

Public Document Pack

Mid Devon District Council

Cabinet

Thursday, 6 July 2017 at 2.15 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Thursday, 3 August 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 - 10)

To receive the minutes of the meeting of 15 June 2017.

4. **Garden Village Governance Structure and Arrangements** (Pages 11 - 22)

To receive a report of the Head of Planning, Economy and Regeneration requesting consideration of governance arrangements for the Culm Garden village project.

5. **Cabinet Member Decision**

To note the Decision of the Cabinet Member for Planning and Economic Regeneration dated 15 June 2017.

That the Cabinet Member for Planning and Economic Regeneration approves the Authority's Monitoring Report 2016 for publication.

Reason for Decision:

To present the Authority's Monitoring Report (AMR) for the period 1 April 2015 – 31 March 2016.

6. **Notification of Key Decisions** (*Pages 23 - 32*)

To note the contents of the Forward Plan.

7. **Access to Information - Exclusion of Press and Public**

During discussion of the following item(s) it may be necessary to pass the following resolution to exclude the press and public having reflected on Article 15, 15.02(d) (a presumption in favour of openness) of the Constitution. This decision may be required because consideration of this matter in public may disclose information falling within one of the descriptions of exempt information in Schedule 12A to the Local Government Act 1972. The Cabinet will need to decide whether, in all the circumstances of the case, the public interest in maintaining the exemption, outweighs the public interest in disclosing the information.

To consider passing the following resolution so that financial information may be discussed.

Recommended that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the next item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 respectively of Part 1 of Schedule 12A of the Act, namely information relating to the financial or business affairs of any particular person (including the authority holding that information)

8. **Council Offices, Crediton** (*Pages 33 - 64*)

To consider a report of the Director of Finance, Assets and Resources regarding the future use of the Crediton Office.

9. **Property SPV Business Plan** (*Pages 65 - 76*)

To consider a report of the Director of Finance, Assets and Resources and the Head of Housing and Property Services requesting approval of the draft 5 year business plan for 3 Rivers Developments Limited.

10. **Structural Repair of Council Homes Contract 2017/18** (Pages 77 - 80)

To receive a report of the Director of Operations advising Cabinet of the outcome to the recent tender for structural works associated with council stock and to seeking approval award of the contract.

Stephen Walford
Chief Executive
Wednesday, 28 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 15 June 2017 at 2.15 pm

Present

Councillors

C J Eginton (Leader)
R J Chesterton, P H D Hare-Scott,
C R Slade and R L Stanley

Apologies

Councillor(s)

K Busch and Mrs M E Squires

Also Present

Councillor(s)

R J Dolley, R F Radford and 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), Kathryn Tebbey (Legal Services Manager and Monitoring Officer), Stuart Noyce (Waste and Transport Manager), Adrian Welsh (Group Manager Growth, Economy and Delivery), Alan Ottey (Tiverton Town Centre and Market Manager) and Sally Gabriel (Member Services Manager)

9. **APOLOGIES**

Apologies were received from Cllrs K I Busch and Mrs M E Squires.

10. **PUBLIC QUESTION TIME**

There were no members of the public present.

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

The minutes of the previous meeting held on 11 May 2017 were approved as a true record and signed by the Chairman.

12. **LITTER AND DOG BIN POLICY (00-01-46)**

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.

The Waste and Transport Manager outlined the contents of the report stating that this policy was the last outstanding item from the Street Cleansing Review. The Policy Development Group had discussed it separately with a view to creating a structure for further requests for dog bins and the installation of joint bins.

Consideration was given to:

- The staggered replacement process or whether it would be cost effective to change the bins across the district in one go.
- With regard to the installation of split litter bins, it was felt that high use areas were not just the town centres and areas such as Lea Road in Tiverton and some of the village centres should be considered.
- Litter bins either inside or outside the multi storey car park.
- The placement of litter bins along Rotary Walk beside the River Exe.
- Litter issues at the skatepark in Tiverton

RECOMMENDED to 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.

c) Paragraph 6 of the Policy be amended to read "Much of the waste collected in litter bins could be recycled. The Council will where practicable in high use locations such as town centres implement the installation of split litter bins (one side recyclables, the other for non-recyclables). The recycling of this will both benefit the environment but also reduce disposal costs and thus generate an income from both recycling credits and sale of material"

(Proposed by the Leader and seconded by Cllr C R Slade).

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

13. **HOUSING ENABLING - SUPPLEMENTARY PLANNING DOCUMENT (S106 - HOUSING NEED ALLOCATION - EXCEPTION SITES) (00-13-03)**

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.

The Cabinet Member for Housing outlined the contents of the report stating that the Meeting Housing Need Supplementary Planning Document (Annexe 1) required updating due to change in legislation. The report to the Housing PDG did not seek to change the Meeting Housing Needs Supplementary Planning Document itself but

rather only change Annex 1, the local need / qualification criteria. The document also considered the armed forces provision with regard to social housing.

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

(Proposed by Cllr R L Stanley and seconded by Cllr R J Chesterton)

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

14. **FARMER'S MARKET FEASIBILITY STUDY (00-15-13)**

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. (Option 4)

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report stating that the PDG had considered a feasibility study on the establishment of a Farmers Market in Tiverton, they had reflected on the opportunities for Tiverton and various options available.

The Market Manager informed the meeting that there was some concern with regard to the number of traders and the footfall within the market area. He had various ideas for promotional events but considered it necessary to find out what the people of Tiverton and its visitors wanted from the venue.

Consideration was given to:

- The options available within the feasibility study
- The need for local produce from local traders to form part of the established market days
- Musical attractions and livestock
- Specific markets in various parts of the country that were thriving

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

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

Notes:

- (i) Cllr R L Stanley declared a personal interest as a cousin traded on a market in East Anglia;
- (ii) *Report previously copy attached to minutes.

15. **PLANNING FEES (00-38-51)**

The Cabinet had before it 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. This

offer was only on the basis that the Council committed to invest the additional income entirely on planning functions.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report stating that fees associated with the submission and processing of planning and other related applications were set nationally by the Government under fee regulations, to date it had not been within the ability of Councils to set such fees locally in order to better reflect the actual cost of determining the applications.

Consideration was given to the need for any additional income to be reinvested within the planning service.

RESOLVED that the Government's offer to increase planning fees by 20% from July 2017 or as soon as legislation permits be approved, with a commitment that this additional fee income is invested in its entirety in the planning service.

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

Note: * Report previously copy attached to minutes.

16. **REVENUE AND CAPITAL OUTTURN 2016/17 (00-41-09)**

The Cabinet had before it a * report of the Director of Finance, Assets and Resources presenting the revenue and capital outturn figures for the 2016/17 financial year.

The Cabinet Member for Finance outlined the contents of the report stating that an underspend of £30K was a very encouraging outcome as was the £380K surplus in the Housing Revenue Account. He highlighted the exceptional collection rates for Council Tax and Housing Benefit and the investments within the town centre which had added to income.

Consideration was given to the General Fund Revenue Account summary and the variances on proposed budgets.

RESOLVED that:

- (i) The General Fund outturn achieved in 2016/17 which shows an overall underspend of £30k be **NOTED**.
- (ii) 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 be **APPROVED**.
- (iii) The positive position achieved on the Housing Revenue Account which showed an annual saving of £380k be **NOTED** and the "earmarking" of the extra £380k shown in paragraph 3.3 be **APPROVED**, as well as specific items totalling £2,446k and the utilisation of items totalling £109k identified in Appendix 4.
- (iv) the carry forward of £9,184k from the 2016/17 capital programme (see paragraph 5.2) be **APPROVED** as all of the schemes will be delivered in 2016/17 or later years.

(Proposed by Cllr P H D Hare-Scott and seconded by Cllr C R Slade)

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

17. **ANNUAL TREASURY REPORT (00-48-17)**

The Cabinet had before it and **NOTED** a * report of the Director of Finance, Assets and Resources informing Members of the Council's treasury management performance in 2016/17.

The Cabinet Member for Finance outlined the contents of the report stating that the report provided details of the outturn position for treasury activities and highlighted compliance with the Council's policies previously approved by Members. Interest rates remained low and therefore the income from property investments was helpful especially in the current climate with regard to Brexit and the recent election.

Consideration was given to further investment opportunities that were secure.

Notes: -

- (i) Cllr C J Eginton declared a personal interest as he received a pension from the Lloyds Banking Group;
- (ii) *Report previously circulated, copy attached to minutes.

18. **REVENUES AND BENEFITS PERFORMANCE REPORT (00-52-09)**

The Cabinet had before it and **NOTED** a * report of the Director of Finance, Assets and Resources reporting on Council Tax, Non Domestic Rates and Housing Benefit performance for 2016/17.

The Cabinet Member for Finance outlined the contents of the report highlighting the work of the Revenues and Housing Benefits Teams and the uncertainty of how the full roll-out of Universal would impact on the organisation. Collection rates were up on previous years and the figures reflected a very strong team performance

Members requested that their thanks to the Revenues Manager, the Housing Benefits Manager and their teams be recorded.

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

19. **NOTIFICATION OF KEY DECISIONS (00-53-40)**

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

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

(The meeting ended at 3.10 pm)

CHAIRMAN

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CABINET
6TH JULY 2017

**REPORT OF MRS JENNY CLIFFORD, THE HEAD OF PLANNING, ECONOMY
AND REGENERATION**

CULM GARDEN VILLAGE –PROPOSED GOVERNANCE ARRANGEMENTS

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

Reason for Report: To consider governance arrangements for the Culm Garden village project.

RECOMMENDATION:

- i) That Cabinet agrees the proposed garden village governance structure.**
- ii) That delegated authority is granted to the Chief Executive and Legal Services Manager and Monitoring Officer in consultation with the Leader to prepare initial governance documents for approval at the first meeting of the Delivery Board.**

Relationship to Corporate Plan: The garden village project contributes to all four corporate priorities of economy, homes, community and environment and is central to the delivery of many of aims identified within the Corporate Plan. It is a significant strategic project.

Financial Implications: An initial tranche of capacity funding for the project has been awarded by the Department of Communities and Local Government. Further capacity funding bid rounds are expected. In addition, the Council intends to seek funding from other sources including Government capital programmes in order to help deliver infrastructure associated with the project. The establishment of a robust governance structure will focus project decision making and accountability.

Legal Implications: None anticipated at this time as a result of the suggested governance structure other than the need to draft suitable governance documents to support the various groups identified in that structure. Legal implications could arise in the future should changes be proposed to take on development corporation type powers. This is not currently being proposed.

Risk Assessment: Robust, suitable and appropriate governance arrangements for the garden village are necessary to drive project progress, allow it to operate efficiently and to build relationships with the local community and stakeholders. Effective governance arrangements will also ensure that best use is made of grant money and funding opportunities. The governance arrangements provide a structure within which the project will develop and be accountable.

Equality Impact Assessment: No equality issues are identified for this report at this stage. Scoping out of community representatives / stakeholders for the forum will need to consider the views from representatives from protected groups that the project has the potential to impact upon.

1.0 INTRODUCTION: THE GARDEN VILLAGE PROJECT.

- 1.1 In March 2016 the Department for Communities and Local Government (DCLG) published a prospectus titled 'Locally-led Garden villages, Towns and Cities' which aimed to deliver accelerated housing supply through the support of high quality locally-led schemes that will realise a new generation of garden villages, towns and cities. Mid Devon District Council submitted an expression of interest for a 'Culm' garden village for up to 5,000 dwellings on land to the east of Cullompton.
- 1.2 The submission Local Plan Review identifies land to the east of Cullompton as a suitable location for strategic growth and includes a draft policy for the allocation of mixed use development including 1,750 dwellings with at least a further 800 post 2033. In addition a neighbourhood planning exercise for Cullompton is well underway and is expected to set out aspirations for community infrastructure /facilities on further land to the east of Cullompton.
- 1.3 The prospectus represented an opportunity to apply for Government support to help deliver the Council's and local community's aspirations for land to the east of Cullompton, which is considered to bolster resources for the project, reduce risk and could result in infrastructure investment through the Government's capital road and rail programmes and Housing Infrastructure Fund. Improved road and infrastructure at junction 28 of the M5 has already been identified as being required and the Local Plan, both adopted and proposed aspire to see the reopening of a Cullompton railway station. The garden village therefore represents an opportunity to raise the profile of the proposals and gain Government assistance in its delivery.
- 1.4 Garden villages are to be part of a new generation of locally led development to meet housing need, with a focus on creating attractive, well-designed places. One of the key benefits of garden village status is that it will assist in delivering urgently needed infrastructure for Cullompton.
- 1.5 The Government confirmed via a ministerial announcement on 2 January 2017, the success of Mid Devon's expression of interest for a garden village, one of 14 to be announced nationally. The expression of interest was supported by Cullompton Town Council, Cullompton Neighbourhood Plan Steering Group and the Heart of the South West Local Enterprise Partnership.
- 1.6 The Cullompton Neighbourhood Plan is in draft and has gone through a consultation stage. The neighbourhood plan group has held a workshop with community stakeholders to identify a set of community parameters to guide the development of garden village related policies within their plan, inform the masterplanning to ensure the project brings significant benefits to and increases the sustainability of the rest of Cullompton Parish. The report capturing the themes and outcomes from this workshop has been produced with the following key outcomes:
 - The Neighbourhood Plan should express strong support for the garden village: Their vision is for it to be an integral part of the existing community and settlement, not a stand-alone village.

- A participatory and inclusive masterplanning process is needed that will focus on a range of key community priorities.
- The project should be design not developer led.
- There should be active and ongoing engagement with the existing community. (Reference to effective project management and communications strategy).

1.7 Since January work has started to project plan the delivery of the garden village. One of the most urgent decisions is to establish the governance framework for the project.

2.0 **PROJECT GOVERNANCE.**

2.1 Since the announcement of garden village status, work has started to identify and scope out priority work streams and tasks, critical path and milestones for project progress. To this end an initial version of a project plan for the garden village has been produced by way of a high-level programme overview. One of the first and most significant decisions that needs to be made is over governance arrangements which will establish a structure for the project, identify decision making, reporting lines, linkages to wider community activity in Cullompton such as the neighbourhood plan and how the local community and stakeholders will interact and participate. It is also important to establish a clear governance structure to drive momentum, achieve progress against milestones and manage work streams.

2.2 The garden village project cannot be considered in isolation. It involves a variety of key landowners and stakeholders, there is a relationship between the garden village and the existing town of Cullompton where there are other growth proposals and common infrastructure needs. In recognition of this the need for several potential forums for steering and delivery of the proposed growth at Cullompton as well as more specifically the garden village has been identified. There is a priority need to establish consensus over the approach to the garden village in terms of: respective roles and responsibilities for key aspects of the project, masterplanning together with other elements and community / other key stakeholder engagement. Accordingly the way in which the project governance arrangements could be formulated and operate has been scoped out to consider:

1. How the future governance arrangements at the garden village could be approached, given the different extents of the land ownership across the total potential garden village area and the existing governance architecture and traditional representative groups across the wider growth development proposals at Cullompton; and
2. How the proposed governance could be structured with regard to things like the composition of key forums or groups and how any reporting hierarchy might work.

2.3 The following sections set out proposed governance arrangements taking into account the particular circumstances of this project within its wider Cullompton context, draw upon a review of existing arrangements and have regard to good practice examples from elsewhere.

3.0 **APPROACH TO POTENTIAL GOVERNANCE ARRANGEMENTS AND STRUCTURE AT CULM GARDEN VILLAGE.**

3.1 The successful Culm garden village bid document provided an outline of a potential governance structure and suggests the use of a high-level Delivery Board, related Steering Group and a series of further specific Working Groups/Teams. There are also suggestions as to the purpose, membership and role/responsibilities for each tier. These proposals recognise that the governance for the garden village project will need to clearly relate to the growth and development structures and processes in Cullompton more widely and across the rest of Mid Devon as well as the likely need for the arrangements to evolve over time as elements of the project such as delivery mechanisms and bodies become better defined. The underpinning logic of this approach as set out in the bid document as well as the use of a 2 or 3 tier structure is sound based experience of similar projects elsewhere. External consultants acting for the Council have extensive experience of such arrangements elsewhere and consider the fundamental governance approach to be a relatively common one, following good practice for governance and project management relating to the development of large scale growth and development projects.

3.2 The focus of the following sections is to set out how this type of governance architecture could be applied to the circumstances of this garden village both in the near term and how it might need to evolve over time to take account of potentially changing circumstances. The diagram at **Appendix A** sets out a proposed initial governance structure together with an indication of linkages and to some degree, likely reporting hierarchy. It has been designed to be inclusive and to allow for ongoing community engagement at a range of levels as specifically requested via the recent Neighbourhood Plan Group workshop.

3.3 The suggested structure illustrated in diagram at **Appendix A** includes a strategic Delivery Board which would be supported by a Project Team which in turn would be serviced by and would co-ordinate various project specific Working Groups. The latter would be created to deliver key outputs for the garden village project. The diagram also includes the suggested formation of garden village specific forums for landowners and developers together with a community and stakeholder forum. Alongside the garden village specific elements, the diagram shows a relationship to the existing Cullompton Neighbourhood Plan Group as well as the suggested creation of a Cullompton-wide Growth and Infrastructure Steering Group. The diagram also illustrates the potential relationships between the garden village specific and wider Cullompton bodies.

3.0 **PURPOSES, COMPOSITION AND REPORTING HIERARCHY FOR PROPOSED INITIAL GOVERNANCE ARRANGEMENTS.**

3.1 The table at **Appendix B** should be read alongside the proposed structure at **Appendix A**. It provides further information and proposals with regard to:

- The roles and responsibilities of each element of the proposed structure;
- A potential composition/membership of the group (not person specific);
- The likely reporting lines and relative position in any hierarchy; and

- Initial thoughts on how the group or forum might need to evolve (if at all) as the garden village and other Cullompton related projects progress.

3.2 Working Groups.

3.2.1 The table at **Appendix B** does not, at this stage, include detailed information on the various proposed garden village working groups. The diagram at **Appendix A** shows four garden village Working Groups. However, this is to indicate the requirement for this level of work and does not suggest that there will be a need for only 4 Working Groups. The exact number will need to be determined by the Culm garden village Project Team but will reflect the stage that the project has reached and its requirements at that time. It is likely that there will be a series of working groups delivering technical and other outputs consecutively over the life of the project. Initially, this is likely to be focussed around the master planning and infrastructure planning and related technical matters (transport, environment, drainage/flooding, viability/deliverability etc) but should also seek to include potential work streams related to the identified special attributes of Culm garden village to ensure the delivery of the things which will set this garden village apart from the norm and reflect the specific defining characteristics arising from its location and local context. These attributes are being identified and considered currently under a separate area of work but are likely to cover themes like: quality, character, delivery, innovation and sustainability.

3.3 Delivery Board.

3.3.1 The garden village Delivery Board will have the overall responsibility for delivery of the project. It will be accountable for the success of the project and have responsibility and authority for the project delivery. Its more specific proposed role and responsibilities are set out in **Appendix B**. It is likely that the Delivery Board will be required to meet at least quarterly to enable it to be well informed of progress and issues.

3.4 Project Team.

3.4.1 The garden village Project Team will focus on the day to day management and needs of the project and will manage and implement the project plan. It will identify and oversee the project Working Groups and to do so effectively is likely to need to meet at least monthly to generate and maintain momentum in the project. The Project Team will report to the Delivery Board. It should be noted that it is proposed to include representation in the Project Team from the Cullompton Neighbourhood Plan Group from the outset to reflect both the emphatic support for the garden village shown by this group and to enable the desired level of ongoing engagement as set out in the recently published report of the Cullompton Neighbourhood Planning workshop on maximising the benefits of the Cullompton Garden village initiative.

3.5 Forums and steering group.

3.5.1 Alongside the garden village Project Team it is proposed to establish 2 Culm garden village specific engagement forums – a landowner/ developer forum and a community and stakeholder forum to enable the circulation and

discussion of information and views amongst all of the key stakeholders. In addition, it is also proposed to establish a Cullompton Growth/Infrastructure/Regeneration Steering Group that addresses the fact that Cullompton has a wider growth agenda beyond the garden village (for example at NW Cullompton) and some common infrastructure demands and issues. This group would also consider Cullompton regeneration and enhancement initiatives.

- 3.6 The table at **Appendix B** identifies the initial composition and membership of the various elements of the proposed governance structure. It is worth noting that the initial proposals are heavily dominated by the public sector. However, this is just an initial position and it would be expected that as collaborative working on the garden village project starts to emerge and mature and once some of the roles and responsibilities for key tasks and questions about deployment of resources are addressed and agreed, the private sector in the form of relevant landowners and developers (or their advisors) will start to populate areas of the proposed governance and project management structure.
- 3.7 Community representatives in the form of Cullompton Town Council, Cullompton Neighbourhood Planning Group, Kentisbeare Parish Council have been sent a copy of these governance proposals in draft for comment and it has been discussed in a recent meeting with them. The proposals have also been discussed with the main land promoter currently engaged with the project and the Ward Members advised and asked for comments. Feedback has been positive with no major issues identified. One of the Ward Members has requested representation at Delivery Board level. Ward Member engagement has been envisaged principally via the community / stakeholder forum.

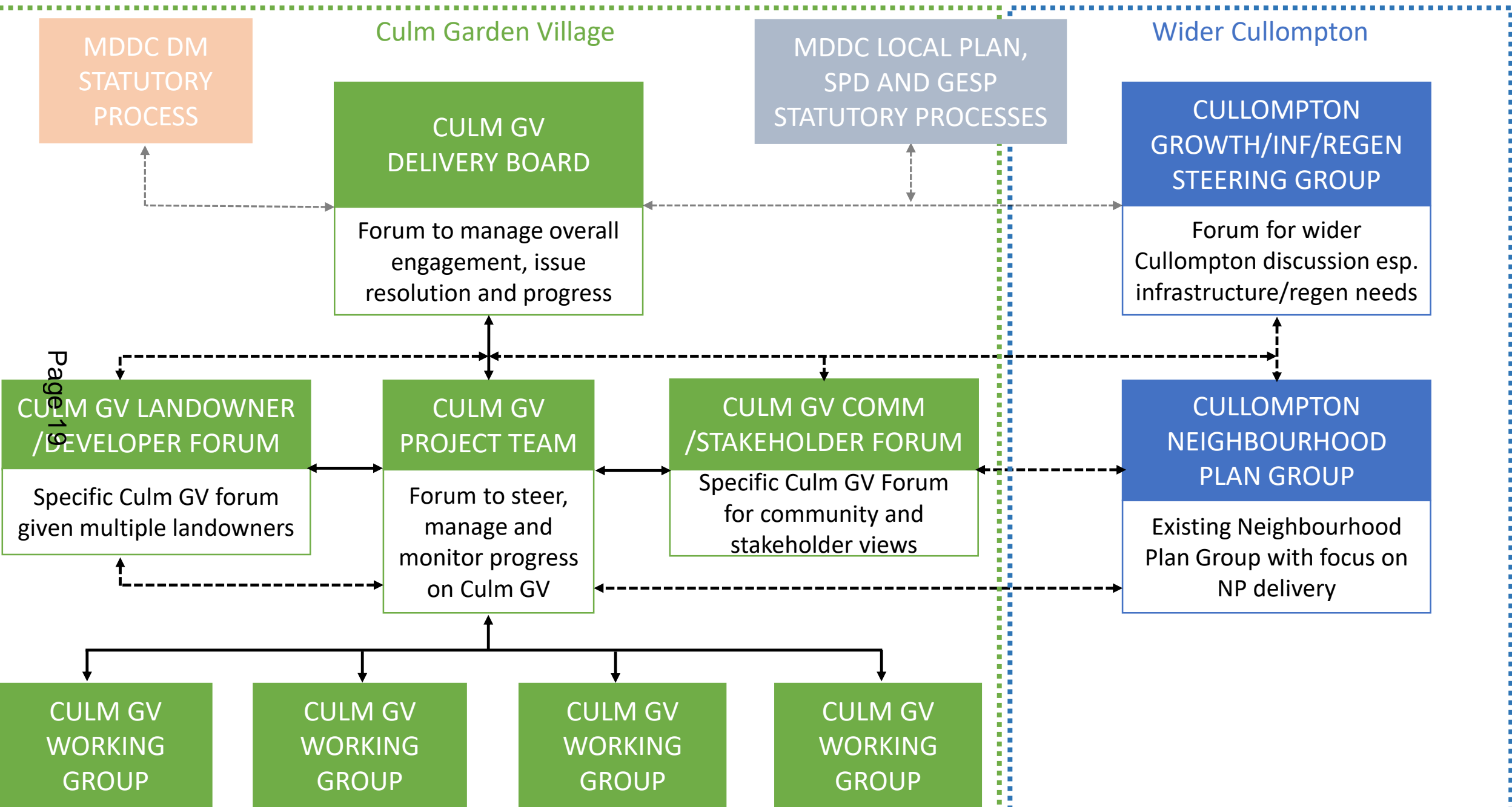
4. PLANNING POLICY ADVISORY GROUP.

4. The proposals were discussed at a meeting of the Planning Policy Advisory Group on 21st June 2107 at which Members resolved that the governance structure as proposed should be taken forward for consideration by Cabinet.
- 4.2 At the meeting, Planning Policy Advisory Group Members raised the following points:
- 4.2.1 There should be continued representation from stakeholders within the governance structure if the stakeholder forum ceases to operate.
- 4.2.2 Decisions taken at the stakeholder forum should be carried through to the final decision-making level.
- 4.2.3 The Planning Policy Advisory Group should continue to have a role in shaping policy for the garden village and there should be regular updates/discussions with the Planning Policy Advisory Group on work produced by the stakeholder and project groups.
- 4.2.4 The garden village project should be locally-led and not developer-led and there should be local involvement at all stages of the project.

- 4.2.5 The vision and over-arching principles must be established early, clearly set out in policy, and not watered-down.
- 4.2.6 Infrastructure requirements should be clearly set out and local groups should be involved in establishing these requirements.
- 4.2.7 Land value capture opportunities should be explored.
- 4.2.8 The Group supported the establishment of a wider Culllompton growth/ infrastructure/regeneration steering group to bring together initiatives across the town. Opportunities should also be sought to work with other authorities and learn from their experiences.
- 4.2.9 Mid Devon District Council’s involvement in managing the development, e.g. acting as master developer or buying and running the country park should be considered.

Contact for any more information	Tina Maryan, Area Planning Officer 01884 234336 tmaryan@middevon.gov.uk
Background Papers	Cabinet report 9 th June 2016 DCLG prospectus locally led garden villages, towns and cities https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508205/Locally-led_garden_villages_towns_and_cities.pdf Culm Garden village Expression of interest https://www.middevon.gov.uk/media/342814/culm-garden-village-mid-devon-eoi-submission_low-res2.pdf
File Reference	None.
Circulation of the Report	Councillor Richard Chesterton, Cabinet Member for Planning & Regeneration

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Group / Forum	Initial Purposes, Roles and Responsibilities	Initial Composition / Membership	Initial Reporting lines	Potential Future Evolution
<p>CULM GV DELIVERY BOARD Forum to manage overall engagement, issue resolution and progress</p>	<ul style="list-style-type: none"> Championing the GV and its delivery and reporting to respective corporate management teams and elected members to ensure corporate support and buy-in Setting the overall direction of the project/programme Monitoring overall progress Ensuring that appropriate resources are in place to deliver against the plan and programme Making decisions on strategic issues and resolving any 'showstoppers' 'Upwards' high level liaison into existing/emerging sub-regional forums 	<ul style="list-style-type: none"> MDDC Leader and Deputy Leader/Planning Portfolio Holder Lead Senior Officer(s) at MDDC Senior DCC representative Cullompton Town Council Mayor/Deputy Mayor Kentisbeare PC Chairman HCA representative HoSWLEP representative 	<ul style="list-style-type: none"> Supported by Project Team Upwards liaison corporately and politically Draws from wider Cullompton Inf Steering Group and NP Group 	<ul style="list-style-type: none"> Setting up/changing into future delivery body/vehicle Potentially to include landowner/developer representative(s) once delivery roles and responsibilities defined
<p>CULM GV PROJECT TEAM Forum to steer, manage and monitor progress</p> <p>Page 21</p>	<ul style="list-style-type: none"> 'Hands on' steering and managing the project to achieve required master planning, policy, spatial and delivery outcomes (once all defined) Identifying any potential showstoppers/risks as they arise and reporting to the Delivery Board on potential solutions Formulating, monitoring and keeping up to date an overall project plan, including key tasks and milestones Reporting and making recommendations to the Delivery Board Co-ordinating consultation with other parties and stakeholders, including the public, Cullompton Town Council and Neighbourhood Plan Group, Kentisbeare PC, statutory agencies and Govt Agencies and Depts (eg HCA, DCLG, DfT, EA, HE, Network Rail HoSWLEP) Co-ordinate liaison with and input to Cullompton Growth/Inf Steering Group Consider and agree the emerging Master Plan SPD and Future 2050 MP and ensure the outputs from the required technical Working Groups are integrated to support a robust, comprehensive, sustainable and deliverable master plan (eg issues on vision, GV attributes, delivery, viability, funding, housing, transport, employment, etc) Identify potential funding opportunities and develop proposals to help secure progress at CGV Managing GV capacity funding to deliver the project Identify, consider and decide on potential delivery mechanisms/vehicles for CGV delivery Identify and secure engagement from landowners and developers and other key stakeholders not regularly attending the meetings. To consider the best organisations to engage and appoint where required, eg consultants, advisors, developers. 	<ul style="list-style-type: none"> Lead officer(s) at MDDC and DCC in terms of Planning and Transport and related advisors Technical Leads for aspects of the project as they evolve and are defined – initially likely to be focussed on master planning Representative from Cullompton Neighbourhood Plan /Town Council 	<ul style="list-style-type: none"> Reports to Delivery Board Draws from Developer and Landowner Forums and wider Cullompton Inf Steering Group and NP Group Directs Culm GV WGs 	<ul style="list-style-type: none"> To include key members of landowner/developer team(s) once delivery roles and responsibilities (eg master planning approach) defined
<p>CULM GV COMM/STAKEHOLDER FORUM Specific Culm GV forum for community and stakeholder views</p>	<ul style="list-style-type: none"> Engagement with communities on Culm GV issues including involvement in vision, design principles and exploring the possibilities for community ownership (i.e. longer term stewardship of assets). Engagement with key stakeholders (including infrastructure and utilities providers) on Culm GV matters including vision, design principles, key 'asks' of the project and opportunities for additional support/input 	<ul style="list-style-type: none"> Lead officers/advisors from MDDC and DCC Community reps including Town Council, NP Group, Kentisbeare PC CCA Fields representative Ward Member(s) Relevant County Councillor Other identified Culm GV key stakeholders (utilities – water, energy, waste; transport companies, health providers, sports and social etc) 	<ul style="list-style-type: none"> Informs and draws from Culm Project team, Delivery Board and wider Cullompton Inf Steering Group 	<ul style="list-style-type: none"> Potential for forum to not be required in current guise once scope of key working groups is established and key stakeholders potentially inputting via that route as well as the potential for key community group voices to also be included in other aspects of the governance. Potentially evolve into general public forum Further proposals to be provided via stakeholder and engagement strategy work

<p>CULM GV LANDOWNER/ DEVELOPER FORUM Specific Culm GV forum given multiple landowners</p>	<ul style="list-style-type: none"> Engagement with various landowner and developer interests at Culm GV to seek consensus and buy in on approach to Culm GV project from master planning through to delivery to enable effective progress Resolution of landowner project related issues 	<ul style="list-style-type: none"> Lead officer/advisor from MDDC and DCC Landowner / developer reps 	<ul style="list-style-type: none"> Informs and draws from Culm Project Team, Delivery Board and wider Cullompton Inf Steering Group 	<ul style="list-style-type: none"> Potential for forum to change scope if key members of landowner/developer team(s) take roles in Project Team or other aspects of the structure once delivery roles and responsibilities (eg master planning approach) defined
<p>CULM GV WORKING GROUPS</p>	<ul style="list-style-type: none"> Identifying the requirements and scope for their technical work stream related to the overall project plan and progression of the Culm GV project, often on a task and finish basis related to key outputs and deliverables. Report progress to the Project Team Specific roles and responsibilities will be defined as the project progresses but likely to initially be focussed on the master planning and infrastructure delivery planning work alongside development of aspects of the identified key Culm GV special attributes 	<ul style="list-style-type: none"> Lead officer/advisor from MDDC and/or DCC Potential for collaborative input from landowner developer teams 	<ul style="list-style-type: none"> Report to Culm GV Project Team 	<ul style="list-style-type: none"> Scope and number of working groups likely to change over the course of the project, related to needs and requirements.
<p>CULLOMPTON GROWTH/INFRASTRUCTURE STEERING GROUP Forum for wider Cullompton discussion with an infrastructure focus</p>	<ul style="list-style-type: none"> Generate inclusive discussions and sharing of views for the future growth of Cullompton including Culm GV, NW Cullompton, Cullompton town centre, regeneration and other projects Identify common infrastructure requirements and solutions Identify priorities for local delivery Scope potential additional delivery approaches and funding routes Provide updates to attendees on progress of growth and related projects Cullompton-wide 	<ul style="list-style-type: none"> Potentially wide membership Potential to include similar attendees to the Culm GV Landowner and Comm/Stakeholders Forums with the addition of landowner developer interests from other Cullompton schemes (eg NW Cullompton). Lead officers/advisors from MDDC and DCC 	<ul style="list-style-type: none"> Draws from and informed by rest of Governance structure 	<ul style="list-style-type: none"> Potential to streamline membership as infrastructure requirements and delivery mechanisms are established and implemented and master planning and other processes gather pace
<p>CULLOMPTON NEIGHBOURHOOD PLAN GROUP Existing NP Group with focus on NP delivery</p>	<ul style="list-style-type: none"> As per existing remit for delivery of Cullompton Neighbourhood Plan 	<ul style="list-style-type: none"> As per existing membership 	<ul style="list-style-type: none"> Draws from and informed by rest of Governance structure 	<ul style="list-style-type: none"> None anticipated at this stage

MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

July/August 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 12th Jul 2017</p>	<p>Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242</p>		<p>Open</p>
<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>	<p>Environment Policy Development Group</p> <p>Cabinet</p>	<p>11 Jul 2017</p> <p>3 Aug 2017</p>	<p>Joe Scully, Operations Manager Tel: 01884 234339</p>	<p>Cabinet Member for the Environment (Councillor Karl Busch)</p>	<p>Open</p>
<p>Devon District Council's Joint Safeguarding Policy</p>	<p>Community Policy</p>		<p>Jill May, Director of Corporate Affairs</p>	<p>Cabinet for the Working</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>and MDDC Guidance and Procedures</p> <p>Annually or whenever there is a change in the legislation.</p>	<p>Development Group</p> <p>Cabinet</p>	<p>1 Aug 2017</p> <p>31 Aug 2017</p>	<p>and Business Transformation Tel: 01884 234381</p>	<p>Environment and Support Services (Councillor Margaret Squires)</p>	
<p>Town and Parish Charter</p> <p>To undertake a four yearly review the Town and Parish charter</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 Member for Community Well Being (Councillor Colin Slade)</p>	<p>Open</p>
<p>Local Enforcement Policy (post consultation)</p> <p>Report of the Head of Planning and Regeneration following the consultation process</p>	<p>Cabinet</p> <p>Council</p>	<p>3 Aug 2017</p> <p>30 Aug 2017</p>	<p>Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)</p>	<p>Open</p>
<p>Vinyl Flooring Renewal Contract 2017-2021</p> <p>To consider the outcome of the tender process for the</p>	<p>Cabinet</p>	<p>31 Aug 2017</p>	<p>Andrew Pritchard, Director of Operations Tel: 01884 234950</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Fully exempt</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)
Vinyl Flooring Renewal Contract from 2017-2021					
Tiverton Town Centre Masterplan 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.	Cabinet	31 Aug 2017	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Gypsies and Travellers Policy To receive a report regarding a policy for Gypsy and Travellers.	Community Policy Development Group Cabinet Council	26 Sep 2017 26 Oct 2017 13 Dec 2017	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Community Engagement Strategy 2016-17 Report updating Members on progress made with the Community Engagement	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)
Action Plan (2015-16) and to review the strategy and focus for 2016-17.					
<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	28 Sep 2017	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt
<p>Strategic Land Issues</p> <p>To receive a report of the Director of Finance, Assets and Resources advising on responses to the Town Centre Masterplanning.</p>	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>
<p>ICT Strategy</p> <p>Report of the Head of Customer Services regarding</p>	Cabinet	28 Sep 2017	Liz Reeves, Head of Customer Services Tel: 01884 234371	Cabinet Member for Community Well Being (Councillor Colin	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)
a review of the ICT Strategy				Slade)	
<p>Half Yearly Investment Performance and Review of Treasury Management Strategy</p> <p>Report regarding treasury performance during the first 6 months of the 2017/18 financial year.</p>	Cabinet	26 Oct 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
<p>Medium Term Financial Plan</p> <p>Report producing an updated Medium Term Financial Plan taking into account the Council's key strategies.</p>	Cabinet	26 Oct 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
<p>Draft 18/19 General Fund and Capital Programme</p> <p>Report considering options available in order for the Council to set a balanced budget for 2018/19</p>	Cabinet	26 Oct 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	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)
<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>	<p>Environment Policy Development Group</p> <p>Cabinet</p>	<p>7 Nov 2017</p> <p>23 Nov 2017</p>	<p>Joe Scully, Operations Manager Tel: 01884 234339</p>	<p>Cabinet Member for the Environment (Councillor Karl Busch)</p>	<p>Open</p>
<p>Review of Bereavement Services</p> <p>To receive a report regarding review of Bereavement Services, to include National Assisted Burials</p>	<p>Environment Policy Development Group</p> <p>Cabinet</p>	<p>7 Nov 2017</p> <p>23 Nov 2017</p>	<p>Joe Scully, Operations Manager Tel: 01884 234339</p>	<p>Cabinet Member for the Environment (Councillor Karl Busch)</p>	<p>Open</p>
<p>Council Tax Reduction Scheme</p> <p>Report regarding a scheme for 2018</p>	<p>Cabinet</p> <p>Council</p>	<p>23 Nov 2017</p> <p>13 Dec 2017</p>	<p>Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242</p>	<p>Cabinet Member for Finance (Councillor Peter Hare-Scott)</p>	<p>Open</p>
<p>Greater Exeter Strategic Plan</p> <p>To consider a report of the Head of Planning, Economy and Regeneration regarding</p>	<p>Cabinet</p> <p>Council</p>	<p>23 Nov 2017</p> <p>13 Dec 2017</p>	<p>Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Richard)</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)
a draft strategic plan.				Chesterton)	
Corporate Anti Social Behaviour Policy 4 yearly review	Community Policy Development Group Cabinet	28 Nov 2017 4 Jan 2018	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing (Councillor Ray Stanley)	Open
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
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 Capital Programme	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

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>National Non - Domestic Rates</p> <p>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.</p>	Cabinet	1 Feb 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
<p>Policy Framework</p> <p>Report outlining the Policy Framework for the year</p>	Cabinet Council	1 Feb 2018 21 Feb 2018	Stephen Walford, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Clive Eginton)	Open
<p>Establishment</p> <p>Report outlining the overall structure of the Council</p>	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

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Agenda Item 9.

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