority back to the original fee level through a change in regulations.

Annex B includes a template for section 151 officers to sign and return. Replies should be sent to planningresources2@communities.gsi.gov.uk by Monday 13th March. It is important that a response is received from all local authorities; indicating whether or not the increased fee offer is to be accepted. You are also asked to confirm the correct legal name of your authority at Annex C, and return this with the template in Annex B. This will be used in the statutory instrument bringing forward the fee increase.

I would be grateful if you could forward a copy of this letter to s151 officers and the officer with lead responsibility for planning services within your authority.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'S. Gallagher', with a stylized flourish at the end.

Simon Gallagher

Annex A: Information section 151 officers should commit to providing

Alongside the condition to spend the additional income generated on planning, we are asking section 151 officers to provide DCLG with certain information to demonstrate that the additional funding is being spent on development management.

We therefore ask that authorities submit the following information, on the basis that your budget has been set, and on the assumption that regulations are in place by July 2017.

- Estimate of final income from planning application fees in 2016/17.
 - Estimate of final expenditure on planning/development management in 2016/17.
 - Estimated income from planning application fees in 2017/18.
 - Estimated additional income generated from higher fees.
 - Estimated expenditure on planning/development management in 2017/18.

The letter in Annex B includes a table in which to provide this information.

Annex B: Template letter for s151 officers to sign

Dear Simon Gallagher,

In reply to your letter of 21st February 2017 I am writing to certify that **[Insert name of authority]** has determined to:

Accept the proposed 20% increase in planning application fees.....

Reject the proposed 20% increase in planning application fees.....

If accepting:

I confirm that the amount raised through these higher fees will be spent entirely on planning functions.

I can also confirm that the full legal name for this authority to be used in regulations is

.....

Please also confirm this legal name in the table in Annex C, and return to planningresources2@communities.gsi.gov.uk with this letter.

I submit the following information, as requested.

	2016/17	2017/18
Estimated expenditure on development management		
Estimated income generated from planning application fees		
Estimated additional income generated from higher planning fees	N/A	

Yours sincerely

[S151 officer]

Annex C: Correct Legal Name of Authority

Please check the table below and confirm, in writing, the legal name for your authority. Please return this with the letter in Annex B to planningresources2@communities.gsi.gov.uk.

Name	Official Name	Please confirm correct Legal Name of authority
Greater London	Greater London Authority	
City of London	City of London Corporation	
Worthing	Worthing Borough Council	
Mid Sussex	Mid Sussex District Council	
Horsham	Horsham District Council	
Crawley	Crawley Borough Council	
Chichester	Chichester District Council	
Arun	Arun District Council	
Adur	Adur District Council	
West Sussex	West Sussex County Council	
Wyre Forest	Wyre Forest District Council	
Wychavon	Wychavon District Council	
Worcester	Worcester City Council	
Redditch	Redditch Borough Council	
Malvern Hills	Malvern Hills District Council	
Bromsgrove	Bromsgrove District Council	
Worcestershire	Worcestershire County Council	
Warwick	Warwick District Council	
Stratford-on-Avon	Stratford-on-Avon District Council	
Rugby	Rugby Borough Council	
Nuneaton and Bedworth	Nuneaton and Bedworth Borough Council	
North Warwickshire	North Warwickshire Borough Council	
Warwickshire	Warwickshire County Council	

Name	Official Name	Please confirm correct Legal Name of authority
Tamworth	Tamworth Borough Council	
Staffordshire Moorlands	Staffordshire Moorlands District Council	
Stafford	Stafford Borough Council	
South Staffordshire	South Staffordshire Council	
Newcastle-under-Lyme	Newcastle-under-Lyme Borough Council	
Lichfield	Lichfield District Council	
East Staffordshire	East Staffordshire Borough Council	
Cannock Chase	Cannock Chase District Council	
Staffordshire	Staffordshire County Council	
Woking	Woking Borough Council	
Waverley	Waverley Borough Council	
Tandridge	Tandridge District Council	
Surrey Heath	Surrey Heath Borough Council	
Spelthorne	Spelthorne Borough Council	
Runnymede	Runnymede Borough Council	
Reigate and Banstead	Reigate and Banstead Borough Council	
Mole Valley	Mole Valley District Council	
Guildford	Guildford Borough Council	
Epsom and Ewell	Epsom and Ewell Borough Council	
Elmbridge	Elmbridge Borough Council	
Surrey	Surrey County Council	
West Somerset	West Somerset District Council	
Taunton Deane	Taunton Deane Borough Council	
South Somerset	South Somerset District Council	
Sedgemoor	Sedgemoor District Council	
Mendip	Mendip District Council	
Somerset	Somerset County Council	
Waveney	Waveney District Council	

Name	Official Name	Please confirm correct Legal Name of authority
Suffolk Coastal	Suffolk Coastal District Council	
St Edmundsbury	St Edmundsbury Borough Council	
Mid Suffolk	Mid Suffolk District Council	
Ipswich	Ipswich Borough Council	
Forest Heath	Forest Heath District Council	
Babergh	Babergh District Council	
Suffolk	Suffolk County Council	
West Oxfordshire	West Oxfordshire District Council	
Vale of White Horse	Vale of White Horse District Council	
South Oxfordshire	South Oxfordshire District Council	
Oxford	Oxford City Council	
Cherwell	Cherwell District Council	
Oxfordshire	Oxfordshire County Council	
Selby	Selby District Council	
Scarborough	Scarborough Borough Council	
Ryedale	Ryedale District Council	
Richmondshire	Richmondshire District Council	
Harrogate	Harrogate Borough Council	
Hambleton	Hambleton District Council	
Craven	Craven District Council	
North Yorkshire	North Yorkshire County Council	
Rushcliffe	Rushcliffe Borough Council	
Newark and Sherwood	Newark and Sherwood District Council	
Mansfield	Mansfield District Council	
Gedling	Gedling Borough Council	
Broxtowe	Broxtowe Borough Council	
Bassetlaw	Bassetlaw District Council	
Ashfield	Ashfield District Council	

Name	Official Name	Please confirm correct Legal Name of authority
Nottinghamshire	Nottinghamshire County Council	
Wellingborough	Wellingborough Borough Council	
South Northamptonshire	South Northamptonshire Council	
Northampton	Northampton Borough Council	
Kettering	Kettering Borough Council	
East Northamptonshire	East Northamptonshire Council	
Daventry	Daventry District Council	
Corby	Corby Borough Council	
Northamptonshire	Northamptonshire County Council	
South Norfolk	South Norfolk District Council	
Norwich	Norwich City Council	
North Norfolk	North Norfolk District Council	
Kings Lynn and West Norfolk	Borough Council of Kings Lynn and West Norfolk	
Great Yarmouth	Great Yarmouth Borough Council	
Broadland	Broadland District Council	
Breckland	Breckland District Council	
Norfolk	Norfolk County Council	
West Lindsey	West Lindsey District Council	
South Kesteven	South Kesteven District Council	
South Holland	South Holland District Council	
North Kesteven	North Kesteven District Council	
City of Lincoln	City of Lincoln Council	
East Lindsey	East Lindsey District Council	
Boston	Boston Borough Council	
Lincolnshire	Lincolnshire County Council	
Oadby and Wigston	Oadby and Wigston Borough Council	

Name	Official Name	Please confirm correct Legal Name of authority
North West Leicestershire	North West Leicestershire District Council	
Melton	Melton Borough Council	
Hinckley and Bosworth	Hinckley and Bosworth Borough Council	
Harborough	Harborough District Council	
Charnwood	Charnwood Borough Council	
Blaby	Blaby District Council	
Leicestershire	Leicestershire County Council	
Wyre	Wyre Borough Council	
West Lancashire	West Lancashire Borough Council	
South Ribble	South Ribble Borough Council	
Rossendale	Rossendale Borough Council	
Ribble Valley	Ribble Valley Borough Council	
Preston	Preston City Council	
Pendle	Pendle Borough Council	
Lancaster	Lancaster City Council	
Hyndburn	Hyndburn Borough Council	
Fylde	Fylde Borough Council	
Chorley	Chorley Borough Council	
Burnley	Burnley Borough Council	
Lancashire	Lancashire County Council	
Tunbridge Wells	Tunbridge Wells Borough Council	
Tonbridge and Malling	Tonbridge and Malling Borough Council	
Thanet	Thanet District Council	
Swale	Swale Borough Council	
Shepway	Shepway District Council	
Sevenoaks	Sevenoaks District Council	
Maidstone	Maidstone Borough Council	

Name	Official Name	Please confirm correct Legal Name of authority
Gravesham	Gravesham Borough Council	
Dover	Dover District Council	
Dartford	Dartford Borough Council	
Canterbury	Canterbury City Council	
Ashford	Ashford Borough Council	
Kent	Kent County Council	
Welwyn Hatfield	Welwyn Hatfield Borough Council	
Watford	Watford Borough Council	
Three Rivers	Three Rivers District Council	
Stevenage	Stevenage Borough Council	
St Albans	St Albans City and District Council	
North Hertfordshire	North Hertfordshire District Council	
Hertsmere	Hertsmere Borough Council	
East Hertfordshire	East Hertfordshire District Council	
Dacorum	Dacorum Borough Council	
Broxbourne	Broxbourne Borough Council	
Hertfordshire	Hertfordshire County Council	
Winchester	Winchester City Council	
Test Valley	Test Valley Borough Council	
Rushmoor	Rushmoor Borough Council	
New Forest	New Forest District Council	
Havant	Havant Borough Council	
Hart	Hart District Council	
Gosport	Gosport Borough Council	
Fareham	Fareham Borough Council	
Eastleigh	Eastleigh Borough Council	
East Hampshire	East Hampshire District Council	
Basingstoke and Deane	Basingstoke and Deane Borough Council	

Name	Official Name	Please confirm correct Legal Name of authority
Hampshire	Hampshire County Council	
Tewkesbury	Tewkesbury Borough Council	
Stroud	Stroud District Council	
Gloucester	Gloucester City Council	
Forest of Dean	Forest of Dean District Council	
Cotswold	Cotswold District Council	
Cheltenham	Cheltenham Borough Council	
Gloucestershire	Gloucestershire County Council	
Westminster	City of Westminster	
Wandsworth	London Borough of Wandsworth	
Waltham Forest	London Borough of Waltham Forest	
Tower Hamlets	London Borough of Tower Hamlets	
Southwark	London Borough of Southwark	
Sutton	London Borough of Sutton	
Richmond upon Thames	London Borough of Richmond upon Thames	
Redbridge	London Borough of Redbridge	
Newham	London Borough of Newham	
Merton	London Borough of Merton	
Lewisham	London Borough of Lewisham	
Lambeth	London Borough of Lambeth	
Kingston upon Thames	Royal Borough of Kingston upon Thames	
Kensington and Chelsea	Royal Borough of Kensington and Chelsea	
Islington	London Borough of Islington	
Haringey	London Borough of Haringey	
Harrow	London Borough of Harrow	
Hounslow	London Borough of Hounslow	

Name	Official Name	Please confirm correct Legal Name of authority
Hammersmith and Fulham	London Borough of Hammersmith & Fulham	
Hillingdon	London Borough of Hillingdon	
Hackney	London Borough of Hackney	
Havering	London Borough of Havering	
Greenwich	Royal Borough of Greenwich	
Enfield	London Borough of Enfield	
Ealing	London Borough of Ealing	
Croydon	London Borough of Croydon	
Camden	London Borough of Camden	
Bromley	London Borough of Bromley	
Barnet	London Borough of Barnet	
Bexley	London Borough of Bexley	
Brent	London Borough of Brent	
Barking and Dagenham	London Borough of Barking and Dagenham	
Wealden	Wealden District Council	
Rother	Rother District Council	
Lewes	Lewes District Council	
Hastings	Hastings Borough Council	
Eastbourne	Eastbourne Borough Council	
East Sussex	East Sussex County Council	
Uttlesford	Uttlesford District Council	
Tendring	Tendring District Council	
Rochford	Rochford District Council	
Maldon	Maldon District Council	
Harlow	Harlow District Council	
Epping Forest	Epping Forest District Council	

Name	Official Name	Please confirm correct Legal Name of authority
Colchester	Colchester Borough Council	
Chelmsford	Chelmsford City Council	
Castle Point	Castle Point Borough Council	
Brentwood	Brentwood Borough Council	
Braintree	Braintree District Council	
Basildon	Basildon Borough Council	
Essex	Essex County Council	
Weymouth and Portland	Weymouth and Portland Borough Council	
West Dorset	West Dorset District Council	
Purbeck	Purbeck District Council	
North Dorset	North Dorset District Council	
East Dorset	East Dorset District Council	
Christchurch	Christchurch Borough Council	
Dorset	Dorset County Council	
West Devon	West Devon Borough Council	
Torridge	Torridge District Council	
Teignbridge	Teignbridge District Council	
South Hams	South Hams District Council	
North Devon	North Devon District Council	
Mid Devon	Mid Devon District Council	
Exeter	Exeter City Council	
East Devon	East Devon District Council	
Devon	Devon County Council	
South Derbyshire	South Derbyshire District Council	
North East Derbyshire	North East Derbyshire District Council	
High Peak	High Peak Borough Council	
Erewash	Erewash Borough Council	
Derbyshire Dales	Derbyshire Dales District Council	

Name	Official Name	Please confirm correct Legal Name of authority
Chesterfield	Chesterfield Borough Council	
Bolsover	Bolsover District Council	
Amber Valley	Amber Valley Borough Council	
Derbyshire	Derbyshire County Council	
Derby	Derby City Council	
South Lakeland	South Lakeland District Council	
Eden	Eden District Council	
Copeland	Copeland Borough Council	
Carlisle	Carlisle City Council	
Barrow-in-Furness	Barrow-in-Furness Borough Council	
Allerdale	Allerdale Borough Council	
Cumbria	Cumbria County Council	
South Cambridgeshire	South Cambridgeshire District Council	
Huntingdonshire	Huntingdonshire District Council	
Fenland	Fenland District Council	
East Cambridgeshire	East Cambridgeshire District Council	
Cambridge	Cambridge City Council	
Cambridgeshire	Cambridgeshire County Council	
Wycombe	Wycombe District Council	
South Bucks	South Bucks District Council	
Chiltern	Chiltern District Council	
Aylesbury Vale	Aylesbury Vale District Council	
Buckinghamshire	Buckinghamshire County Council	
York	City of York Council	
Warrington	Warrington Borough Council	
Wirral	Wirral Borough Council	
Wokingham	Wokingham Borough Council	

Name	Official Name	Please confirm correct Legal Name of authority
Windsor and Maidenhead	Royal Borough of Windsor and Maidenhead	
Wolverhampton	City of Wolverhampton Council	
Walsall	Walsall Metropolitan Borough Council	
Wakefield	Wakefield Metropolitan District Council	
Wiltshire	Wiltshire Council	
Wigan	Wigan Metropolitan Borough Council	
West Berkshire	West Berkshire Council	
Trafford	Trafford Metropolitan Borough Council	
Torbay	Torbay Council	
Thurrock	Thurrock Council	
Telford and Wrekin	Telford & Wrekin Council	
Tameside	Tameside Metropolitan Borough Council	
Swindon	Swindon Borough Council	
South Tyneside	South Tyneside Council	
Stockton-on-Tees	Stockton-on-Tees Borough Council	
Southampton	Southampton City Council	
Stoke-on-Trent	Stoke-on-Trent City Council	
Southend-on-Sea	Southend-on-Sea Borough Council	
Solihull	Solihull Metropolitan Borough Council	
Sunderland	Sunderland City Council	
Slough	Slough Borough Council	
Salford	Salford City Council	
Stockport	Stockport Metropolitan Borough Council	
Shropshire	Shropshire Council	
St. Helens	St Helens Council	
Sheffield	Sheffield City Council	
South Gloucestershire	South Gloucestershire Council	

Name	Official Name	Please confirm correct Legal Name of authority
Sefton	Sefton Metropolitan Borough Council	
Sandwell	Sandwell Metropolitan Borough Council	
Rutland	Rutland County Council	
Rotherham	Rotherham Metropolitan Borough Council	
Reading	Reading Borough Council	
Rochdale	Rochdale Metropolitan Borough Council	
Redcar and Cleveland	Redcar and Cleveland Borough Council	
Peterborough	Peterborough City Council	
Portsmouth	Portsmouth City Council	
Poole	Borough of Poole	
Plymouth	Plymouth City Council	
Oldham	Oldham Metropolitan Borough Council	
North Tyneside	North Tyneside Council	
North Somerset	North Somerset Council	
North Lincolnshire	North Lincolnshire Council	
Nottingham	Nottingham City Council	
Newcastle upon Tyne	Newcastle City Council	
North East Lincolnshire	North East Lincolnshire Council	
Northumberland	Northumberland County Council	
Milton Keynes	Milton Keynes Council	
Medway	Medway Council	
Middlesbrough	Middlesbrough Borough Council	
Manchester	Manchester City Council	
Luton	Luton Borough Council	
Liverpool	Liverpool City Council	
Leeds	Leeds City Council	
Leicester	Leicester City Council	
Knowsley	Knowsley Metropolitan Borough Council	

Name	Official Name	Please confirm correct Legal Name of authority
Kirklees	Kirklees Council	
Kingston upon Hull	Hull City Council	
Isle of Wight	Isle of Wight Council	
Isles of Scilly	Council of the Isles of Scilly	
Hartlepool	Hartlepool Borough Council	
Herefordshire	Herefordshire Council	
Halton	Halton Borough Council	
Gateshead	Gateshead Metropolitan Borough Council	
East Riding of Yorkshire	East Riding of Yorkshire Council	
County Durham	Durham County Council	
Dudley	Dudley Metropolitan Borough Council	
Doncaster	Doncaster Metropolitan Borough Council	
Darlington	Darlington Borough Council	
Coventry	Coventry City Council	
Cornwall	Cornwall Council	
Calderdale	Calderdale Metropolitan Borough Council	
Cheshire West and Chester	Cheshire West and Chester Council	
Cheshire East	Cheshire East Council	
Central Bedfordshire	Central Bedfordshire Council	
Bury	Bury Metropolitan Borough Council	
City of Bristol	Bristol City Council	
Bradford	City of Bradford Metropolitan District Council	
Bracknell Forest	Bracknell Forest Council	
Blackpool	Blackpool Borough Council	
Bolton	Bolton Metropolitan Borough Council	
Barnsley	Barnsley Metropolitan Borough Council	

Name	Official Name	Please confirm correct Legal Name of authority
Brighton and Hove	Brighton and Hove City Council	
Bournemouth	Bournemouth Borough Council	
Birmingham	Birmingham City Council	
Bedford	Bedford Borough Council	
Blackburn with Darwen	Blackburn with Darwen Borough Council	
Bath and North East Somerset	Bath and North East Somerset Council	
The Broads	Broads Authority	
Dartmoor National Park	Dartmoor National Park Authority	
Exmoor National Park	Exmoor National Park Authority	
Lake District National Park	Lake District National Park Authority	
New Forest National Park	New Forest National Park Authority	
North York Moors National Park	North York Moors National Park Authority	
Northumberland National Park	Northumberland National Park Authority	
Peak District National Park	Peak District National Park Authority	
South Downs National Park	South Downs National Park Authority	
Yorkshire Dales National Park	Yorkshire Dales National Park Authority	
Ebbsfleet Development Corporation	Ebbsfleet Development Corporation	
London Legacy Development Corporation	London Legacy Development Corporation	

Name	Official Name	Please confirm correct Legal Name of authority
Old Oak and Park Royal Development Corporation	Old Oak and Park Royal Development Corporation	

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TOWN AND COUNTRY PLANNING, ENGLAND

The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012

CATEGORY OF DEVELOPMENT		Current Fee Payable	Proposed Fees from July 2017 (20% increase round to nearest £)
1	Householder extension(s) and alterations including design and external appearance Domestic outbuildings and works within curtilage of dwelling Boundary walls, fences and other means of enclosure	£172 per one dwelling £339 per two or more dwellings	£206 per one dwelling £407 per two or more dwellings
2	Outline applications [except development in Categories (1) & (12) [Site area defined as the area shown edged red on your site plan (drawn to scale)]	Site area up to 2.5 hectares = £385 per 0.1 hectare (or part thereof) Site area exceeding 2.5 hectares = £9,527 + £115 for each 0.1 hectare (or part thereof) over 2.5 hectares (£125,000 max)	Site area up to 2.5 hectares = £462 per 0.1 hectare Site area exceeding 2.5 hectares = £11,432 + £138 per 0.1 hectare (or part thereof) over 2.5 hectares (£125,000 max)
3	New dwellings (Full and Reserved Matters applications) up to and including 50	1 - 50 dwellings = £385 per dwelling 51 or more dwellings = £19,049 + £115 for each dwelling over 50 (£250,000 max)	1 - 50 dwellings = £462 per dwelling house 51 or more dwellings = £22,859 + £138 per each additional dwelling house over 50 (£250,000 max)
4	Conversion or change of use to form a dwelling or additional dwelling(s)	1 - 50 dwellings = £385 per dwelling 51 or more dwellings = £19,049 + £115 for each additional dwelling over 50 (£250,000 max)	1 - 50 dwellings = £462 per dwelling 51 or more dwellings = £22,859 + £138 for each additional dwelling over 50 (£250,000 max)
5	Non-residential and non-agricultural building works (full applications and reserved matters applications for design and external appearance) (outline – see 2.) (a) no floor space created by the development or not more than 40 m2 gross floor space (b) more than 40 m2 but not exceeding 75 m2 gross floor space	£195 per application £385 per application £385 per 75 m2 (or part	£234 per application £462 per application £462 per 75 m2 (or part

	(c) more than 75 m2 gross floor space but not exceeding 3750 m2 (d) over 3750 m2 gross floor space	thereof) £19,049 + £115 per 75 m2 (or part thereof) over 3750 m2 (£250,000 max)	thereof) £22,859 + £138 per 75 m2 (or part thereof) over 3750 m2 (£250,000 max)
6	Erection, alteration or replacement of plant and machinery [site area defined as the area shown edged red on your site plan (drawn to scale	Site area up to 5 hectares = £385 per 0.1 hectare (or part thereof) Site area over 5 hectares - £19,049 + £115 per 0.1 hectare (or part thereof) over 5 hectares (£250,000 max)	Site area up to 5 hectares = £462 per 0.1 hectare (or part thereof) Site area over 5 hectares - £22,859 + £138 per 0.1 hectare (or part thereof) over 5 hectares (£250,000 max)
7	Exploratory/appraisal drilling for oil or natural gas	Site area up to 7.5 hectares = £385 per 0.1 hectare (or part thereof) Site area over 7.5 hectares = £28,750 + £115 per 0.1 hectare (or part thereof) over 7.5 hectares (£250,000 max)	Site area up to 5 hectares = £462 per 0.1 hectare (or part thereof) Site area over 5 hectares - £22,859 + £138 per 0.1 hectare (or part thereof) over 5 hectares (£250,000 max)
8	Minerals (winning, working and storage in the open), use of land for refuse/waste disposal and use of land for storage of minerals in the open	Site area up to 15 hectares = £195 per 0.1 hectare (or part thereof) Site area over 15 hectares = £29,112 + £115 per 0.1 hectare (or part thereof) over 15 hectares (£65,000 max)	Site area up to 15 hectares = £234 per 0.1 hectare (or part thereof) Site area over 15 hectares = £34,380 + £138 per 0.1 hectare (or part thereof) over 15 hectares (£65,000 max)
9	Car parks, service roads, means of access or enclosure, for existing development and incidental to existing use of land	£195 per application	£234 per application
10	Agricultural buildings erected on land used for the purposes of agriculture (outline – see 2.) (a) up to 465 m2 gross floor space (b) between 465 m2 and 540 m2 gross floor space (c) more than 540 m2 gross floor space up to 4215 m2 (d) floor area in excess of 4215 m2	£80 £385 £385 for the first 540m2 plus £385 for each 75 m2 (or part thereof) over 540 m2 £19,049 + £115 per 75 m2 (or part thereof) over 4215 m2 (£250,000 max)	£96 £462 £462 for the first 540m2 plus £462 for each 75 m2 (or part thereof) over 540 m2 £22,859 + £138 per 75 m2 (or part thereof) over 4215 m2 (£250,000 max)
11	Glasshouses (and polythene tunnels) erected on land used for the purposes of agriculture (a) up to 465 m2 gross floor space (b) more than 465 m2 gross floor space	£80 £2,150 per application	£96 £2,580 per application

12	Engineering and all other operations on land	£195 per 0.1 hectare (or part thereof) (Max £1,690)	£234 per 0.1 hectare (or part thereof) (Max £2,028)
13	Variation or removal of a condition(s)	£195 per application	£234
14	Change of use (Note: Where an application includes works and a change of use the fee for the works will be calculated and the fee payable will be that fee or £385 for change of use, whichever is the higher)	£385 per application	£462 per application
15	Certificates of lawfulness (a) Applications to ascertain if :- (i) an existing use of buildings or land is lawful; and/or (ii) any operational development is lawful (b) Applications to ascertain if a failure to comply with any condition or limitation subject to which planning permission has been granted is lawful (c) Applications to ascertain if any proposed use of buildings or land or any operational development would be lawful [Note: Where an application is made under both (a) and (b) the fees are added together]	A fee equal to the equivalent application £195 A fee equal to half the equivalent planning application	A fee equal to the equivalent application £234 A fee equal to half the equivalent planning application
16	Prior Approval Agricultural and Forestry buildings and operations or demolition of buildings Telecommunications Code Systems Operators Proposed Change of Use to State Funded School or Registered Nursery Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional Services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure Prior Approval for a Proposed Change of Use of a building from Office Use (Class B1(a)) to a Dwellinghouse (Class C3) Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are <u>no</u> Associated Building Operations Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential use to a use falling within Use Class C3 (dwellinghouse), where there are <u>no</u> Associated Building Operations	£80 £385 £80 £80 £80 £80 £172	£96 £462 £96 £96 £96 £206

	Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a mixed Retail and Residential use to a use falling within Use Class C3 (dwellinghouse), and Associated Building Operations	£80	£96
	Notification for Prior Approval for a Change of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class 3)	£172	£206
	Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class 3)	£80	£96
	Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class 3), and Associated Building Operations	£80	£96
	Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3)	£172	£206
	Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3), and Associated Building Operations	£172	£206
	Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional Services (Class A2), Restaurants and Cafes (Class A3), Business, Storage or Distribution, Hotels, or Assembly or Leisure (Class D2)	£80	£96
17	Advertisement applications 1. Advertisements displayed on business premises, on the forecourt of business premises or on other land within the curtilage of business premises, wholly with reference to all or any of the following matters :- (a) the nature of the business or other activity carried on, on the premises; (b) the goods sold or the services provided on the premises; or (c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services. 2. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site. 3. All other advertisements	£110 per site £110 per site £385 per site	£132 per site £132 per site £462 per site

18	<p>Confirmation of compliance with condition attached to planning permission where a request is made to the Local Planning Authority for written confirmation of compliance with condition(s)</p> <p>(a) For a householder development (development category 1) (b) For development in any other development category</p> <p>(Note: Any such fee paid shall be refunded if the written confirmation requested is not given within 12 weeks from the date on which the Authority received the request)</p>	<p>£28 per request £97 per request</p>	<p>£34 per request £116 per request</p>
19	<p>Application for a Non-material Amendment following a Grant of Planning Permission</p> <p>Householder applications Other applications</p>	<p>£28 £195</p>	<p>£34 £234</p>
20	<p>Application for a minor material amendment following grant of planning permission (made under section 73 of the Town and Country Planning Act 1990)</p>	<p>£195</p>	<p>£234</p>
21	<p>Application for a certificate of appropriate alternative development</p>	<p>£195</p>	<p>£234</p>
<p>Mixed Types of Development: The appropriate fees for each type of development are to be calculated and the highest amount is payable (subject to the maximum fee)</p>			
<p>Disclaimer: These notes are issued for guidance only. In any case of dispute, or where a definition is required, reference should be made to the Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) Regulations</p>			

CONCESSIONARY FEES AND EXEMPTIONS

1	<p>Planning fees do not apply to:-</p> <p>(a) Applications for Listed Building Consent (b) Demolition in a Conservation Area (c) Applications for Certificates of Appropriate Alternative Development (d) Applications to lop or fell trees subject to Tree Preservation Orders (e) Consultation about Crown Development under the procedure laid down in Part IV of the Memorandum to Circular 18/84 (WO37/84) (f) Applications for consent required by any condition (other than one removing rights under the Use Classes Order) attached to a full planning permission, nor to any attached to an outline planning permission if the condition relates to anything other than a “reserved matter”, as defined in the Town and Country Planning (General Permitted Development) Order 1995</p>		
2	<p>Concessionary fees and exemptions:-</p>		
	<p>(a) Works to improve disabled persons’ access to a public building or to improve their access, safety, health or comfort at their dwellinghouse (b) Applications by Parish, Town or Community Councils (including Advertisement applications) (c) Applications required because of the removal of permitted development rights, by a Condition or by an Article 4 Direction (d) In respect of revised or fresh planning applications by the same applicant on the same site or part thereof for development (or advertisement) of the same character or description within 12 months of refusal, or of the making of the earlier application if withdrawn, or 12 months of expiry of the statutory 8 week period where the applicant has appealed to the Secretary of State on the ground of non-determination</p>	<p>No fee Half the normal fee No fee No fee</p>	<p>No fee Half the normal fee No fee No fee</p>

<p>(e) In respect of revised or fresh planning applications by the same applicant on the same site or part thereof for fee (except land intended solely to provide a different means of access) development of the same character or description within 12 months of receiving permission</p> <p>(f) In respect of Certificates of Lawfulness, where a use specified in category (16)(a)(i) is a use as one or more separate dwellinghouses Alternative applications for one site submitted at the same time In any other case, where a use is “established”</p> <p>In any other case, where a use is “established”</p> <p>Note: An applicant may benefit from the exemption under categories (d), (e) and (f) only once for any given site</p> <p>(g) Alternative applications for one site submitted at the same time</p> <p>(h) Development crossing Planning Authority boundaries, requiring several applications</p> <p>(i) Reserved Matters where applicant’s earlier reserved matters applications have incurred total fees equalling that for a full application for the entire scheme.</p> <p>(j) Applications by non-profit making clubs or recreational organisations for playing fields.</p> <p>(Note: This does not apply to the erection of buildings)</p>	<p>No fee</p> <p>1 - 50 dwellings = £385 per dwellinghouse More than 50 dwellings = £19,049 + £115 per dwellinghouse for each over 50 up to £250,000</p> <p>Half the normal fee</p> <p>Highest of the fees applicable for each alternative and a sum equal to half the rest.</p> <p>Only one fee paid to the Authority having larger site but calculated for whole scheme and subject to special ceiling</p> <p>£385</p> <p>£385</p>	<p>No fee</p> <p>1 - 50 dwellings = £462 per dwellinghouse More than 50 dwellings = £22,859 + £138 per dwellinghouse for each over 50 up to £250,000</p> <p>Half the normal fee</p> <p>Highest of the fees applicable for each alternative and a sum equal to half the rest.</p> <p>Only one fee paid to the Authority having larger site but calculated for whole scheme and subject to special ceiling</p> <p>£462</p> <p>£462</p>
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CABINET
15 June 2017

AGENDA ITEM

REVENUE AND CAPITAL OUTTURN 2016/17

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

Reason for Report: To present the revenue and capital outturn figures for the financial year 2016/17.

RECOMMENDATION(S): That Cabinet -

1 - Note the General Fund outturn achieved in 2016/17 which shows an overall underspend of £30k.

2 - Approve the net transfers to earmarked reserves of £1,664k 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 £380k and approve the “earmarking” of the extra £380k shown in paragraph 3.3, as well as specific items totalling £2,446k and the utilisation of items totalling £109k identified in Appendix 4.

5 - Approve the carry forward of £9,184k from the 2016/17 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 2016/17. 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 2016/17 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.)

	31/3/16	In year movement	31/3/17
General Fund	(£2,211k)	(£30k)	(£2,241k)
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) surplus of £30k (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 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 £2,211k as at 31/03/16. In 2016/17, a small surplus 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 2016/17. 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 2016 and predicted an end of year deficit of £64k for the General Fund. Therefore the final position improved by £94k.

2.3 The table below shows the overall budget, actual and variance, summarised for 2016/17.

Service	2016/17 Budget £	2016/17 Actual £	Variance £
Total Cost of Services	9,551,510	10,049,664	498,154
Total Budgeted Expenditure	(982,000)	(1,500,472)	(518,472)
TOTAL FUNDING	(8,569,510)	(8,579,234)	(9,724)
NET INCOME AND EXPENDITURE	0	(30,042)	(30,042)

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 2017/18 budget was adjusted accordingly.

2.5 The overall effect of the 2016/17 financial year would result in a General Fund Balance of £2,241k which is marginally higher than the Council's own temporary minimum requirement of £8.531 x 25% = £2,133k (agreed by Full Council).

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 £1,664k 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 second year's result's following the acquisition of the shops in March 2015. The return on investment has dropped slightly compared to 2015/16 (4.5%) due to an increase in vacant units during 16-17. 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)	(360)
Interest payable on Public Works Loan Board loan	105
Statutory capital Financing (over 50 years)	83

Net income for year	(172)
	=====

This income equates to an approximate return of **4.1%** (172k/4,173k), net of borrowing costs.

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 2016/17 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 @ 31/03/16	£ (2,000)k
Budget saving achieved in 2016/17	£ (380)k
Additional transfer to 30yr modernisation programme	£ 380k
HRA balance @ 31/03/17	£ (2,000)k

- 3.3 After the strong closing financial position delivered in 2016/17, it is recommended to transfer a sum of £380k into the Housing Maintenance Fund earmarked reserve. This is in addition to the already budgeted figure of £1,704k. The above position leaves an HRA balance of £2,000k as at 31 March 2017.
- 3.4 The main budget variances during 2016/17 that give rise to the figure of £380k were the £174k underspend generated by the Tenancy teams and the £50k surplus income generated from the Renewable Energy projects. For further details, please see the HRA Outturn Summary for 2016/17, 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 2016/17 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 2016/17 was 98.1% (98.1% in 2015/16). 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 99.2% for 2016/17 (99.1% in 2015/16).

5.0 Capital Outturn

5.1 A capital outturn summary is attached as Appendix 5 to this report. The revised capital budget for 2016/17 amounted to £15,710k. At the year-end we had spent £5,293k leaving the capital programme underspent in total by £10,417k.

Capital receipts of £820k (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 £9,184k which have not been completed as at the 31 March 2017. This expenditure, therefore, needs to be rolled forward to be included in the 2017/18 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 £628k relating to Affordable Housing, Private Sector Housing Grants, 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 2016	(1,442)
• Sale of Council Houses - 28	(1,909)
• Sale of HRA Land	(24)
• General Fund Sales	(116)
• Pooling of Housing Capital Receipts to Government.	233
• Capital Receipts applied in year	820
Balance at 31 March 2017	(2,438)

Note – the remaining balance of £2,438k 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 £471k made up by the following transactions:

	£k
Balance at 1 April 2016	(567)
• Budgeted transfer from the General Fund	(0)
• Funding required to deliver the 2016/17 Programme	21
• Transfer to Phoenix Lane PC conversion Project EMR	38
• Transfer to Flood Defence Ashleigh Park Project EMR	37
Balance at 31 March 2017	(471)

Note – the remaining balance of £471k 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 2017 is £2,458k; 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 2016/17 investment performance, including the new CCLA property investment fund and the details of interest payable are included within the separate 2016/17 Treasury Outturn Report.

7.0 Conclusion

7.1 Members are asked to note the revenue and capital outturn figures for the financial year 2016/17 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 2016/17 capital programme be rolled forward into the 2016/17 capital programme.

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Circulation of the Report:

Cllr Peter-Hare-Scott
Leadership Team

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

	Budget 2016/17 £	Actual 2016/17 £	Variance £
Community & Development	392,520	465,246	72,726
Corporate Management	1,306,970	1,349,305	42,335
Car Parks	(279,610)	(264,112)	15,498
Customer Services	119,320	23,222	(96,098)
Environmental Services	1,328,320	1,517,143	188,823
Finance & Performance	10	(19,739)	(19,749)
Grounds Maintenance	47,850	16,897	(30,953)
General Fund Housing	217,320	89,011	(128,309)
Human Resources	99,340	160,383	61,043
I.T.Services	2,640	72,536	69,896
Legal & Democratic Services	969,080	968,726	(354)
Planning & Regeneration	1,169,010	779,036	(389,974)
Property Services	(28,720)	316,618	345,338
Revenues & Benefits	705,050	489,182	(215,868)
Recreation and Sport	747,800	1,239,152	491,352
Waste Services	2,754,610	2,847,055	92,445
TOTAL COST OF SERVICES	9,551,510	10,049,661	498,151
OTHER INCOME & EXPENDITURE			
PWLB bank loan interest payable & finance lease interest	146,030	145,944	(86)
Interest from funding provided for HRA	(54,000)	(56,573)	(2,573)
Interest received on investments	(171,000)	(259,245)	(88,245)
Reversal of pension costs included within services above	0	(98,260)	(98,260)
Reversal of capital charges reflected in services	(1,642,280)	(1,705,620)	(63,340)
Reversal of revaluation losses reflected within services above	0	(298,465)	(298,465)
Capital financing of finance leases	89,390	89,425	35
MRP for capital funding and loan repayments	311,330	271,744	(39,586)
New Homes Bonus	(1,831,460)	(1,836,171)	(4,711)
Transfers to & from earmarked reserves, including earmarked reserves used to fund capital programme 2016/17	2,169,990	2,055,501	(114,489)
Loss in value of CCLA fund	0	250,486	250,486
Revenue expenditure funded by capital under statute	0	(69,305)	(69,305)
Statutory capital adjustments (depreciation reversal etc.)	0	10,067	10,067
TOTAL BUDGETED EXPENDITURE	8,569,510	8,549,189	(20,321)
FUNDED BY:-			
Revenue Support Grant	(1,017,260)	(1,017,266)	(6)
NNDR Revenue	(1,955,890)	(1,959,473)	(3,583)
CTS Funding parishes	55,250	55,067	(183)
Collection Fund Surplus	(8,230)	(8,233)	(3)
Council Tax - (Band D at £182.15)	(5,147,940)	(5,147,940)	0
Other non- ringfenced gov grants	(31,630)	(37,574)	(5,944)
Rural Services Delivery Grant	(463,810)	(463,815)	(5)
TOTAL FUNDING	(8,569,510)	(8,579,234)	(9,724)
NET INCOME AND EXPENDITURE	0	(30,045)	(30,045)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Community and Development

Code	Community and Development	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
1000	Employees	295,870	282,153	(13,717)	-4.6%	
2000	Premises	44,180	51,839	7,659	17.3%	
3000	Transport	3,290	4,093	803	24.4%	
4000	Supplies and Services	190,700	298,009	107,309	56.3%	
	Total Direct Expenditure	534,040	636,095	102,055	19.1%	
7000	External Income	(122,470)	(147,385)	(24,915)	-20.3%	
	Net Direct Expenditure	411,570	488,710	77,140	18.7%	(a)
5000	Support Services	(61,260)	(61,260)	0		
6500	Depreciation	42,210	37,796	(4,414)		
	Total Indirect Expenditure	(19,050)	(23,464)	(4,414)		
	Total Community & Development Expenditure	392,520	465,246	72,726		
	Community & Development - Service units					
CD200	Community Development	300,730	306,544	5,814		
CD205	HO Communities & Gov	88,380	97,552	9,172		
CD206	HO Communities & Gov Rech	(88,390)	(88,390)	0		
CD210	Community Services Unit	135,840	127,159	(8,681)		
CD211	Community Services Unit Rech	(71,040)	(71,040)	0		
CD300	Markets	69,210	93,214	24,004		
CD305	Market Special Events	0	207	207		
	Total Community & Development Expenditure	434,730	465,246	30,516		
				£	£	
	Total Expenditure Variation				72,726	(a)
	Major Cost Changes					
CD200	Utilise ear marked reserve for Seed Fund grant awards (see EMR note below)			18,000		
CD200	Town and Parish Fund, grant awards (see note in income levels and EMR below)			79,350		
CD200	Consultancy fees for Cullompton Heritage Scheme			7,500		
CD205	Redundancy costs for the Head of Communities and Governance			12,000		
CD300	Responsive maintenance spend at Pannier Market, replacement lighting			7,000		
					123,850	
	Major Cost Savings					
CD200	Salary savings, Grant and Funding Officer left part way through year			(14,060)		
CD200	Salary savings, member of staff reducing hours			(4,100)		
CD210	Salary savings, didn't backfill a member of staff			(8,500)		
					(26,660)	
	Major Changes in Income Levels					
CD200	DCC Contribution to Town and Parish Fund (see EMR note below)			(58,970)		
CD300	Market toll income down against budget			35,000		
					(23,970)	
	Minor Variations			(494)		(494)
	Total Expenditure Variation				72,726	(a)
	EAR MARKED RESERVES					
	Utilised 2016/17					
CD200	Seed Fund earmarked reserve released			(18,000)		
CD200	Salary for Grants and Funding Officer - New Homes Bonus released			(14,710)		
CD200	Grand Western Canal grant funded by New Homes Bonus			(45,000)		
CD200	Town and Parish Fund grant awards, ear marked reserve released			(26,381)		
	Proposed contribution c/fwd to 2017/18					
CD200	Grant Budget			9,200		
	Net movement in earmarked reserves				(94,891)	
	Total Expenditure variation after Ear Marked Reserves				(22,165)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

CORPORATE MANAGEMENT

Code	Corporate	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
1000	Employees	988,810	1,058,475	69,665	7.0%	
2000	Premises	0	0	0	N/A	
3000	Transport	1,500	2,016	516	34.4%	
4000	Supplies and Services	149,330	172,264	22,934	15.4%	
	Total Direct Expenditure	1,139,640	1,232,754	93,114	8.2%	
7000	External Income	(60)	(20,839)	(20,779)	-34631.9%	
	Net Direct Expenditure	1,139,580	1,211,915	72,335	6.3%	(a)
5000	Support Services	137,390	137,390	0	0.0%	
6500	Depreciation	30,000	0	(30,000)	100.0%	
	Total Indirect Expenditure	167,390	137,390	(30,000)		
	Total Corporate Expenditure	1,306,970	1,349,305	42,335		
	Corporate Management Service Units					
CM100	Chief Executive	184,770	228,307	43,537	23.6%	
CM199	Chief Executive Rech	(184,760)	(184,760)	0	0.0%	
CM300	Corporate Fees/charges	437,520	410,518	(27,002)	-6.2%	
CM340	Unison	5,430	4,480	(950)	-17.5%	
CM310	Corporate Performance	39,000	39,000	0	0.0%	
CM600	Pension Backfunding	825,010	851,760	26,750	3.2%	
	Total Corporate Expenditure	1,306,970	1,349,305	42,335		
	Total Expenditure Variation			£	£	(a)
					42,335	
	Major Cost Increases					
CM100	Costs associated with creation of new staffing structure			38,696		
					38,696	
	Major Cost Savings					
CM300	External audit fees less than budgeted			(10,885)		
CM600	Pension current service costs (reversed below the line)			42,523		
CM600	Pension costs proved to be 1.9% lower than budgeted			(15,773)		
					15,865	
	Major Changes in Income Levels					
CM300	Grant funding for Safe & Custom Build Housing			(20,850)		
					(20,850)	
	Minor Variances				8,624	
	Total Expenditure Variation				42,335	
	EAR MARKED RESERVES					
				£		
	Utilised 2016/17					
CM300	Insurance - Further levy payment - MMI scheme of arrangement					
	Proposed contribution c/fwd to 2017/18					
CM300	Self and Custom Build Housing				(20,850)	
	Net movement in earmarked reserves				0	
	Total Expenditure variation after Ear Marked Reserves				21,485	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

CAR PARKS

Code	Car Parks	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %
1000	Employees	0	612	612	
2000	Premises	170,090	189,749	19,659	11.6%
3000	Transport	0	0	0	
4000	Supplies and Services	27,720	9,232	(18,488)	-66.7%
	Total Direct Expenditure	197,810	199,592	1,782	0.9%
7000	External Income	(814,200)	(800,226)	13,974	1.7%
	Net Direct Expenditure	(616,390)	(600,633)	15,757	-2.6% (a)
5000	Support Services	162,430	162,430	0	
6500	Depreciation	174,350	174,091	(259)	
	Total Indirect Expenditure	336,780	336,521	(259)	
	Total Car Park Expenditure	(279,610)	(264,112)	15,498	
	Car Park - Service units				
CP510	Market Car Park	(145,380)	(160,367)	(14,987)	
CP520	Multi-Storey Car Park	238,410	135,066	(103,344)	
CP530	Amenity Car Parks	28,860	27,709	(1,151)	
CP540	Paying Car Parks	(227,150)	(266,521)	(39,371)	
	Total Car Park Expenditure	(105,260)	(264,112)	(158,852)	
				£	£
	Total Expenditure Variation				15,498 (a)
	Major Cost Changes				
CP540	Premise over spend due to resurfacing P&D car parks (see below EMR)			32,000	32,000
	Major Cost Savings				
CP	General underspend on maintenance across Parking Services			(14,000)	
CP	Utilities underspend across parking services			(3,000)	
CP540	Increase in Off-Street fines			(15,650)	(32,650)
	Major Changes in Income Levels				
CP	Income from pay & display charges are below budget			28,000	
CP	Increased income from permits			(10,700)	
CP	Back-dated licence fee income				
					17,300
	Minor Variations				(1,152)
	Total Expenditure Variation				15,498 (a)
	EAR MARKED RESERVES				
				£	
	Utilised 2016/17				
CP540	P&D resurfacing			(32,400)	
	Proposed contribution c/fwd to 2017/18				
	Net movement in earmarked reserves				(32,400)
	Total Expenditure variation after Ear Marked Reserves				(16,902)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Customer Services

Code	Customer Services	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
1000	Employees	765,650	683,072	(82,578)	-10.8%	
2000	Premises	0	0	0		
3000	Transport	3,080	1,945	(1,135)	-36.9%	
4000	Supplies and Services	91,330	79,235	(12,095)	-13.2%	
	Total Direct Expenditure	860,060	764,251	(95,809)	-11.1%	
7000	External Income	0	(293)	(293)	#DIV/0!	
	Net Direct Expenditure	860,060	763,959	(96,101)	-11.2%	(a)
5000	Support Services	(742,960)	(742,960)	0		
6500	Depreciation	2,220	2,223	3		
	Total Indirect Expenditure	(740,740)	(740,737)	3		
	Total Customer Services Expenditure	119,320	23,222	(96,098)		
	Customer Services - Service units					
CS200	Communications	97,660	107,851	10,191		
CS299	Communications Rech	(97,630)	(97,630)	0		
CS500	Messenger Services	63,260	61,658	(1,603)		
CS599	Messenger Services Rech	(63,240)	(63,240)	0		
CS900	Central Photocopying	26,520	23,969	(2,551)		
CS901	Central Photocopying Rech	(26,500)	(26,500)	0		
CS902	Central Postage	24,340	26,581	2,241		
CS903	Central Postage Rech	(24,290)	(24,290)	0		
CS910	Customer Services Admin	159,870	157,438	(2,432)		
CS915	Customer Services Admin Rech	(157,650)	(157,650)	0		
CS930	Customer First Management	194,770	207,056	12,286		
CS931	Customer First Management Rech	(194,760)	(194,760)	0		
CS932	Customer First	634,400	602,567	(31,833)		
CS933	Customer First Rech	(634,400)	(634,400)	0		
CS936	Crediton Office Section	61,960	62,902	942		
CS937	Crediton Office Section Rech	(61,920)	(61,920)	0		
CS938	Digital Strategy Staffing	119,150	33,591	(85,559)		
	Total Customer Services Expenditure	121,540	23,222	(98,318)		
				£	£	
	Total Expenditure Variation				(96,098)	(a)
	Major Cost Changes					
					0	
	Major Cost Savings					
CS938	Salary savings due to inability to fill vacancy and other projects on hold			(87,000)		
CS	Salary budget managed across all CS codes except CS938.			(12,000)		

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Customer Services

						(99,000)
	Major Changes in Income Levels					0
	Minor Variations					2,902
	Total Expenditure Variation					(96,098) (a)
	EAR MARKED RESERVES					
					£	
	Utilised 2016/17					
CS938	Digital strategy staffing from New Home Bonus				(14,937)	
	Proposed contribution c/fwd to 2017/18					
	Net movement in earmarked reserves					(14,937)
	Total Expenditure variation after Ear Marked Reserves					(111,035)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Environmental Services

		2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
Code	Environmental Services					
1000	Employees	930,200	998,804	68,604	7.4%	
2000	Premises	88,270	109,826	21,556	24.4%	
3000	Transport	40,880	48,162	7,282	17.8%	
4000	Supplies and Services	116,430	175,881	59,451	51.1%	
	Total Direct Expenditure	1,175,780	1,332,674	156,894	13.3%	
7000	External Income	(375,010)	(651,751)	(276,741)	-73.8%	
	Net Direct Expenditure	800,770	680,924	(119,846)	-15.0%	(a)
5000	Support Services	447,050	447,050	0		
6500	Depreciation	80,500	389,170	308,670		
	Total Indirect Expenditure	527,550	836,220	308,670		
	Total Environmental Services Expenditure	1,328,320	1,517,143	188,823		
	Environmental Services - Service units					
ES100	Cemeteries	110,340	125,004	14,664		
ES110	Bereavement Services	66,740	97,311	30,571		
ES112	Bereavement Services Rech	(66,740)	(66,740)	0		
ES200	CCTV Initiatives	14,890	15,430	540		
ES250	Community Safety	69,650	68,647	(1,003)		
ES251	Community Safety recharge	(12,200)	(12,200)	0		
ES252	Building Safer Community Fund	0	5	5		
ES254	CSP - Police Fund	0	(14)	(14)		
ES256	Community Safety Partnership	0	(5,574)	(5,574)		
ES260	Food Protection	115,940	113,396	(2,544)		
ES270	Water Quality Monitoring	71,420	59,387	(12,033)		
ES349	Private Sector Housing team Rech	(48,050)	(48,050)	0		
ES354	Private Sector Housing	200,180	241,988	41,808		
ES360	Dog Warden	42,910	43,329	419		
ES361	Public Health	20,380	61,794	41,414		
ES450	Parks & Open Spaces	382,110	401,665	19,555		
ES455	Amory Park	21,220	10,524	(10,696)		
ES460	Play Areas	135,260	194,099	58,839		
ES550	Licensing	43,890	35,933	(7,957)		
ES580	Pool Car Running Costs	1,570	(851)	(2,421)		
ES600	Pest Control	17,260	18,675	1,415		
ES650	Contaminated Land	0	(1,538)	(1,538)		
ES660	Control of Pollution	38,120	32,453	(5,667)		
ES670	Local Air Pollution	85,930	84,421	(1,509)		
ES720	ES Management	0	0	0		
ES730	Environmental Enforcement	263,650	254,801	(8,849)		
ES731	Environmental Enforcement Rech	(263,640)	(263,640)	0		
ES733	Environmental Health	408,670	441,036	32,366		
ES734	Environmental Health Rech	(396,400)	(396,400)	0		
ES740	Licensing Unit	108,290	114,566	6,276		
ES741	Licensing Unit Rech	(108,290)	(108,290)	0		
ES760	Health & Safety Officer	0	706	706		
PS480	MDDC Footpaths & Railway Walks	5,220	5,270	50		
	Total Environmental Services Expenditure	1,328,320	1,517,143	188,823		

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17
Environmental Services

			£	£	
	Total Expenditure Variation			188,823	(a)
	Major Cost Changes				
ES110	Redundancy costs have resulted in a salary overspend in Bereavement Services		30,000		
ES361	Half post of Public Health Officer funded from EMR (see below EMR)		19,000		
ES361	Costs from Health initiatives (walking football) funding from EMR (see below EMR)		1,684		
ES361	Eco stars cost to be funded from EMR (see below EMR)		18,000		
ES455	New goals have been purchased for Amory Park		3,000		
ES460	Works done to Newcombes Meadow Play area to be funded from S106		9,326		
ES460	Rebuild wall at Newcombes Meadow Play area (see below EMR)		15,950		
ES733	Salary & Agency cost overspend due to sickness and JE regrades		26,000		
ES740	Licensing - temporary increase in staff hours		5,000		
				127,960	
	Major Cost Savings				
				0	
	Major Changes in Income Levels				
ES100	Internment income down against budget		13,000		
ES450	shortfall in backdated Amory Park Contributions		9,600		
ES550	Licensing income higher than budgeted		(8,000)		
ES450	Utilise Developers Contributions for Parks & Open Spaces (see below EMR)		7,860		
ES460	Utilise Developers Contributions for Play Area's (see below EMR)		10,780		
ES460	Income not materialised from Towns & Parish Play Area contributions		12,000		
				45,240	
	Minor Variations			15,623	
	Total Expenditure Variation			188,823	(a)
	EAR MARKED RESERVES				
			£		
	Utilised 2016/17				
ES361	Fund half post of Public Health Officer		(18,943)		
ES361	Health Initiatives - Walking football		(1,864)		
ES361	Eco stars costs		(18,000)		
ES450	Utilise Developers Contributions for Parks & Open Spaces		(9,720)		
ES460	Utilise Developers Contributions for Play Area's		(12,849)		
ES200	CCTV - release ear marked reserve back to general fund reserves		(6,178)		
ES460	EMR or S106 for Newcombes Meadow Play area		(9,326)		
	Proposed contribution c/fwd to 2017/18				
ES361	Public Health Grant received in year				
ES450	Parks & Open spaces walls & pathways maintenance				
	Net movement in earmarked reserves before statutory adjustments			(76,880)	
	Total Expenditure variation after Ear Marked Reserves			111,943	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Finance and Performance

		2016/17	2016/17	Variance	Variance
		Budget	Actual		
Code	Finance and Performance	£	£	£	%
1000	Employees	638,550	622,043	(16,507)	-2.6%
2000	Premises	0	0	0	
3000	Transport	1,920	1,675	(245)	-12.7%
4000	Supplies and Services	40,490	45,175	4,685	11.6%
	Total Direct Expenditure	680,960	668,893	(12,067)	-1.8%
7000	External Income	0	(7,682)	(7,682)	
	Net Direct Expenditure	680,960	661,211	(19,749)	-2.9% (a)
5000	Support Services	(680,950)	(680,950)	0	
6500	Depreciation	0	0	0	
	Total Indirect Expenditure	(680,950)	(680,950)	0	
	Total Finance and Performance Expenditure	10	(19,739)	(19,749)	
	Finance and Performance - Service units				
FP100	Accountancy Services	478,810	472,611	(6,199)	
FP199	Accountancy Services Rech	(478,770)	(478,770)	0	
FP200	Internal Audit	124,380	124,663	283	
FP299	Internal Audit Rech	(124,400)	(124,400)	0	
FP300	Procurement	100,220	89,723	(10,497)	
FP399	Procurement Rech	(100,140)	(100,140)	0	
FP400	Purchase Ledger	65,910	66,658	748	
FP499	Purchase Ledger Rech	(65,990)	(65,990)	0	
FP500	Sales Ledger	86,050	81,967	(4,083)	
FP599	Sales Ledger Rech	(86,060)	(86,060)	0	
	Total Finance and Performance	10	(19,739)	(19,749)	
				£	£
	Total Expenditure Variation				(19,749) (a)
	Major Cost Changes				
					0
	Major Cost Savings				
FP100	New Director Appointment, delay in replacing Finance Manager and change of contract hours for an Accountant			(14,000)	
FP300	Salaries - Procurement & Contracts Post hours less than budgeted			(6,700)	
FP500	Salaries - Delay in appointment of replacement staff member			(5,500)	
					(26,200)
	Major Changes in Income Levels				
FP300	6m income from Procurement contract with Torridge DC			(4,000)	(4,000)
	Minor Variations				10,451
	Total Expenditure Variation				(19,749) (a)
	EAR MARKED RESERVES				
	Utilised 2016/17				
	Proposed contribution c/fwd to 2017/18				
	Net movement in earmarked reserves				0
	Total Expenditure variation after Ear Marked Reserves				(19,749)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17
Grounds Maintenance

Code	Grounds Maintenance	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
1000	Employees	459,230	425,867	(33,363)	-7.3%	
2000	Premises	41,910	35,432	(6,478)	-15.5%	
3000	Transport	74,120	70,138	(3,982)	-5.4%	
4000	Supplies and Services	36,180	43,215	7,035	19.4%	
	Total Direct Expenditure	611,440	574,652	(36,788)	-6.0%	
7000	External Income	(49,310)	(34,637)	14,673	29.8%	
	Net Direct Expenditure	562,130	540,015	(22,115)	-3.9%	(a)
5000	Support Services	(527,190)	(527,190)	0		
6500	Depreciation	12,910	4,072	(8,838)		
	Total Indirect Expenditure	(514,280)	(523,118)	(8,838)		
	Total Grounds Maintenance Expenditure	47,850	16,897	(30,953)		
	Grounds Maintenance - Service units					
GM960	Grounds Maintenance	644,970	601,107	(43,863)		
GM961	Grounds Maintenance Rech	(584,210)	(584,210)	0		
	Total Grounds Maintenance Expenditure	60,760	16,897	(43,863)		
				£	£	
	Total Expenditure Variation				(30,953)	(a)
	Major Cost Changes					
GM960	Overspend on agency staff			23,000		
GM960	Redundancy costs of GM manager			30,000		
GM960	Recruitment advertising & protective clothing overspend			6,500		
					59,500	
	Major Cost Savings					
GM960	Salary underspends due to vacant posts and posts appointed at lower grades			(95,000)		
GM960	Tree Maintenance budget underspend			(6,600)		
GM960	Savings on fuel budget & plant maintenance & repairs			(3,500)		
					(95,000)	
	Major Changes in Income Levels					
GM960	Reduced income from DCC for grass cutting			8,100		
GM960	Reduced income from internal recharging for tree works			8,500		
					16,600	
	Minor Variations					(12,053)
	Total Expenditure Variation					(30,953) (a)
	EAR MARKED RESERVES					
				£		
	Utilised 2016/17					
	Proposed contribution c/fwd to 2017/18					
	Tree Grang set-up			10,000		
	Grave Shoring equipment			11,000		
	Net movement in earmarked reserves					21,000
	Total Expenditure variation after Ear Marked Reserves					(9,953)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17
General Fund Housing

		2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
Code	General Fund Housing					
1000	Employees	198,070	191,430	(6,640)	-3.4%	
2000	Premises	5,300	3,698	(1,602)	-30.2%	
3000	Transport	11,440	11,421	(19)	-0.2%	
4000	Supplies and Services	119,160	192,350	73,190	61.4%	
	Total Direct Expenditure	333,970	398,899	64,929	19.4%	
7000	External Income	(101,500)	(313,788)	(212,288)	-209.2%	
	Net Direct Expenditure	232,470	85,111	(147,359)	-63.4%	(a)
5000	Support Services	(16,180)	(16,180)	0	0.0%	
6500	Depreciation	1,030	20,080	19,050	-1849.5%	
	Total Indirect Expenditure	(15,150)	3,900	19,050		
	Total General Fund Housing Services Expenditure	217,320	89,011	(128,309)		
	General Fund Housing - Service units					
HG320	Housing & Homelessness Advice	218,350	76,790	(141,560)	64.8%	
HG373	Homelessness & Enabling Team	254,060	266,281	12,221	-4.8%	
HG379	Homeless & Enabling Team Rech	(254,060)	(254,060)	0	0.0%	
	Total General Fund Housing Services Expenditure	218,350	89,011	(129,339)		
				£	£	
	Total Expenditure Variation				(129,339)	(a)
	Major Cost Changes					
	DARS loans written off during the year			127,310		
	Temporary accommodation			42,968		
					170,278	
	Major Cost Savings					
HG373	Staffing savings			(11,609)		
HG320	Significant reduction in DARS bad debt provision			(88,312)		
					(99,921)	
	Major Changes in Income Levels					
	Grant received for Community Housing projects			(131,360)		
	Temporary accommodation income			(58,966)		
	DHP funding			(20,000)		
					(210,326)	
	Minor Variations				10,630	
	Total Expenditure Variation				(129,339)	(a)
	EAR MARKED RESERVES					
	Utilised 2016/17					
	Proposed contribution c/fwd to 2017/18					
	Grant received for Community Housing projects			131,360		
	Net movement in earmarked reserves				131,360	
	Total Expenditure variation after Ear Marked Reserves				2,021	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17
Human Resources

Code	Human Resources	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %
1000	Employees	460,970	507,143	46,173	10.0%
2000	Premises	0	0	0	
3000	Transport	3,220	2,837	(383)	-11.9%
4000	Supplies and Services	17,370	30,733	13,363	76.9%
	Total Direct Expenditure	481,560	540,713	59,153	12.3%
7000	External Income	(2,250)	(360)	1,890	84.0%
	Net Direct Expenditure	479,310	540,353	61,043	12.7% (a)
5000	Support Services	(379,970)	(379,970)	0	
6500	Depreciation	0	0	0	
	Total Indirect Expenditure	(379,970)	(379,970)	0	
	Total Human Resources Expenditure	99,340	160,383	61,043	
	HR - Service units				
HR100	Human Resources	262,620	308,481	45,861	
HR199	Human Resources Rech	(262,640)	(262,640)	0	
HR200	Staff Development Training	14,340	119,593	105,253	
HR210	Cpd Training	43,840	0	(43,840)	
HR220	Post Entry Training	21,850	0	(21,850)	
HR230	Health & Safety Training	19,360	495	(18,865)	
HR300	Payroll	77,350	69,140	(8,210)	
HR399	Payroll Rech	(77,350)	(77,350)	0	
HR400	Learning & Development	56,490	50,332	(6,158)	
HR499	Learning & Development Rech	(56,480)	(56,480)	0	
HR600	Health & Safety Officer	65,240	74,093	8,853	
HR699	Health & Safety Officer Rech	(65,280)	(65,280)	0	
	Total Human Resources Expenditure	99,340	160,383	61,043	
				£	£
	Total Expenditure Variation				61,043 (a)
	Major Cost Changes				
HR100	Salary overspend due to JE increases, new Systems Admin post			32,000	
HR100	Overspend on equipment and computer software budget			8,000	
HR400	L&D Management training programme costs (see below EMR)			29,518	
HR500	Increased salary costs due to JE			8,800	
					78,318
	Major Cost Savings				
HR300	Reduction in hours from Payroll Managers post			(8,000)	
HR400	Vacant post of L&D Assistant			(6,600)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Human Resources

					(14,600)	
	Major Changes in Income Levels				(2,675)	
	Minor Variations					
	Total Expenditure Variation				61,043	(a)
	EAR MARKED RESERVES					
	Utilised 2016/17			£		
HR400	Corporate Training EMR to fund Management Programme			(29,518)		
	Proposed contribution c/fwd to 2017/18					
	Net movement in earmarked reserves				(29,518)	
	Total Expenditure variation after Ear Marked Reserves				31,525	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17
ICT Services

Code	ICT Services	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
1000	Employees	523,840	480,168	(43,672)	-8.3%	
2000	Premises	0	0	0		
3000	Transport	1,550	775	(775)	-50.0%	
4000	Supplies and Services	357,580	346,655	(10,925)	-3.1%	
	Total Direct Expenditure	882,970	827,598	(55,372)	-6.3%	
7000	External Income	(3,660)	(3,847)	(187)	-5.1%	
	Net Direct Expenditure	879,310	823,751	(55,559)	-6.3%	(a)
5000	Support Services	(918,460)	(918,460)	0		
6500	Depreciation	41,790	167,245	125,455		
	Total Indirect Expenditure	(876,670)	(751,215)	125,455		
	Total ICT Services Expenditure	2,640	72,536	69,896		
	ICT - Service units					
IT100	Gazetteer Management	79,350	83,655	4,305		
IT199	Gazetteer Management Rech	(79,360)	(79,360)	0		
IT200	Information Management & T Gov	0	(10)	(10)		
IT300	Central Telephones	93,280	87,343	(5,937)		
IT399	Central Telephones Rech	(93,360)	(93,360)	0		
IT400	ICT Network & Hardware	301,400	278,226	(23,174)		
IT499	ICT Network & Hardware Rech	(298,660)	(298,660)	0		
IT500	ICT Software Support & Maint.	484,480	632,724	148,244		
IT599	ICT Software Support & Maint. Rech	(484,490)	(484,490)	0		
IT600	ICT Staff Unit	553,780	508,417	(45,363)		
IT699	ICT Staff Unit Rech	(553,790)	(553,790)	0		
IT800	Phoenix House Printing	32,260	24,091	(8,169)		
IT899	Phoenix House Printing Rech	(32,250)	(32,250)	0		
	Total ICT Services Expenditure	2,640	72,536	69,896		
				£	£	
	Total Expenditure Variation				69,896	(a)
	Major Cost Changes					
IT100	Aerial photography carried out every 3 years (see EMR note below)			3,980		
IT400	Budgeted spend on capital <£20k, please refer to Capital programme			12,800		
IT500	Amortisation of intangible assets			125,000		
IT500	Increase in annual Microsoft licence fee			18,600		
					160,380	
	Major Cost Savings					

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

ICT Services

IT400/500	Internal routing system not required and underspend on replacement budget		(36,000)		
IT600	Salary savings due to a restructure		(46,500)		
IT800	Underspend against printing budget		(8,000)		
				(90,500)	
	Major Changes in Income Levels				
	Minor Variations		16		
				16	
Total Expenditure Variation				69,896	(a)
	EAR MARKED RESERVES				
	Utilised 2016/17				
IT100	Aerial Photography ear marked reserve released		(3,980)		
	Proposed contribution c/fwd to 2017/18				
	Net movement in earmarked reserves			(3,980)	
Total Expenditure variation after Ear Marked Reserves				65,916	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Legal and Democratic Services

		2016/17 Budget	2016/17 Actual	Variance	Variance	
Code	Legal and Democratic Services	£	£	£	%	
1000	Employees	421,040	586,766	165,726	39.4%	
2000	Premises	0	23,087	23,087	N/A	
3000	Transport	16,100	17,133	1,033	6.4%	
4000	Supplies and Services	387,710	526,491	138,781	35.8%	
	Total Direct Expenditure	824,850	1,153,478	328,628	39.8%	
7000	External Income	(29,250)	(359,010)	(329,760)	1127.4%	
	Net Direct Expenditure	795,600	794,468	(1,132)	-0.1%	(a)
5000	Support Services	173,480	174,258	778	0.4%	
6500	Depreciation	0	0	0	N/A	
	Total Indirect Expenditure	173,480	174,258	778		
	Total Legal and Democratic Services	969,080	968,726	(354)		
	Legal & Democratic Services - Service units					
LD100	Electoral Registration	260,690	238,380	(22,310)	-8.6%	
LD199	Electoral Registration Rech	(780)	(780)	0	0.0%	
LD206	Election Costs - Police Com	0	(10,796)	(10,796)	#DIV/0!	
LD207	Election Costs - Euro Referendum	0	(5,386)	(5,386)	#DIV/0!	
LD300	Democratic Rep & Management	709,160	709,625	465	0.1%	
LD400	Committee Services	136,610	136,798	188	0.1%	
LD499	Committee Services Rech	(136,610)	(136,610)	0	0.0%	
LD600	Legal Services	267,660	305,144	37,484	14.0%	
LD699	Legal Services Rech	(267,650)	(267,650)	0	0.0%	
	Total Legal and Democratic Services	969,080	968,726	(354)		
				£	£	
	Total Expenditure Variation					(354) (a)
	Major Cost Changes					
LD600	Increase in costs for this year due to restructuring of legal team			37,484		37,484
	Major Cost Savings					
	The grant received for electoral registration work was more than expected			(22,310)		(22,310)
	Major Changes in Income Levels					
	Unbudgeted income for election			(269,897)		
	Unbudgeted direct costs for election			253,716		(16,181)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Legal and Democratic Services

Minor Variations					653	
Total Expenditure Variation					(354)	(a)
EAR MARKED RESERVES						
Utilised 2016/17						
Release of unused EMR by Elections				(7,000)		
Release of unused EMR by Democratic Republic & Management				(5,300)		
Proposed contribution c/fwd to 2017/18						
Provision for District election 2019				20,000		
Net movement in earmarked reserves					7,700	
Total Expenditure variation after Ear Marked Reserves					7,346	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Planning and Regeneration

Code	Planning and Regeneration	2016/17	2016/17	Variance	Variance
		Budget	Actual		
		£	£	£	%
1000	Employees	1,540,210	1,388,203	(152,007)	-9.9%
2000	Premises	0	0	0	0.0%
3000	Transport	51,910	49,887	(2,023)	-3.9%
4000	Supplies and Services	359,940	559,394	199,454	55.4%
	S106 Fees		59,626	59,626	
	Total Direct Expenditure	1,952,060	2,057,109	105,049	5.4%
7000	External Income	(1,234,990)	(1,130,395)	104,595	8.5%
	S106 contributions		(146,688)	(146,688)	
	Grant funding		(452,930)	(452,930)	
	Net Direct Expenditure	717,070	327,096	(389,974)	-54.4%
5000	Support Services	451,940	451,940	0	
6500	Depreciation	0	0	0	
	Total Indirect Expenditure	451,940	451,940	0	
	Total Planning and Regeneration Expenditure	1,169,010	779,036	(389,974)	
	Planning and Regeneration - Service units				
PR100	Building Regulations	48,630	55,669	7,039	
PR110	Enforcement	122,970	126,369	3,399	
PR200	Development Control	317,480	(177,969)	(495,449)	
PR210	Local Land Charges	(6,270)	(36,394)	(30,124)	
PR220	Tiverton EUE	40,170	73,818	33,648	
PR300	Environmental Enhancement	2,280	2,280	0	
PR400	Business Development	275,610	243,595	(32,015)	
PR405	Industrial Sites & Buildings	0	0	0	
PR500	Historic Buildings	14,540	14,540	0	
PR600	Forward Planning Unit	263,820	284,816	20,996	
PR699	Forward Planning Unit Rech	(263,820)	(263,820)	0	
PR800	Planning Policy	78,360	181,040	102,680	
PR810	Statutory Development Plan	269,990	269,977	(13)	
PR820	Assets of community value	0	181	181	
PR900	Dangerous Buildings And Trees	5,250	4,935	(315)	
	Total Planning and Regeneration Expenditure	1,169,010	779,036	(389,974)	
				£	£
	Total Expenditure Variation			(389,974)	(a)
	Major Cost Changes			£k	
PR400	Shop front grant scheme (see EMR note below)			29,793	
PR400	Crediton Town Team event coordination (see EMR note below)			6,299	
PR200	Consultancy/legal fees			9,000	
PR110	Direct Action/Remedial works			8,620	
PR110	Consultancy to provide officer cover			14,500	
PR220	Tiverton Eastern Urban Extension (EUE) (fully funded from reserves)			32,641	
Various	Local Plan and consultancy costs			141,000	
Various	Minor variances across all cost centres			9,369	
					251,222
	Major Cost Savings				
PR400	Business advice and town project spend (see EMR note below)			(29,120)	
PR400	Business Development - salary savings due to a restructure			(22,000)	
PR400	Salary savings from the Town Centre Manger Post (see EMR note below)			(16,080)	
PR100	Building Control staffing net of ECC plan checking			(23,000)	
PR110	Enforcement salary savings net of consultancy costs			(17,000)	
PR200	Development Control salaries			(66,000)	
PR600	Forward Planning salaries			(24,000)	
PR210	Underspend on DCC search fees			(5,000)	
					(202,200)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17
Planning and Regeneration

	Major Changes in Income Levels				
PR100	Building Control income below budget			28,000	
PR200	Development Control income below budget			100,857	
PR210	Local Land Charges fee income			(23,800)	
					105,057
	Minor Variations				
	SERVICE MOVEMENT BEFORE STATUTORY ADJUSTMENTS				154,079
PR200	Net S106 receipts & grants (see EMR below)			(87,062)	
PR200	Capacity Funding			(224,000)	
PR200	Garden Village Funding			(214,285)	
PR200	Brownfield Register funding			(14,645)	
PR210	New Burdens(Property Searches)			(4,060)	
	Total Expenditure Variation				(389,973) (a)
	EAR MARKED RESERVES				
				£	
	Utilised 2016/17				
PR400	Salary for Town Centre Manager- New Homes Bonus released			(26,640)	
PR400	Business advice and town project spend - New Homes Bonus released			(70,880)	
PR400	Shop front grant spend - High Street Innovator fund released			(29,793)	
PR400	Crediton Town Team events coordination - LABGI fund released			(6,299)	
PR220	Tiverton Eastern Urban Extension -EQ820			(72,811)	
PR200	D Control reserve release from EQ660			(51,943)	
PR810	Exeter Strategic P'ship funded from NHB			(70,000)	
	Net movement in earmarked reserves				(328,366)
	Proposed contribution c/fwd to 2017/18				
PR200	Net S106 receipts transferred to earmarked reserves			87,062	
PR200	Capacity Funding			224,000	
PR200	Garden Village funding			214,285	
PR210	New Burdens(Property Searches)			4,060	
PR600	Shared Brownfield site - grant from Department of Communities and Local Government			14,645	544,052
	Net movement in earmarked reserves				215,686
	Total Expenditure variation after Ear Marked Reserves				(174,287)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17
Property Services

		2016/17 Budget	2016/17 Actual	Variance	Variance	
Code	Property Services	£	£	£	%	
1000	Employees	388,150	361,441	(26,709)	-6.9%	
2000	Premises	527,590	509,376	(18,214)	-3.5%	
3000	Transport	21,690	26,257	4,567	21.1%	
4000	Supplies and Services	80,670	177,417	96,747	119.9%	
	Total Direct Expenditure	1,018,100	1,074,491	56,391	5.5%	
7000	External Income	(745,520)	(761,329)	(15,809)	-2.1%	
	Net Direct Expenditure	272,580	313,162	40,582	14.9%	(a)
5000	Support Services	(585,020)	(584,840)	180		
6500	Depreciation	283,720	588,296	304,576		
	Total Indirect Expenditure	(301,300)	3,456	304,756		
	Total Property Services Expenditure	(28,720)	316,618	345,338		
	Property Services - Service units					
PS150	Surplus Sites for Disposal	4,070	9,667	5,597		
PS350	Public Conveniences	118,110	207,850	89,740		
PS400	Flood Defences and Land Drainage	62,530	74,593	12,063		
PS600	Street Naming & Numbering	14,590	10,249	(4,341)		
PS810	Phoenix House	387,190	393,025	5,835		
PS815	Phoenix House Rech	(387,190)	(387,190)	0		
PS820	DCC Library	(400)	2,734	3,134		
PS830	Town Hall	74,140	288,362	214,222		
PS840	Crediton Office Building	29,970	32,233	2,263		
PS845	Crediton Office Building Rech	(29,970)	(29,970)	0		
PS850	Old Road Depot	68,840	68,538	(302)		
PS855	Old Road Depot Rech	(68,840)	(68,840)	0		
PS860	Station Yard Depot	46,820	39,077	(7,743)		
PS865	Station Yard Depot Rech	(46,820)	(46,820)	0		
PS870	Lords Meadow Depot	440	(3,099)	(3,539)		
PS880	Bus Station Maintenance	(8,540)	(8,174)	366		
PS890	Tourist Information Centre	(11,040)	(22,244)	(11,204)		
PS970	Office Building Cleaning	77,490	76,981	(509)		
PS971	Office Building Cleaning Rech	(77,500)	(77,500)	0		
PS980	Property Services	461,270	438,026	(23,244)		
PS981	Property Services Rech	(408,680)	(408,680)	0		
PS990	30/32 Fore Street	(23,600)	(19,936)	3,664		
PS991	Industrial Units	(36,450)	(40,654)	(4,204)		
PS992	Market Walk	(265,150)	(195,936)	69,214		
PS993	Lowman Green Unit	(10,000)	(10,165)	(165)		
PS994	Moorhayes Community Centre	0	(5,508)	(5,508)		
	Total Property Services	(28,720)	316,618	345,338		
				£	£	
	Total Expenditure Variation				345,338	(a)
	Major Cost Changes					
PS150	Overspend on external contractors for surveys on surplus sites			9,000		
PS350	Impairment of Public Conveniences			89,740		
PS400	Overspend on flood defences works (see below EMR)			12,000		
PS830	Overspend on maintenance due to refurb of toilets (see below EMR)			11,300		
PS830	Impairment of Town Hall value			175,000		
PS830	Town Hall maintenance overspend & structural surveys			23,000		
PS840	Overspend on external cleaning of Crediton Office			5,000		
PS992	Overspend on Service charges relating to void units in Market Walk			19,000		
					344,040	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17
Revenues and Benefits

Code	Revenues and Benefits	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
1000	Employees	671,650	686,619	14,969	2.2%	
2000	Premises	0	0	0		
3000	Transport	5,350	3,059	(2,292)	-42.8%	
4000	Supplies and Services	163,230	187,326	24,096	14.8%	
	Housing Benefit Payments	19,219,600	17,858,426	(1,361,174)	-7.1%	
	Total Direct Expenditure	20,059,830	18,735,429	(1,324,401)	-6.6%	
	Income from Housing Benefit Subsidy	(19,294,600)	(18,045,295)	1,249,305	-6.5%	
	All other Income	(498,630)	(639,403)	(140,773)	28.2%	
7000	External Income	(19,793,230)	(18,684,698)	1,108,532	5.6%	
	Net Direct Expenditure	266,600	50,732	(215,868)	-81.0%	(a)
5000	Support Services	438,450	438,450	0		
6500	Depreciation	0	0	0		
	Total Indirect Expenditure	438,450	438,450	0		
	Total Revenues and Benefits Expenditure	705,050	489,182	(215,868)		
	Revenues and Benefits - Service units					
RB100	Collection Of Council Tax	553,690	562,834	9,144		
RB199	Collection Of Council Tax Recharge	(95,240)	(95,240)	0		
RB200	Collection Of Business Rates	13,630	12,428	(1,202)		
RB300	Housing Benefit Admin	319,170	267,394	(51,776)		
RB310	Housing Benefit Fraud	0	0	0		
RB340	Local welfare assistance scheme	11,570	0	(11,570)		
RB350	Universal Credit Partnership	0	(12,640)	(12,640)		
RB360	FERIS fraud scheme	0	(19,376)	(19,376)		
RB399	Housing Benefit Admin Recharge	(23,610)	(23,610)	0		
RB400	Housing Rent Allowances	(75,000)	(186,869)	(111,869)		
RB410	Council Tax Benefit	0	(15,903)	(15,903)		
RB600	Revenues Recovery Team	78,200	77,525	(675)		
RB699	Revenues Recovery Team Recharge	(77,360)	(77,360)	0		
	Total Revenues and Benefits Expenditure	705,050	489,183	(215,867)		
				£	£	
	Total Expenditure Variation				(215,868)	(a)
	Major Cost Changes					
	* Additional Computer Software costs associated with changes in Housing Benefit funded by additional government grants detailed below			24,100		
					24,100	
	Major Cost Savings					
	** The demand for Housing Benefit was lower than budgeted (see decreased subsidy income detailed below)			(1,361,200)		
					(1,361,200)	
	Major Changes in Income Levels					
	* Various New Burdens grants from DWP in respect of Housing Benefits			(49,000)		
	** Decreased Housing Benefit Subsidy related to decreased costs detailed above			1,328,200		

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Revenues and Benefits

Additional Housing Benefit Overpayments recovered	(78,900)		
Adjustment to CTB entitlement (re pre 01/04/13 CTB old scheme) not required to be repaid to DCLG	(15,900)		
Additional CTB Admin Grant from DCLG	(20,000)		
Additional contributions from Preceptors to assist in collection of C/Tax	(10,200)		
Local Council Tax New Burdens Grant	(10,500)		
Universal Credit Delivery Partnership Grant	(12,600)		
FERIS scheme grant	(19,400)		
			1,111,700
Minor Variations			9,532
Total Expenditure Variation			(215,868) (a)
EAR MARKED RESERVES			
		£	
Utilised 2016/17			
Release Credit Delivery Partnership Grant Reserve	(9,050)		
Proposed contribution c/fwd to 2017/18			
Reduction in NNDR reserve as all GP surgery appeals now resolved (with £60,281 transferred to commercial property reserve as potential void rates likely to be experienced in 2017/18)		315,744	
Net movement in earmarked reserves			306,694
Total Expenditure variation after Ear Marked Reserves			90,826

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Leisure Services

Code	Leisure Services	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
1000	Employees	1,643,080	1,743,729	100,649	6.1%	
2000	Premises	715,510	790,876	75,366	10.5%	
3000	Transport	4,350	4,397	47	1.1%	
4000	Supplies and Services	239,670	306,707	67,037	28.0%	
	Total Direct Expenditure	2,602,610	2,845,709	243,099	9.3%	
7000	External Income	(2,685,020)	(2,458,841)	226,179	8.4%	
	Net Direct Expenditure	(82,410)	386,868	469,278	-569.4%	(a)
5000	Support Services	300,340	300,340	0		
6500	Depreciation	529,870	551,943	22,073		
	Total Indirect Expenditure	830,210	852,283	22,073		
	Total Leisure Services Expenditure	747,800	1,239,152	491,352		
	Leisure Services - Service units					
RS100	Leisure Facilities Maintenance & Equipment	235,540	286,698	51,158		
RS110	Leisure Management & Administration	53,930	42,463	(11,467)		
RS140	Exe Valley Leisure Centre	376,355	318,874	(57,481)		
RS150	Lords Meadow Leisure Centre	463,352	377,048	(86,305)		
RS160	Culm Valley Sports Centre	148,493	214,069	65,576		
	Total Leisure Services Expenditure	1,277,670	1,239,152	(38,518)		
				£	£	
	Total Expenditure Variation				491,352	(a)
	Major Cost Changes					
All	Management restructure and various misc staffing overspends			92,000		
All	Advertising & marketing costs			34,000		
All	Rates charges for the year			11,000		
All	Reactive maintenance overspend against budget			47,000		
All	Equipment spend across all sites			13,000		
All	Utility costs: includes estimates for legacy bills 15/16			20,000		
All	Various minor overspends on expenditure			27,133		
					244,133	
	Major Cost Savings					
					0	
	Major Changes in Income Levels					
	Wetside activities LMLC & EVLC (includes lessons and general swimming)			54,000		
	Dryside activities-all sites (rents, bookings, courses)			41,000		
	Memberships, Classes and Sales			125,000		
	Various minor revenue areas under budget			5,150		
					225,150	
	Minor Variations				22,069	
	Total Expenditure Variation				491,352	(a)
	EAR MARKED RESERVES					
	Utilised 2016/17					
	Proposed contribution c/fwd to 2017/18					
	Net movement in earmarked reserves				0	
	Total Expenditure variation after Ear Marked Reserves				491,352	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Waste Services

Code	Waste Services	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
1000	Employees	2,049,010	2,070,201	21,191	1.0%	
2000	Premises	98,750	191,134	92,384	93.6%	
3000	Transport	801,440	894,928	93,488	11.7%	
4000	Supplies and Services	897,530	992,139	94,609	10.5%	
	Total Direct Expenditure	3,846,730	4,148,403	301,673	7.8%	
7000	External Income	(2,071,220)	(2,239,379)	(168,159)	-8.1%	
	Net Direct Expenditure	1,775,510	1,909,024	133,514	7.5%	(a)
5000	Support Services	535,420	535,420	0		
6500	Depreciation	443,680	402,611	(41,069)		
	Total Indirect Expenditure	979,100	938,031	(41,069)		
	Total Waste Services Expenditure	2,754,610	2,847,055	92,445		
	Waste Services - Cost Centres					
WS650	Street Cleansing	527,070	479,521	(47,549)		
WS700	Refuse Collection	1,388,700	1,112,338	(276,362)		
WS710	Trade Waste Collection	(120,460)	(39,319)	81,141		
WS725	Kerbside Recycling	1,193,090	884,750	(308,340)		
WS740	16 Shop-Recycling	109,900	31,208	(78,692)		
WS750	Waste Management Staff Unit	217,970	189,191	(28,779)		
WS760	Waste Management Staff Unit Rech	(217,980)	(217,980)	0		
WS770	Unit 3 Carlu Close	100,000	407,346	307,346		
	Total Waste Services Expenditure	3,198,290	2,847,055	(351,235)		
				£	£	
	Total Expenditure Variation				92,445	(a)
	Major Cost Changes					
All	Vehicle repairs and maintenance			57,000		
All	Hire of vehicles due to running an aged fleet			58,000		
WS710	Diposal Charges			12,000		
WS770	Increase in rent and rates for new waste depot			61,200		
WS770	Move and fit out costs for new waste depot (see EMR note below)			156,000		
					344,200	
	Major Cost Savings					
All	Depreciation charges less than budgeted			(41,000)		
					(41,000)	
	Major Changes in Income Levels					
WS700	Garden waste income actual take-up less than budgeted			100,000		
WS700	Shared landfill disposal savings with DCC			(200,000)		
WS710	Trade Waste income			10,000		
WS725	Recycling income, due to both price and tonnage, plastic, cardboard and glass			(113,000)		
					(203,000)	
	Minor Variations			(7,686)		
					(7,755)	
	Total Expenditure Variation				92,445	(a)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Waste Services

	EAR MARKED RESERVES				
	Utilised 2016/17				
WS770	New Homes Bonus monies earmarked for the new waste depot, move and fit out		(256,000)		
WS700/725	Utilise vehicle sinking fund for replacement vans		(23,180)		
	Proposed contribution c/fwd to 2017/18				
WS770	Sprinkler system		20,000		
WS770	Weighbridge		13,600		
WS725	Excess Insurance Claim		10,000		
	Net movement in earmarked reserves			(235,580)	
Total Expenditure variation after Ear Marked Reserves					(143,135)

HOUSING REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Housing Revenue Account

		Variance £	
Major Changes in Income Levels			
	Renewable Energy Transactions	(50,224)	
	Non Dwelling Rents Income	(19,171)	
	Tenant Charges For Services	32,514	
	Contributions Towards Expenditure	(29,009)	
	H.R.A. Investment Income	(19,430)	
	Miscellaneous Income	18,455	
	Dwelling Rents Income	(10,707)	
	Alarm Income - Non Tenants	(11,430)	
			(89,001)
	H.R.A. Transfers between earmarked reserves	(2,393,010)	
	Pension Reserve Adj	(22,740)	(2,415,750)
	Minor Variances totalling		(17,688)
	Total HRA Expenditure		(2,716,699) (a)
	Net movement before transfers to/from earmarked reserves		(2,716,699)
	Total Variation brought forward		(2,716,699)
	EAR MARKED RESERVES		
		£	
	Utilised 2016/17		
EQ692	Renewable projects funded from reserve	(70,000)	
EQ693	Affordable Rents surplus used for new development	(38,967)	
EQ694	Housing Maintenance Fund utilised for major works on existing properties (M.R.A.) - very little required this year	(385)	
	Proposed contribution c/fwd to 2017/18		
	Solar PV income paid into reserve	183,186	
	Affordable Rents surplus earmarked	73,060	
	Budgeted contribution to Housing Maintenance Fund	1,704,420	
	PWLB loan premium deficit to be earmarked	485,530	
	Final balance transferred to Housing Maintenance Fund	379,855	
	Net movement in earmarked reserves		2,716,699
	Total Expenditure variation after Ear Marked Reserves		0

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

EARMARKED RESERVES AT 31 March 2017

Miscellaneous General Fund Reserves	Cost Centres	B/F 31/3/16	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/17
Community Development - Tap Fund Contribution	CD200	(62,413)		26,381		(36,032)
Community Development - Seed Grant Funding	CD200	(21,310)	(9,200)	18,000		(12,510)
Community Development - PCT money	CD210	(3,500)		1,864		(1,636)
Pannier Market - Repairs to Clock Tower	CD300	(7,000)				(7,000)
Multi-Storey Car Park - Planned works	CP520	(80,000)				(80,000)
Resurfacing of Amenity Car Parks	CP530	(75,000)				(75,000)
Structural Surfacing P&D Car Parks	CP540	(35,000)		32,400		(2,600)
Customer Services - Franker Replacement	CS902	0				0
Cemetery Churchyard Path & Wall repairs	ES100	0				0
CCTV Initiatives -Tiverton TC Project	ES200	(9,648)		6,178		(3,470)
Community Safety Partnership	ES256	(14,702)				(14,702)
RRO Grants	ES353	(4,770)				(4,770)
P Sector Housing	ES354	(30,540)				(30,540)
Public Health Grant	ES361	(44,221)		36,943		(7,278)
Parks & Open Spaces-Trees Inspection/Walls	ES450	(53,000)		15,950		(37,050)
Play Areas Works	ES460	(21,000)				(21,000)
Air Quality Monitoring	ES660	(8,695)				(8,695)
E/Health restructure	ES733	0				0
Grounds Maintenance Digger/Trailer & Tractor	GM960	(12,663)	(21,000)			(33,663)
Corp Training - 12/13 Underspend part c/fwd	HR200	(38,032)		29,518		(8,515)
IT - Gazetteer - Aerial Photography every 3yrs	IT100	(17,870)		3,980		(13,890)
ICT - Network/Hardware - Printer Replacements	IT400/500	(23,000)				(23,000)
ICT - ICT Staff Unit - Staff Training 15-16	IT600	(1,000)				(1,000)
IT Govt Connect Project Updates	IT700	(4,043)				(4,043)
Electoral Registration	LD100	(7,000)		7,000		0
District Elections	LD201	(17,716)	(20,000)			(37,716)
Elected Members training	LD300	(5,300)		5,300		0
Development Control	PR200	(51,943)		11,943		(40,000)
Development Control	PR200	0	(20,850)			(20,850)
Land charges Software Licence	PR210	(5,000)				(5,000)
New Burdens Grant Fund	PR210	0	(4,060)			(4,060)
LABGI - Local Authority Business Growth Initiative	PR400	(18,915)		6,299		(12,616)
Industrial Sites & Buildings - Window Installation	PR405	0				0
Brownfield Shared Plan DCLG monies	PR600	(10,000)	(14,645)			(24,645)
Statutory Development Plan	PR810	(60,000)	(50,000)			(110,000)
Public Convenience - Hemyock refurb	PS350	(20,000)				(20,000)
Flood Projects 2015-16	PS400	(31,400)		12,000		(19,400)
Phoenix House Council Chambers	PS810	0				0
Town Hall Toilet refurb	PS830	(11,300)		11,300		0
Old Road Depot	PS850	(5,630)				(5,630)
Bus Station Maintenance	PS880	0				0
Property Services Vehicle for MS Operative	PS980	(12,000)				(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		0
Recycling Unit - Bay and Baler Works. New scheme	WS725	0	(10,000)			(10,000)
Sprinkler & Weighbridge EMR	WS770	0	(33,600)			(33,600)
Insurance MMI	CM300	(86,278)				(86,278)
New Burdens Grant Fund		(55,359)				(55,359)
HMRC Enquiry		(41,900)				(41,900)
Digital Transformation Project		0				0
GF shops - surplus 15/16		(140,000)			(60,281)	(200,281)
Total Miscellaneous General Fund Reserves	EQ660	(1,241,248)	(183,355)	234,106	(60,281)	(1,250,778)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

EARMARKED RESERVES AT 31 March 2017

Other GF Revenue Reserves	Cost Centres	B/F 31/3/16	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/17
Development Control Recycling - S106	EQ646	0	(3,209)			(3,209)
Capital Earmarked Reserves	EQ650	(567,132)		20,932	75,000	(471,200)
Capital EMR PSH Grants	EQ652	(1,130,347)		8,000		(1,122,347)
New Homes Bonus Reserve ***	EQ653	(1,600,698)	(1,841,639)	914,796	70,000	(2,457,541)
Economic Development EMR	EQ654	(101,000)				(101,000)
ICT Projects Reserve	EQ655	(92,000)		36,000		(56,000)
Cullompton Rail Station	EQ656	0			(40,000)	(40,000)
Flood dedence Ashleigh Park Bampton	EQ657	0			(67,000)	(67,000)
Phoenic Lane PC's Conversion	EQ658	0			(38,000)	(38,000)
NNDR Reserve	EQ659	(876,025)		315,744	60,281	(500,000)
High St Innovator Payment	EQ681	(43,308)		29,793		(13,515)
Vehicles Sinking Fund	Various	(1,447,831)	(530,000)	23,180	51,380	(1,903,271)
Plant Sinking Fund	Various	(22,910)	(40,990)		(71,380)	(135,280)
Equipment Sinking Fund	Various	(84,250)	(61,250)	3,000	20,000	(122,500)
Maintenance Sinking Fund	Various	(15,930)	(63,500)			(79,430)
Car Park Machine replacement Sinking Fund	EQ686	(20,000)				(20,000)
Community Housing Fund	EQ741	0	(131,360)			(131,360)
Capacity Funding	EQ820	(183,044)	(224,000)	72,811		(334,233)
Neighbourhood Planning Funding	EQ821	(20,000)				(20,000)
Culm Garden Village Project	EQ824	0	(214,285)			(214,285)
Total Other GF Revenue Reserves		(6,204,475)	(3,110,232)	1,424,256	60,281	(7,830,170)

*** A significant amount of the New Homes Bonus is earmarked for revenue items and the capital programme in 2017/18, 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	(656,643)	(119,646)	69,480		(706,809)
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Maintenance	Cost Centres	B/F 31/3/16	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/17
Dev Cont Linear Park	EQ638	(58,874)	(359)	4,234		(54,999)
W52 Popham Close Comm Fund	EQ640	(21,798)	(132)	1,995		(19,935)
W67 Moorhayes Com Dev Fund	EQ641	(19,811)	(120)	1,662		(18,269)
W69 Fayrecroft Willand Ex West	EQ642	(51,614)	(311)	4,725		(47,200)
W70 Developers Contribution	EQ643	(66,138)	(397)	6,801		(59,733)
Dev Cont Winswood Crediton	EQ644	(43,829)	(267)	3,152		(40,944)
Total Maintenance Reserves		(262,064)	(1,586)	22,569	0	(241,080)

Total Developers Contributions / s106 Funds		(918,707)	(121,232)	92,049	0	(947,889)
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	B/F 31/3/16	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/17
RESERVES	(8,364,429)	(3,414,819)	1,750,411	(0)	(10,028,838)

Net movement into General Fund Earmarked Reserves = (TREM)

(1,664,408)

HRA Earmarked Reserves	Cost Centres	B/F 31/3/16	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/17
HRA Sewage Treatment Plant works	EQ691	(25,000)				(25,000)
Renewable Energy Fund E.M.R.	EQ692	(341,821)	(183,186)	70,000		(455,007)
HRA Affordable Rent surplus	EQ693	0	(73,060)	38,967		(34,093)
Housing Maintenance E.M.R.	EQ694	(8,886,245)	(2,084,275)	385		(10,970,135)
HRA Premium Deficit for PWLB loan	EQ696	(483,157)	(485,530)			(968,687)
Total HRA EARMARKED RESERVES		(9,736,223)	(2,826,051)	109,352	0	(12,452,922)

Net movement into HRA Earmarked Reserves = (HOTREM)

(2,716,699)

RESERVES		(18,100,652)	(6,240,870)	1,859,763	(0)	(22,481,760)
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Code	Scheme	Approved Capital Programme 2016/17 £000's	Total Slippage B/fwd & Adj to Approved Capital Programme 16/17 £000's	Adjusted Capital Programme 2016/17 £000's	Total Actual Spend to 31/03/17 £000's	Variance to budget £000's	Slippage to be carried forward to 2017/18 £000's	Slippage to Earmarked Reserve £000's
General Fund Projects								
CA624	<u>Lords Meadow leisure centre</u> Main car park resurfacing		50,000	50,000	0.00	-50,000.00	50,000	
CA618	LMLC AWP				-2,135.62	-2,135.62	0	
CA627	<u>Exe Valley leisure centre</u> EVLC - Pressure set replacement Hot/Cold	50,000		50,000	0.00	-50,000.00	50,000	
CA626	EVLC - Fitness extension - subject to business case *	250,000	472,000	722,000	65,272.61	-656,727.39	657,000	
	* Note £500k in 15/16 slipped to 16/17							
CA451	<u>Phoenix House</u> Phoenix House - Ground Floor changes - subject to business case	100,000		100,000	0.00	-100,000.00	0	
CA505	<u>Pannier Market</u> Pannier Market - Pedestrian roof cover - subject to business case **	290,000	110,000	400,000	0.00	-400,000.00	0	
	** Note £110k in 15/16 slipped to 16/17							
CA507	Tiverton Pannier Market Pipens	73,000	73,000	73,000	31,453.20	-69,866.80	70,000	
CA508	Pannier Market Clock Tower	34,000	34,000	34,000	21,806.20	-12,193.80	12,000	
CA709	<u>MSCP Improvements</u> MSCP Improvements (refer to Matrix condition report)	50,000	89,000	139,000	-7,098.00	-146,098.00	139,000	
CA608	<u>Play Areas</u> Play area refurbishment - Wilcombe Tiverton	50,000	50,000	50,000	58,856.00	8,856.00	0	
CA628	Play area refurbishment - West Exe Recreation Ground Tiverton	50,000	50,000	50,000	0.00	-50,000.00	50,000	
Other Projects								
CA403	Town Hall Redevelopment Project	3,000	3,000	3,000	23,018.01	20,018.01	0	
CA420	Drainage flood defence schemes - Ashleigh Park Bampton	67,000	67,000	67,000	0.00	-67,000.00	0	67,000
CA440	Drainage flood defence schemes - Ashleigh Hill Bampton	15,000	15,000	15,000	0.00	-15,000.00	0	
CA440	Drainage flood defence schemes - Ashleigh Hill Bampton	30,000	30,000	30,000	38,613.12	8,613.12	0	
CA440	Drainage flood defence schemes - Ashleigh Hill Bampton	35,000	35,000	35,000	0.00	-35,000.00	0	
CA451	Station Yard re construct shower block welfare	50,000	50,000	50,000	0.00	-50,000.00	0	
CA451	Land drainage flood defence scheme - Newton St Cyres	40,000	40,000	40,000	1,626.34	-38,373.66	0	
CA451	Phoenix Lane - Conversion to homeless shelter	30,000	30,000	30,000	0.00	-30,000.00	30,000	
CA451	Lawrence Green Project	114,000	114,000	114,000	113,910.00	-90.00	0	
CA826	Waste move - Porta Cabins at Carlu Close				29,441.60	29,441.60	0	
CA570	Coggans Well Costs				-330.00	-330.00	0	
CA431	Remodel Lowman Green PC's to retail unit				2,780.00	2,780.00	0	
CA462	Rear of Town Hall development site (6 Houses, 24 Apartments)							
ICT Projects								
CA421	Replacement of PC estate 330s	40,000	40,000	40,000	8,521.76	-31,478.24	31,000	
CA423	Continued replacement of WAN/LAN	60,000	60,000	60,000	0.00	-60,000.00	60,000	
CA425	Server farm expansion/upgrades	88,000	88,000	108,000	12,028.15	-95,971.85	96,000	
CA433	Unified Communications/telephony	20,000	20,000	25,000	0.00	-25,000.00	0	
CA437	Digital Transformation	25,000	104,000	104,000	42,775.00	-61,225.00	61,000	
CA439	Mobile Working NDL MX	39,000	39,000	39,000	0.00	-7,000.00	7,000	
CA442	Arc Server Spatial (open Source Mapping)	18,000	18,000	18,000	0.00	-18,000.00	0	
CA446	E-Financials Technical refresh	30,000	30,000	30,516.04	516.04	516.04	0	
CA456	Digital Transformation - replacement of CRM	50,000	50,000	50,000	0.00	-50,000.00	50,000	
CA457	Digital Transformation including Cosmic for Mid Devon	20,000	20,000	20,000	0.00	-20,000.00	0	
CA444	SQL/Oracles refreshes	50,000	50,000	50,000	8,119.63	-41,880.37	21,000	
Replacement Vehicles - Grounds Maintenance								
CA712	Iveco Tipper (or equivalent)		24,000	24,000	0.00	-24,000.00	24,000	
Replacement Vehicles - Refuse Collection								
CA814	Dennis Eagle Terberg RCV 22-26t (or equivalent)	160,000	160,000	160,000	0.00	-160,000.00	160,000	
CA821	15 Reuse Vehicles with Food waste capability ***	740,000	740,000	900,000	0.00	-900,000.00	900,000	
	*** Note £740k in 15/16 slipped to 16/17							
CA822	7.5T Tipper		100,000	100,000	0.00	-100,000.00	100,000	
Replacement Vehicles - Street Cleansing								
CA825	3.5T Tipper		25,000	25,000	0.00	-25,000.00	25,000	
CA827	3.5T Tipper		25,000	25,000	0.00	-25,000.00	25,000	
		1,270,000	2,560,000	3,830,000	482,864.04	-3,347,135.96	2,618,000	105,000
Private Sector Housing Grants								
CG215	Works in Default Grants				19,788.59	19,788.59	0	
CG216	Private Sector Housing Initiatives to be prioritised	104,000	0	104,000	0.00	-104,000.00	0	84,000
CG201	Disabled Facilities Grants-Private Sector	468,000	0	468,000	293,572.99	-174,427.01	174,000	
		572,000	0	572,000	313,361.58	-258,638.42	174,000	84,000
Affordable Housing Projects								
CA200	Grants to Housing Associations to provide units (funded by commuted sum)		0	222,000	20,079.84	-201,920.16	0	202,000
		222,000	0	222,000	20,079.84	-201,920.16	0	202,000
		2,064,000	2,560,000	4,624,000	816,305.46	-3,807,694.54	2,792,000	391,000

Code	Scheme	Approved Capital Programme 2016/17 £000's	Total Slippage B/fwd & Adj to Approved Capital Programme 16/17 £000's	Adjusted Capital Programme 2016/17 £000's	Total Actual Spend to 31/03/17 £000's	Variance to budget £000's	Slippage to be carried forward to 2017/18 £000's	Slippage to Earmarked Reserve £000's
CA1100	HRA Projects Major repairs to Housing Stock	2,860,000	131,000	2,991,000	2,797,005.18	-193,994.82	87,000	107,000
CA1111	Renewable Energy Fund Spend	200,000	156,000	200,000	70,000.00	-130,000.00	0	130,000
CA112 (1)	Birchen Lane - re development of unit for housing conversion (4 units)			156,000	202,776.49	46,776.49	0	
CA1131	Woodcote Way - 1 bed Bungalow			0	385.00	385.00	0	
CA1119 (1)	Palmerston Park Tiverton - affordable dwellings (26 units)		3,793,000	3,793,000	1,075,532.83	-2,717,467.17	2,671,000	
CA1122	Weco Tipper 3.5f (or equivalent)		24,000	24,000	0.00	-24,000.00	24,000	
CA1124	Queensway (Beech Road) Tiverton (3 units)		299,000	299,000	1,155.00	-297,845.00	298,000	
CG200	Disabled Facilities Grants - Council Houses	297,000	685,000	297,000	298,846.00	1,846.00	0	
CA1120	Burlescombe (6 units) ****	100,000		785,000	9,245.60	-775,754.40	776,000	
	**** Note £700k in 15/16 slipped to 16/17							
CA1125	Waddeton Park - (70 units)	2,000,000	-4,000	1,996,000	4,640.00	-1,991,360.00	1,991,000	
CA1126	Sewerage Treatment Works - Washfield	520,000	25,000	25,000	0.00	-25,000.00	25,000	
CA1127	Stoodleigh - Pending feasibility (4 units)			520,000	0.00	-520,000.00	520,000	
CA1132	Repairs mobile replacement				17,370.51	17,370.51	0	
	Total HRA Projects	5,977,000	5,109,000	11,086,000	4,476,956.61	-6,609,043.39	6,392,000	237,000
Total	2016/17 CAPITAL PROGRAMME GRAND TOTAL	8,041,000	7,669,000	15,710,000	5,293,262.07	-10,416,737.93	9,184,000	628,000

(1) - Note Balance of budget remaining on Palmerston Park & Birchen slipped into 2017/18

Code	2016-17 Funding Stream	Approved Capital Programme Funding 2016/17 £000's	Total Slippage B/fwd & Adj to Approved Capital Programme 16/17 £000's	Adjusted Capital Programme Funding 2016/17 £000's	Total Actual Funding to 31/03/17 £000's
9801	General Fund Projects 106 & Affordable Housing Contributions	222,000	0	222,000	45,079.84
9990	General Capital Reserve	136,000	149,000	285,000	20,932.34
9700	Port Grant (DCLG)	311,000	0	311,000	293,577.99
9720	New Homes Bonus (GF)	1,070,000	1,606,000	2,676,000	342,623.00
9957	Private Sector Housing Grants EMR	165,000	0	165,000	8,000.00
9950	Contribution from Sinking Funds	160,000	329,000	489,000	0.00
9954	Contribution from CGU - Non Specific		42,000	42,000	20,549.91
9980	Useable Capital Receipts General		434,000	434,000	85,541.38
	Total General Fund Projects	2,064,000	2,560,000	4,624,000	816,305.46
9801	HRA Projects 106 & Affordable Housing Contributions	365,000	300,000	300,000	200,000.00
9990	Useable Capital Receipts General to be generated in 2016/17 £65k Contribution from existing Useable Capital Receipts £300k		0	365,000	316,216.51
9710	MRA Reserve	2,860,000	131,000	2,991,000	2,797,005.18
9727	New Homes Bonus (HRA)	21,000	250,000	600,000	21,000.00
9950	1-4-1 receipts reserve	350,000	0	600,000	417,930.60
9990	Renewable Energy Fund	200,000	0	200,000	70,000.00
9990	Housing Maintenance Fund	272,000	3,053,000	3,325,000	385.00
9942	PWLB Borrowing	73,000	0	73,000	38,966.87
9704	Homes & Communities Agency Grant (HCA)	1,836,000	-4,000	1,832,000	0.00
9990	HRA Reserve		1,330,000	1,330,000	636,452.45
9990	HRA EMR		24,000	24,000	0.00
	Total HRA Projects	5,977,000	5,109,000	11,086,000	4,476,956.61
	2016/17 CAPITAL PROGRAMME GRAND TOTAL FUNDING	8,041,000	7,669,000	15,710,000	5,293,262.07

Cabinet
15 June 2017

Annual Treasury Report 2016/17

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

Reason for the report: To inform Members of the Council's treasury management performance in 2016/17.

Matters for consideration: That the treasury management performance for 2016/17 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 2016/17.

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.

Equality impact assessment: No equality issues identified for this report.

1.0 Introduction

- 1.1 This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2016/17. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management, (the Code), and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code).
- 1.2 During 2016/17 the minimum reporting requirements were that the full Council should receive the following reports:
- an annual treasury strategy in advance of the year (Cabinet 10/03/2016)
 - a mid-year (minimum) treasury update report (Cabinet 27/10/2016)
 - an annual review following the end of the year describing the activity compared to the strategy (this report).
- 1.3 The regulatory environment places responsibility on Members for the review and scrutiny of treasury management policy and activities. This report is, therefore, important in that respect, as it provides details of the outturn

position for treasury activities and highlights compliance with the Council's policies previously approved by members.

- 1.4 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.

2.0 The Economy and Interest Rates

2.1 The two major landmark events that had a significant influence on financial markets in the 2016-17 financial year were the UK EU referendum on 23 June and the election of President Trump in the USA on 9 November. The first event had an immediate impact in terms of market expectations of when the first increase in Bank Rate would happen, pushing it back from quarter 3 2018 to quarter 4 2019. At its 4 August meeting, the Monetary Policy Committee (MPC) cut Bank Rate from 0.5% to 0.25% and the Bank of England's Inflation Report produced forecasts warning of a major shock to economic activity in the UK, which would cause economic growth to fall almost to zero in the second half of 2016. The MPC also warned that it would be considering cutting Bank Rate again towards the end of 2016 in order to support growth. In addition, it restarted quantitative easing with purchases of £60bn of gilts and £10bn of corporate bonds, and also introduced the Term Funding Scheme whereby potentially £100bn of cheap financing was made available to banks.

2.2 In the second half of 2016, the UK economy confounded the Bank's pessimistic forecasts of August. After a disappointing quarter 1 of only +0.2% GDP growth, the three subsequent quarters of 2016 came in at +0.6%, +0.5% and +0.7% to produce an annual growth for 2016 overall, compared to 2015, of no less than 1.8%, which was very nearly the fastest rate of growth of any of the G7 countries. Needless to say, this meant that the MPC did not cut Bank Rate again after August but, since then, inflation has risen rapidly due to the effects of the sharp devaluation of sterling after the referendum.

3.0 Overall Treasury Position as at 31 March 2017

3.1 This is shown below:

Investments	Principal held at 31 March 2017	Rate/ Return for 2016/17	Principal held at 31 March 2016	Rate/ Return for 2015/16
	£m	%	£m	%
Externally Placed	18.0	0.63	15.0	0.74
Deposit Account and cash balances	3.75	0.35	4.89	0.5
Property Fund Investments	4.64	4.32	2.39	4.67
Total Investments	26.39 (1)		22.28	

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

- 3.2 In order to inform Members as to how the Council was able to hold £26.39m in cash, deposits, and investments as at the 31 March 2017 the following reconciliation is required:

Approximate Balances at 31 March 2017	£m
HRA	2.00
HRA Earmarked Reserves	12.45
General Fund	2.16
General Fund Earmarked Reserves (incl s106 monies and New Homes Bonus)	10.40
Capital Receipts Reserve	2.43
Total	29.44

- 3.3 The Council has working capital requirements and some monies are inevitably tied up in debtors, creditors and stock, in addition to the £26.39m 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.

4.0 Performance Measurement

- 4.1 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.
- 4.2 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 31/3/17 was 0.11%.

5.0 The Strategy for 2016/17

- 5.1 The expectation for interest rates within the treasury management strategy for 2016/17 anticipated low but rising Bank Rate, (starting in quarter 1 of 2017) 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.
- 5.2 During 2016/17 there was major volatility in PWLB rates with rates falling during quarters 1 and 2 to reach historically very low levels in July and August, before rising significantly during quarter 3, and then partially easing back towards the end of the year.

6.0 Borrowing and Investment Rates in 2016/17

6.1 **Investment Rates:** After the EU referendum, Bank Rate was cut from 0.5% to 0.25% on 4 August and remained at that level for the rest of the year. Market expectations as to the timing of the start of monetary tightening started the year at quarter 3 2018, but then moved back to around the end of 2019 in early August before finishing the year back at quarter 3 2018. Deposit rates continued into the start of 2016/17 at previous depressed levels but then fell during the first two quarters and fell even further after the 4 August MPC meeting resulted in a large tranche of cheap financing being made available to the banking sector by the Bank of England. Rates made a weak recovery towards the end of 2016 but then fell to fresh lows in March 2017.

6.2 **Borrowing Rates:** PWLB borrowing rates-certainty rates have fallen to historically very low levels during the year.

7.0 Borrowing Outturn for 2016/17

7.1 Details of the loans outstanding at 31 March 2017 are shown below:

Public Works Loan Board	Purpose	Final Payment	Interest rate %	Principal held at 31 March 2016	Principal held at 31 March 2017
Ref Number				£000	£000
500248	HRA Self-Financing	28/3/37	2.94	41,219	39,777
502059	Gym Equip and Refuse Vehicle	28/3/18	1.32	175	88
502905	Scarab Street Sweeper	11/3/21	2.18	74	60
503319	Baler	25/03/24	2.68	133	118
503849	Market Walk/Fore St	27/03/40	2.61	4,053	3,930
			Total	45,655	43,973

7.2 We also have a number of finance leases outstanding at year end (£483k in 16/17 and £570k in 15/16). The total interest paid on both PWLB loans and finance leases during 2016/17 was £1,347k, (£1,336k in 15/16).

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 2016/17

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 position for the financial year can be summarised as follows:

Interest Paid and Received:

	Budget £k	Actual £k	Variance £k
Interest Paid:			
HRA	1,214	1,201	-13
General Fund	146	146	0
HRA to General Fund ⁽²⁾	54	57	3
Interest Paid Total	1,414	1,404	-10
Interest Received:			
General Fund	-58	-84	-26
CCLA	-113	-175	-62
HRA	-40	-59	-19
HRA-GF loan ⁽²⁾	-54	-57	-3
Interest Received Total	-265	-375	-110

Note ⁽²⁾ – This is an internal funding arrangement therefore not included in the total cash interest figures.

10.0 CCLA Property Investment Fund

10.1 At 31/3/17 the Council's investments with the CCLA (Churches, Charities and Local Authorities) commercial property fund, was £5m. Accrued net dividends from the original date of investment (1/9/15) are £232k.

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, accordingly the bid market value at 31/3/17 of Mid Devon's investment is £4.639m.

11.0 Further Updates and Review

11.1 A report on treasury performance for the first 6 months of 2017/18 will be made to the Cabinet in October/November 2017 to enable Members to review the on-going Treasury Strategy and to provide an update on any other market/financial issues affecting the Council.

11.2 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: Capita's Annual Treasury Management Report

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

Externally Placed

Bank/B-Soc/LA	From	To	Fixed Interest Rate %	31/03/17 £000
Lloyds	19/09/16	19/09/17	1.00%	1,500,000
Lloyds	30/09/16	29/09/17	1.00%	500,000
Santander	06/10/16	06/04/17	0.50%	1,000,000
Lloyds	14/10/16	13/10/17	1.00%	1,000,000
Lloyds	02/12/16	01/12/17	1.00%	500,000
Coventry	16/01/17	31/05/17	0.32%	2,000,000
Thurrock BC	20/01/17	27/11/17	0.45%	1,000,000
Lloyds	14/02/17	14/02/18	0.90%	500,000
Goldman Sachs	15/02/17	18/09/17	0.78%	2,000,000
Lloyds	15/03/17	15/03/18	0.90%	1,000,000
Eastleigh Borough Council	22/03/17	07/07/17	0.35%	3,000,000
Eastleigh Borough Council	28/03/17	11/08/17	0.38%	2,000,000
Goldman Sachs	01/02/17	notice	0.86%	2,000,000

18,000,000

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TREASURY MANAGEMENT STRATEGY STATEMENT
PRUDENTIAL INDICATORS

	2015/16 Actual £'000	2016/17 Original £'000	2016/17 Actual £'000
Capital Expenditure			
Non-HRA	1,133	2,064	816
HRA	3,706	5,977	4,477
TOTAL	4,839	8,041	5,293
Ratio of Financing Costs to Net Revenue Stream			
Non-HRA	3.64%	3.29%	3.13%
HRA	16.67%	16.13%	16.28%
Capital Financing Requirement as at 31 March			
Non-HRA	6,841	6,485	6,485
HRA	45,121	45,980	44,144
TOTAL	51,962	52,465	50,629
Annual Charge for Capital Financing Requirement			
Non-HRA	370	361	361
HRA	993	977	977
TOTAL	1,363	1,338	1,338
Incremental Impact of Capital Investment Decisions			
Increase in Council Tax (band D) per annum	0.36	-3.16	0.79
Increase in Average Housing Rent per week	0.23	0.22	0.25
TOTAL	0.59	-2.94	1.04
Authorised Limit for External Debt			
Borrowing	65,000	65,000	55,921
Other Long Term Liabilities			
TOTAL	65,000	65,000	55,921
Operational Boundary for External Debt			
Borrowing	60,000	60,000	50,329
Other Long Term Liabilities	0		
TOTAL	60,000	60,000	50,329
Gross Debt and the CFR	88.96%	88.23%	87.80%
HRA limit on indebtedness	53,744	53,744	53,744
Actual External Debt	46,226	46,290	44,454
Upper Limit for Fixed Interest Rate Exposure			
expressed as either:-			
Net Principal re Fixed Rate Borrowing/Investments OR	65,000	65,000	55,921
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	1,770	1,869	1,820
Between 2-5 years	7,240	5,837	7,300
Over 5 years	37,220	38,584	35,340
TOTAL	46,230	46,290	44,460
Upper limit for Total Principal Sums Invested for over 364 days ¹	0%	0%	0%

Note ¹ Our policy states no investments over one year, however this may take us over 364 days due to weekends and bank holidays

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CABINET
15 JUNE 2017

REVENUES AND HOUSING BENEFITS PERFORMANCE 2016/17

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

Reason for Report: To report on Council Tax, Non Domestic Rates and Housing Benefit performance for 2016/17.

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 the performance of the Revenues and Housing Benefits Services in 2016/17.

2.0 Overview

2.1 Although the Revenues and Housing Benefits Teams are operating in challenging times, against a backdrop of continuing welfare reforms, with the threat of more to come and there is still the uncertainty of exactly how the full roll-out of Universal Credit will impact on the organisation, their level of performance during the last 12 months has been very good.

3.0 Revenues performance in 2016/17

3.1 The Revenues team has successfully achieved an improved collection rate on both Council Tax and Business Rates in 2016/17 and are now investigating more electronic processes to further streamline operations, these measures include e-billing and increasing direct debit customers. This reflects very strong team performance during the year.

- 3.2 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

	2015/16	Collection Rate	2016/17	Collection Rate
Council Tax Collected inc arrears	£45.3m	98.1%	£47.3m	98.1%
Council Tax net Arrears – from previous year	£1.702m		£1.782m	
Business Rates Collected inc arrears	£15.9m	99.1%	£15.9m	99.2%
Business rates net Arrears – from previous year	£0.287m		£0.217m	

Note – collection figures rounded to 1 decimal place (CT 98.07% in 15/16 and 98.10% in 16/17 and for BR 99.10% in 15/16 and 99.18% in 16/17).

4.0 Housing Benefit Performance in 2016/17

- 4.1 The Housing Benefit Team continues to perform well in terms of payment times against national comparative data. This is really encouraging when taking account the continued pressures of welfare reform changes, the pending roll-out to a full Universal Credit (UC) service, dealing with the Local Welfare Assistance scheme and the loss of experienced officers who are now harder to recruit to these roles as circa 50% of our current caseload to the DWP.

Speed of Processing

- 4.2 The 2015/16 average time for processing new claims was 14.2 days and changes of circumstance (CoC) was 6.9 days. Both of these times are below national averages of 21 days and 9 days respectively. This places our processing performance in the top quartile nationally.

	Q1	Q2	Q3	Q4	YEAR
NEW	14.9	13.4	14.2	14.2	14.2
CoC	7.3	9.2	7.4	4.6	6.9

For information purposes processing times for Council Tax Reductions (CTR) were 16.0 days for new claims and 6.3 days for CoC's.

Caseload

- 4.3 The numbers of Housing Benefit (HB) and Council Tax Reduction (CTR) claims have both fallen from the levels experienced in 2015/16. This is partially down to new single person claims being dealt with under UC by the DWP.

16/17	Q1	Q2	Q3	Q4
HB	4,186	4,134	4,067	4,060
CTR	4,694	4,679	4,640	4,647

Total Housing Benefit paid to date

- 4.4 The table below shows the total sum of Housing Benefit paid during 2016/17.

14/15	Q1	Q2	Q3	Q4
£ million	5.1	9.5	13.7	18.1

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.

Contact for more Information: Andrew Jarrett 01884 234242

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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MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

July 2017

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)
<p>Land for Affordable Housing</p> <p>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</p>	<p>Head of Housing and Property Services</p>	<p>Not before 1st Jun 2017</p>	<p>Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242</p>		<p>Open</p>
<p>Gypsies and Travellers Policy</p> <p>To receive a report of the Head of Housing and Property Services regarding a policy for Gypsy and Travellers.</p>	<p>Community Policy Development Group</p> <p>Cabinet</p> <p>Council</p>	<p>6 Jun 2017</p> <p>6 Jul 2017</p> <p>30 Aug 2017</p>	<p>Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)</p>	<p>Open</p>

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)
<p>Structural Repair of Council Homes Contract 2017/18</p> <p>To consider a report of the Head of Housing and Property Services providing information on the outcome of the procurement for structural repairs.</p>	Cabinet	6 Jul 2017	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt
<p>Council Offices, Crediton</p> <p>To consider a report of the Director of Finance, Assets and Resources</p>	Cabinet	6 Jul 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt <i>To consider financial and business affairs of the Council</i>
<p>Garden Village Governance</p> <p>To consider a report of the Head of Planning and Regeneration regarding the proposed governance and structure of the Garden Village development</p>	Cabinet	6 Jul 2017	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	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)
<p>Tiverton Town Centre Masterplan</p> <p>Report of the Head of Planning and Regeneration outlining the draft masterplan for consultation following deferral from the meeting on 11 May to allow for further consideration to take place.</p>	Cabinet	6 Jul 2017	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<p>Cemetery Works</p> <p>To receive a report detailing proposed works for the cemeteries in Tiverton and Crediton regarding concrete bases as foundations for headstones.</p>	Environment Policy Development Group Cabinet	11 Jul 2017 3 Aug 2017	Joe Scully, Operations Manager Tel: 01884 234339	Cabinet Member for the Environment (Councillor Karl Busch)	Open
<p>10 Year Management Plan for Open Spaces</p> <p>The Open Spaces Manager will put forward provisional plans for a framework of development for open spaces, play areas and cemeteries in the District.</p>	Environment Policy Development Group Cabinet	11 Jul 2017 3 Aug 2017	Joe Scully, Operations Manager Tel: 01884 234339	Cabinet Member for the Environment (Councillor Karl Busch)	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)
<p>Tenancy Policy (update)</p> <p>To receive a report from the Head of Housing and Property Services outlining some minor changes to the Tenancy Policy.</p>	<p>Homes Policy Development Group</p> <p>Cabinet</p>	<p>18 Jul 2017</p> <p>3 Aug 2017</p>	<p>Andrew Pritchard, Director of Operations Tel: 01884 234950</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p> <p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Open</p>
<p>Tenancy Strategy</p> <p>To receive a report from the Head of Housing and Property Services regarding a revision of the Tenancy Strategy.</p>	<p>Homes Policy Development Group</p> <p>Cabinet</p>	<p>18 Jul 2017</p> <p>3 Aug 2017</p>	<p>Andrew Pritchard, Director of Operations Tel: 01884 234950</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Open</p>
<p>Devon District Council's Joint Safeguarding Policy and MDDC Guidance and Procedures</p> <p>Annually or whenever there is a change in the legislation.</p>	<p>Community Policy Development Group</p> <p>Cabinet</p>	<p>1 Aug 2017</p> <p>31 Aug 2017</p>	<p>Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381</p>	<p>Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)</p>	<p>Open</p>
<p>Town and Parish Charter</p> <p>To undertake a four yearly</p>	<p>Community Policy Development</p>	<p>1 Aug 2017</p>	<p>Jill May, Director of Corporate Affairs and Business</p>	<p>Cabinet Member for Community Well Being</p>	<p>Open</p>

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
review the Town and Parish Charter	Group Cabinet	31 Aug 2017	Transformation Tel: 01884 234381	(Councillor Colin Slade)	
Local Enforcement Policy (post consultation) Report of the Head of Planning and Regeneration following the consultation process	Cabinet Council	3 Aug 2017 30 Aug 2017	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Vinyl Flooring Renewal Contract 2017-2021 To consider the outcome of the tender process for the Vinyl Flooring Renewal Contract from 2017-2021	Cabinet	3 Aug 2017	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt
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	Community Policy Development Group Cabinet	26 Sep 2017 26 Oct 2017	Liz Reeves, Head of Customer Services Tel: 01884 234371	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
focus for 2016-17.					
Strategic Land Issues To receive a report of the Director of Finance, Assets and Resources advising on responses to the Town Centre Masterplanning.	Cabinet	28 Sep 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt <i>Financial and business issues</i>
ICT Strategy Report of the Head of Customer Services regarding a review of the ICT Strategy	Cabinet	28 Sep 2017	Liz Reeves, Head of Customer Services Tel: 01884 234371	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Half Yearly Investment Performance and Review of Treasury Management Strategy Report regarding treasury performance during the first 6 months of the 2017/18 financial year.	Cabinet	26 Oct 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Medium Term Financial Plan	Cabinet	26 Oct 2017	Andrew Jarrett, Director of Finance, Assets and	Cabinet Member for Finance (Councillor Peter	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)
Report producing an updated Medium Term Financial Plan taking into account the Council's key strategies.			Resources Tel: 01884 234242	Hare-Scott)	
Draft 18/19 General Fund and Capital Programme Report considering options available in order for the Council to set a balanced budget for 2018/19	Cabinet	26 Oct 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Review of Bereavement Services To receive a report regarding a review of Bereavement Services, to include National Assisted Burials	Environment Policy Development Group Cabinet	7 Nov 2017 23 Nov 2017	Joe Scully, Operations Manager Tel: 01884 234339	Cabinet Member for the Environment (Councillor Karl Busch)	Open
Council Tax Reduction Scheme Report regarding a scheme for 2018	Cabinet Council	23 Nov 2017 13 Dec 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Corporate Anti Social Behaviour Policy	Community Policy		Andrew Pritchard, Director of	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)
4 yearly review	Development Group Cabinet	28 Nov 2017 4 Jan 2018	Operations Tel: 01884 234950	(Councillor Ray Stanley)	
Community Safety Partnership Plan 2 yearly review	Community Policy Development Group Cabinet	28 Nov 2017 4 Jan 2018	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Tax Base Calculation Report detailing the statutory calculations necessary to determine the Tax Base for the Council Tax	Cabinet Council	23 Nov 2017 13 Dec 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Budget Report outlining options available in order for the Council to move towards a balanced budget for 2018/19	Cabinet Council	1 Feb 2018 21 Feb 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Capital Programme Report seeking Council approval for the 2018/19	Cabinet Council	1 Feb 2018 21 Feb 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel:	Cabinet Member for Finance (Councillor Peter Hare-Scott)	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)
Capital Programme			01884 234242		
National Non - Domestic Rates Report providing an update on the income generation and financial implications of the number of business rates properties in Mid Devon and requesting that the NNDR1 be approved.	Cabinet	1 Feb 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Policy Framework Report outlining the Policy Framework for the year	Cabinet Council	1 Feb 2018 21 Feb 2018	Stephen Walford, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Clive Eginton)	Open
Establishment Report outlining the overall structure of the Council	Cabinet Council	1 Feb 2018 21 Feb 2018	Jane Cottrell, Group Human Resources Manager Tel: 01884 234919	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	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)
Customer Care Policy 3 yearly review	Community Policy Development Group Cabinet	27 Mar 2018 5 Apr 2018	Liz Reeves, Head of Customer Services Tel: 01884 234371	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open