

# Public Document Pack

Mid Devon District Council

## Community Policy Development Group

Tuesday, 26 September 2017 at 2.15 pm  
Exe Room, Phoenix House, Tiverton

Next ordinary meeting  
Tuesday, 28 November 2017 at 2.15 pm

Those attending are advised that this meeting will be recorded

## Membership

Cllr Mrs E M Andrews  
Cllr Mrs A R Berry  
Cllr F W Letch  
Cllr Mrs E J Slade  
Cllr Mrs H Bainbridge  
Cllr Mrs G Doe  
Cllr B A Moore  
Cllr R J Dolley  
Cllr Mrs C P Daw

## A G E N D A

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

### 1 **Apologies and Substitute Members**

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

### 2 **Public Question Time**

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

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

### 3 **Minutes of the Previous Meeting** (*Pages 5 - 10*)

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

### 4 **Chairmans Announcements**

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

5 **Air Quality** (Pages 11 - 52)

To receive a report regarding the final version of the statutory Air Quality Action Plan 2017-21 for the district for consideration.

6 **Broadband - presentation on recent bid submission**

To receive a verbal presentation from the Economic Development Officer.

7 **Customer Services and the impact of closing surgeries at Cullompton and Crediton** (Pages 53 - 54)

The Scrutiny Committee at its meeting in July recommended that Council be asked to look at the idea of diminishing the level of face to face services at Phoenix House to allow for one session a month to be provided at Crediton and Cullompton. At Council on 30 August following discussion and upon a vote being taken, the recommendation was declared to have been carried. The Community PDG were asked to take this forward. A document is attached for consideration.

8 **Performance and Risk** (Pages 55 - 66)

To receive a report for noting regarding performance against the corporate plan and local service targets for 2017-18 as well as providing an update on the key business risks.

Note – any questions relating to this report should be submitted to the clerk in advance of the meeting date.

9 **Financial Monitoring** (Pages 67 - 84)

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

Note – any questions relating to this report should be submitted to the clerk in advance of the meeting date.

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

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

Six monthly update Leisure  
Six monthly update Public Health  
Community Cohesion  
Town and Parish Charter  
Devon County Council Public Health

Community Safety Partnership Plan  
Corporate Anti-Social Behaviour Policy  
Cabinet Member report – Community Well Being  
Gypsy and Traveller Illegal Encampments

**Stephen Walford**

Chief Executive

Monday, 18 September 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 Julia Stuckey on:

Tel: 01884 234209

E-Mail: [jstuckey@middevon.gov.uk](mailto:jstuckey@middevon.gov.uk)

Public Wi-Fi is available in all meeting rooms.

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## MID DEVON DISTRICT COUNCIL

**MINUTES** of a **MEETING** of the **COMMUNITY POLICY DEVELOPMENT GROUP**  
held on 1 August 2017 at 2.15 pm

### **Present**

**Councillors** B A Moore (Chairman)  
Mrs H Bainbridge, Mrs A R Berry,  
Mrs C P Daw, Mrs G Doe, R J Dolley,  
F W Letch and Mrs E J Slade

### **Apologies**

**Councillor(s)** Mrs E M Andrews

### **Also Present**

**Councillor(s)** R F Radford and C R Slade

### **Also Present**

**Officer(s):** Jill May (Director of Corporate Affairs and Business Transformation), Andrew Pritchard (Director of Operations), Rob Fish (Principal Accountant), Catherine Yandle (Internal Audit Team Leader), Kevin Swift (Public Health Officer) and Julia Stuckey (Member Services Officer)

## 13 **APOLOGIES AND SUBSTITUTE MEMBERS**

Apologies were received from Cllr Mrs E M Andrews. Members of the Group asked that their best wishes be sent to Cllr Mrs Andrews who was celebrating her 90<sup>th</sup> Birthday.

## 14 **PUBLIC QUESTION TIME**

There were no members of the public present.

## 15 **MINUTES OF THE PREVIOUS MEETING**

The Minutes of the last Meeting of the Group were approved as a correct record and **SIGNED** by the Chairman.

## 16 **CHAIRMANS ANNOUNCEMENTS**

The Chairman reminded Members that the next meeting of the Group would be held at Crediton.

The Chairman explained that an informal meeting (workshop) had been put in place for Monday 21<sup>st</sup> August at which Members were invited to bring ideas for future agenda items. The implementation of this workshop followed the Peer Review and a paper from the Chief Executive in which it was proposed that Members be more involved in making policy.

## 17 PARKS AND OPEN SPACES 10-YEAR MANAGEMENT PLANS AND DESIGN PRINCIPLES

At its meeting on the 11 July 2017 the Environment PDG had before it a discussion paper regarding parks and open spaces. The Group resolved to ask the Community PDG to discuss the paper with regard to the health and wellbeing of families using open spaces, in particular to section 8 concerning play areas. The Environment PDG would debate the matter again at its meeting on 5 September and would take the views of the Community PDG into consideration when so doing.

The Director of Operations explained that the report \* the Group had before it had been produced as a discussion paper to enable the formulation of policy for open spaces over the next 10 years. The Environment PDG had asked the Group to give particular consideration to the built environment which included areas such as pathways, benches and play areas. The officer stressed that the health, safety and wellbeing of children was of paramount importance and for example in the case of fencing around play areas, would always be replaced if required for those reasons. The officer also asked Members to consider whether or not the Play England document referred to within the report should be used as a reference point.

Discussion took place regarding:

- Assurance that when necessary for health, safety and wellbeing reasons play areas would continue to be fenced;
- Concerns regarding a specific play area which would be addressed outside of the meeting;
- The importance of consultation prior to works being undertaken in open spaces and parks;
- When items such as fencing or benches were removed the area must be left in a safe state;
- The use of wild flowers and indigenous trees;
- The fact that it was sometimes necessary to remove trees if they were in the wrong location and a request for replacement trees to be planted elsewhere when this happened;
- Headstone runners at the cemeteries and the fact that these would prevent health and safety issues regarding headstones.

It was **RESOLVED** that the Environment PDG be asked to ensure that the Parks and Open Spaces 10 Year Management Plan be clear that:

- a) Play areas must be fenced when necessary for health and safety reasons, as the health, safety and wellbeing of children was of paramount importance:
- b) Play England criteria be used;

- c) When work was undertaken to remove fences or other items such as benches, the work must be undertaken safely and no hazards left:
- d) That communication and clear consultation must take place with all parties being updated.

(Proposed by Chairman)

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

## 18 PERFORMANCE AND RISK

The Group had before it and **NOTED** a report \* from the Director of Corporate Affairs & Business Transformation, providing Members with an update on performance against the Corporate Plan and local service targets for 2017-18 as well as providing an update on the key business risks.

The Audit Team Leader informed Members that the number of performance indicators for the area within the remit of the Group had reduced and asked that they let her know if there were any areas that they would like further information for in future.

Performance indicators for Leisure Services had been removed from the report. The Director of Operations explained that this was due to the commercial sensitivity of the information provided. It was **AGREED** that in future the performance indicators for Leisure would be provided in Part II to allow Members to review performance without risk to the Leisure business.

Discussion took place regarding:

- The plant rooms at the Leisure Centres and the level of risk;
- Potential car parking overcrowding at leisure centres and measures that had been put in place to prevent inappropriate parking in disabled bays, mother and baby bays and on yellow lines;
- Whether the hoped for success of the extension at Exe Valley could result in further parking issues.

Consideration was given to the need to look at other means of promoting health and wellbeing, which was a Corporate Aim, as well as by use of the Leisure Centres. It was **AGREED** that the Audit Team Leader be tasked to provide a performance indicator regarding other methods of improving health and wellbeing within the District.

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

## 19 REVENUE AND CAPITAL OUTTURN 2016/17

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

The Principal Accountant informed Members that the annual accounts had been presented to the Audit Committee on 17 July, and that the authority was amongst the first in the country to do so. The accounts team were dependant on the entire organisation providing timely information in order for this to happen.

The officer informed the Group that both the General Fund and the Housing Revenue Account were under budget at year end. He highlighted collection rates which were good and informed Members that reserves had been increased in order to provide a buffer for future uncertainty.

Areas within the remit of the group with significant variances included Planning and Regeneration which held a favourable position of £390k. This was mainly due to successful grant applications and those funds had been placed in earmarked reserves for future spend. Revenues and Benefits showed a favourable variance, mainly due to effective recovery of overpayments and Government subsidy. Leisure Services showed an adverse variance, as had been indicated throughout the year by means of financial monitoring, mainly due to the management restructure and a challenging income budget.

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

## 20 TRIM TRAILS

The Public Health Officer provided a verbal update regarding progress with trim trails.

The officer informed Members that he had been in discussion with the Planning Service and had an agreement in principle that funding would be allocated for a Trim Trail in Tiverton. The intention was to start with one Trim Trail to allow for assessment of usage and suitability of equipment.

Initial plans were to site a couple of pieces of equipment in each of the Tiverton parks, Westexe, Amory, Peoples and the Canal, creating a loop to the Leisure Centre. The Trail needed to be accessible and appropriate for all age and ability groups to use.

Discussion took place regarding:

- Placing of the trail and ensuring it was accessible as well as not being so public that people would feel uncomfortable using it;
- The possibility that the public would use the equipment rather than join the gym and the implications for the Leisure Service;
- Trim Trails were within the Conservative Manifesto from the last election. It was intended that they would be throughout the district but Tiverton was being used as an initial trial;
- Basic equipment would not involve expensive maintenance in the way that equipment with moving parts would;
- Other areas that already had trim trails.



The officer would report the progress of this project to future meetings of the Group.

21 **DEVON DISTRICT COUNCIL'S JOINT SAFEGUARDING POLICY AND MDDC GUIDANCE AND PROCEDURES**

The Group had before it a report\* from the Director of Corporate Affairs & Business Transformation and Corporate Safeguarding Lead Officer updating Members on the Joint Devon District Wide Safeguarding Policy along with MDDC guidance and procedures.

The Director explained that the Lead Safeguarding Officer had been working with the Devon Districts to review the adopted joint Devon Safeguarding Policy.

The Lead Safeguarding Officer informed Members that the MDDC guidance and procedures for Safeguarding Children and Adults at Risk had been updated. The policy had been amended to include new information in terms of Child Exploitation and Online Protection, Radicalisation and Prevent.

The officer explained the actions that had been taken to increase awareness of the Safeguarding Policy.

It was **RECOMMENDED** that Cabinet approve the Devon District Councils joint Safeguarding Policy (Appendix A) and the MDDC guidance and procedures (Appendix B).

(Proposed by the Chairman)

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

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

Customer Services and the impact of closing surgeries at Cullompton and Crediton  
Financial Monitoring  
Performance and Risk  
Air Quality  
Community Engagement Strategy  
Gypsy and Traveller Policy  
Town and Parish Charter

(The meeting ended at 3.36 pm)

**CHAIRMAN**

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**COMMUNITY PDG  
26 SEPTEMBER 2017**

## **AIR QUALITY ACTION PLAN UPDATE**

**Cabinet Member(s):** Cllr Margaret Squires and Cllr Colin Slade  
**Responsible Officer:** Simon Newcombe, Public Health and Professional Services Manager

**Reason for Report:** To provide the final version of the statutory Air Quality Action Plan 2017-21 for the district for consideration.

**RECOMMENDATION:** That the PDG recommend that Cabinet approve the proposed Air Quality Action Plan as attached in Annexe 2.

**Relationship to Corporate Plan:** The Air Quality Action Plan aligns with and directly supports a number of key themes in the Corporate Plan as follows:

- *Priority 1 Economy: Aim (other) - Act as a champion to improve local rail services*
- *Priority 2 Homes: Aim 3 - Ensure consideration is given to the public health impact of every development*
- *Priority 4 Environment: Aim 2 – Reduce our carbon footprint; Aim 3 Protect the natural environment*
- *The district Public Health Plan is a priority project within the Corporate Plan and air quality is a priority health inequality identified with the adopted plan*

**Financial Implications:** As per previous PDG reports provided in March and June 2017, the plan will encompass measures ranging from small-scale initiatives through to major infrastructure projects such as the Cullompton relief road. As such, the plan will be delivered through a variety of different mechanisms including the Local Plan Review and planning obligations such as s106 and Community Infrastructure Levy (CIL) in addition to Government infrastructure funds and the Devon County Local Transport Plan (LTP 3). There may also be opportunities to bid into future Air Quality Grant funding nationally though this is not certain.

As measures are formalised then these will be further assessed and provisional implementation costs identified where these costs are not already known. Major infrastructure proposals for example will be included in the Local Plan Review Infrastructure Plan and will outline estimated costs. Overall, greater clarity on funding for specific measures and the plan overall will emerge once the timeline for Local Plan

Review examination and adoption is known and from further consultation with Devon County Council in respect of the emerging LTP3.

**Legal Implications:** As per previous reports, the adoption and implementation of an Air Quality Action Plan (where an authority has designated one or more Air Quality Management Areas) is a statutory requirement under the Environment Act 1995 Local Air Quality Management (known as the LAQM regime). Under the regime, Local Authorities therefore have a duty to pursue measures which are designed to improve air quality. The thresholds for air pollution are set out in statutory UK Air Quality Objectives which in turn duplicate EU limit values and binding air quality standards.

Nationally, the UK is currently subject to EU infringement proceedings due to non-compliance with EU air quality standards (evidenced locally in the two formal Air Quality Management Areas in the district). Given that EU requirements are enshrined in turn into UK law means that the Localism Act allows the Government (DEFRA) to recharge LA's with the cost of meeting these standards if it chooses to do so.

The remodelled statutory Government guidance to the LAQM regime places greater emphasis on delivery of effective intervention mechanisms to improve existing hot-spots and mitigate for the effects of new development and any new public exposure to poor air quality.

**Risk Assessment:** As per previous reports in addition to meeting our statutory duties and the risk of financial penalties under the Localism Act if we fail to do so (see above), a failure to make improvements to air quality would be directly contrary to our adopted Public Health plan. Therefore, we would not address a priority health inequality target locally. Furthermore, the successful implementation of an Air Quality Action Plan underpinning relevant Local Plan policies is essential to mitigate against the impact of significant new development district-wide and to deliver the wider community infrastructure benefits.

Given the inherent requirement to have planning obligation measures in place in order to deliver major parts of the plan then the successful implementation of the Air Quality Action Plan should be considered against the risks of an extended timeline for the Local Plan Review and the potential risk that the Local Plan is not found sound.

Air quality has an increasingly high profile in terms of both local and national policy in addition to wider reporting of the issue across regional and national media. In turn is generating public awareness beyond local communities within our specific AQMA areas. A failure to implement and deliver an effective Action Plan should also be viewed in this context in addition to our core statutory responsibilities.

**Equality Impact Assessment:** No equality issues identified in this report.

## 1.0 **Timeline and progress**

- 1.1 Since the previous PDG update report (July 2017) we have received further comments from Devon County Transport and Planning. Both the Highways Development Management Officer (Mid Devon District) and Planning Team were happy with the content, however, have not yet made comment on the final version (deadline for comments is 31 August 2017 and a verbal update will be provided to members).
- 1.2 Our internal Forward Planning and Development Planning teams have provided guidance and content throughout the plan.

## 2.0 **Key issues/concerns/developments**

- 2.1 One consideration is that many of the measures in the plan are dependent upon sufficient funds being made available through s106/CIL payments making timelines for completing projects difficult to ascertain.

## 2.0 **Air Quality Action Plan structure and format**

- 3.1 As discussed in the previous update report, the combined updated Action Plan looks somewhat different from the current plans produced separately in 2006 and 2009 for each AQMA respectively. A recent Government (DEFRA) review of the Local Air Quality Management regime implemented introduced new assessment requirements and statutory reporting templates including a revised mandatory format for statutory Air Quality Action Plans (AQAP).
- 3.2 Consequently, following the prescribed format, the Action Plan therefore sets out the current air quality context, our policy and drivers to improve air quality including those under a public health and planning context. It will also set out our stakeholder engagement and consultation work in developing the plan in addition to outlining the plan measures. In order to aid EU reporting, these measures are required to be set out under specific headings and classifications.

#### 4.0 **Next steps**

- 4.1 Consultation on the final version of the AQAP has been carried out and includes the Leadership team, forward planning and development management, relevant town councils, Public Health and Transport & Planning at Devon County and the Exeter City Council.
- 4.2 For the final plan to be adopted then it requires Cabinet approval and subsequently the signature of the Council Chief Executive. The approved version is then forwarded to DEFRA to update the overarching national air quality management plan.

#### 5.0 **Recommendation**

- 4.2 The Community PDG to consider the Action Plan and recommend it for approval by Cabinet.

**Contact for more Information:** Kevin Swift (Public Health Officer), 01884 244625 [kswift@middevon.gov.uk](mailto:kswift@middevon.gov.uk) and Simon Newcombe (Public Health and Professional Services Manager) 01884 244615 [snewcombe@middevon.gov.uk](mailto:snewcombe@middevon.gov.uk)

#### **Circulation of the Report:**

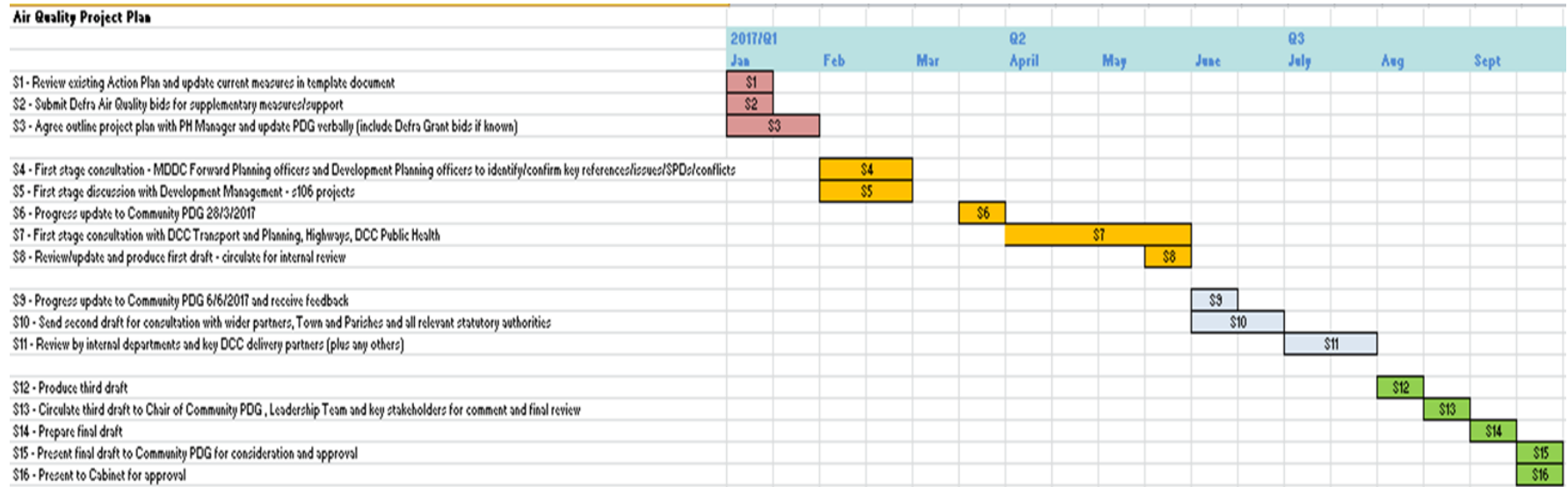
Cabinet Members with responsibility for Public Health (Cllr Margaret Squires) and Community Well-being (Cllr Colin Slade)  
Members of the Community Policy Development Group  
Leadership Team

#### **List of Background Papers:**

Environment Act 1995, available at <http://www.legislation.gov.uk/ukpga/1995/25/contents>

Statutory Local Air Quality Management Policy and Technical Guidance LAQM.PG16 and LAQM.TG16, available at <https://laqm.defra.gov.uk/supporting-guidance.html>

# Annexe 1 – Outline project timeline



## **Annexe 2 – Air Quality Action Plan**





# Mid Devon District Council Air Quality Action Plan

In fulfilment of Part IV of the  
Environment Act 1995  
Local Air Quality Management

September 2017



Local Authority Officer	Simon Newcombe
Department	Public Health and Regulatory Services
Address	Phoenix House, Phoenix Lane, Tiverton, Devon EX16 6PP
Telephone	01884 255255
E-mail	<a href="mailto:snewcombe@middevon.gov.uk">snewcombe@middevon.gov.uk</a> or <a href="mailto:health@middevon.gov.uk">health@middevon.gov.uk</a>
Report Reference number	MDDCAQAP2017
Date	September 2017
Signed Leader of Cabinet	
Signed Chief Executive	

## Executive Summary

This Air Quality Action Plan (AQAP) has been produced as part of our statutory duties required by the Local Air Quality Management framework. It outlines the action we will take to improve air quality in Mid Devon 2017-2021.

This action plan replaces the previous action plan which ran from 2009 - 2016.

Projects delivered through the past action plan include:

- The Lords Meadows Link road at Crediton was completed in 2014. The link road reroutes traffic and provides an alternative route for traffic going to Tiverton. Early traffic data shows traffic flows using the road are close to modelled predictions and a significant proportion of HGVs and other traffic previously using Exeter Road to access the Lords Meadow Industrial Estate is now using the Link Road. All relevant monitoring locations in Exeter Road are now complying with the nitrogen dioxide (NO<sub>2</sub>) and PM<sub>10</sub> objectives.
- An extended bus service to allow access to new Tesco Superstore in Crediton.
- Intervention through the licensing regime to reduce vehicle emissions. From 1 April 2014 all vehicles on first use as a Hackney Carriage or Private Hire vehicles (taxis) can now no longer be more than five years old from the date of first registration (Hackney Carriage & Private Hire Licensing Policy April 2013, Section 2.9).
- In March 2010 there were approximately 168,000 concessionary bus passes issued in Devon (72% uptake of those over 60). This was subsequently replaced by the National Bus Pass scheme. The total population estimate is 79,200 for Mid Devon (2014 data) with the proportion aged over 65+ currently around 21%. This is the closest demographic profile data for comparison with the 60+ age eligibility criteria for the scheme and would equate to a conservative estimate of around 16,500 people with a pass locally.
- Since 2000, over 99% of schools (primary and secondary) in Devon have developed School Travel Plans and benefited from the grants available.
- Enhanced evening bus services to Tiverton - Services 1, 1A, 1B. There have been some reductions last year, but services introduced are still in place. The

enhanced services linked Tiverton with Willand, Cullompton, Bradninch, Broadclyst, Whipton and on to Exeter.

- The introduction of the ECO Stars scheme; this targets vehicle emissions and was introduced in Mid Devon in October 2010. It is a scheme run by a private company, TTR Ltd, who are specialists in this area. The scheme is focussed on HGV, buses and fleet operators (including taxis) and provides a fuel management and operational efficiency support programme, designed to help operators reduce fuel consumption, thereby improving air quality through reducing particulate emissions and vehicle carbon. The Mid-Devon scheme ran from October 2010 to December 2012, funded from a central government (DEFRA) Air Quality grant. At completion in December 2012 the scheme had 19 members. Mid-Devon benefited from the programme-wide activity across the UK, which included ongoing recruitment of multi-location based transport operators with a strong presence in the Mid-Devon area, even after completion of the original project recruitment phase. Consequently, at the beginning of the new Devon-wide Scheme in October 2015, membership from the original Mid-Devon scheme was carried over, giving the new Devon scheme a solid starting point of 44 members. As at July 2017 there were 53 companies enrolled in the scheme covering some 2,053 vehicles.
- The Crediton town-centre Milk Link Dairy boiler has converted from heavy fuel to gas. This significantly reduced fine particulate and NOx emissions which had the potential to impact the local population.
- To improve the flow of traffic through Cullompton a number of road improvements have been made, namely:
  - The Station Rd and Higher Road junction improvement scheme introduced in 2013.
  - The right turn prohibition from Tiverton Road to Fore Street order trialled in 2013 was, made permanent in 2014.
  - The parking management changes for Fore Street and High Street introduced 2014.

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- The introduction of Euro V engines as standard on buses along the Culm Valley route; a programme that now sees the introduction of Euro VI compliant vehicles for new double-deckers.
- The delivery of a direct bus route to Exeter via the M5 and Sowton/Exeter Business Park. This was completed and introduced as Service no.1.
- Funding for the Cullompton Railway Station reinstatement feasibility study. This is a £0.04M investment announced in August 2016 to work with Taunton Deane Borough Council to progress the ambition to extend the rail network.

## AIR QUALITY – Why it matters

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation between poor air quality and health inequalities<sup>1,2</sup>

The annual cost to the UK in tackling the health impact of particulate matter is estimated to be around £16 billion<sup>3</sup>. Mid Devon District Council is committed to ensuring poor air quality does not adversely impact health.

We have developed actions that can be considered as 8 broad topics, namely:

- Alternatives to private vehicle use
- Freight and delivery management
- Policy guidance and development control
- Promoting low emission transport
- Promoting travel alternatives
- Transport planning and infrastructure
- Traffic management
- Vehicle fleet efficiency

Our priorities are:

1. To seek funding for transport infrastructure including the Cullompton distributor road, an additional M5 junction and Cullompton railway station
2. To reduce heavy goods vehicle emissions by encouraging partners to adopt the current ECO Stars scheme in all the districts within Devon. By introducing this on a regional level we will have greater impact on vehicles travelling across and within the District.
3. To conduct a personal reduction assessment program with schools close to the AQMAs that will assist in raising awareness and in updating their school travel plans including healthy walking routes to schools.
4. To work with Devon County Council and the key bus service providers to maximise patronage and link the bus routes more effectively.

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<sup>1</sup> Environmental equity, air quality, socioeconomic status and respiratory health, 2010

<sup>2</sup> Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

<sup>3</sup> Defra. Abatement cost guidance for valuing changes in air quality, May 2013

5. To work with Devon County Council to promote the use of the 'Co Bikes scheme' for residents travelling to Exeter and where possible expand into Mid Devon. Co-bikes provide an affordable, smart and easy electric cycle service for the city and beyond, using smart technology and mobile apps. Co-bikes is a public hire electric bike network in the UK and the first with a common smartcard for electric bikes and car club. It is an A-B bike hire service, where bikes can be hired and returned to any docking station on the Co-bikes network.
6. To improve the Electric Vehicle Charging Network through the installation of units at Council car parks, and other appropriate locations and ensure they are included in the design specifications for future housing developments (home charging).
7. To work with key partners to reconnect Cullompton to the national rail network.
8. To support local car sharing schemes and other local transport initiatives that minimise personal car use.
9. To adopt Local Plan Policies (Low Emission Strategies) and monitor their implementation in all future development applications.
10. To work with Devon County Council to expand and improve the local network of foot and cycle paths to facilitate a move towards walking or cycling as an alternative to car use for short to medium length journeys.
11. To work with Devon County Council, Town Councils and Parishes on parking, traffic flow, bus routes and traffic management issues to improve air quality.
12. To continue to monitor Mid Devon's two declared AQMAs and carry out mitigation strategies that will result in their removal from the register.

In this AQAP we outline how we plan to address air quality issues within Mid Devon. We recognise that there are a large number of air quality policy areas that are outside of our influence (such as vehicle emissions standards agreed in Europe), but for which we may have useful evidence, and as such we will continue to work with regional and central government on policies and issues beyond Mid Devon District Council's direct influence.

The plan will be delivered through a variety of different mechanisms including the Local Plan Review and planning obligations such as s106 and Community



Infrastructure Levy (CIL) in addition to Government infrastructure funds and the Devon County Local Transport Plan (LTP 3). Major infrastructure proposals for example will be included in the Local Plan Review Infrastructure Plan due for submission in March 2017 and will include estimated costs. Overall, greater clarity on funding for specific measures and the plan overall will emerge once the timeline for Local Plan Review examination and adoption is known and from further consultation with Devon County Council in respect of the emerging LTP3.

<https://www.middevon.gov.uk/media/342721/local-plan-review-2013-2033-proposed-submission-january-2017.pdf>

<https://www.middevon.gov.uk/media/342702/mddc-infrastructure-plan-dec-2016-draft-v2.pdf>

## **Responsibilities and Commitment**

This AQAP was prepared by the Public Health and Regulatory Services of Mid Devon District Council with the support and agreement of the following officers and departments:

Development Control, MDDC

Forward Planning, MDDC

Public Health, Devon County Council

Additional contributors:

Leadership Team, MDDC

Community Policy Development group

**This AQAP has been approved by: (Pending)**

Community Policy Development Group, MDDC

MDDC Leadership Team

Cabinet and Full Council, MDDC

Director of Devon Public Health

Transport and Planning, Devon County Council

This AQAP will be subject to an annual review, appraisal of progress and reporting to the Community Policy Development Group. Progress each year will be reported in

## Mid Devon District Council

the Annual Status Reports (ASRs) produced by Public Health and Regulatory Services, Mid Devon District Council, as part of our statutory Local Air Quality Management duties.

If you have any comments on this AQAP please send them to Simon Newcombe or Kevin Swift at:

Address: Mid Devon District Council, Phoenix House, Phoenix House, Tiverton,  
EX16 6PP

Telephone 01884 255 255

Email [health@middevon.gov.uk](mailto:health@middevon.gov.uk)

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## Introduction

This report outlines the actions that Mid Devon District Council will deliver between 2017-2021 in order to reduce concentrations of air pollutants and exposure to air pollution; thereby positively impacting on the health and quality of life of residents and visitors to the Mid Devon District area.

It has been developed in recognition of the legal requirement on the local authority to work towards Air Quality Strategy (AQS) objectives under Part IV of the Environment Act 1995 and relevant regulations made under that part and to meet the requirements of the Local Air Quality Management (LAQM) statutory process.

Some actions have been developed in partnership with the neighbouring district councils (Greater Exeter): Teignbridge, Mid Devon and East Devon and will be replicated in their Action Plans. A Greater Exeter Strategic Plan is also being prepared. This sits above the individual Local Authority Core Strategies, to guide development across Exeter, Mid Devon, East Devon and Teignbridge. It is expected that a first draft will be published in 2019.

This Plan will be reviewed every five years at the latest and progress on measures set out within this Plan will be reported on annually within Mid Devon District Council's air quality ASR.

## Summary of Current Air Quality in Mid Devon

Please refer to the latest ASR from Mid Devon District Council.

<https://www.middevon.gov.uk/media/342647/mddc-annual-status-report-2016.pdf>

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion

Mid Devon District Council has examined the results from its air quality monitoring in the district. Concentrations outside of the Air Quality Management Areas (AQMAs) in Crediton and Cullompton are all below the objectives at relevant locations.

Concentrations of nitrogen dioxide in Crediton (at the Exeter Road Station) during 2015 remained above the air quality objective (annual mean), however, the levels have dropped and there were no exceedances. Concentrations of particulate matter (PM<sub>10</sub>) for 2015 in Exeter Road, Crediton have again shown a further improvement and the level of exceedances have also stayed well below the objective confirming the opening of the Lords Meadow Link Road has removed sufficient traffic to reduce levels of particulate matter. We will continue to monitor for a further 12 months in this location and should the levels stabilise or continue to drop, consideration will be given to changing the parameters of the current AQMA.

The non-automatic (diffusion tube) monitoring data indicates that all locations in Mid Devon are below the annual objective but High Street, Crediton and Fore Street, Cullompton do remain close.

The Manor Hotel, Fore Street, Cullompton, had extremely bad data capture as the tube has been regularly missing again so these results should be considered spurious and we have discontinued monitoring at this location. However, starting from January 2015 another tube was located 20m down the road and has returned similar levels which are close to the objective.

An assessment of all relevant transport, industrial, commercial and domestic sources has not identified any new or significantly changed sources that will result in any potential exceedances of the air quality objectives.

# Mid Devon District Council's Air Quality Priorities and Drivers

## 1.1 Public Health Context

The Mid Devon District Local Public Health Plan is informed by the priorities set out in the Devon Joint Health and Well Being Strategy to address health inequalities and the district specific health surveillance data.

This data is set out in a range of clinical and health indicators measured against England, Regional and Devon averages and produced by Public Health England and Public Health Devon at Devon County Council. The full dataset for 2015/16 can be viewed at:

<http://www.devonhealthandwellbeing.org.uk/jsna/himp/>. (see Mid Devon Public Health Summary)

Air quality in parts of Mid Devon District is a cause for concern, as poor air quality is recognised as being damaging to health and quality of life. The Devon Public Health Outcomes Framework (PHOF) 3.01 indicates that the fraction of mortality associated with PM<sub>2.5</sub> is between 3.2 -4.0 (excluding Unitary Authorities). A mortality factor of 3.8 against a total of 8,817 deaths in the Devon County area equates to 335 deaths per annum (2015).

Mid Devon District Council has identified air quality as a local public health priority.

The Council designated the Air Quality Management Area for Crediton in September 2004 and an Air Quality Action Plan in 2006. The findings on air quality showed exceedances of Nitrogen Dioxide (NO<sub>2</sub>) in the High Street and exceedances of Nitrogen Dioxide (NO<sub>2</sub>) and particulates (PM<sub>10</sub>) along Exeter Road.

At Cullompton in 2006 the Council authorised making an Air Quality Management Order in respect of Nitrogen Dioxide (NO<sub>2</sub>) concentrations and formally designate an Air Quality Management Area (AQMA). Exceedances of an UK Air Quality Objective for nitrogen dioxide are currently being detected in parts of Station Road, Higher Street and Fore Street.

## 1.2 Planning and Policy Context

The National Planning Policy Framework (2012) notes that planning policies should sustain compliance with and contribute towards EU limit values or national objectives for pollutants taking into account the presence of Air Quality Management Areas and cumulative impacts on air quality from individual sites in local areas. The Mid Devon Local Plan currently includes:

- Core Strategy 2006-2026 (adopted 2007)
- Allocations and Infrastructure Development Plan Document (adopted 2010)
- Development Management Policies (adopted 2013)

<https://www.middevon.gov.uk/residents/planning-policy/mid-devon-local-plan/>

This adopted plan includes planning policies which support improvements to local air quality levels including through the provision of infrastructure, managing travel demand, and enhancing walking and cycling opportunities throughout the District.

Within Mid Devon there are two Air Quality Management Areas, Crediton and Cullompton. Planning policies ensure developments within, adjoining or affecting these Air Quality Management Areas provide measures to meet air quality objectives, taking into account the cumulative development impacts.

To improve the air quality in Cullompton Mid Devon District Council (MDDC) and Devon County Council (DCC) are supporting the implementation of a relief road. The relief road links the B3181/Millennium Way roundabout with the Duke Street / Meadow Lane junction and is located between Cullompton town centre to the west and the M5 to the east. It has been assessed as having a very high impact on air quality in the MDDC Air Quality Management Area Action Plan 2009. Other benefits include reduction in traffic noise along town centre routes and reduced congestion.

The relief road has also been included in the MDDC Core Strategy 2026 (adopted 2007) and the Devon and Torbay Local Transport Plan 3 2011 – 2026. Policy AL/CU/14 of the Allocations and Infrastructure Development Plan Document adopted 2011 requires the provision of a Relief Road linking Station Road to Meadow Lane. The provision of the relief road is identified as a measure that will have a very high benefit to improving air quality within the Cullompton Air Quality Management Area Action Plan 2009, a copy of which is on the Council's website.



<https://www.middevon.gov.uk/media/103608/cullompton-air-quality-action-plan-2009.pdf>

Since the development of the air quality action plan for Crediton a new link road, between Exeter Road southwest of Crediton to Lords Meadow Industrial Estate has diverted significant HDV/LDV traffic movements and some car traffic away from Exeter Rd.

Exeter Road is characterised by a narrow carriageway and a street canyon with properties and other street features very close to the kerbside. The result is frequent congestion, especially when large vehicles meet combined with poor dispersion conditions for pollutants. The fact that the road is on an incline also results in an increase in vehicle emissions due to increased engine workloads and reduced efficiencies.

Due to the narrow carriageway and historic buildings there are no traffic management options along Exeter Road. As a result, the link road offered a direct route into the Lords Meadow Industrial Estate for HGVs and other traffic thereby effectively bypassing Exeter Road within the town and other roads along the access route.

Concentrations of nitrogen dioxide in Crediton (at the Exeter Road Station) during 2015 remained above the air quality objective (annual mean), however, the levels have dropped and there were no exceedances. Concentrations of particulate matter (PM10) for 2015 in Exeter Road, Crediton have again shown a further improvement and the level of exceedances have also stayed well below the objective confirming the opening of the Lords Meadow Link Road has removed sufficient traffic to reduce levels of particulate matter.

Tiverton does not have an AQMA however significant housing development is proposed to the east of the town with the potential to have an impact on air quality within the town and more widely. The Allocations and Infrastructure Development Plan Document of 2011 (Policy AL/TIV/5) is committed to ensuring the impact of development through the delivery of the Tiverton EUE does not result in poor air quality. Mitigation measures are required through Policy AL/TIV/5 that are further supported by Policy DM6 of the Local Plan Part 3 (dated 2013). A guiding principle (C7e) of the Adopted Tiverton Eastern Urban Extension Masterplan ensures air quality will not be detrimentally affected and mitigation measures (as appropriate) are incorporated.

As such, planning conditions currently attached to outline planning consents require measures to demonstrate compliance with the carbon footprint targets as set in the adopted Policies AL/IN/6 and AL/TIV/5. The legal agreements associated with these applications require each dwelling to connect to a District Heating Facility subject to a number of factors including the availability of a facility.

<https://www.middevon.gov.uk/media/178384/air-quality-report-final-2014.pdf>

<https://www.middevon.gov.uk/media/103606/crediton-air-quality-action-plan-2006.pdf>

In 2008 Mid Devon District Council adopted an Air Quality and Development Supplementary Planning Document which provides additional guidance on the way in which air quality and air pollution issues will be dealt with through the planning system [https://www.middevon.gov.uk/media/85182/air\\_quality\\_spd-adopted.pdf](https://www.middevon.gov.uk/media/85182/air_quality_spd-adopted.pdf)

The Mid Devon Local Plan is in the process of being reviewed and is reaching the final stages of review and adoption. The Council submitted the Local Plan Review 2013 - 2033 to the Planning Inspectorate on 31 March 2017, for examination into the legal compliance and soundness of the Plan. The Local Plan Review continues to support improvements to local air quality levels and prevents significant harm to air quality with particular consideration for Air Quality Management Areas. Once adopted the Local Plan Review will supersede the existing Local Plan and will be an up-to-date plan based on the latest evidence and government guidance. The Council aims to adopt the new Local Plan in January 2018.

<https://www.middevon.gov.uk/residents/planning-policy/local-plan-review/>

### **1.3 Source Apportionment**

The AQAP measures presented in this report are intended to be targeted towards the predominant sources of emissions within Mid Devon's area.

A source apportionment exercise was carried out by Mid Devon District Council in 2016. This identified the percentage source contributions within the AQMAs.

Mid Devon District Council has examined the results from its air quality monitoring in the district. Concentrations outside of the Air Quality Management Areas (AQMAs) in Crediton and Cullompton are all below the objectives at relevant locations.

Concentrations of nitrogen dioxide in Crediton (at the Exeter Road Station) during 2015 remained above the air quality objective (annual mean), however, the levels have dropped and there were no exceedances. Concentrations of particulate matter (PM<sub>10</sub>) for 2015 in Exeter Road, Crediton have again shown a further improvement and the level of exceedances have also stayed well below the objective confirming the opening of the Lords Meadow Link Road has removed sufficient traffic to reduce levels of particulate matter. We will continue to monitor for a further 12 months in this location and should the levels stabilise or continue to drop, consideration will be given to changing the parameters of the current AQMA.

The non-automatic (diffusion tube) monitoring data indicates that all locations in Mid Devon are below the annual objective but High Street, Crediton and Fore Street, Cullompton do remain close.

The Manor Hotel, Fore Street, Cullompton, had extremely bad data capture as the tube has been regularly missing again so these results should be considered spurious and we have discontinued monitoring at this location. However, starting from January 2015 another tube was located 20m down the road at a location of relevant exposure and has returned similar levels which are close to the objective. Full details are available at:

<https://www.middevon.gov.uk/media/342647/mddc-annual-status-report-2016.pdf>

## 1.4 Required Reduction in Emissions

The table below shows the required reduction in NO<sub>2</sub> concentrations, based on the 2014-16 measured levels at those monitoring locations where the objective was exceeded. This is the peak annual mean concentration measuring during that period in the absence of a clear positive or negative trend.

Table 3.1 Required Reduction in Road NO<sub>x</sub> Emissions to meet the NO<sub>2</sub> Annual Average Objective.

	NO <sub>2</sub> concentrations (µg/m <sup>3</sup> )		Road NO <sub>x</sub> Emissions
Location	2016 measured concentration	Required Reduction	Percentage Reduction Required

Fore Street, Cullompton	42	2	5%
High Street, Crediton	43	0	7%

## 1.5 Key Priorities

The focus over the next 5 years will be to ensure we have adequate monitoring of our key growth areas and that Council work with all stakeholders to implement the development management policies (Sustainable Development Principles/Local Plan Part 3).

We will seek to reduce emissions at our two AQMAs to within the permitted levels and will then apply to remove the areas from AQMA status.

# Development and Implementation of Mid Devon District Council AQAP

## 1.6 Consultation and Stakeholder Engagement

**In developing/updating this AQAP, we have consulted with other local agencies, businesses and the local community to improve local air quality. 11 of the Environment Act 1995 requires local authorities to consult the bodies in**

Table 0.1. In addition, we have undertaken the following stakeholder engagement:

- Town Council meetings
- Member briefings
- Devon District Councils (incl. Greater Exeter group) meetings
- Devon County Transport and Planning
- Devon County Public Health

The response to our consultation stakeholder engagement is given in Appendix A.

**Table 0.1 – Consultation Undertaken**

Yes/No	Consultee
No	the Secretary of State
No	the Environment Agency
Yes	Exeter City Council officials
Yes	Devon County Public Health officials
Yes	Crediton and Cullompton Town Councils
Yes	Devon County Council (Transport, Planning and Environment services)
Yes	Mid Devon District Council Forward Planning and Development Teams
Yes	Mid Devon District Council Leadership Team
Yes	Mid Devon District Council members (PDG and Cabinet)

## **1.7 Steering Group**

In preparing this report a formal steering group was not formed due to the logistics of pulling together the necessary range of partners and differing stages and level of engagement required from internal and external partners through the process. MDDC's Community Policy Development Group (PDG) however provided the oversight for officers and the reporting mechanism. The PDG also acted as a project board against an agreed project plan and approved the scope of internal and external consultation.

## AQAP Measures

Table 0.1 shows the Mid Devon District Council AQAP measures. It contains:

- a list of the actions that form part of the plan
- the responsible individual and departments/organisations who will deliver this action
- estimated cost of implementing each action (overall cost and cost to the local authority)
- expected benefit in terms of pollutant emission and/or concentration reduction
- the timescale for implementation
- how progress will be monitored

Please see future ASRs and updates to Mid Devon Community PDG for regular annual updates on implementation of these measures.

Table 0.1 – Air Quality Action Plan Measures

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
	Title	Select from the categories in blue box	Select from the subcategories in blue box		Date	Date		Impact		Date	
1	Community Car sharing schemes	Alternatives to private vehicle use	Car and lift sharing schemes	MDDC	2017/18	2017-21	Number of car share schemes delivered in new developments  Usage rate	Low	s106 contribution allocated and included in new housing travel plans	Pending full release of funds and commencement of development	District wide
Page 40	E-bikes scheme	Alternatives to private vehicle use	Other	MDDC and partnership with Greater Exeter Districts	2017/18	2018-20	Number of E-Bike stations linking key transport hubs with town centres and new housing developments  Usage rate	Low	Pending securing funding from s106 or other funding source	Pending funding secured	Crediton and Cullompton AQMAs
3	Secure cycle parking facilities in Town Centres and at key transport hubs	Promoting Travel Alternatives	Promotion of cycling	MDDC Rail Network DCC	2018/9	2018-21	Initial facility installed in Crediton	Low	s106 allocated for Crediton railway station and Town centre Included in Cullompton Master planning	Pending release of s106 funds	Crediton and Cullompton AQMAs
4	School and community travel routes	Promoting travel alternatives	School Travel Plans	MDDC and DCC	2017/18	2018-21	Reduction in exposure Revised routes	Low	s106 contribution allocated	Pending release of s106 funds	Monitoring equipment to be provided for personal monitoring to schools and community groups  Crediton and Cullompton AQMAs



## Mid Devon District Council

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
5	Develop EV charging network	Promoting Low Emission Transport	Alternative refuelling infrastructure	MDDC	2017/18	2017-21	7 units to be installed across the district in the first phase	Medium	Contract with supplier signed	End of 2018	Further charging points to be installed as funding is allocated (see 18)  District wide
6	Taxi Licensing conditions	Promoting Low Emission Transport	Low emission policy	MDDC	2017	2017-21	Policy review undertaken to develop ULEV taxi fleet and infrastructure	Low	Current policy updated 2017	Ongoing	District wide
7 Page 41	Eastern Relief Road Cullompton and additional M5 junction	Traffic Management	Strategic highway improvements	MDDC DCC Highways	2017/18	To be determined	% reduction in traffic flows through Cullompton  Reduction in congestion on minor roads	High	Local Plan submission  Land allocated and preliminary design work undertaken	Pending funding and adoption of Local Plan	Major infrastructure funding required  Cullompton AQMA
	Coordinated approach to enforcement of anti-idling	Traffic management	Anti-idling enforcement	MDDC DCC	2017/18	2017/18	Review of statutory provisions/powers and implementation options	Low	Initial consultation held with Town Councils	2018	Crediton and Cullompton AQMAs
9	Kings Mill Industrial site traffic management Cullompton Junction 28	Traffic management	Congestion management	MDDC DCC Highways	2017/18	To be determined	Improved traffic flows to/from industrial site	Low	Local Plan submission	Ongoing	Site is due for major expansion  Cullompton AQMA
10	Explore alternative parking and traffic flow measures	Traffic management	Congestion management	MDDC DCC	2017/8	2018	Improved traffic flows Decrease in main street parking Increase use of MDDC car parks	Medium	Measures identified by Town Councils	Ongoing	Includes resident car parking rates, traffic light changes, enforcement  Crediton and Cullompton AQMAs

## Mid Devon District Council

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
11	Cullompton/ Wellington Rail link feasibility study	Transport Planning and Infrastructure	Public transport improvements- interchanges stations and services	MDDC and Taunton Deane	2017	2017/18	Feasibility study completed	Medium	Joint project £100K committed to study Local Plan submission	2018	Cullompton AQMA
12	ECO Stars fleet management and recognition scheme	Transport Planning and Infrastructure	Vehicle efficiency	MDDC	Completed	Current	% Increase in number of companies in the scheme	Low	Continuing program	Ongoing	National scheme aimed at improving vehicle efficiency
13	Bus stop infrastructure	Transport Planning and Infrastructure	Public transport improvements- interchanges stations and services	MDDC DCC	2017/18	2017-21	Change to mode of transport Increase in patronage	Medium	S106 contribution allocated	Pending full release of funds	Copplestone Village Crediton AQMA
	Review of bus stop locations and routes	Transport Planning and Infrastructure	Public transport improvements- interchanges stations and services	MDDC DCC	2017-18	2017-21	Improved Traffic flow through centre of towns	Medium	Town Council consultation	2021	Pending agreement with DCC and Bus operators District wide
15	Improving footpath and cycling paths In major towns	Transport Planning and Infrastructure	Cycle and walking network	Town Councils MDDC DCC	2017/18	2017 -21	Connected pathway network Improved accessibility Reduction in short car journeys	Low	Initial network improvements identified in Neighbourhood plans and s106 projects	Ongoing	Implementation plan required to identify sources of funding and priorities District wide
16	Mid Devon Local Plan	Policy guidance and development control	Air Quality Planning and Policy Guidance	MDDC	Development Management Policies	Until Dec 2017	Local Plan adopted	High	Review phase completed	January 2018	Includes planning policies which support improvements to local air quality levels including technical guidance on emissions assessment work and low emission strategies (Policy DM6)

## Mid Devon District Council

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
17	Culm Valley Garden Village development and major infrastructure projects	Policy guidance and development control	Air Quality Planning and Policy Guidance	MDDC DCC Highways	2017-21	2017-30	Public Health considerations incorporated in Master planning cycle	High	Culm Village funding awarded by Central Government  Steering group formed  Site and land secured	Ongoing	
18	Planning Policy DM8 Parking	Policy Guidance and Development Control	Other Policy	MDDC	2017	2017-21	Standards adopted for electric vehicle infrastructure	Medium	Revised in Local Plan review 2017	Ongoing	
Page 43 20	Planning Policy DM6 Transport and Air Quality	Policy Guidance and Development Control	Other Policy	MDDC	2017	2017-21	Low Emission and Transport Assessments completed  Travel Plans completed	Medium	Revised in Local Plan review 2017	Ongoing	
	Planning Conditions on Tiverton Eastern Urban Extension	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	MDDC	2017/18	2017-30	Air Quality Emissions Noise	N/A	Review phase	Ongoing	

Table 0.2 – Air Quality Action Plan Measures Detail

Measure No.	Measure	Detail
1	Community Car sharing schemes	Local Plan Part 3; Development management Policies – Policy DM6 identifies car club and car sharing schemes as a mitigation measure. Locations and s106 funds identified: Crediton (£30K), Cullompton (£30K)
2	E-bikes scheme	Initially looking at major centres to link new developments with town centres and transport hubs. Concept and design based upon Co-Bikes scheme in Exeter. Awaiting s106 allocation or alternative funding source such as ERDF.
3	Secure cycle parking facilities in Town Centres and at key transport hubs	Locations and s106 identified: Crediton (£8K), Cullompton (£30K). Location in Tiverton under consideration to join town centre with Tiverton parkway railway station.
4	School and community travel routes	Will follow similar study carried out in Newton Abbot (Teignbridge Council). Looking to implement initially in Cullompton. S106 funds have been identified but not yet allocated.
5	Develop EV charging network	Policy DM8 of the Local Plan Part 3 identifies a minimum standard for the provision of EV infrastructure as recommended by the Low Emissions Strategic Partnership for 3-phase or accelerated electricity supply. Individual properties within new housing developments will have their own charging points. Currently there are s106 allocations for improving the EV charging network in Crediton (£100K) and Cullompton (£150K). A contract to install 7 charging points has been signed between MDDC and a private operator with installation due in 2017.
6	Taxi Licensing conditions	Policy to be updated again in 2018.
7	Eastern Relief Road Cullompton and additional M5 junction	Major infrastructure will be required to mitigate current high levels in the town centre and accommodate the increased traffic volumes arising from Cullompton's proposed growth. Consideration could be given to pedestrianizing the High Street.
8	Coordinated approach to enforcement of anti-idling	Concern identified by Town Council.
9	Kings Mill Industrial site traffic management Cullompton Junction 28	As the site will increase in size thus increasing volumes trying to leave/enter the M5 a range of initiatives are proposed to deal with the problem including no7 (ERR)
10	Explore alternative parking and traffic flow measures	Consultation with Town councils has identified a number of smaller measures that could alleviate congestion at Both Crediton and Cullompton. Further consultation with DCC/Highways will be required to look at feasibility.

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Measure No.	Measure	Detail
11	Cullompton/ Wellington Rail link feasibility study	Land has been identified that will accommodate this infrastructure. A 'bus' hub built next to the Rail Station that links with new developments is proposed.
12	ECO Stars fleet management and recognition scheme	This program has good membership in Mid Devon but does require further expansion into Devon.
13	Bus stop infrastructure	S106 allocations in place for Copplestone bus infrastructure improvements that affects Crediton AQMA.(£177K)
14	Review of bus stop locations and routes	Review of Cullompton and Crediton services – includes frequency, location of bus stops, routes.
15	Improving footpath and cycling paths In major towns	Improved footpath and cycleway links between Cullompton town centre and Kingsmill Industrial Estate; Cromwells Meadow to Leisure centre in Crediton;
16	Mid Devon Local Plan	Waiting final approval by Inspector.
17	Culm Valley Garden Village development and major infrastructure projects	Includes planning policies which support improvements to local air quality levels including technical guidance on emissions assessment work and low emission strategies (Policy DM6).
18	Planning Policy DM8 Parking	Includes EV charging network, provision for cyclists and minimum parking limits.
19	Planning Policy DM6 Transport and Air Quality	Development proposals should be accompanied by an Integrated Transport Assessment, Travel Plan and Traffic Pollution Assessment, and Low Emission Assessment and any impact on the AQMA.
20	Planning conditions on Tiverton Eastern Urban extension	Major extension to the east of Tiverton requiring detailed Low Emission strategies from developers.

## Appendix A: Response to Consultation

Table A.1 – Summary of Responses to Consultation and Stakeholder Engagement on the AQAP

Consultee	Category	Response
Public Health Devon County Council	Health	<p>The Public Health Outcomes Framework (May 2017 update) estimates that the proportion of mortality in the Devon County Council area associated with air pollution in 2015 was 3.8%. This would equate to a 335 deaths associated with air pollution out of 8,817 total deaths in 2015.</p> <p>Agree on plans to extend the network of EV points. MDDC may be interested to know that Torbay Council have included the need for EV charging points at all new domestic buildings.</p> <p>Support the use of monitoring equipment to influence behaviour change. We would also encourage consideration of other behaviour change and social media campaigns.</p> <p>With regards to the potential railway station at Cullompton we would expect to see appropriate infrastructure for cycle routes to connect residents to the station as the main mode of transport. Additional consideration should also be given to the impact on noise and tranquillity.</p> <p>We support the plan to create a cycle route between Shobrooke and Lords Meadow Leisure Centre, we would also encourage extending the link into a loop that would facilitate walking, running and cycling for recreation.</p>
Crediton Town Council representatives	Local Authority	<p>Feasibility study – High Street bus, zones for idling vehicles, possible alternatives for the bus turning around</p> <p>Review Bus stop opposite Crown hotel outside old post office</p> <p>Crediton Neighbourhood Plan feedback – Improvements to foot/cycling paths, Crediton Rail Station Park and Ride, buses not convenient, too far to walk to</p>

		<p>a bus-stop, convenient footpaths making walking a more positive experience</p> <p>Road sweeping – noted it reduces pollutants from tyres</p> <p>Review School bus run – when the High Street was closed it worked better</p>
<p>Cullompton Town Council</p>	<p>Local Authority</p>	<p>The Eastern Relief Road links the B3181 / Millennium Way roundabout with the Duke Street / Meadow Lane junction and is located between Cullompton town centre to the west and the M5 to the east. The building of this road before or at the same time as housing development begins was seen as essential in avoiding a further deterioration in air quality.</p> <p>The additional Junction further south on the M5 was roundly supported and would also greatly reduce the impact on the town centre.</p> <p>Issues still exist at Junction 28 particularly for HGVs accessing the motorway from Kings Mill Industrial estate. Given the expected expansion of Kings Mill further traffic lights that manage access to the motorway from the industrial site should be considered. The number of cars being parked at Gregory’s by their staff indicated a lack of non-car alternatives for accessing the industrial site.</p> <p>The proposed new Cullompton train station had much support. It could also facilitate a bus station next to it to link the network more effectively. A ‘Loop’ bus service would be a desirable asset that linked the new rail station with the rest of the town, including the new developments on both sides of the motorway.</p> <p>Consideration should be given to providing amenities (corner shop, take-away/restaurant, hairdressers) on the new development areas to reduce the number of short car journeys into town for basic supplies. Where possible,</p>

housing for the elderly should be located close to these amenities.

New developments should be designed with accessible shortcuts that make it easier for residents to walk or cycle more directly into town.

An electric bike network across the new developments and within the town could reduce short car journeys into town significantly and have some health benefits for residents.

Access for students between the new primary school in East Cullompton and the senior school in (West) Cullompton should be made a priority consideration when the new relief road is built. Existing pathways could be improved to join the two schools. Minimising children's exposure to pollution caused by the motorway needs some innovative solution.

Fore Street – several ideas were raised to mitigate the air quality problem/traffic congestion in the centre of town as follows:

- 1) Enforcement of delivery times, current restrictions mainly ignored.
- 2) Residents of Fore Street (and surrounds) to be given reduced overnight rate at Forge Way car park to discourage using Fore Street. Currently only about 8 residents using this facility.
- 3) Staggered traffic light system through Fore Street allowing only one direction at a time.
- 4) Tiverton Rd/Fore Street junction is problematic and creates traffic congestion and unsafe manoeuvres. Consider 3-way traffic light system, with the Tiverton road light placed much further back to make it safer for vehicles turning into/out of Tiverton road sufficient



		room to make the manoeuver. A Pelican crossing may be required in Fore Street.
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## Appendix B: Reasons for Not Pursuing Action Plan Measures

Table B.1 – Action Plan Measures Not Pursued and the Reasons for that Decision

Action category	Action description	Reason action is not being pursued (including Stakeholder views)
	St Lawrence Green bus lay-by Crediton	Would require removal of a section of the historic green which would not be supported by local residents or Crediton Town Council. Alternative proposals have been identified.

## Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AQS	Air Quality Strategy
ASR	(Air Quality) Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
EU	European Union
EV	Electric vehicle
LAQM	Local Air Quality Management
LES	Low emission strategy
MDDC	Mid Devon District Council
NO <sub>2</sub>	Nitrogen Dioxide
NO <sub>x</sub>	Nitrogen Oxides
PDG	(Mid Devon) Policy Development Group
PM <sub>10</sub>	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM <sub>2.5</sub>	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less

## References

- <sup>1</sup> Environmental equity, air quality, socioeconomic status and respiratory health, 2010
- <sup>2</sup> Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006
- <sup>3</sup> Defra. Abatement cost guidance for valuing changes in air quality, May 2013

Briefing Paper for Community Policy Development Group  
26 September 2017

## **The cessation of fortnightly surgeries at Cullompton and Crediton**

### **Background**

As part of a decision to rationalise council services and meet a balanced budget, the council withdrew its staff and services from the offices in Crediton on 1 April 2016.

A proposed amendment to the budget to retain services at the Crediton Office was put forward at the meeting of full council on 24<sup>th</sup> February 2016. This proposal was supported by 4 councillors (plus one abstention), with the rest of the council voting against. As such officers implemented the decision as agreed by council.

When this full time service ended the staff employed in Crediton were made redundant and the budget removed from the Customer First (CF) budget.

Since then, officers have provided a fortnightly 'surgery' in Crediton and Cullompton on alternate Mondays. This was agreed as a transitional arrangement, not least since the council was incurring fixed IT costs in Crediton until August 2017 i.e. it made sense operationally to utilise the facilities that existed while they were available.

The surgeries ceased entirely from August 2017 and are no longer provided. The budget has been cut, and the IT facilities no longer exist to access the council's systems from these locations.

Visitor numbers for last year were (this year's figures (2017/18) are not directly comparable since we gave additional warning of surgeries closing and there are no numbers for Crediton/Cullompton since the surgeries were stopped in August):

Visitors	Tiverton	Crediton	Cullompton
2016-17	32,622	359	152

### **Current Service Delivery**

Last year (2016-17) the CF target for answering calls was reduced to 85% to reflect the reduction in resource. Although the call centre staff were able to exceed this target for external calls, overall only 82% of all calls were answered. In total over 25,000 calls were not answered.

Online form submissions (digital transactions) have increased from 16,600 in 2015/16 to 31,700 in 2016/17, and ongoing increases in digital self-service facilitate the reduction in staff resource. However, responding to email, web contacts and social media is resource intensive and is increasing year on year – changing the channel profile of how we support customers in Mid Devon.

### **Planning for Future Services**

Increasingly, the council is asked to provide more online services and to accept documents and applications online. We need to be able to support customers as

more government services (and other associated functions) go online. Increasingly, our customer service role at the front desk, or via the telephone, is about helping people conduct their business online, rather than finding an alternative approach for them.

As a significant example, next year Universal Credit (UC) is being implemented in Devon. This is only accessed online and the role of MDDC staff will be to signpost people to other organisations or to online transactions. This is very much the direction of travel and demonstrates the move away from traditional access channels. Our role will always extend to supporting those most vulnerable, but will often mean helping them to access the information or processes that they need; this may be by providing public access PCs or signposting customers to other agencies that can help.

Many government services are already online only, or assisted online, such as DVLA for car tax, HMRC for income tax, DWP for job seekers allowance and Universal Credit.

### **The impact of further reducing available resources in Tiverton to provide surgeries**

Ultimately the decision to cut resources is felt through an increase in customer waiting times, assuming transactions across channels remain constant. In relation to any consideration of off-site provision, increased costs for mileage and travel time would be added to the cost of the service.

Overall demand for the surgeries has been low and the table below shows actual numbers each month.

16/17	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Cred	26	16	49	16	15	33	21	28	31	19	41	64
Cull	11	11	22	13	7	11	14	9	13	8	15	18

March is the busiest month after the annual rent account and council tax bills have been issued. There is also an increase in emails, phone calls and other social media at this time and any reduction in resource delays response times across all channels. Bringing all customer service (first point of contact) into one location has been managed well; it is important that customers have a consistent and easy-to-use means of contacting the council. This will ensure that vulnerable customers can be responded to as quickly as possible as resource is allocated to the multi-channel contact centre, enabling more senior or specialist officers to respond to more complex enquiries.

There has been no increase in complaints or impact to debt recovery to the council since removing the payment facility in Crediton in 2016. There have been no surgeries since the end of August and I am unaware of any issues relating to this.

Liz Reeves  
Head of Customer Services

**COMMUNITY PDG  
26 SEPTEMBER 2017:**

**AGENDA ITEM:**

## **PERFORMANCE AND RISK FOR 2017-18**

**Cabinet Member** Cllr Colin Slade  
**Responsible Officer** Director of Corporate Affairs & Business Transformation,  
Jill May

**Reason for Report:** To provide Members with an update on performance against the corporate plan and local service targets for 2017-18 as well as providing an update on the key business risks.

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

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

**Financial Implications:** None identified

**Legal Implications:** None

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

**Equality Impact Assessment:** No equality issues identified for this report.

### **1.0 Introduction**

- 1.1 Appendix 1 provides Members with details of performance against the Corporate Plan and local service targets for the 2017-18 financial year.
- 1.2 Appendix 2 shows the section of the Corporate Risk Register which relates to the Community Portfolio. See 3.0 below.
- 1.3 Appendix 3 shows the profile of all risks for the Community Portfolio for this quarter.
- 1.4 At the 1 August meeting of the Community PDG it was AGREED that in future the performance indicators for Leisure would be provided in Part II to allow Members to review performance without risk to the Leisure business. This information is included as Appendix 4
- 1.5 All appendices are produced from the corporate Service Performance And Risk Management system (SPAR).

## 2.0 Performance

- 2.1 Regarding the Corporate Plan Aim: **Promote physical activity, health and wellbeing**: The GP referrals across the district; the 22 surgeries signed up since January have referred 61 people between them to the 3 Leisure Centres.
- 2.2 It was **AGREED** at the 1 August meeting that the Audit Team Leader be tasked to provide a performance indicator regarding other methods of improving health and wellbeing within the District: This is being pursued.
- 2.3 Other: **Compliance with food safety law** is 89%, which is just below the target i.e. 90%, of premises being rated 4 or above under the Food Hygiene Rating Scheme. Responsibility for compliance rests with the business; MDDC's responsibility is to carry out the food premises inspections that should be carried out (for A & B - High Risk premises) this is an annual figure for 2016/17 it was 100%.
- 2.4 When benchmarking information is available it is included.

## 3.0 Risk

- 3.1 The Corporate risk register has been reviewed by Management Team (MT) and updated. Risk reports to committees include risks with a total score of 10 or more. (See Appendix 2)
- 3.2 Appendix 3 shows the risk matrix for MDDC for this quarter. If risks are not scored they are included in the matrix at their inherent score which will be higher than their current score would be.

## 4.0 Conclusion and Recommendation

- 4.1 That the PDG reviews the performance indicators and risks for 2017-18 that are outlined in this report and feedback any areas of concern to the Cabinet.

**Contact for more Information:** Catherine Yandle, Group Manager Performance, Governance and Data Security ext 4975

**Circulation of the Report:** Management Team and Cabinet Member



### Corporate Plan PI Report Community

Monthly report for 2017-2018  
 Arranged by Aims  
 Filtered by Aim: Priorities Community  
 For MDDC - Services

Key to Performance Status:

Performance Indicators: No Data Well below target Below target On target Above target Well above target

\* indicates that an entity is linked to the Aim by its parent Service

#### Corporate Plan PI Report Community

#### Priorities: Community

#### Aims: Promote physical activity, health and wellbeing

#### Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
<u>GP Referrals</u>	n/a	n/a		18				22								22 (5/12)	Corinne Parnall	(August) Out of a possible 28 (CY)
<u>Introduce Trimtrails across the District</u>		0	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	Simon Newcombe	

#### Aims: Other

#### Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes

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**Corporate Plan PI Report Community**

**Priorities: Community**

**Aims: Other**

**Performance Indicators**

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
<u>Number of social media communications MDDC send out</u>	86 (4/12)	191	For information only	87	129	101	152									152 (4/12)	Liz Reeves	(July) No. of Facebook Posts Published = 81 No. of Tweets Tweeted = 71 (MA)
<u>Number of web hits per month</u>	9,389 (4/12)	28,543	***For information only***	30,041	32,545	28,620	28,208									28,208 (4/12)	Liz Reeves	
<u>Compliance with food safety law</u>	91% (5/12)	89%	90%	90%	90%	90%	89%	89%								89% (5/12)	Simon Newcombe	

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## Community PDG Risk Management Report - Appendix 2

Report for 2016-2017  
 For Community - Cllr Colin Slade Portfolio  
 Filtered by Flag: Include: \* CRR 5+ / 15+  
 For MDDC - Services

Not Including Risk Child Projects records or Mitigating Action records

### Key to Performance Status:

Risks: No Data (0+) High (15+) Medium (6+) Low (1+)

## Community PDG Risk Management Report - Appendix 2

### Risk: Car Parks Car Park Overcrowding

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

<b>Current Status:</b> Medium (12)	<b>Current Risk Severity:</b> 4 - High	<b>Current Risk Likelihood:</b> 3 - Medium
---------------------------------------	--	--

Service Manager: Darren Beer

Review Note:

### Risk: Legionella Legionella

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

<b>Current Status:</b> Medium (10)	<b>Current Risk Severity:</b> 5 - Very High	<b>Current Risk Likelihood:</b> 2 - Low
---------------------------------------	---	---

Service Manager: Darren Beer

Review Note:

### Risk: Plant Room Plant Room

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

<b>Current Status:</b> Medium (12)	<b>Current Risk Severity:</b> 4 - High	<b>Current Risk Likelihood:</b> 3 - Medium
---------------------------------------	--	--

Service Manager: Darren Beer

Review Note:

## Community PDG Risk Management Report - Appendix 2

### **Risk: Pool Inflatable** Pool Activities

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

**Current Status:**  
Medium (10)

**Current Risk Severity:** 5 -  
Very High

**Current Risk Likelihood:** 2 -  
Low

Service Manager: Darren Beer

Review Note:

### **Risk: School Swimming Sessions** School Swimming Sessions

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

**Current Status:**  
Medium (10)

**Current Risk Severity:** 5 -  
Very High

**Current Risk Likelihood:** 2 -  
Low

Service Manager: Darren Beer

Review Note:

### **Risk: Swimming Lessons** Swimming Lessons

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

**Current Status:**  
Medium (10)

**Current Risk Severity:** 5 -  
Very High

**Current Risk Likelihood:** 2 -  
Low

Service Manager: Darren Beer

Review Note:

### **Risk: Swimming Pool** Swimming pool & spectator walkway

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

**Current Status:**  
Medium (10)

**Current Risk Severity:** 5 -  
Very High

**Current Risk Likelihood:** 2 -  
Low

Service Manager: Darren Beer

Review Note:

## Community PDG Risk Management Report - Appendix 2

**Risk: Welfare Reform Act - Benefits** Failure to implement and communicate the new benefits framework effectively could result in applications not being completed in time

**Effects (Impact/Severity):** If the changes from current benefits system to Universal Credit go ahead, the system will require greater staff resource

**Causes (Likelihood):** Will now happen

**Service: Revenues - Benefits**

**Current Status:**  
Medium (12)

**Current Risk Severity: 4 - High**

**Current Risk Likelihood: 3 - Medium**

**Service Manager: Andrew Jarrett**

**Review Note:**

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Yandle

SPAR.net

Print Date: 29 August 2017  
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# Risk Matrix Community Appendix 3

**Report  
For Community - Cllr Colin Slade Portfolio  
Current settings**

<b>Risk Likelihood</b>	<b>5 - Very High</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>
	<b>4 - High</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>
	<b>3 - Medium</b>	<b>No Risks</b>	<b>1 Risk</b>	<b>1 Risk</b>	<b>3 Risks</b>	<b>No Risks</b>
	<b>2 - Low</b>	<b>No Risks</b>	<b>1 Risk</b>	<b>6 Risks</b>	<b>6 Risks</b>	<b>5 Risks</b>
	<b>1 - Very Low</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>	<b>1 Risk</b>
		<b>1 - Very Low</b>	<b>2 - Low</b>	<b>3 - Medium</b>	<b>4 - High</b>	<b>5 - Very High</b>
		<b>Risk Severity</b>				

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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## **CABINET** **3 August 2017**

### **FINANCIAL UPDATE FOR THE THREE MONTHS TO 30 JUNE 2017**

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

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

**RECOMMENDATION(S):** 1. The Cabinet note the financial monitoring information for the income and expenditure for the three months to 30<sup>th</sup> June 2017.

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

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

**Legal Implications:** None.

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

**Equality Impact Assessment:** It is considered that the impact of this report on equality related issues will be nil.

#### **1.0 Introduction**

- 1.1 The purpose of this report is to highlight to Cabinet our current financial status and the likely reserve balances at 31 March 2018. It embraces both revenue, in respect of the General Fund and the Housing Revenue Account (HRA), and capital and aims to focus attention on those areas which are unlikely to achieve budget. It is particularly important for next year's budget setting and, looking further ahead, with the medium term financial plan.
- 1.2 Favourable variances generating either increased income or cost savings are expressed as credits (negative numbers), whilst unfavourable overspends or incomes below budget are debits (positive numbers). This report only includes budget variances of circa £10k as the purpose of the report is to concentrate on material issues that may require further investigation/action. Budget variances are expressed net of budgeted transfers to or from earmarked reserves, which were previously approved by Cabinet. A more detailed analysis will be provided with the final outturn report for the year.

## 2.0 Executive Summary of 2017/18

2.1 The table below shows the opening position of key operational balances of the Council, the forecast in year movements and final predicted position at 31 March 2018:

<b>Usable Reserves</b>	<b>31/03/2017</b>	<b>Forecast in year movement</b>	<b>31/03/2018</b>
	<b>£k</b>	<b>£k</b>	<b>£k</b>
<b>Revenue</b>			
General Fund (see paragraph 3.2)	<b>(2,241)</b>	<b>130</b>	<b>(2,111)</b>
Housing Revenue Account (see paragraph 4.2)	<b>(2,000)</b>	<b>0</b>	<b>(2,000)</b>
<b>Capital</b>			
Major Repairs Reserve	<b>0</b>	<b>0</b>	<b>0</b>
Capital Receipts Reserve	<b>(2,438)</b>	<b>(596)</b>	<b>(3,034)</b>
Capital Contingency Reserve	<b>(471)</b>	<b>165</b>	<b>(306)</b>

## 3.0 The General Fund Reserve

3.1 This is the major revenue reserve of the Council. It is increased or decreased by the surplus or deficit generated on the General Fund in the year. This reserve held a balance of £2,241k as at 31/03/17.

3.2 The forecast General fund deficit for the current year is £130k as shown at Appendix A. The most significant *service* movements this month comprise:

Income shortfalls in Leisure Services	£138k
Income shortfalls for Building Control Partnership	£27k

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

## 4.0 Housing Revenue Account (HRA)

4.1 This is a ring-fenced account in respect of the Council's social housing function. Major variances and proposed corrective action are highlighted at Appendix F.

4.2 Appendix E shows that the reserve opening balance is £2m. It is anticipated that the forecast variance of £175k surplus will increase the budgeted transfer to the Housing Maintenance Fund and so the HRA reserve balance should remain at £2m.

- 4.3 Overall, the HRA is forecast to underspend by £175k in 2017/18, the most significant items of which comprise the following:
- £162k of savings across Repairs & Maintenance, made up of the following
    - £120k surplus generated by the Direct Labour Operation (DLO) carrying out more adaptation work than planned
    - £42k of various staffing savings including apprentice vacancies
  - £40k shortfall is forecast on dwelling rent since this area is slightly behind target at this stage

4.4 There are budgeted revenue contributions to capital purchases as follows for 2017/18.

Description	Budget £'000	Forecast Outturn £'000	Variance £'000
1 x Tipper Vehicle	32	24	(8)

4.5 The following works are expected to be funded from the Housing Maintenance Fund during 2017/18.

Description	Budget £'000	Forecast Outturn £'000	Variance £'000
Birchen Lane re-development	167	167	0
Palmerston Park	1,185	553	(632)
Queensway development	209	61	(148)
Burlescombe development	214	0	(214)
Stoodleigh development	223	0	(223)
Land Acquisition for Affordable Housing	1,851	251	(1,600)
	<b>3,849</b>	<b>1,032</b>	<b>(2,817)</b>

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

## 5.0 Major Repairs Reserve

5.1 The Major Repairs Reserve had a nil balance at 31 March 2017. After this year's capital expenditure and funding of the Major Repairs Reserve the closing balance is forecast to be £0k. Whilst there is forecast slippage of £15k on the Capital Programme relating to 'Major Repairs to Housing Stock' this will remain in the Housing Maintenance Fund and will be used to fund this spend in 2018/19.

## 6.0 Capital Programme

- 6.1 Capital projects by their very nature often overlap financial years. In some cases it is known from the outset that the construction of buildings may fall into 3 separate accounting years. The status of this year's capital programme is shown at Appendix G.
- 6.2 Committed and Actual expenditure is currently £6,859k against a budgeted Capital Programme of £22,620k. (Note this includes £9,184k of slippage rolled forward from 16/17). As projects often overlap financial years officers have given their best estimate of what is 'deliverable' in 17/18; this amounts to £10,965k (note this forecast will be further refined for next months monitoring). Committed and Actual expenditure will therefore be monitored against this & currently shows an uncommitted amount of £4,106k (£10,965k - £6,859k).
- 6.3 The reduction in the approved Capital Programme to the 'deliverable' programme includes £5,114k in relation to the development project at the rear of the Town Hall which will now be delivered by the Special Purpose Vehicle Company (SPV).
- 6.4 At this stage in the year there are no forecast underspend or overspend for 2017/18. However there is a small amount of slippage predicted in relation to works required to maintain our Council Houses of £15k in relation to the Garage Refurbishment Programme.

## 7.0 Capital Contingency Reserve

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

	<u>£k</u>
Capital Earmarked Reserve at 1 April 2017	(471)
Funding required to support 2017/18 Capital Programme	165
<b>Forecast Balance at 31 March 2018</b>	<b><u><u>(306)</u></u></b>

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

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

	<u>£k</u>
Unapplied Useable Capital Receipts at 1 April 2017	(2,438)
Net Receipts to date (includes 11 "Right to Buy" Council House sales & sale of land at Station Yard)	(1,150)
<b>Current Balance</b>	<b><u><u>(3,588)</u></u></b>

Forecast further capital receipts in year	(750)
Forecast capital receipts to be applied in year	1,304
Forecast Unapplied Capital Receipts c/fwd. 31 March 2018	<b>(3,034)</b>

**8.2** Please note the majority of these balances on the Capital Contingency Reserve and the Capital Receipts Reserve are required to balance the Medium Term Financial Strategy.

## **9.0 Treasury Management**

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

### Interest Receivable:

	Budget £k	Forecast outturn £k	Forecast variance £k
Investment Income Received	(259)	(259)	0
Interest from HRA funding	(54)	(54)	0
<b>Total Interest Receivable</b>	<b>(313)</b>	<b>(313)</b>	<b>0</b>

## **10.0 Conclusion**

10.1 Members are asked to note the revenue and capital forecasts for the financial year. Managers are working hard to offset overspends, many unavoidable or unforeseen, with budget savings to deliver an outturn close to the budget.

10.2 Following several years of austerity, the financial monitoring process has become even more important and service managers' efforts have resulted in a number of relatively small overspends in a few areas. This, of course, is an early stage in the year and so it is likely that future monitoring reports will include updated forecasts that make use of the latest information known at the time.

### **Contact for more information:**

Andrew Jarrett, 01884 23(4242)  
[ajarrett@middevon.gov.uk](mailto:ajarrett@middevon.gov.uk)

### **Circulation of the Report:**

Cllr Peter Hare-Scott, Management Team

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**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE  
PERIOD 01 APRIL TO 30 JUNE 2017**

			2017/18 Annual Budget	Full Year Forecast (0 = On budget)	Variance
Com	General Fund Summary	Note	£	£	%
	<b>Cllr C J Eginton</b>				
CM	Corporate Management	A	1,587,680	0	0.0%
LD	Legal & Democratic Services: Member/Election Services	B	576,570	6,000	1.0%
PR	Land charges	Q	(32,830)	0	0.0%
	<b>Cllr K Busch</b>				
CP	Car Parks	C	(592,390)	6,000	1.0%
ES	Cemeteries & Bereavement Services	D	(34,850)	(5,000)	14.3%
ES	Open Spaces	F	85,410	0	0.0%
GM	Grounds Maintenance	E	541,150	0	0.0%
WS	Waste Services	H	1,598,920	0	0.0%
	<b>Cllr C R Slade</b>				
CD	Community Development	I	82,700	2,300	2.8%
ES	Environmental Services incl. Licensing	D	599,780	0	0.0%
IT	IT Services	Q	859,450	23,000	2.7%
RS	Recreation And Sport	J	46,640	147,000	315.2%
	<b>Cllr P H D Hare-Scott</b>				
FP	Finance And Performance	K	592,620	0	0.0%
RB	Revenues And Benefits	L	256,180	(10,000)	-3.9%
	<b>Cllr R L Stanley</b>				
ES	ES: Private Sector Housing Grants	D	163,900	0	0.0%
HG	General Fund Housing	M	251,340	5,000	2.0%
PS	Property Services	G	218,850	0	0.0%
	<b>Cllr R J Chesterton</b>				
CD	Community Development: Markets	I	34,420	12,000	-34.9%
PR	Planning And Regeneration	N	1,223,710	10,500	0.9%
	<b>Cllr M Squires</b>				
CS	Customer Services	O	794,300	0	0.0%
ES	Environment Services - Public Health	D	94,860	0	0.0%
HR	Human Resources	P	416,110	0	0.0%
LD	Legal & Democratic Services: Legal Services	B	255,200	(4,000)	-1.6%
	<b>All General Fund Services</b>		<b>9,619,720</b>	<b>192,800</b>	<b>2.0%</b>
	Net recharge to HRA		(1,245,730)	0	
IE260	Interest Payable		143,680	0	
IE290	Interest Receivable on Investments		(254,000)	0	
IE290	Interest from Funding provided for HRA		(54,000)	(677)	
IE435	New Homes Bonus Grant		(1,721,980)	0	
	Sundry Grants			0	
IE800	Statutory Adjustments (Capital charges)		398,370	0	
TREMR	Net Transfer to/(from) Earmarked Reserves	APP B	1,645,010	(62,520)	
	<b>TOTAL BUDGETED EXPENDITURE</b>		<b>8,531,070</b>	<b>129,603</b>	<b>1.5%</b>
30/IE440	Formula Grant (RSG & NNDR)		(2,762,760)	0	
IE431	Rural Services Delivery Grant		(374,510)	0	
IE432	Transitional Grant		(31,510)	0	
IE410	Council Tax		(5,356,390)	0	
IE439	CTS Funding Parishes		46,960	0	
IE420	Collection Fund Surplus		(52,860)	0	
	<b>TOTAL BUDGETED FUNDING</b>		<b>(8,531,070)</b>	<b>0</b>	<b>0%</b>
	<b>Forecast in year (Surplus) / Deficit</b>		<b>0</b>	<b>129,603</b>	
EQ700	General Fund Reserve 01/04/17			(2,241,085)	
	<b>Forecast General Fund Balance 31/03/18</b>			<b>(2,111,482)</b>	

## GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 JUNE 2017

Note	Description of Major Movements	Full Year Forecast Variance (Net of Trf to EMR)
<b>B</b>	<b>Legal &amp; Democratic Services</b>	
	Minor variances in Electoral Registration	6,000
	Minor variances in Legal Services	(4,000)
		2,000
<b>C</b>	<b>Car Parks</b>	
	P&D income down against budget for 1st qtr due to P&D machine replacement, still to early to predict a yearend forecast.	6,000
		6,000
<b>D</b>	<b>Environmental Services combined</b>	
	Cemetery income above profile for the 1st Qtr, will review month by month.	(5,000)
		(5,000)
<b>H</b>	<b>Waste Services</b>	
	Trade waste - income is down due to losing a couple of big customers	40,000
	Trade waste - less in landfill disposal charges	(40,000)
		0
<b>I</b>	<b>Community Development</b>	
	Market Income - Market Manager actively seeking new traders, however footfall in Tiverton is down	12,000
	Grant spend (covered by Seed Fund ear marked reserve)	2,300
		14,300
<b>J</b>	<b>Recreation And Sport</b>	
	All sites Income: revised growth based upon 16/17 Outturn	138,000
	All sites Rates: charges exceeded annual budget	9,000
		147,000
<b>L</b>	<b>Revenues And Benefits</b>	
	Housing Benefit Subsidy	(10,000)
		(10,000)
<b>M</b>	<b>General Fund Housing</b>	
	Minor variances	5,000
		5,000

## GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 JUNE 2017

Note	Description of Major Movements	Full Year Forecast Variance (Net of Trf to EMR)
<b>N</b>	<b>Planning And Regeneration</b>	
	Building Control Partnership Income-Mgr forecast 17/18 Outturn	27,000
	Enforcement: Staff vacancy	(16,000)
	Development Mgt: Staff vacancies	(24,000)
	Tiverton EUE: Ongoing expenditure (fully funded from EMR)	4,500
	Garden Village: Ongoing expenditure (fully funded from EMR)	19,000
		10,500
<b>Q</b>	<b>I.T. Services</b>	
	The current contract for data lines procured through DCC is expiring, new infrastructure is required	14,000
	Salary overspend due to JE regrade - this forecast may change as the service is currently going through a restructure	9,000
		23,000
	<b>FORECAST (SURPLUS)/DEFICIT AS AT 31/03/18</b>	<b>192,800</b>

<b>Cabinet</b>	<b>15,000</b>
<b>Community</b>	<b>159,800</b>
<b>Homes</b>	<b>5,000</b>
<b>Environment</b>	<b>(5,000)</b>
<b>Economy</b>	<b>18,000</b>
	<b>192,800</b>

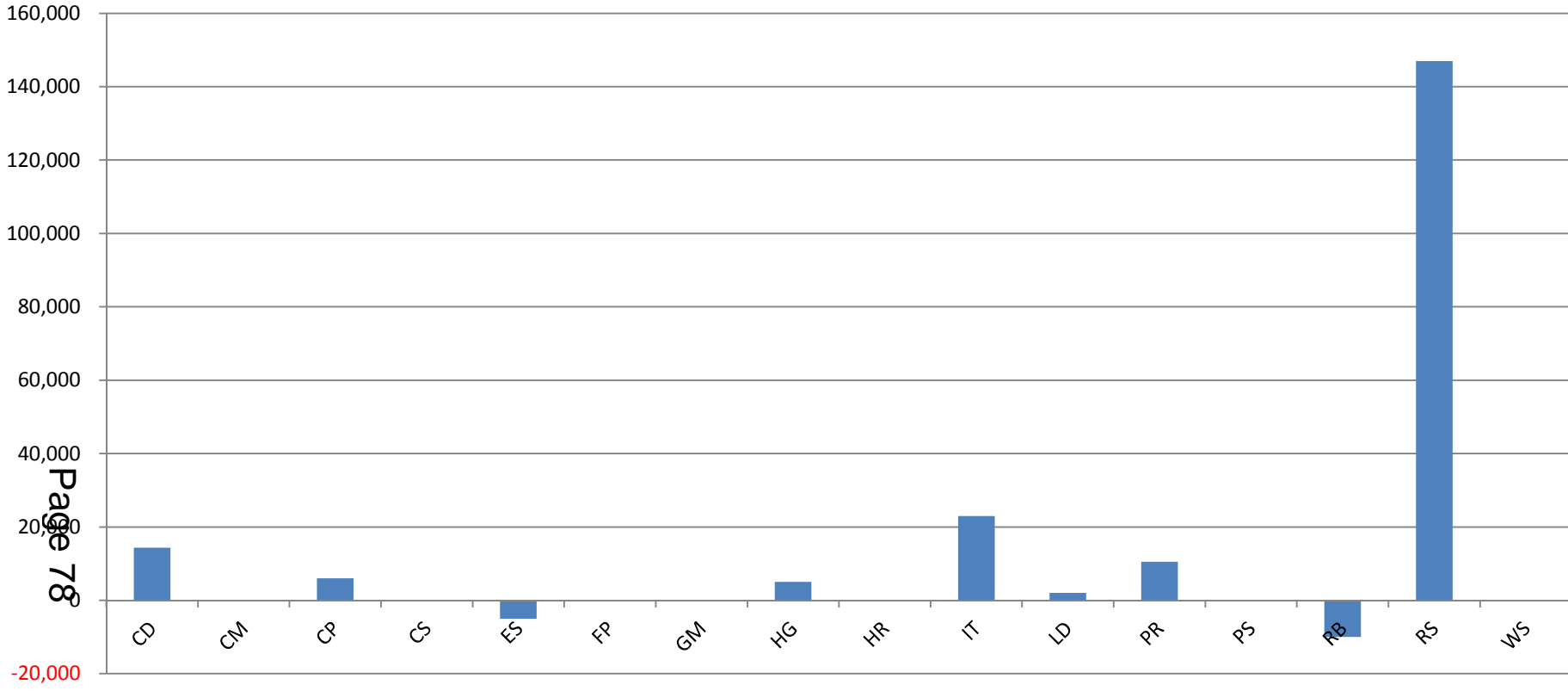
**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL  
TO 30 JUNE 2017**

Committee	Net Transfers to / from Earmarked Reserves	(Net Trf to EMR)
<b>CM</b>	Corporate Management	
<b>LD</b>	Legal & Democratic Services: Member/Election Services	
	LD201 Election costs - District	20,000
	LD300 Democratic Rep & Management	5,000
	LD600 Legal Services	(16,180)
<b>CP</b>	Car Parks	
<b>ES</b>	Environmental Services combined	
	ES100 Cemeteries	
	ES450 Parks and Open Spaces	
	ES450 Parks and Open Spaces	
	ES580 Pool Car Running costs	
	ES660 Control of Pollution	
	ES730 Environmental Enforcement	
	ES361 Public Health	
<b>GM</b>	Grounds Maintenance	
	GM960 Grounds Maintenance	
	GM960 Grounds Maintenance	
<b>OS</b>	Open Spaces	
	EQ643 W70 Developers Contribution	
	EQ640 W52 Popham Close Comm Fund	
	EQ641 W67 Moorhayes Com Dev Fund	
	EQ642 W69 Fayrecroft Willand Ex West	
	EQ638 Dev Cont Linear park	
	EQ644 Dev Cont Winswood Crediton	
<b>PS</b>	Property Services	
	PS350 Public Conveniences	
	PS980 Property Services Staff Unit	
<b>WS</b>	Waste Services	
	WS650 Street Cleaning - Vehicle Sinking Fund	56,470
	WS650 Street Cleaning - Litter Buster Team	(44,600)
	WS700 Refuse Collection - Litter Buster Team	(9,900)
	WS700 Refuse Collection - Vehicle Sinking Fund	217,510
	WS710 Trade Waste - Vehicle Sinking Fund	21,720
	WS725 Kerbside Recycling - Vehicle Sinking Fund	158,810
	WS725 Kerbside Recycling - Equipment Sinking Fund	2,000
	WS770 Unit 3 Carlu Close - Maintenance Sinking Fund	2,700

**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL  
TO 30 JUNE 2017**

Committee	Net Transfers to / from Earmarked Reserves	(Net Trf to EMR)
<b>CD</b>	Community Development	
	CD200 Community Development - GWC grant	(45,000)
	CD200 Grant spend from Seed Fund - EMR released	(2,300)
<b>RS</b>	Recreation And Sport	
<b>FP</b>	Finance And Performance	
<b>RB</b>	Revenues And Benefits	
	RB600 Revenues Misc Income Team Salaries	(20,000)
<b>HG</b>	General Fund Housing	
<b>PR</b>	Planning and Regeneration	
	PR200 Development Control	(294,000)
	PR400 Business Development - Grants & Funding Officer	(21,730)
	PR400 Business Development - Town Centre Manager	(40,700)
	PR400 Business Development	(100,000)
	PR800 Planning Policy	(30,000)
<b>CS</b>	Customer Services	
	CS500 Messenger Services	1,440
	CS900 Central Photocopying	5,000
	CS902 Central Postage	2,500
	CS910 Customer Services Admin	250
	CS932 Customer First	5,000
	CS938 Digital Strategy Staffing	(23,180)
<b>HR</b>	Human Resources	
<b>IT</b>	IT Services	
	IT800 Phoenix House Printer Sinking Fund	9,700
<b>IE</b>	New Homes Bonus monies earmarked for capital and economic regeneration projects	1,721,980
	<b>Net Transfer to / (from) Earmarked Reserves</b>	<b>1,582,490</b>
	Budgeted Net Transfer to Reserves	1,645,010
	<b>Forecast Variance</b>	<b>(62,520)</b>

## 2017/18 General Fund Projected Outturn Variance £



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-20,000

**Key**

+ = Overspend / Income under target

- = Savings / Income above budget

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

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

## GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 JUNE 2017

					Full Year	
	2017/18	2017/18	2017/18	2017/18	Forecast	Variance
	Annual Budget	Profiled Budget	Actual	Variance	Variation	%
	£	£	£	£	£	%
Building Control Fees	(280,800)	(70,200)	(60,000)	10,200	27,000	-10%
Planning Fees	(885,000)	(221,250)	(219,096)	2,154	0	0%
Car Parking Fees - See Below	(799,450)	(186,605)	(177,354)	9,251	7,000	-1%
Leisure Fees & Charges	(2,793,060)	(727,699)	(598,390)	129,309	138,000	-5%
Trade Waste Income	(677,500)	(361,036)	(333,581)	27,455	40,000	-6%
Garden Waste	(450,000)	(58,500)	(82,907)	(24,407)		0%
Licensing	(129,410)	(26,651)	(24,455)	2,196		0%
Market Income	(85,400)	(21,350)	(18,996)	2,354	12,000	-14%
	<b>(6,100,620)</b>	<b>(1,673,291)</b>	<b>(1,514,779)</b>	<b>158,512</b>	<b>224,000</b>	<b>-3.7%</b>
<b>Pay and Display</b>						
					<b>Spaces</b>	<b>Bud Income pa per space</b>
Beck Square, Tiverton	(83,780)	(20,430)	(20,666)	(236)	40	(2,095)
William Street, Tiverton	(31,780)	(7,670)	(6,576)	1,094	45	(706)
Westexe South, Tiverton	(47,800)	(12,540)	(13,045)	(505)	51	(937)
Wellbrook Street, Tiverton	(15,540)	(3,920)	(3,573)	347	27	(576)
Market Street, Crediton	(40,420)	(10,040)	(9,815)	225	39	(1,036)
High Street, Crediton	(75,330)	(19,070)	(18,840)	230	190	(396)
Station Road, Cullompton	(41,900)	(11,730)	(9,219)	2,511	112	(374)
Multistorey, Tiverton	(127,980)	(31,760)	(28,996)	2,764	631	(203)
Market Car Park, Tiverton	(220,120)	(51,360)	(49,879)	1,481	122	(1,804)
Phoenix House, Tiverton	(3,680)	(800)	(1,170)	(370)	15	(245)
P&D Shorts & Overs	0	0	409	409	0	0
	<b>(688,330)</b>	<b>(169,320)</b>	<b>(161,371)</b>	<b>7,949</b>	<b>1,272</b>	<b>(8,373)</b>
<b>Day Permits</b>	(31,000)	(2,000)	(788)	1,212		
<b>Allocated Space Permits</b>	(39,420)	(910)	89	999		
<b>Overnight Permits</b>	(1,000)	(250)	0	250		
<b>Day &amp; Night Permits</b>	0	0	(1,375)	(1,375)		
<b>Other Income</b>	(39,700)	(14,125)	(13,908)	217		
	<b>(799,450)</b>	<b>(186,605)</b>	<b>(177,353)</b>	<b>9,252</b>		
<b>Standard Charge Notices (Off Street)</b>	<b>(28,000)</b>	<b>(5,870)</b>	<b>(9,829)</b>	<b>(3,959)</b>		

	2017/18	2017/18	2017/18	2017/18
	Annual Budget	Profiled Budget	Actual	Variance
	£	£	£	£
<b>Total Employee Costs</b>				
<b>General Fund</b>				
Community Development	62,120	15,530	11,839	(3,691)
Corporate Management	1,299,200	324,800	321,151	(3,649)
Customer Services	711,710	177,928	174,148	(3,780)
Environmental Services	981,140	245,285	242,593	(2,692)
Finance And Performance	535,450	133,863	133,142	(721)
General Fund Housing	206,040	51,510	49,916	(1,594)
Grounds Maintenance	442,560	110,640	97,703	(12,937)
Human Resources	341,290	85,323	82,317	(3,006)
I.T. Services	488,880	122,220	127,769	5,549
Legal & Democratic Services	462,960	115,740	131,347	15,607
Planning And Regeneration	1,755,840	438,960	376,530	(62,430)
Property Services	423,430	105,858	94,638	(11,220)
Recreation And Sport	1,828,350	457,088	450,704	(6,384)
Revenues And Benefits	701,690	175,423	162,193	(13,230)
Waste Services	1,986,040	496,510	459,932	(36,578)
	<b>12,226,700</b>	<b>3,056,678</b>	<b>2,915,922</b>	<b>(140,756)</b>
<b>Housing Revenue Account</b>				
BHO09 Repairs And Maintenance	603,330	150,833	148,709	(2,124)
BHO10 Supervision & Management	1,369,080	342,270	350,893	8,623
BHO11 Special Services	37,180	9,295	6,298	(2,997)
	<b>2,009,590</b>	<b>502,398</b>	<b>505,900</b>	<b>3,502</b>
<b>Total</b>	<b>14,236,290</b>	<b>3,559,076</b>	<b>3,421,822</b>	<b>(137,254)</b>

	2017/18	2017/18	2017/18	2017/18
	Annual Budget	Profiled Budget	Actual	Variance
	£	£	£	£
<b>Agency Staff</b>				
<b>General Fund</b>				
Car Parks	0	0	0	0
Community Development	0	0	0	0
Corporate Management	0	0	0	0
Customer Services	0	0	0	0
Environmental Services	0	0	1,023	1,023
Finance And Performance	0	0	0	0
General Fund Housing	0	0	0	0
Grounds Maintenance	5,000	1,250	6,023	4,773
Human Resources	0	0	0	0
I.T. Services	0	0	0	0
Legal & Democratic Services	0	0	0	0
Planning And Regeneration	0	0	0	0
Property Services	0	0	3,391	3,391
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	13,121	13,121
Waste Services	179,250	44,813	40,360	(4,453)
	<b>184,250</b>	<b>46,063</b>	<b>63,917</b>	<b>17,854</b>
<b>Housing Revenue Account</b>				
BHO09 Repairs And Maintenance	0	0	(1,128)	(1,128)
BHO10 Supervision & Management	0	0	0	0
BHO11 Special Services	0	0	0	0
	<b>0</b>	<b>0</b>	<b>(1,128)</b>	<b>(1,128)</b>
<b>Total</b>	<b>184,250</b>	<b>46,063</b>	<b>62,790</b>	<b>16,727</b>



**HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR  
THE PERIOD 01 APRIL TO 30 JUNE 2017**

		2017/18 Annual Budget	Forecast	Variance
Housing Revenue Account (HRA)	Notes	£	£	%
<b>Income</b>				
SHO01 Dwelling Rents Income	A	(12,368,590)	40,000	-0.3%
SHO04 Non Dwelling Rents Income	B	(571,420)	(14,000)	2.5%
SHO06 Tenant Charges For Services	C	(350)	0	0.0%
SHO07 Leaseholders' Service Charges	D	(21,640)	0	0.0%
SHO08 Contributions Towards Expenditure	E	(36,470)	0	0.0%
SHO09 Alarm Income - Non Tenants	F	(209,520)	(5,000)	2.4%
SHO10 H.R.A. Investment Income	G	(40,000)	0	0.0%
SHO11 Miscellaneous Income	H	(19,000)	0	0.0%
<b>Services</b>				
SHO13A Repairs & Maintenance	I	3,098,380	(162,000)	0.0%
SHO17A Housing & Tenancy Services	J	1,315,290	(12,000)	-0.9%
SHO22 Alarms & L.D. Wardens expenditure	K	121,700	(10,000)	-8.2%
<b>Accounting entries 'below the line'</b>				
SHO29 Bad Debt Provision Movement	L	25,000	0	0.0%
SHO30 Share Of Corporate And Democratic	M	165,320	0	0.0%
SHO32 H.R.A. Interest Payable	N	1,214,500	0	0.0%
SHO34 H.R.A. Transfers between earmarked reserves	O	2,952,820	0	0.0%
SHO36 H.R.A. R.C.C.O.	P	32,000	0	0.0%
SHO37 Capital Receipts Reserve Adjustment	Q	(26,000)	0	0.0%
SHO38 Major Repairs Allowance	R	2,275,000	(12,000)	-0.5%
SHO45 Renewable Energy Transactions	S	(130,000)	0	0.0%
		<b>(2,222,980)</b>	<b>(175,000)</b>	<b>-7.9%</b>
Net recharge to HRA		1,245,730		
Capital Charges		977,250		
<b>Net Housing Revenue Account Budget</b>		<b>0</b>		

Housing Revenue Account	£k
Total HRA reserve as at 01/04/17	(2,000)
Forecast movement in the year	0
<b>Forecast HRA reserve as at 31/03/18</b>	<b>(2,000)</b>

Housing Maintenance Fund	£k
Opening balance	10,970
Reserve utilised for capital works (see appendix G)	(1,032)
Budgeted transfer to reserves	2,182
Forecast variance for the year (see above)	175
<b>Forecast closing balance</b>	<b>12,295</b>

Renewable Energy Fund	£k
Opening balance	455
Expenditure forecast for this year (see appendix G)	(98)
Net income forecast for this year	130
<b>Forecast closing balance</b>	<b>487</b>

**HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD  
01 APRIL TO 30 JUNE 2017**

Note	Description of Major Movements	Corrective Action	Forecast Variance £
<b>A</b>	Dwelling rent is 0.3% behind target	N/A	40,000
<b>B</b>	Garage voids are lower than budgeted	N/A	(14,000)
<b>F</b>	Minor variance	N/A	(5,000)
<b>I</b>	Significantly more time than expected will be spent on adaptations work, leading to a transfer of costs	N/A	(120,000)
	Underspends due to staffing vacancies	N/A	(42,000)
<b>J</b>	Minor savings forecast	N/A	(12,000)
<b>K</b>	Minor savings forecast	N/A	(10,000)
<b>R</b>	MRA is forecast to spend £2,263k	N/A	(12,000)
		<b>TOTAL</b>	<b>(175,000)</b>

MID DEVON DISTRICT COUNCIL  
MONITORING OF 2017/18 CAPITAL PROGRAMME

Appendix G

Code	Scheme	Approved Capital Programme 2017/18	Total Slippage B/fwd & Adj to Approved Capital Programme 17/18	Budgeted Capital Programme 2017/18	Deliverable Capital Programme 2017/18	Actual Expenditure 2017/18	Committed Expenditure 2017/18	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 18/19	Notes
		£	£	£		£	£	£	£	£	£	
<b>General Fund Projects</b>												
<b>Lords Meadow Leisure Centre</b>												
CA624	Main car park resurfacing		50,000	50,000	50,000	0	0	0	(50,000)			
<b>Exe Valley Leisure Centre</b>												
CA630	Exe Valley Leisure Centre - Replenish sand filters	25,000	0	25,000	25,000	0	0	0	(25,000)			
CA627	EVLC - Pressure set replacement Hot/Cold		50,000	50,000	50,000			0	(50,000)			
CA626	EVLC - Fitness extension		657,000	657,000	657,000	70,996	696,247	767,243	110,243			This variance includes contingency included in the contract & wet side improvement works amounting to £43k in 16/17
<b>Culm Valley Leisure Centre</b>												
CA631	CVSC replace end of life AC for fitness Gym	30,000	0	30,000	30,000	0	0	0	(30,000)			
<b>Pannier Market</b>												
CA509	Pannier Market - Improvement Project back log maintenance	60,000	0	60,000	60,000	43,842	0	43,842	(16,158)			
CA507	Tiverton Pannier Market Pippens		70,000	70,000	0	0	0	0	0			This Project will no longer be undertaken
CA508	Pannier Market Clock Tower		12,000	12,000	12,000	18,592	6,170	24,762	12,762			
<b>MSCP Improvements</b>												
CA709	MSCP improvements (refer to Matrix condition report)		139,000	139,000	70,000	0	7,098	7,098	(62,902)			Spend on this project will be undertaken with consideration to proposed Premier Inn project
<b>MDDC Shops/Industrial Units</b>												
CA510	Energy Assessment works - new legislation - Indust Units/Shops/Mkt Walk	50,000	0	50,000	25,000	0	0	0	(25,000)			This Project is likely to straddle 17/18 & 18/19 Financial years
<b>Play Areas</b>												
CA632	Play area refurbishment District wide - Amory Park Tiverton	50,000	0	50,000	0	0	0	0	0			This project is likely to be delivered in 18/19
CA628	Play area refurbishment - West Exe Recreation Ground Tiverton		50,000	50,000	0	0	2,300	2,300	2,300			This project is likely to be delivered in 18/19
<b>Other Projects</b>												
CA460	Crediton Office - Structural improvement work	30,000	0	30,000	20,000	0	0	0	(20,000)			Updated forecast of these costs are now £20k
CA461	A361 junction to facilitate Eastern Urban Extension (funded by s106)	1,750,000	0	1,750,000	1,000,000	0	0	0	(1,000,000)			MDDC contribution to DCC to help fund this junction now agreed at £1m
CA455	St Lawrence Green Project		30,000	30,000	30,000	0	0	0	(30,000)			
CA570	Coggans Well building acquisition					268,176	0	268,176	268,176			This acquisition will be funded by Useable Capital Receipts
CA468	Replacement Car park Machines					60,922	7,092	68,014	68,014			This project will be funding by a combinations of EMR's (£20k) & the balance from Useable Capital Receipts
<b>General Fund Development Schemes</b>												
CA462	Rear of Town Hall development site (6 Houses, 24 Apartments)	5,114,000	0	5,114,000	0	2,464	1,000	3,464	3,464			This project will now be delivered by the SPV & any associated costs novated to the new company
<b>ICT Projects</b>												
CA433	Unified Comms/telephony	107,000	0	107,000	107,000	0	0	0	(107,000)			
CA456	Digital Transformation replacement of CRM	50,000	50,000	100,000	100,000	0	0	0	(100,000)			
CA463	Secure Wifi replacement	50,000	0	50,000	50,000	0	0	0	(50,000)			
CA464	Parking System Replacement (enforcement)	40,000	0	40,000	40,000	370	0	370	(39,630)			
CA465	Replacement Queue System	30,000	0	30,000	30,000	0	0	0	(30,000)			
CA466	Core System Refreshes - Revs/Bens	20,000	0	20,000	20,000	0	0	0	(20,000)			
CA467	Replacement Estates/Property Systems	50,000	0	50,000	50,000	0	0	0	(50,000)			
CA421	Replacement of PC estate 330s		31,000	31,000	31,000	12,720	0	12,720	(18,280)			
CA423	Continued replacement of WAN/LAN		60,000	60,000	60,000	0	0	0	(60,000)			
CA425	Server farm expansion/upgrades		96,000	96,000	96,000	12,133	0	12,133	(83,867)			
CA437	Digital Transformation		61,000	61,000	61,000	0	0	0	(61,000)			
CA439	Mobile Working NDL MX		7,000	7,000	7,000	0	7,000	7,000	0			
CA444	SQL/Oracles refreshes		21,000	21,000	21,000	2,500	7,975	10,475	(10,525)			
<b>Replacement Vehicles</b>												
CA714	Medium Sweeper (Street Cleansing)	70,000	0	70,000	70,000	0	0	0	(70,000)			
CA715	Van Tipper (Grounds Maintenance)	26,000	0	26,000	26,000	0	0	0	(26,000)			
CA716	Ransomes Mower (Grounds Maintenance)	35,000	0	35,000	35,000	0	0	0	(35,000)			
CA712	Iveco Tipper (or equivalent)		24,000	24,000	24,000	0	0	0	(24,000)			
CA814	Dennis Eagle Terberg RCV 22-26t (or equivalent)		160,000	160,000	160,000	0	167,114	167,114	7,114			Trade Waste vehicle
CA821	5 Refuse Vehicles with Food waste capability		900,000	900,000	900,000	0	832,782	832,782	(67,218)			Garden Waste (3 large & 3 small refuse vehicles)
CA822	7.5T Tipper		100,000	100,000	100,000	0	0	0	(100,000)			
CA825	3.5T Tipper		25,000	25,000	25,000	0	0	0	(25,000)			
CA827	3.5T Tipper		25,000	25,000	25,000	0	0	0	(25,000)			
		7,587,000	2,618,000	10,205,000	4,067,000	492,715	1,734,778	2,227,493	(1,839,507)	0	0	

Code	Scheme	Approved Capital Programme 2017/18	Total Slippage B/fwd & Adj to Approved Capital Programme 17/18	Budgeted Capital Programme 2017/18	Deliverable Capital Programme 2017/18	Actual Expenditure 2017/18	Committed Expenditure 2017/18	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 18/19	Notes
CG217 CG201	<u>Private Sector Housing Grants</u> Empty homes and enforcement Disabled Facilities Grants-P/Sector	104,000 490,000	0 174,000	104,000 664,000	104,000 664,000	0 153,881	0 179,023	0 332,904	(104,000) (331,096)			
Please note where possible commitments are raised on the Finance Ledger. Currently the total commitment for Private Sector Housing Grants held outside the ledger is £179k. This underspend includes underspent budget on Private Tenant DFG's amounting to 331k; these are effectively ring fenced, therefore leaving £104k uncommitted. (£435k - £331k) Commitments include all approved grants. The timing of when these are drawn down is dependent on the client (up to 1 year), therefore at year end although sums may be committed, some may be carried forward to 2018/19 as slippage.												
		594,000	174,000	768,000	768,000	153,881	179,023	332,904	(435,096)	0	0	
CA200	<u>Affordable Housing Projects</u> Grants to Housing Associations to provide units (funded by commuted sums)	115,000	0	115,000	115,000	3,974	0	3,974	(111,026)			
		115,000	0	115,000	115,000	3,974	0	3,974	(111,026)	0	0	
<b>Total General Fund Projects</b>		<b>8,296,000</b>	<b>2,792,000</b>	<b>11,088,000</b>	<b>4,950,000</b>	<b>650,570</b>	<b>1,913,801</b>	<b>2,564,371</b>	<b>(2,385,629)</b>	<b>0</b>	<b>0</b>	
CA100 CA111 CG200 CA135 CA112	<u>HRA Projects</u> Major repairs to Housing Stock Renewable Energy Fund Spend Disabled Facilities Grants - Council Houses Land acquisition for Affordable Housing Birchen Lane	2,278,000 100,000 299,000 2,100,000 0	87,000 0 0 0 238,000	2,365,000 100,000 299,000 2,100,000 238,000	2,365,000 100,000 299,000 500,000 238,000	252,670 24,994 58,430 0 (10,592)	682,131 0 0 0 265,769	934,801 24,994 58,430 0 255,177	(1,430,199) (75,006) (240,570) (500,000) 17,177		15,000	£15k related to Garage Refurbishment Programme will be completed in 17/18
CA119 CA124 CA120 CA125 CA126 CA127	Palmerston Park Tiverton - affordable dwellings (26 units) Queensway (Beech Road) Tiverton (3 units) Burlescombe (6 units) Waddeton Park - (70 units) Sewerage Treatment Works - Washfield Stoodleigh - Pending feasibility (4 units)	0 0 0 0 0 0	2,694,000 298,000 776,000 1,991,000 25,000 520,000	2,694,000 298,000 776,000 1,991,000 25,000 520,000	2,062,000 150,000 100,000 0 25,000 50,000	205,330 7,719 (405) 71 0 0	2,761,765 0 3,855 0 0 0	2,967,094 7,719 3,450 71 0 0	905,094 (142,281) (96,550) 71 (25,000) (50,000)			Forecast project completion June/July 2018. Additional £261k to be funded by S106 Affordable Housing Contris per Cabinet report 02/03/17 This Project is likely to straddle 17/18 & 18/19 Financial years A substantial amount of this project will slip into 18/19 This project is likely to be delivered in 18/19 A substantial amount of this project will slip into 18/19
CA132 CA133	<u>HRA ICT Projects</u> Repairs - mobile replacement Tenancy Mobile	30,000 40,000	0 0	30,000 40,000	30,000 40,000	11,340 0	10,013 0	21,354 0	(8,646) (40,000)			
CA134 CA122	<u>HRA Replacement Vehicles</u> Van Tipper 4.5T (Responsive Repairs) Iveco Tipper 3.5t (or equivalent)	32,000 0	0 24,000	32,000 24,000	32,000 24,000	0 0	0 21,455	0 21,455	(32,000) (2,545)			
<b>Total HRA Projects</b>		<b>4,879,000</b>	<b>6,653,000</b>	<b>11,532,000</b>	<b>6,015,000</b>	<b>549,556</b>	<b>3,744,989</b>	<b>4,294,545</b>	<b>(1,720,455)</b>	<b>0</b>	<b>15,000</b>	
<b>CAPITAL PROGRAMME GRAND TOTAL</b>		<b>13,175,000</b>	<b>9,445,000</b>	<b>22,620,000</b>	<b>10,965,000</b>	<b>1,200,126</b>	<b>5,658,790</b>	<b>6,858,916</b>	<b>(4,106,084)</b>	<b>0</b>	<b>15,000</b>	