

# Public Document Pack

Mid Devon District Council

## Community Policy Development Group

Tuesday, 28 November 2017 at 2.15 pm  
Exe Room, Phoenix House, Tiverton

Next ordinary meeting  
Tuesday, 30 January 2018 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 **Director of Public Health**

The Consultant in Public Health from Devon County Council will be in attendance to take questions from the Group.

6 **Air Quality** *(Pages 11 - 56)*

To receive a report from the Group Manager for Public Health & Regulatory Services providing a Statutory Air Quality Action Plan 2017-21 for the district for consideration.

7 **Draft Budget** *(Pages 57 - 98)*

Members to consider forming a Working Group to look at options available in order for the Council to set a balanced budget for 2018/19 and agree a future strategy for further budget reductions for 2019/20 onwards.

8 **Financial Monitoring** *(Pages 99 - 122)*

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

9 **Town and Parish Charter** *(Pages 123 - 146)*

To receive a report presenting the findings of a review into the Charter between Mid Devon District Council and the Town and Parish Councils in Mid Devon.

10 **Six Monthly Update - Public Health** *(Pages 147 - 152)*

To provide a further update on progress of the Public Health Plan.

11 **Six Monthly Update - Leisure**

To receive a verbal update from the Leisure Manager.

12 **Performance and Risk** *(Pages 153 - 166)*

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.

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

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

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

Gypsies and Travellers Policy (Illegal Encampments)  
Community Engagement Strategy  
Trim Trails 6 monthly update  
Grant Funded Agencies  
Corporate Anti Social Behaviour Policy  
Community Cohesion (Consultation Working Group)

**Stephen Walford**

Chief Executive

Monday, 20 November 2017

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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 26 September 2017 at 2.15 pm

### **Present**

#### **Councillors**

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

### **Also Present**

#### **Councillor(s)**

Mrs M E Squires

### **Also Present**

#### **Officer(s):**

Stephen Walford (Chief Executive), Jill May (Director of Corporate Affairs and Business Transformation), Andrew Pritchard (Director of Operations), Chris Shears (Economic Development Officer), Kevin Swift (Public Health Officer) and Julia Stuckey (Member Services Officer)

## 23 **APOLOGIES AND SUBSTITUTE MEMBERS**

No apologies were given.

## 24 **PUBLIC QUESTION TIME**

There were no questions from members of the public present.

## 25 **MINUTES OF THE PREVIOUS MEETING**

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

## 26 **CHAIRMANS ANNOUNCEMENTS**

The Chairman welcomed new Member Cllr A Bush to the meeting.

## 27 **AIR QUALITY**

The Committee had before it a report \* from the Public Health and Professional Services Manager providing the final version of the statutory Air Quality Action Plan 2017-21 for consideration.

The Public Health Officer outlined the contents of the report.

Discussion took place regarding:

- Road infrastructure and the need for improvements:

- The difficulties encountered in a rural area for those that did not have a car and the need for local facilities;
- Local roads weren't always safe for cycling;
- Tiverton Parkway Station being away from the main towns, problems accessing it and possible solutions to this;
- Eco Stars and whether or not school buses and local coach companies complied with this;
- The need for Devon County Council to consider air quality when coordinating school transport;
- The introduction of electrically powered vehicles;
- Devon County Council had been consulted and had commented that there was nothing within the Action Plan that could not be delivered;
- Bus passes for senior citizens and whether they would continue;
- Potential cycle routes from Crediton and Tiverton to Exeter and whether they could be pursued;
- School Travel Plans;
- Greater consideration of enforcement measures.

It was **RESOLVED** that the Air Quality Action Plan be revised to include areas discussed above and be reviewed at the next meeting of the Group.

(Proposed by the Chairman)

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

## 28 **BROADBAND - PRESENTATION ON RECENT BID SUBMISSION**

The Economic Development Officer provided the Group with a presentation in relation to a recent bid submission regarding rural Broadband provision.

The officer explained that an exciting opportunity existed to apply for funding to enter into a programme to provide a fibre network within Mid Devon. An expression of interest had been made to the relevant funding body as well as details of a discrete project which it was very much hoped if successful could be expanded. The current situation was that whilst some parts of the district received a reasonable service, within other areas, the service provided by commercially, or via the 'Connecting Devon and Somerset' programme provided limited coverage. However, demand was high from residents and businesses and the poor coverage was providing a barrier to growth.

Details regarding the proposed project were as follows:

A loop would be created linking the villages between the Link Road and the A377 as well as the Link Road between Crediton and Tiverton along the A3072. Creating a ring was a very resilient way for building a network to enable wider coverage. The principal villages on the loop between the A361 and A377 would be:

- Withleigh (210m above sea level)
- Templeton (260m)
- Cruwys Morchard (218m)
- Pennymoor (239m)
- Puddington (206m)
- Black Dog (197m)
- Morchard Bishop (173m)
- Lapford (150m)

#### Who would benefit?

- As well as local residents, approximately 670 tourism businesses and 550 agricultural businesses.
- House prices had the potential to increase by 5%.

#### Why pick this route?

- The area was currently outside the remit of Connecting Devon and Somerset (the CDS programme).
- The height of each location was relevant.

#### The process

- Expressions of interest would be considered by late autumn with a full bid needing to be submitted by the beginning of 2018. The team were preparing as though the expression of interest would be successful and were busy considering the options that could be explored.

#### What happens now?

- Need community buy-in
- Establish route and submission sites
- Identify and contact landowners
- Create a business plan and evidence base

#### Other key activities

- Explore commercial opportunities
- Working with partner organisations
- Costing the fibre roll-out
- Look at alternative solutions if unsuccessful

#### Councillor support

- Local knowledge and contacts would be vital.

- Councillors could help in identifying existing infrastructure and could lobby for information from Connecting Devon and Somerset for direct project support.

The Group were asked to comment on the following discussion points:

- Where this project was best placed to sit within the committee structure of the Council. Both the Economy and the Community Policy Development Groups had a keen interest in this area.
- How should the Council engage with the community?
- Was this the right approach or should the private sector lead on this?

Discussion took place regarding:

- Whether or not there was financial capacity to take the scheme forward and funds that were available;
- Other local authorities and the fact that neighbouring authorities were supportive;
- The fact that transmission points could be added to extend the area of the scheme in the longer term.

It was **RESOLVED** that joint working with the Economy PDG be proposed as the matter was of such importance to both Groups.

(Proposed by the Chairman)

## 29 **CUSTOMER SERVICES AND THE IMPACT OF CLOSING SURGERIES AT CULLOMPTON AND CREDITON**

The Scrutiny Committee at its meeting in July had 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.

The Group had before it a briefing paper \* which provided background to the cessation of the service.

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 had been made redundant and the budget removed from the Customer First (CF) budget.



Since then, officers had 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 so it had made sense operationally to utilise the facilities that existed while they were available.

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

Cllr F W Letch, speaking in support of maintaining a presence in Crediton informed the Group that figures identifying numbers using the services in Crediton and Tiverton could not be compared due to the sporadic attendance in Crediton, which meant that the public were unsure of opening times. He queried the differences with the two towns and why Tiverton residents received a different service to Crediton residents. He also outlined difficulties in using public transport to travel from Crediton to Tiverton. Cllr Letch commented that he had witnessed times in Tiverton when there were no members of the public waiting to speak to an officer and proposed that consideration be given to reduce the level of staffing in Tiverton to fund some cover for Crediton.

Cllr Mrs E M Andrews, speaking in support of maintaining services in Cullompton commented that when she had asked residents in Cullompton whether or not they had used the surgery they had replied that they did not know about the service. She asked that residents of Cullompton be treated equally to residents of Tiverton.

Discussion took place regarding:

- Residents in rural areas and smaller towns that did not receive a local service but contacted the Council by other means such as telephone or digitally;
- The 'digital age' and the fact that many organisations now expected the public to contact them by these means;
- Tiverton being the main town in the District and being the main base for the Authority;
- The importance of a reliable broadband provision;
- The fact that the decision to remove the service had been agreed a considerable time ago and the difficulties that would be faced to reinstate.

It was **RESOLVED** that the existing decision to withdraw services be ratified.

(Proposed by the Chairman and seconded by Cllr Mrs G Doe)

- Note:
- i) Briefing paper \* previously circulated and attached to Minutes.
  - ii) Cllrs Mrs E M Andrews and F W Letch asked that their vote against the proposal be noted.

## 30 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 Chairman had raised a question in advance of the meeting regarding Leisure Centre Memberships. The officer had provided a response which clarified the situation, explaining that actions had been put in place to address the matter. It was **AGREED** that this would be discussed in detail at the next meeting. Members requested Zest Memberships be broken down per centre.

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

### 31 **FINANCIAL MONITORING**

The Group had before it and **NOTED** a report \* from the Director of Finance, Assets & Resources presenting a financial update in respect of the income and expenditure so far in the year.

The Chairman had raised a question in advance of the meeting regarding an overspend in the capital programme monitoring report against the development at Exe Valley. The Officer had confirmed the position, explaining that £60k related to a project contingency budget and circa £40k had been spent on additional works, outside of the scope of the project.

Members requested that problems in reading the spreadsheet within the report be noted, due to its size and the amount of information it contained.

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

### 32 **IDENTIFICATION OF ITEMS FOR THE NEXT MEETING**

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  
Draft budget  
Air Quality

(The meeting ended at 3.51 pm)

**CHAIRMAN**

**COMMUNITY PDG  
28 NOVEMBER 2017**

## **AIR QUALITY ACTION PLAN UPDATE**

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

**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, June and September 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 Key issues

1.1 In considering the previous draft of the Air Quality Action Plan (AQAP) at the last PDG meeting (September 2017), members discussed the support of Devon County Council – as the transport authority – to the AQAP and raised some additional points as minuted. These have been further considered by County and Mid Devon officers as set out below and in Section 2.

1.2 In response to member concerns, we have received further comments from the Devon County Transport and Planning team. It remains the case that Devon County Council does not have any in principle objection to the proposed updated Air Quality Action Plan (AQAP), but has provided the following advisory comments regarding the measures outlined in table 5.1.

- It is noted that e-bikes are mentioned but it is doubted as to whether there is either the demand or the destinations that would make them a success. Usage of e-bikes in Exeter is low, so Devon County Council would urge caution with this measure.
- The responsibility for School Travel Plans should sit with the schools themselves.
- Reading Council has done some work around anti-idling which gives some sensible proposals around what may be possible. [http://www.reading.gov.uk/media/6353/Item09-Idling-Nov16-Report-to-SEPT/pdf/Item09\\_Idling\\_Nov16\\_Report\\_to\\_SEPT.pdf](http://www.reading.gov.uk/media/6353/Item09-Idling-Nov16-Report-to-SEPT/pdf/Item09_Idling_Nov16_Report_to_SEPT.pdf). The legal position is unclear, but this may include issuing fixed penalty notices.
- Regarding a review of parking/traffic management on High Street in Crediton, this has been looked at several times in the past with no obvious solution as locals like to keep going up and down until they find a space right outside the shops rather than use the car park. They always say that locals don't like walking up the hill to the car park.
- If MDDC were minded to add more ideas, perhaps a more innovative approach would be to have a marketing campaign approach in terms of AQMA towns – e.g. signage (i.e. displayed on P&D Machines), telling people they are contributing towards poor air quality in Crediton by parking on High Street. Having people travel two or three times up and down the high street

at a slow pace looking for a car parking space must be having a huge impact. On the other hand, this could be more of a positive marketing approach – i.e. encouraging people to park and stride (from St Saviour’s Car Park) – selling the health benefits to your town and yourself by reducing traffic flows on High Street whilst increasing heart rate to improve health and wellbeing.

## 2.0 **Response to points raised by the Community PDG at the previous meeting**

2.1 Further consideration and comment on the points raised is provided below:

- **Road infrastructure and the need for improvements**

These can be viewed in Devon County’s Local Transport Plan (LTP3). Major road infrastructure policy and requirements for the District are also set out in the Mid Devon Local Plan submission.

*Action:* New measure 16 (Table 5.1 of AQAP) for consideration to be given to road surfacing in the AQMAs to reduce pollution. Both DCC and Mid Devon will continue to build relationships with stakeholders to deliver roads and infrastructure.

- **The difficulties encountered in a rural area for those that did not have a car and the need for local facilities**

This is now acknowledged within the priorities of the Action Plan (Executive Summary).

*Action:* none further required.

- **Local roads weren’t always safe for cycling.**

This is noted.

*Action:* consideration is given to a joint MDDC/DCC awareness raising campaign following the annual review of the AQAP in 2018.

- **Tiverton Parkway Station being away from the main towns, problems accessing it and possible solutions to this.**

The capacity of Tiverton station car park has been increased to meet demand of travellers accessing the station by road. In terms of catchment area for station users, rail passengers come from across a wide area of central and eastern Devon in addition to western Somerset. Officers are therefore not sure whether parking at Tiverton then taking an express bus would be popular. There is also a query as to whether demand from Tiverton alone would support an express bus service.

*Action:* a review the current bus timetable will be carried out with Devon County Council and Operators to ensure alignment with major stopping services. If deliverable opportunities emerge from this review to make positive changes then this will be reflected in the next annual review of the AQAP in 2018.

- **ECO Stars – can school buses and local coach companies comply with this?**

The decision lies with Devon County Council (DCC) engaging with ECO Stars to consider future contract obligations for service providers.

*Action:* as part of its existing commitment to ECO Stars as outlined in the plan, MDDC can continue to lobby DCC to get on board with ECO Stars.

- The need for Devon County Council to consider air quality when coordinating school transport

See above.

- **The introduction of electrically powered vehicles**

MDDC have installed a unit at Exe Leisure centre with more in the pipeline. See measure 5 (Table 5.1 of AQAP).

*Action:* none further required.

- **Bus passes for senior citizens and whether they would continue?**

This is a national scheme however we are not aware of any proposed changes. The scheme is currently matched to retirement age.

*Action:* none further required.

- **Potential cycle routes from Crediton and Tiverton to Exeter and whether they could be pursued?**

*Action:* this has been raised with DCC and we are awaiting a response. There is potential for more detail to be considered in the next annual review of the AQAP in 2018.

- **School Travel Plans**

See DCC comment in 1.1.

*Action:* MDDC could still have a role in working with schools supplying air quality data and personal exposure expertise. This could be recognised in future updates of the Mid Devon Public Health Plan rather than as a specific measure within the AQAP.

- **Greater consideration of enforcement measures;**

See DCC comment in 1.1.

*Action:* we will continue to engage with DCC on enforcement measures and review activities of other local authorities.

### **3.0 Air Quality Action Plan amendments**

3.1 The attached Action Plan in Annexe 2 has been updated to reflect points raised by the Group and Devon County.

3.2 As set out under specific responses above, it should be noted that further amendments to the Action Plan can be made at each yearly review. For instance, if a measure is no longer considered possible or after further consultation would not achieve the desired outcome or a new measure is put forward.

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

4.1 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.

4.2 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.

## 5.0 **Next steps**

5.1 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.

5.2 For the final plan to be adopted then it requires Cabinet approval and subsequently the signature of the Chief Executive. The approved version is then forwarded to DEFRA to update the overarching national air quality management plan.

## 6.0 **Recommendation**

6.1 The Community PDG to consider the responses above and the updated Air Quality Action Plan (as attached) 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 (Group Manager Public Health & Regulatory Services) 01884 244615 [snewcombe@middevon.gov.uk](mailto:snewcombe@middevon.gov.uk)

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

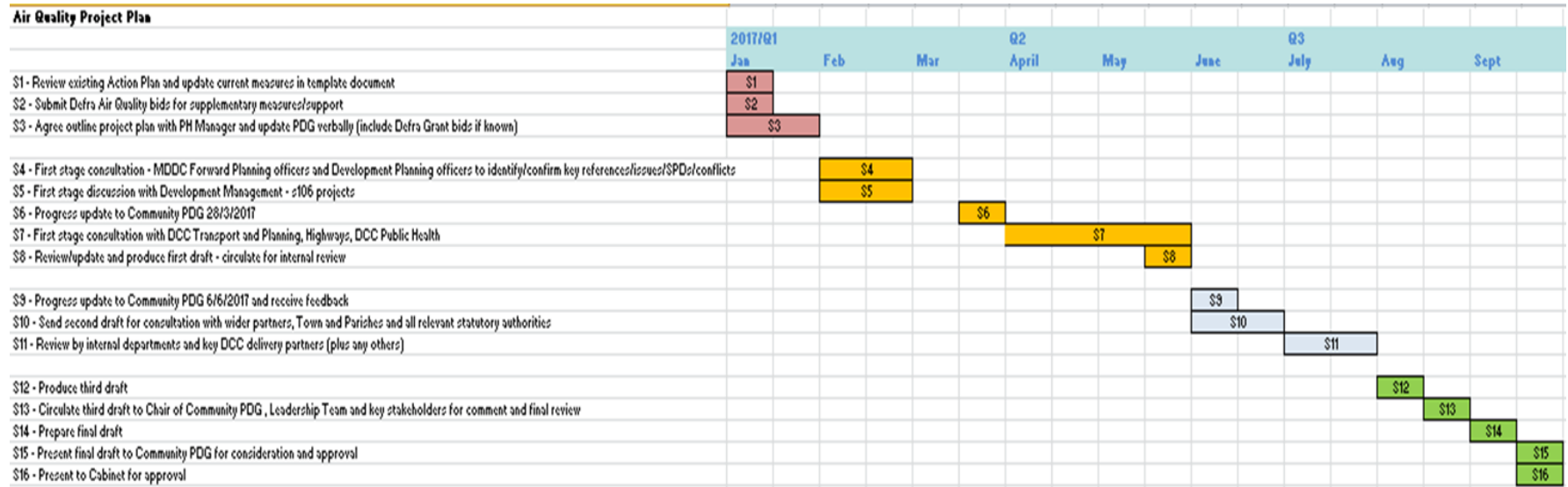
Cabinet Members with responsibility for Public Health (Cllr Margaret Squires) and Community Well-being (Cllr Colin Slade)  
Members of the Community Policy Development Group  
Leadership Team

### **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

November (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	snewcombe@middevon.gov.uk
Report Reference number	MDDCAQAP2017
Date	
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 - 2015.

Projects delivered through the past action plan include:

- Lords Meadows Link road at Crediton was completed in 2014. The link road directs traffic to the industrial estate, 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 monitoring locations where there is actual exposure by residents are now currently below the NO<sub>2</sub> air objective. In respect of PM<sub>10</sub>, the data indicates that concentrations have also continued to fall at all the Exeter Road monitoring location since the Link Road has opened.
- Extended bus service to facilitate access to new Tesco Superstore.
- Reducing emissions through Taxi licensing - from 1 April 2014 all vehicles offered for licensing for the first time must be no more than five years old from the date of first registration (Hackney Carriage & Private Hire Licensing Policy April 2013, Section 2.9).
- Promotion of the Devon-wide concessionary bus fares scheme resulted in a 60% uptake of eligible residents in Mid Devon by 2009. This was subsequently replaced by the National Bus Pass scheme.
- Sustainable school travel and School Travel Plans have been developed by 100% of schools in Mid Devon.
- Traffic Management High Street, Crediton - Bus pull in at St Lawrence Green has been deferred in the programme due to concerns relating to the balance of the benefits to the air quality against the impact on The Green.
- Enhanced evening bus services to Tiverton - Services 1, 1A, 1B. There have been some reductions last year, but services introduced are still in place.

- ECO Stars scheme - targets vehicle emissions was introduced in Mid Devon in October 2010 and is run by a private company, TTR Ltd, who are specialists in this area. The scheme targets 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 Defra Air Quality grant. At completion in December 2012 the scheme had 19 members. Despite not being resourced as a stand-alone scheme, 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 of July 2016 there were 53 companies enrolled in the scheme covering some 2,053 vehicles.
- Crediton Milk Link Dairy boiler changed from heavy fuel to gas.
- Cullompton Distributor Road is designed to provide relief to the town centre. Potential routes include between Tiverton Road and Willand Road (the NW route) which may be required in combination with a link between Station Road and Meadow Lane (the SE or Eastern route) subject to further investigation of air quality and other environmental impacts. This project is still under consideration and is now more central going forward as plans for new developments in excess of 2,000 homes have been approved.
- Town centre traffic management measures Cullompton - Station Rd\Higher Road junction improvement scheme introduced 2013. (New signalised junction with MOVA control). Right turn ban Tiverton Rd \Fore St. Experimental order trialled in 2013, made permanent in 2014. Parking management changes Fore St\High St introduced 2014.
- Introduction of Euro V engine standard on buses along the Culm Valley – Completed and now moving to Euro VI for new double-deckers.



- Investigation of a direct bus route to Exeter via M5 and Sowton/Exeter Business Park possibly in conjunction with funding from Cullompton development – completed and introduced (Service no.1)
- Provision of the Crediton town-bus ‘loop’ service is identified for delivery via existing s106 development funds - Introduced and maintained over a number of years with two stages of developer funding. But not a viable service to maintain commercially and was withdrawn/reduced in 2015.
- Cullompton Railway Station reinstatement feasibility study - £40K investment announced in August 2016. This funding matches a previous commitment by Taunton Deane Borough Council of £40k and, in addition, both Town Councils of Cullompton and Wellington have committed to contributing £10k each, providing the project with a £100k boost with which to push the work forward.

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<sup>1,2</sup>

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion<sup>3</sup>. Mid Devon District Council is committed to reducing the exposure of people in Mid Devon to poor air quality in order to improve health.

We have developed actions that can be considered under 8 broad topics:

- 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

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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

Our priorities are:

1. To reduce heavy goods vehicle emissions by expanding the current Eco stars scheme to all the districts within Devon.
2. To work with Devon County Council and the key bus service providers to maximise patronage and link the bus routes more effectively.
3. To improve the Electric Vehicle Charging Network through the installation of units at Council Parks or other appropriate locations and within design specifications for future housing developments (home charging).
4. To work with key partners in re-establishing the Cullompton Rail Station. Mid Devon District Council is investing £40k for the commissioning of engineering design work for a new railway station at Cullompton. This funding matches a previous commitment by Taunton Deane Borough Council of £40k and, in addition, both Town Councils of Cullompton and Wellington have committed to contributing £10k each, providing the project with a £100k boost with which to push the work forward.
5. To support alternative forms of transport such as local car sharing schemes, e-bikes, cycles and local bus services that minimise personal car use.
6. To adopt Local Plan Policies (Low emission strategies) and monitor their implementation in all future development applications.
7. 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.
8. To pro-actively engage all stakeholders with responsibility and or/interest in the development of roads, transport and infrastructure to ensure air quality is central to planning and delivery.
9. To acknowledge that the car will remain the only alternative for some rural locations and to take this into consideration when making policy or undertaking measures that may directly or indirectly affect rural communities.
10. To continue to monitor Mid Devon's two AQMAs and carry out mitigation strategies that will result in their removal from the register.

In this AQAP we outline how we plan to effectively tackle air quality issues within our control. However, 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 so 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 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:

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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 Annual Status Report (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. A summary of this information is shown on pages 7-10 of the Action Plan (add link to MDDC PH Plan). The full dataset for 2015/16 can be viewed at

<http://www.devonhealthandwellbeing.org.uk/jsna/himp/>.

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 PM2.5 is between 3.2 -4.0 (excluding Unitary Authorities). A mortality factor of 3.5 against a total of 8,333 deaths in the Devon County area equates to 292 deaths per annum.

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.

Mid Devon is a predominantly rural district and as such many of its residents are reliant on the car as the only mode of transport. This creates a challenge in terms of offering alternative options and sufficient incentives. The uptake of electric vehicles in

rural areas such as Mid Devon will be slower than major urban centres though the Council will increase charging locations to facilitate their growth.

Agriculture is among the main sources of air pollution and becoming more important as industry and transport are generally subject to tighter controls. In particular, ammonia (NH<sub>3</sub>) emissions from agriculture contribute to airborne particulate matter with serious impacts on human health; it also causes eutrophication and acidification of ecosystems. Though not within the scope of this plan Council is committed to working with regulatory bodies and farming communities to mitigate air pollution through good farming practice.

## **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 by-passing 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. 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 in its preparation and development. 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 (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. 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. 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 2016 measured levels at those monitoring locations where the objective was exceeded.

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

Location	NO <sub>2</sub> concentrations (µg/m <sup>3</sup> )		Road NOx Emissions
	2016 measured concentration	Required Reduction	Percentage Reduction Required
Fore Street, Cullompton	42 ug.m <sup>3</sup> ±5%	Between 2-4 ug.m <sup>3</sup>	Up to 10%
High Street, Crediton	40 ug.m <sup>3</sup> ±5%	Between 0-2 ug.m <sup>3</sup>	Up to 5%

## 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 2 AQMAs to within the permitted levels and will then apply to remove the areas from AQMA register.

# 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 authorities, agencies, businesses and the local community to improve local air quality. Schedule 11 of the Environment Act 1995 requires local authorities to consult the bodies listed 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	Mid Devon Town Councils
Yes	Devon County Council officials (Transport, Planning and Environment Service)
Yes	Mid Devon District Council Forward Planning and Development Teams

## **1.7 Steering Group**

In preparing this report a steering group was not formed due in part to the logistics of pulling together the necessary range of partners. MDDC's Community Policy Development Group provided the oversight for officers and the reporting mechanism.



## 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

Future ASRs will set out 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 42	Community run and/or private E-bikes schemes	Alternatives to private vehicle use	Other	MDDC and Local Town Councils	2017/18	2018-21	E-Bikes accepted and utilised as an alternative mode of transport by residents	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	Marketing campaign to reduce high street parking/promote car parks/raise awareness	Public Information	Leaflets, social media, internet, street posters	MDDC and Town Councils	2017/18	2018-20	Increase in level of awareness of local air quality issues/change in behaviour	Low	Planning stage	2018/19	Constitation with DCC and Town Councils required
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

## 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
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	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
8	Coordinated approach to enforcement of anti-idling, illegal parking	Traffic management	Anti-idling enforcement and illegal parking	MDDC DCC	2017/18	2017/20	Improved traffic flow at key pinch points Delivery of awareness raising campaign with drivers	Low	Initial consultation held with Town Councils	2018	Crediton and Cullompton AQMAs
	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	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 and MDDC	Ongoing	Includes resident car parking rates, traffic light changes, enforcement  Crediton and Cullompton AQMAs
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

## 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
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	£106 contribution allocated	Pending full release of funds	Copplestone Village Crediton AQMA
14	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
14	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	Road surfacing	Transport Planning and Infrastructure	Consideration given to lower polluting road surfacing within AQMA areas as opportunities arise	DCC	2018/19	2018-21	Areas of existing or new road network resurfaced	Low	Review phase	Ongoing	
17	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
18	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	
19	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 45 21	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, though could also include community run schemes. 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 Coplestone 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	Road surfacing	Design consideration for relevant road links within both Cullompton and Crediton AQMAs. Could be managed on a contract by contract basis.
17	Mid Devon Local Plan	Waiting final approval by Inspector.
18	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).
19	Planning Policy DM8 Parking	Includes EV charging network, provision for cyclists and minimum parking limits.
20	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.
21	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. (update on Page 5).</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 Council	<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 Council</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 Gregorys 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

		<p>room to make the manoeuver. A Pelican crossing may be required in Fore Street.</p>
<p>Devon County Council Transport and Planning</p>	<p>County Authority</p>	<p>It remains to be the case that Devon County Council does not have any in principle objection to the AQAP, but has some advisory comments regarding the measures outlined in table 5.1. These are outlined below.</p> <ul style="list-style-type: none"> <li>• It is noted that e-bikes are mentioned but it is doubted whether there are plans to install these in Crediton as it is doubted as to whether there is either the demand or the destinations that would make them a success. Usage of e-bikes in Exeter is low, so Devon County Council would urge caution with this measure.</li> <li>• The responsibility for school travel plans should sit with the schools themselves</li> <li>• Reading Council has done some work around anti-idling which gives some sensible proposals around what may be possible. <a href="http://www.reading.gov.uk/media/6353/Item09-Idling-Nov16-Report-to-SEPT/pdf/Item09_Idling_Nov16_Report_to_SEPT.pdf">http://www.reading.gov.uk/media/6353/Item09-Idling-Nov16-Report-to-SEPT/pdf/Item09_Idling_Nov16_Report_to_SEPT.pdf</a>. The legal position is unclear, but this may include issuing fixed penalty notices.</li> <li>• A review of parking/traffic management on High Street in Crediton has been looked at several times in the past with no obvious solution as locals like to keep going up and down until they find a space right outside the shops rather than use the car park. They always say that locals don't like walking up the hill to the car park.</li> </ul> <p>If MDDC were minded to add more ideas, perhaps a more innovative approach would be to have a marketing campaign approach in terms of</p>

		<p>AQMA towns – e.g. signage (i.e. displayed on P&amp;D Machines), telling people they are contributing towards poor air quality in Crediton by parking on High Street. Having people travel two or three times up and down the high street at a slow pace looking for a car parking space must be having a huge impact. On the other hand, this could be more of a positive marketing approach – i.e. encouraging people to park and stride (from St Saviour’s Car Park) – selling the health benefits to your town and yourself by reducing traffic flows on High Street whilst increasing heart rate to improve health and wellbeing.</p>
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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
	Improving School Travel Plans	Not specifically within the remit of MDDC – to be worked out by schools and Devon County Council

## 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
LAQM	Local Air Quality Management
NO <sub>2</sub>	Nitrogen Dioxide
NO <sub>x</sub>	Nitrogen Oxides
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

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**CABINET**  
**26 OCTOBER 2017**

## **DRAFT 2018/19 GENERAL FUND AND CAPITAL BUDGETS**

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

**Reason for the report:** To consider options available in order for the Council to set a balanced budget for 2018/19 and agree a future strategy for further budget reductions for 2019/20 onwards.

**RECOMMENDATION:** To consider the draft budget proposals for 2018/19 and start to plan for additional savings as identified in the Medium Term Financial Plan.

**Relationship to the Corporate Plan:** To deliver our Corporate Plan's priorities within existing financial resources.

**Financial Implications:** The current budget for the General Fund shows a deficit of £617k. In addition we have predicted a funding deficit of £1.2m on our General Fund by 2021/22. This highlights the need to take steps to plan for further reductions to our ongoing expenditure levels.

It is a statutory requirement for the Local Authority to set a balanced budget each year.

**Risk Assessment:** Service Managers and Finance staff have assessed volatility in income and large contractor budgets, taking account of current and estimated future demand patterns. In addition prudent levels of reserves will also continue to be maintained.

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

### **1.0 Introduction**

1.1 2018/19 will be the third year of a four year fixed funding settlement which will see a further reduction of £318k and then the complete removal of the remaining Revenue Support Grant of £179k by 2019/20.

1.2 It is worth reflecting that our budgets are affected in a number of ways:

- a) The funding received from central government.
- b) Devon County Council (DCC) and other public bodies' budgets being cut leads to them cutting funding to us and others, in a variety of ways.
- c) Government departments such as Department of Work and Pensions and Department for Communities and Local Government also have lower budgets and reduce grants.
- d) Changes in customer demand/expectations in the context of the local/national economy.

- 1.3 Although the priority is to balance next year's budget, strategic decisions will need to be made to accommodate reduced funding going forward. So far senior managers will have produced a draft budget based upon "business as usual."
- 1.4 Based on seven years of public sector austerity many services can no longer continue to reduce cost and still expect "business as usual". It is important to remember that some services are statutory and in some cases must breakeven. i.e. we cannot generate a profit. This restricts where savings/cuts can be imposed and section 7 below provides more details.
- 1.5 The proposed savings embodied in the draft budget will need to be agreed by Members, as every proposed saving that is rejected will need to be matched by a suggestion of where a similar saving could be made. Members will be aware that the budget is an evolving process. We have already made a range of assumptions relating to: pay awards, inflation, fees/charges, demand for services, property increases, etc. More information may well change/alter our assumptions in the months leading up to February, when the budget has to be finalised. So the current budget gap of £617k will be revised over the next few months, but it is based on the most current information, in conjunction with professional guidance, that is available.
- 1.6 The Council continues to look into opportunities to further reduce operational costs without immediately reducing service levels. However it remains a real possibility moving forward that some difficult decisions will have to be made relating to what the Council can and can't afford to deliver/support in the future.

## 2.0 The Draft 2018/19 Budget

- 2.1 The initial aggregation of all service budgets (which also includes assumptions surrounding predictions of interest receipts, contributions to our capital programme, transfers from/to reserves and Council Tax levels) currently indicates a General Fund budget gap of £617k (see Appendix 1).
- 2.2 At this point it is worth summarising how we have arrived at this deficit. The table shown below shows the main budget variances affecting the 2018/19 draft budget.

**Table 1 – Reconciliation of Major 2018/19 Budget Variances**

<b>Variations</b>	<b>Amount £k</b>
<b><i>External items outside of our control</i></b>	
Reduced formula grant settlement	318
Decrease in Housing Benefit Grant and increase in associated costs	57
Pay award and pension increases	239
Rural Services Delivery Grant	86
Transition Grant	32
<b><i>Subtotal</i></b>	<b>732</b>
<b><i>Other changes</i></b>	
Increase in service cost pressures	317

Not utilising New Homes Bonus to balance the budget	89
Increase in property sinking funds	100
Interest payments on loans for new Leisure equipment	45
Service cost reductions	(108)
New or increased income identified by service managers	(272)
Increase in Council Tax income (£5 rise + 370 new properties)	(212)
Net recharge to HRA	(108)
Minor changes	34
<b>Draft budget gap for 2018/19</b>	<b>617</b>

2.3 In compiling the 2018/19 draft budget we have also examined budget performance during 2017/18 and then made any relevant budget corrections for staffing changes, levels of income, changes in legislation, increases in inflation, etc.

2.4 Due to the need to get budget information to all of the PDG and Cabinet meetings during October and November there are still a few key issues that have not been resolved or are still to be fully evaluated. These issues may either improve or worsen the summary budget position currently reported and can be summarised as follows.

- Application by the Devon Pool to become 100% Business Rates Pilot
- Impact of new Homeslessness legislation from 01/04/18
- Impact of full rollout of Universal Credit from 01/04/18
- Autumn Statement announcement in November 2017
- Finalisation of Formula Grant settlement
- Ongoing service reviews (including changes to fees/charges)

### 3.0 The Past

3.1 Just to remind members of the financial journey the Council has been on since the austerity programme in 2010/11, here is a list of some of the challenges that have been presented to MDDC in balancing budgets during recent years.

- Net loss of £4m in Formula Grant
- Loss of funding for Housing Benefit admin and Regional Housing Pot removed circa £0.6m
- Council Tax freezes accepted for a number of years
- Increased costs associated with Local Land Provision
- Tax and pension related pressures totalling £350k as follows
  - National Insurance change
  - Increased pension back-funding costs
  - Government mandated auto-enrolment to the Pension Scheme
- Apprentice Levy of £50k introduced

3.1 The following lists just some of the actions taken by MDDC to mitigate these funding reductions.

- Significant efficiency agenda has led to service reductions amounting to over £2m
- Increased income has been generated by a number of services
  - Waste shared savings agreement with DCC
  - Garden Waste Scheme
  - Improved recycling scheme
- Increased commercialisation
  - £200k profit from market Walk and Fore Street properties
- Business Rates Devon Pool participation
- Profit from the Special Purpose Vehicle will return to the General Fund, along with a margin on interest received
- Increasing CCLA holding to £5m
- Colocation with Department for Work & Pensions (DWP)
- Revised Car Parking Strategy in 2016/17
- Rationalising our property estate, including depots, parks, toilets and car parks
- Joint working with North Devon DC as part of the Building Control Partnership
- DCC Transfer Station located at Carlu Close

#### **4.0 The Future**

4.1 It is clear that a lot of work has already been undertaken in order to deliver a draft budget gap of £617k, i.e. further efficiency savings of circa £250k included in the service appendices. We now are set with two tasks: firstly, to deliver a balanced General Fund budget by February 2018 in order to formally set the Council Tax and secondly, and of equal importance, begin to plan how our future spending plans can be financed. The work with town and parish councils will continue.

#### **5.0 Capital Programme**

5.1 In addition to this revenue funding pressure, is our ongoing commitment to future capital programmes, not helped by the current low levels of capital receipts. Even greater pressure may be placed on future programmes if additional borrowing was made to fund new Council Houses, Depots, Sport Centre enhancements, Town Centre enhancement works, vehicle replacements, etc.

5.2 The draft Capital Programme for 2018/19 is attached at Appendix 5. Excluding the new commitments to fund town centre regeneration or further commercial/land acquisitions, the size of our current and future capital programmes remains very small, due to the reductions in funding and level of sale receipts and now only includes material projects that are essential maintenance, or asset replacement or income generating/cost reducing.

#### **6.0 The Autumn PDGs and Cabinet meetings**

6.1 The first round of draft budget meetings will allow discussions with Members, Senior Management, Service Managers and Finance Officers in order to review the proposed draft 2018/19 budget – see Appendix 2. This will include

scrutinising and challenging the initial position (and confirming acceptance of all proposed savings put forward) and discussing any other budget areas that Members would like to see additional savings from.

- 6.2 Before the next round of PDGs and Cabinet in January the Council will receive formal confirmation regarding its; Formula Grant other emerging legislative changes, more information regarding the 2017/18 budget performance etc. At this point if any of the initial assumptions/estimates significantly worsen, then we will need to bring further savings options forward for consideration.

## 7.0 Public Consultation

- 7.1 Earlier year's consultations have consistently highlighted the three most valued services:

- REFUSE COLLECTION & RECYCLING - First
- PARKS, OPEN SPACES & PLAY AREAS - Second
- ENVIRONMENTAL HEALTH - Third

The three services valued the lowest comprised:

- COMMUNITY GRANTS - First
- PUBLIC CONVENIENCES - Equal second
- COMMUNITY SAFETY - Equal second

- 7.2 With the Council having to make more challenging decisions with regard to service prioritisation these views and our Corporate Plan should be foremost in determining changes to the base budget.

## 8.0 Statutory, Discretionary Services and the Level of Service Provision

- 8.1 Whilst the Council has a legal obligation to perform some activities, others are at the discretion of the elected members, subject to funding. Although some undertakings are clearly statutory and others clearly discretionary, there are some service areas that have elements of both.

- 8.2 The main *discretionary* services of the Council comprise:

- Business development (although a corporate priority)
- Community development (includes community group grants)
- Leisure facilities
- Parks and open spaces (identified as important to the public at 6.1)
- Shops and industrial units

### What can we do to balance the budget?

- 8.3 An activity's net cost could be changed by one or more of these factors:
- a) Changing the frequency
  - b) Changing the quality, instead of a "Platinum service" we may be forced to offer a "Silver service"
  - c) Increasing fees or start charging for a service

- d) Reducing the overheads
- e) Stopping the activity entirely
- f) Different models of service delivery (including partnership)

8.4 Over the last five or six years the Authority has concentrated its efforts in maintaining frontline service levels across all sectors by reducing overheads. It is now clear that following those budgetary cuts some service areas are struggling to deliver their service plans, within their existing budgets. Indeed in a few cases external reviews have necessitated increasing the resources in a particular service area to meet our legal obligations.

**What options are available if something is *statutory*?**

8.5 Although we cannot stop the function, we may be able to approach it differently in terms of frequency or quality.

8.6 Some of our income streams are influenced by external market forces and in setting prices we have to be mindful of the going market rate. Aside from Council tax, the main income streams are:

- Building control fees
- Burial fees
- Car park charges
- Industrial unit rent
- Leisure centre fees
- Licence fees
- Market tolls
- Shop rents
- Planning fees
- Trade waste fees
- Garden waste

8.7 Any multi million pound business employing staff and utilising assets needs teams to support them and our frontline services are no different.

8.8 The key components, some statutory, others essential, include:

- Audit
- Accountancy
- Customer First
- Procurement (Buying goods and services)
- Human resources (Includes health and safety)
- IT
- Legal services
- Property services

8.9 For example our waste service has to have vehicles and depots to operate from, both of which need to be maintained. The staff need to be managed, to be paid, and legislation provides for health and safety considerations. Depots and buildings such as Phoenix House are fixed costs, although even here we have created savings by renting out some space. The “back office” activities are therefore intrinsically linked to the “frontline” and savings from both areas have continued to be made.

## **9.0 Conclusion**

- 9.1 The feedback from all of the PDGs and Scrutiny will be reported to the January Cabinet for consideration in order to set a balanced 2018/19 budget and agree a forward plan. Group Managers will be working with Leadership Team and elected members in order to determine ways in which savings of £1m can be achieved over the next three years, based on the priorities identified in the Corporate Plan. Having identified possible savings, there will need to be careful consideration of their potential impact, probable lead times for delivery of that saving and any associated disengagement costs or possible 'spend to save' implications that would arise.

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**Circulation of the Report:** Leadership Team  
Elected Members  
Group Managers

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## GENERAL FUND REVENUE ACCOUNT DRAFT BUDGET SUMMARY 2018/19

	Notes	Net Direct Costs Budget 2017/18 £	Budget Changes £	Draft Net Direct Costs Budget 2018/19 £
Cabinet	2,4	4,287,630	183,810	4,471,440
Community	2,4	2,648,810	156,570	2,805,380
Economy	2,4,7	(700,830)	69,170	(631,660)
Environment	2,4	2,252,740	28,930	2,281,670
Homes	2,4	1,131,370	(163,100)	968,270
<b>TOTAL NET DIRECT COST OF SERVICES</b>		<b>9,619,720</b>	<b>275,380</b>	<b>9,895,100</b>
Net recharge to HRA	6	(1,245,730)	(107,930)	(1,353,660)
Provision for the financing of capital spending		398,370	(2,800)	395,570
<b>NET COST OF SERVICES</b>		<b>8,772,360</b>	<b>164,650</b>	<b>8,937,010</b>
PWLB Bank loan interest payable		106,920	(4,920)	102,000
Finance Lease interest payable		36,760	4,610	41,370
Interest payments for new loans		0	45,000	45,000
Interest from Funding provided for HRA		(54,000)	3,460	(50,540)
Interest receivable/payable on other activities		0	(25,000)	(25,000)
Interest Received on Investments	5	(254,000)	0	(254,000)
New Homes Bonus	8	(1,721,980)	521,980	(1,200,000)
Transfers into earmarked reserves	3	2,366,980	(321,840)	2,045,140
Transfers from earmarked reserves	3	(632,590)	(44,270)	(676,860)
Proposed contribution from New Homes Bonus Reserve		(89,380)	89,380	0
<b>TOTAL BUDGETED EXPENDITURE</b>		<b>8,531,070</b>	<b>433,050</b>	<b>8,964,120</b>
<b>Funded by:-</b>				
Revenue Support Grant		(497,550)	318,290	(179,260)
Rural Services Delivery Grant		(374,510)	86,430	(288,080)
Transition Grant		(31,510)	31,510	0
NNDR revenue		(2,265,210)	(34,790)	(2,300,000)
CTS Funding Parishes		46,960	(7,040)	39,920
Collection Fund Surplus		(52,860)	2,340	(50,520)
Council Tax (28,246 x £197.15)	1	(5,356,390)	(212,330)	(5,568,720)
<b>TOTAL FUNDING</b>		<b>(8,531,070)</b>	<b>184,410</b>	<b>(8,346,660)</b>
<b>REQUIREMENT TO BALANCE THE BUDGET</b>		<b>0</b>	<b>617,460</b>	<b>617,460</b>

**Current Assumptions :**

1. Council Tax has been increased by £5 as an illustration with an increased property growth of 370.
2. 2018/19 salary budgets include an increase of 1%.
3. All earmarked reserves have been reviewed and adjustment made based upon existing need.
4. All income flows have been reviewed and adjusted for changes in demand and unit price.
5. Investment income has been based upon the existing lending criteria now in force.
6. Support services have been calculated in accordance with the annual process.
7. Car parking fees are based upon 2017/18 fees and vends.
8. New Homes Bonus receipts based on new legislation changes.

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**PDG SERVICE UNIT MOVEMENTS**

Appendix 2

GENERAL FUND SUMMARY		Budget Net Direct Cost	Current Budgeted Net Direct Cost	Movement	+/- %
		2017/18	2018/19	2018/19	2018/19
<b>Cabinet</b>					
SCM01	Leadership Team	459,240	468,900	9,660	2.1%
SCM02	Corporate Functions	0	81,250	81,250	N/A
SCM03	Corporate Fees/Charges	226,930	207,550	(19,380)	-8.5%
SCM06	Pension Backfunding	901,510	890,060	(11,450)	-1.3%
SFP01	Accountancy Services	321,260	332,620	11,360	3.5%
SFP02	Internal Audit	103,460	88,000	(15,460)	-14.9%
SFP03	Procurement	77,840	71,970	(5,870)	-7.5%
SFP04	Purchase Ledger	45,480	45,850	370	0.8%
SFP05	Sales Ledger	44,580	44,190	(390)	-0.9%
SHR01	Human Resources	266,470	279,020	12,550	4.7%
SHR02	Mddc Staff Training	41,530	132,250	90,720	218.4%
SHR03	Payroll	57,520	57,890	370	0.6%
SHR04	Learning And Development	50,590	51,150	560	1.1%
SIT01	It Gazetteer Management	65,080	69,750	4,670	7.2%
SIT03	It Information Technology	794,370	807,500	13,130	1.7%
SLD01	Electoral Registration	135,590	143,340	7,750	5.7%
SLD02	Democratic Rep And Management	440,980	458,260	17,280	3.9%
SLD04	Legal Services	255,200	241,890	(13,310)	-5.2%
		<b>4,287,630</b>	<b>4,471,440</b>	<b>183,810</b>	<b>4.3%</b>
<b>Community PDG</b>					
SCD01	Community Development	82,700	87,530	4,830	5.8%
SCS20	Customer Services Admin	108,030	106,540	(1,490)	-1.4%
SCS22	Customer First	686,270	697,310	11,040	1.6%
SES01	Emergency Planning	0	7,880	7,880	N/A
SES04	Public Health	44,370	4,090	(40,280)	-90.8%
SES16	Es Staff Units/Recharges	607,020	709,040	102,020	16.8%
SES17	Community Safety	59,960	540	(59,420)	-99.1%
SES18	Food Safety	(12,530)	(17,580)	(5,050)	40.3%
SES21	Licensing	(15,480)	(8,180)	7,300	-47.2%
SES22	Pest Control	4,000	4,000	0	0.0%
SES23	Pollution Reduction	4,240	840	(3,400)	-80.2%
SPR01	Building Regulations	500	(5,170)	(5,670)	-1134.0%
SPR02	Enforcement	100,380	100,900	520	0.5%
SPR03	Development Control	156,910	13,410	(143,500)	-91.5%
SPR04	Local Land Charges	(32,830)	(31,130)	1,700	-5.2%
SPR09	Forward Planning	204,290	227,280	22,990	11.3%
SPR11	Regional Planning	348,160	288,960	(59,200)	-17.0%
SRB01	Collection Of Council Tax	201,600	233,560	31,960	15.9%
SRB02	Collection Of Business Rates	(76,180)	(100,860)	(24,680)	32.4%
SRB03	Housing Benefit Admin & Fraud	111,380	168,260	56,880	51.1%
SRB04	Housing Benefit Subsidy	(75,000)	(45,000)	30,000	-40.0%
SRB06	Debt Recovery	94,380	97,590	3,210	3.4%
SRS01	Recreation And Sport	46,640	265,570	218,930	469.4%
		<b>2,648,810</b>	<b>2,805,380</b>	<b>156,570</b>	<b>5.9%</b>

**PDG SERVICE UNIT MOVEMENTS**

Appendix 2

GENERAL FUND SUMMARY		Budget Net Direct Cost	Current Budgeted Net Direct Cost	Movement	+/- %
		2017/18	2018/19	2018/19	2018/19
<b><u>Economy PDG</u></b>					
SCD02	Economic Development - Markets	34,420	51,290	16,870	49.0%
SCP01	Parking Services	(592,390)	(588,620)	3,770	-0.6%
SES03	Community Safety - C.C.T.V.	3,060	(1,950)	(5,010)	-163.7%
SPR06	Economic Development	413,470	421,200	7,730	1.9%
SPS12	GF Properties Shops / Flats	(559,390)	(513,580)	45,810	-8.2%
		<b>(700,830)</b>	<b>(631,660)</b>	<b>69,170</b>	<b>-9.9%</b>
<b><u>Environment PDG</u></b>					
SES02	Cemeteries	(34,850)	(76,420)	(41,570)	119.3%
SES05	Open Spaces	85,410	72,530	(12,880)	-15.1%
SGM01	Grounds Maintenance	541,150	584,180	43,030	8.0%
SPS03	Flood Defence And Land Drain	26,430	26,430	0	0.0%
SPS04	Street Naming & Numbering	7,560	7,360	(200)	-2.6%
SPS07	Public Transport	(15,110)	(13,110)	2,000	-13.2%
SPS11	Public Conveniences	43,230	54,110	10,880	25.2%
SWS01	Street Cleansing	374,320	376,220	1,900	0.5%
SWS02	Waste Collection	445,110	375,500	(69,610)	-15.6%
SWS03	Recycling	608,700	605,800	(2,900)	-0.5%
SWS04	Waste Management	170,790	269,070	98,280	57.5%
		<b>2,252,740</b>	<b>2,281,670</b>	<b>28,930</b>	<b>1.3%</b>
<b><u>Homes PDG</u></b>					
SES15	Private Sector Housing Grants	163,900	(22,610)	(186,510)	-113.8%
SHG03	Homelessness Accommodation	251,340	242,170	(9,170)	-3.6%
SPS05	Administration Buildings	257,310	231,920	(25,390)	-9.9%
SPS06	Mddc Depots	28,120	58,530	30,410	108.1%
SPS08	Office Building Cleaning	53,490	54,210	720	1.3%
SPS09	Property Services Staff Unit	377,210	404,050	26,840	7.1%
		<b>1,131,370</b>	<b>968,270</b>	<b>(163,100)</b>	<b>-14.4%</b>
<b>GRAND TOTAL</b>		<b>9,619,720</b>	<b>9,895,100</b>	<b>275,380</b>	<b>-0.6</b>

## COMMUNITY PDG 2018/19 Service Unit Budgets

### SCD01 Community Development

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
1000	Employees	220,011	100	0	(100)
3000	Transport	3,974	0	0	0
4000	Cost Of Goods And Services	278,154	82,600	87,530	4,930
7000	Income	(58,971)	0	0	0
	<b>Sum:</b>	<b>443,169</b>	<b>82,700</b>	<b>87,530</b>	<b>4,830</b>

Cost Centre	Cost Centre Name	2018/19 Budget
CD200	Community Development	87,530
CD205	Ho Communities & Gov	0
CD210	Community Services Unit	0
	<b>TOTAL</b>	<b>87,530</b>

#### **Major cost increases**

No major changes.

#### **Major cost decreases and changes in income**

No major changes.

### **SCS20 Customer Services Admin**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
1000	Employees	78,590	81,270	81,530	260
3000	Transport	(29)	40	40	0
4000	Cost Of Goods And Services	28,995	26,720	24,970	(1,750)
7000	Income	(41)	0	0	0
	<b>Sum:</b>	<b>107,515</b>	<b>108,030</b>	<b>106,540</b>	<b>(1,490)</b>

Cost Centre	Cost Centre Name	2018/19 Budget
CS900	Central Photocopying	4,530
CS902	Central Postage	18,670
CS910	Customer Services Admin	83,340
	<b>TOTAL</b>	<b>106,540</b>

#### **Major cost increases**

No major changes.

#### **Major cost decreases and changes in income**

No major changes.

### **SCS22 Customer First**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
1000	Employees	604,482	634,820	647,380	12,560
3000	Transport	1,974	2,840	2,750	(90)
4000	Cost Of Goods And Services	50,240	48,610	47,180	(1,430)
7000	Income	(252)	0	0	0
	<b>Sum:</b>	<b>656,444</b>	<b>686,270</b>	<b>697,310</b>	<b>11,040</b>

Cost Centre	Cost Centre Name	2018/19 Budget
CS200	Communications	90,250
CS500	Messenger Services	45,010
CS930	Customer First Management	175,340
CS932	Customer First	386,610
CS936	Crediton Office Section	0
CS938	Digital Strategy Staffing	100
	<b>TOTAL</b>	<b>697,310</b>

#### **Major cost increases**

Communications staffing increased by 2FTE: Manager and apprentice posts £53k

#### **Major cost decreases and changes in income**

Customer First Admin salary base reduced as FOI officer FTE post transferred  
Digital Strategy budget not retained for 18/19, £23k saving

### **SES01 Emergency Planning**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
4000	Cost Of Goods And Services	0	0	7,880	7,880
	<b>Sum:</b>	<b>0</b>	<b>0</b>	<b>7,880</b>	<b>7,880</b>

Cost Centre	Cost Centre Name	2018/19 Budget
ES500	Emergency Planning	7,880
	<b>TOTAL</b>	<b>7,880</b>

#### **Major cost increases**

Budget moved from SES17 Community Safety. £8k contribution towards an Emergency Planning Co-ordinator post at Devon County Council.

#### **Major cost decreases and changes in income**

No major changes.



**SES04 Public Health**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
1000	Employees	38,636	39,490	0	(39,490)
2000	Premises	387	100	100	0
3000	Transport	651	250	0	(250)
4000	Cost Of Goods And Services	26,795	6,780	6,240	(540)
7000	Income	(1,997)	(2,250)	(2,250)	0
	<b>Sum:</b>	<b>64,472</b>	<b>44,370</b>	<b>4,090</b>	<b>(40,280)</b>

Cost Centre	Cost Centre Name	2018/19 Budget
ES360	Dog Warden	4,090
ES361	Public Health	0
	<b>TOTAL</b>	<b>4,090</b>

**Major cost increases**

No major changes.

**Major cost decreases and changes in income**

Public Health Officer salary moved to ES733.

### **SES11 Pool Cars**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
1000	Employees	952	0	0	0
3000	Transport	6,081	2,250	2,250	0
4000	Cost Of Goods And Services	109	0	0	0
7000	Income	(9,563)	(2,250)	(2,250)	0
	<b>Sum:</b>	<b>(2,421)</b>	<b>0</b>	<b>0</b>	<b>0</b>

Cost Centre	Cost Centre Name	2018/19 Budget
ES580	Pool Car Running Costs	0
	<b>TOTAL</b>	<b>0</b>

#### **Major cost increases**

No major changes.

#### **Major cost decreases and changes in income**

No major changes.

### **SES16 Es Staff Units/Recharges**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
1000	Employees	537,748	566,620	665,640	99,020
2000	Premises	0	0	0	0
3000	Transport	28,011	28,020	32,620	4,600
4000	Cost Of Goods And Services	16,808	12,480	10,780	(1,700)
7000	Income	(1,980)	(100)	0	100
	<b>Sum:</b>	<b>580,588</b>	<b>607,020</b>	<b>709,040</b>	<b>102,020</b>

Cost Centre	Cost Centre Name	2018/19 Budget
ES720	Es Management	0
ES730	Environmental Enforcement	148,400
ES733	Environmental Health	560,640
	<b>TOTAL</b>	<b>709,040</b>

#### **Major cost increases**

Increase in salaries is a result of staff movement from Public Health and Private Sector Housing to Environmental Health and Admin staff have moved from the Enforcement staff unit to Waste Management.

#### **Major cost decreases and changes in income**

£33k in salary costs have been moved to utilise the Disabled Facilities Grant monies.

### **SES17 Community Safety**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
1000	Employees	46,282	49,920	150	(49,770)
3000	Transport	1,350	1,670	0	(1,670)
4000	Cost Of Goods And Services	31,496	14,370	6,390	(7,980)
7000	Income	(31,744)	(6,000)	(6,000)	0
	<b>Sum:</b>	<b>47,384</b>	<b>59,960</b>	<b>540</b>	<b>(59,420)</b>

Cost Centre	Cost Centre Name	2018/19 Budget
ES250	Community Safety	540
ES252	Building Safer Community Fund	0
ES254	Csp - Police Fund	0
ES256	Community Safety Partnership	0
	<b>TOTAL</b>	<b>540</b>

#### **Major cost increases**

No major changes

#### **Major cost decreases and changes in income**

Staff costs moved to SES16 (£50k)

Cost of good and services moved to SES01 Emergency Planning

**SES18 Food Safety**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
1000	Employees	218	510	510	0
4000	Cost Of Goods And Services	17,708	17,230	19,380	2,150
7000	Income	(37,153)	(30,270)	(37,470)	(7,200)
	<b>Sum:</b>	<b>(19,227)</b>	<b>(12,530)</b>	<b>(17,580)</b>	<b>(5,050)</b>

Cost Centre	Cost Centre Name	2018/19 Budget
ES260	Food Protection	3,870
ES270	Water Quality Monitoring	(21,450)
	<b>TOTAL</b>	<b>(17,580)</b>

**Major cost increases**

No major changes.

**Major cost decreases and changes in income**

No major changes.

## **SES21 Licensing**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
1000	Employees	91,005	92,090	111,010	18,920
3000	Transport	1,368	1,100	1,600	500
4000	Cost Of Goods And Services	23,312	20,740	20,710	(30)
7000	Income	(129,796)	(129,410)	(141,500)	(12,090)
	<b>Sum:</b>	<b>(14,111)</b>	<b>(15,480)</b>	<b>(8,180)</b>	<b>7,300</b>

Cost Centre	Cost Centre Name	2018/19 Budget
ES550	Licensing	(121,710)
ES740	Licensing Unit	113,530
	<b>TOTAL</b>	<b>(8,180)</b>

### **Major cost increases**

Salaries - Licensing Officer post now full time and at a Grade 7, £16k.

### **Major cost decreases and changes in income**

Increase income to cover additional salary cost on a 75% recovery basis.

**SES22 Pest Control**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
4000	Cost Of Goods And Services	5,415	4,000	4,000	0
	<b>Sum:</b>	<b>5,415</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>

Cost Centre	Cost Centre Name	2018/19 Budget
ES600	Pest Control	4,000
	<b>TOTAL</b>	<b>4,000</b>

**Major cost increases**

No major changes.

**Major cost decreases and changes in income**

No major changes.

### **SES23 Pollution Reduction**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
2000	Premises	(1,752)	920	0	(920)
4000	Cost Of Goods And Services	13,666	12,940	10,890	(2,050)
7000	Income	(11,873)	(9,620)	(10,050)	(430)
	<b>Sum:</b>	<b>42</b>	<b>4,240</b>	<b>840</b>	<b>(3,400)</b>

Cost Centre	Cost Centre Name	2018/19 Budget
ES650	Contaminated Land	0
ES660	Control Of Pollution	10,620
ES670	Local Air Pollution	(9,780)
	<b>TOTAL</b>	<b>840</b>

#### **Major cost increases**

No major changes.

#### **Major cost decreases and changes in income**

No major changes.



### **SPR01 Building Regulations**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
1000	Employees	197,768	240,260	212,660	(27,600)
3000	Transport	16,421	16,870	15,850	(1,020)
4000	Cost Of Goods And Services	45,342	24,170	24,120	(50)
7000	Income	(252,847)	(280,800)	(257,800)	23,000
	<b>Sum:</b>	<b>6,684</b>	<b>500</b>	<b>(5,170)</b>	<b>(5,670)</b>

Cost Centre	Cost Centre Name	2018/19 Budget
PR100	Building Regulations	(6,960)
PR900	Dangerous Buildings And Trees	1,790
	<b>TOTAL</b>	<b>(5,170)</b>

#### **Major cost increases**

The Building Control Manager is now paid by North Devon District Council, and there will be a corresponding reduction in MDDC's share of income to cover this

#### **Major cost decreases and changes in income**

See above re cost increases

## **SPR02 Enforcement**

<b>Group</b>	<b>Description</b>	<b>2016/17 Actuals</b>	<b>2017/18 Budget</b>	<b>2018/19 Budget</b>	<b>Movement</b>
1000	Employees	69,785	87,350	87,910	560
3000	Transport	4,056	3,720	3,690	(30)
4000	Cost Of Goods And Services	24,038	9,310	9,300	(10)
	<b>Sum:</b>	<b>97,879</b>	<b>100,380</b>	<b>100,900</b>	<b>520</b>

<b>Cost Centre</b>	<b>Cost Centre Name</b>	<b>2018/19 Budget</b>
PR110	Enforcement	100,900
	<b>TOTAL</b>	<b>100,900</b>

### **Major cost increases**

No major changes.

### **Major cost decreases and changes in income**

No major changes.

### **SPR03 Development Control**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
1000	Employees	812,555	932,370	957,350	24,980
2000	Premises	0	0	0	0
3000	Transport	27,664	29,340	27,240	(2,100)
4000	Cost Of Goods And Services	177,442	98,200	96,820	(1,380)
7000	Income	(1,337,362)	(903,000)	(1,068,000)	(165,000)
	<b>Sum:</b>	<b>(319,700)</b>	<b>156,910</b>	<b>13,410</b>	<b>(143,500)</b>

Cost Centre	Cost Centre Name	2018/19 Budget
PR200	Development Control	(90,450)
PR220	Tiverton Eue	52,030
PR225	Garden Village Project	51,830
	<b>TOTAL</b>	<b>13,410</b>

#### **Major cost increases**

Additional post funded in PR225 (Garden Village Project) but this will be funded from reserves

#### **Major cost decreases and changes in income**

Planning charges are expected to increase by 20% by 1st April 2018. In addition, fees will be generated from Planning Performance Agreements and S106 Monitoring

### **SPR04 Local Land Charges**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
1000	Employees	51,185	51,130	51,720	590
3000	Transport	34	100	100	0
4000	Cost Of Goods And Services	32,538	36,440	37,550	1,110
7000	Income	(138,301)	(120,500)	(120,500)	0
	<b>Sum:</b>	<b>(54,543)</b>	<b>(32,830)</b>	<b>(31,130)</b>	<b>1,700</b>

Cost Centre	Cost Centre Name	2018/19 Budget
PR210	Local Land Charges	(31,310)
PR820	Assets Of Community Value	180
	<b>TOTAL</b>	<b>(31,130)</b>

#### **Major cost increases**

No major changes.

#### **Major cost decreases and changes in income**

No major changes.

### **SPR09 Forward Planning**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
1000	Employees	188,536	202,060	218,330	16,270
3000	Transport	723	500	500	0
4000	Cost Of Goods And Services	36,946	6,730	8,450	1,720
7000	Income	0	(5,000)	0	5,000
	<b>Sum:</b>	<b>226,206</b>	<b>204,290</b>	<b>227,280</b>	<b>22,990</b>

Cost Centre	Cost Centre Name	2018/19 Budget
PR600	Forward Planning Unit	227,280
	<b>TOTAL</b>	<b>227,280</b>

#### **Major cost increases**

An additional part time post has been funded, but this will be recharged to PR810 (Statutory Development Plan), which in turn is funded from reserves

#### **Major cost decreases and changes in income**

No income is expected to arise in this service

## **SPR11 Regional Planning**

<b>Group</b>	<b>Description</b>	<b>2016/17 Actuals</b>	<b>2017/18 Budget</b>	<b>2018/19 Budget</b>	<b>Movement</b>
1000	Employees	0	50,160	50,960	800
4000	Cost Of Goods And Services	195,091	298,150	238,150	(60,000)
7000	Income	(224)	(150)	(150)	0
	<b>Sum:</b>	<b>194,867</b>	<b>348,160</b>	<b>288,960</b>	<b>(59,200)</b>

<b>Cost Centre</b>	<b>Cost Centre Name</b>	<b>2018/19 Budget</b>
PR800	Planning Policy	14,200
PR810	Statutory Development Plan	274,760
	<b>TOTAL</b>	<b>288,960</b>

### **Major cost increases**

No major changes.

### **Major cost decreases and changes in income**

The £60k decrease reflects the amount that will be spent on the Local Plan in 2017/18 and so only the residual amount is needed in the budget for 2018/19.

### **SRB01 Collection Of Council Tax**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
1000	Employees	259,659	235,670	265,030	29,360
2000	Premises	0	0	0	0
3000	Transport	2,887	6,150	6,290	140
4000	Cost Of Goods And Services	105,777	104,780	103,240	(1,540)
7000	Income	(124,229)	(145,000)	(141,000)	4,000
	<b>Sum:</b>	<b>244,093</b>	<b>201,600</b>	<b>233,560</b>	<b>31,960</b>

Cost Centre	Cost Centre Name	2018/19 Budget
RB100	Collection Of Council Tax	233,560
	<b>TOTAL</b>	<b>233,560</b>

#### **Major cost increases**

C/Tax and Business Rates staff are now generic therefore all relevant staff coded to RB100, a member of staff moved from RB200, please refer to SRB02 below.

#### **Major cost decreases and changes in income**

No major changes.

### **SRB02 Collection of Business Rates**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
1000	Employees	28,556	28,030	100	(27,930)
3000	Transport	6	0	0	0
4000	Cost Of Goods And Services	7,905	6,290	8,640	2,350
7000	Income	(111,960)	(110,500)	(109,600)	900
	<b>Sum:</b>	<b>(75,492)</b>	<b>(76,180)</b>	<b>(100,860)</b>	<b>(24,680)</b>

Cost Centre	Cost Centre Name	2018/19 Budget
RB200	Collection of Business Rates	(100,860)
	<b>TOTAL</b>	<b>(100,860)</b>

#### **Major cost increases**

C/Tax & Business Rates staff are now generic, therefore all relevant staff coded to RB100 a member of staff moved to SRB01 above.

#### **Major cost decreases and changes in income**

No major changes.



### **SRB03 Housing Benefit Admin**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
1000	Employees	339,407	352,520	357,510	4,990
3000	Transport	179	200	200	0
4000	Cost Of Goods And Services	70,393	53,000	66,540	13,540
7000	Income	(387,311)	(294,340)	(255,990)	38,350
	<b>Sum:</b>	<b>22,668</b>	<b>111,380</b>	<b>168,260</b>	<b>56,880</b>

Cost Centre	Cost Centre Name	2018/19 Budget
RB300	Housing Benefit Admin	153,260
RB340	Local Welfare Assist Scheme	15,000
RB350	Universal Credit Deliv P/Ship	0
	<b>TOTAL</b>	<b>168,260</b>

#### **Major cost increases**

Additional costs to deliver Local Welfare Assistance scheme no longer funded by DCC £15k, note £15k also budgeted in HRA.

#### **Major cost decreases and changes in income**

Assumed 10% reduction in Housing Benefit & Local Council Tax Reduction Scheme  
Admin grant £28.4k  
Universal Credit Delivery Partnership no further funding available from DWP £9.9k

### **SRB04 Housing Benefit Subsidy**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
4000	Cost Of Goods And Services	17,858,426	18,225,770	18,400,250	174,480
7000	Income	(18,045,295)	(18,300,770)	(18,445,250)	(144,480)
	<b>Sum:</b>	<b>(186,869)</b>	<b>(75,000)</b>	<b>(45,000)</b>	<b>30,000</b>

Cost Centre	Cost Centre Name	2018/19 Budget
RB400	Housing Rent Allowances	(45,000)
	<b>TOTAL</b>	<b>(45,000)</b>

#### **Major cost increases**

Forecast Housing Benefit payments have been realigned to reflect current and projected spend in this area.

#### **Major cost decreases and changes in income**

Forecast Housing Benefit Subsidy income has been realigned to reflect current and projected spend in this area & also to factor in uncertainty with the planned move to Universal Credit in April 2018.

### **SRB06 Debt Recovery**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
1000	Employees	58,997	88,580	94,180	5,600
3000	Transport	(14)	50	50	0
4000	Cost Of Goods And Services	3,252	5,750	3,360	(2,390)
	<b>Sum:</b>	<b>62,235</b>	<b>94,380</b>	<b>97,590</b>	<b>3,210</b>

Cost Centre	Cost Centre Name	2018/19 Budget
RB600	Revenues Misc Income Team	97,590
	<b>TOTAL</b>	<b>97,590</b>

#### **Major cost increases**

No major changes.

#### **Major cost decreases and changes in income**

No major changes.

## **SRS01 Recreation And Sport**

Group	Description	2016/17 Actuals	2017/18 Budget	2018/19 Budget	Movement
1000	Employees	1,743,729	1,853,510	1,874,360	20,850
2000	Premises	790,876	707,030	876,890	169,860
3000	Transport	4,397	4,380	8,530	4,150
4000	Cost Of Goods And Services	306,707	274,780	285,950	11,170
7000	Income	(2,458,841)	(2,793,060)	(2,780,160)	12,900
	<b>Sum:</b>	<b>386,868</b>	<b>46,640</b>	<b>265,570</b>	<b>218,930</b>

Cost Centre	Cost Centre Name	2018/19 Budget
RS100	Leis Facilities Maint & Equip	250,000
RS110	Leisure Management & Admin	(94,310)
RS120	Amory Park	0
RS140	Exe Valley Leisure Centre	(30,330)
RS145	Market Walk Gym	550
RS150	Lords Meadow Leisure Centre	30,640
RS160	Culm Valley Sports Centre	109,020
	<b>TOTAL</b>	<b>265,570</b>

### **Major cost increases**

- Salaries- £20k 1% pay increase, spinal point rises and optimum deployment
- Maintenance-£15 increase on capital to revenue budget, £50k on responsive maintenance
- Utilities & rates- £100k increased costs in 17-18, budgeted to reflect this also increased costs at EVLC from the extension
- Income-£12k minor reduction on forecast performance

### **Major cost decreases and changes in income**

**2018/19 BUDGETS**

**Appendix 4**

**Transfers from Earmarked Reserves**

SERVICE		UTILISE NHB	OTHER	
CS938	DIGITAL STRATEGY STAFFING			
ES733	PUBLIC HEALTH	(35,900)		
LD600	LEGAL SERVICES			
PR200	DEVELOPMENT CONTROL			
PR220	TIVERTON EUE		(52,030)	
PR225	GARDEN VILLAGE PROJECT		(51,830)	
PR400	BUSINESS DEVELOPMENT	(45,000)		
PR400	BUSINESS DEVELOPMENT	(100,000)		
PR810	STATUTORY DEVELOPMENT PLAN	(350,000)		
RB600	REVENUES MISC INCOME TEAM			
ES361	PUBLIC HEALTH			
EQ638	DEV CONT LINEAR PARK		(4,170)	
EQ640	W52 POPHAM CLOSE COMM FUND		(1,950)	
EQ641	W67 MOORHAYES COM DEV FUND		(1,630)	
EQ642	W69 FAYRECROFT WILLAND EX WEST		(4,620)	
EQ643	W70 DEVELOPERS CONTRIBUTION		(6,650)	
EQ644	DEV CONT WINSWOOD CREDITON		(3,080)	
EQ660	ES354 PRIVATE SECTOR HOUSING EMR		(20,000)	
<b>TOTAL</b>		<b>(530,900)</b>	<b>(145,960)</b>	<b>(676,860)</b>

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**2018/19 BUDGETS**

**Transfers into Earmarked Reserves**

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SERVICE		MAINT 18/19 BUDGET	PLANT 18/19 BUDGET	EQUIPMENT 18/19 BUDGET	VEHICLES 18/19 BUDGET	OTHER 18/19	NEW HOMES BONUS	Market Walk /Fore Street Surplus
CS500	MESSENGER SERVICES				1,440			
CS900	CENTRAL PHOTOCOPYING							
CS902	CENTRAL POSTAGE							
CS910	CUSTOMER SERVICES ADMIN							
CS932	CUSTOMER FIRST							
ES100	CEMETERIES	25,000						
ES450	PARKS & OPEN SPACES	25,000			1,200			
ES580	POOL CAR RUNNING COSTS				4,320			
ES660	CONTROL OF POLLUTION							
ES730	ENVIRONMENTAL ENFORCEMENT				2,210			
GM960	GROUNDS MAINTENANCE		14,360		42,010			
EQ754	PHOENIX PRINTERS EQUIP SFUND			2,200				
LD201	ELECTION COSTS - DISTRICT					20,000		
LD300	DEMOCRATIC REP & MANAGEMENT					5,000		
PR810	STATUTORY DEVELOPMENT PLAN					100,000		
PS350	PUBLIC CONVENIENCES				1,120			
PS880	BUS STATION	5,000						
PS980	PROPERTY SERVICES STAFF UNIT				7,400			
RB100	COUNCIL TAX				740			
RS140	LEISURE SINKING FUND			100,000				
EQ737	STREET CLEAN VEHICLE SFUND				52,670			
EQ738	REFUSE VEHICLE SFUND				230,900			
EQ739	TRADE WASTE VEHICLE SFUND				23,070			
EQ740	RECYCLING VEHICLE SFUND				158,800			
EQ761	RECYCLING PLANT SFUND		20,000					
EQ	RECYCLING MAINT SINKING FUND	2,700						
IE435	New Homes Bonus Grant						1,200,000	
NHB								
<b>TOTAL</b>		<b>57,700</b>	<b>34,360</b>	<b>102,200</b>	<b>525,880</b>	<b>125,000</b>	<b>1,200,000</b>	<b>0</b>

2,045,140

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£k

**Estates Management****Lords Meadow Leisure centre**

Lords Meadow - Replace main pool filters	80
Lords Meadow - Tennis Courts surface and lining	25

**Exe Valley Leisure Centre**

EVLC pool tiling and balance tank repairs	25
EVLC - Pool Cover	25

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<b>Total</b>	<b>155</b>
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**Other MDDC Buildings****Phoenix House**

Phoenix House - Electric water heater replacement	25
Phoenix House- Toilet refurbishment flooring and units	30

**MDDC Depot Sites**

Old Road Depot - Actions following condition report	50
Grounds Maintenance relocation (subject to feasibility)	80

**Play Areas**

Play area refurbishment District wide	50
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**Other Projects**

Land drainage flood defence schemes	25
Land drainage flood defence schemes - Ashleigh Park Bampton	87

**General Fund Development Schemes**

Tiverton Redevelopment project - Asset acquisition	4,000
<b>Total</b>	<b>4,347</b>

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**Economic Development Schemes**

Tiverton Town Centre improvements	40
Mills Electricity Project	100
Broadband Project	100
<b>Total</b>	<b>240</b>

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**ICT Projects**

Desktop states replacement/refresh	50
CRM replacement	75
Data centre hardware refresh servers/storage	120
Replacement Grounds Maintenance system	100
<b>Total</b>	<b>345</b>

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**Affordable Housing Projects**

Grants to housing associations to provide houses (covered by Commuted Sums) 116

**Total 116****Private Sector Housing Grants**

Empty homes and enforcement 106

Disabled Facilities Grants–P/Sector 500

**Total 606****Replacement Vehicles****Grounds Maintenance**

Van Tipper 52

**Total 52****TOTAL GF PROJECTS 5,861****HRA Projects****Existing Housing Stock**

Major repairs to Housing Stock 2,101

Renewable Energy Fund 100

Disabled Facilities Grants - Council Houses 300

**Housing Development Schemes**

Palmerston Park - Soil Nailing -RC Wall -Tree Clearance-Re sequencing charges 1,056

Birchen Lane - PHL correction work 143

**Total 3,700****HRA Replacement Vehicles**

Van Tipper 7T (Voids) 40

**Total 40****TOTAL HRA PROJECTS 3,740****GRAND TOTAL GF + HRA 9,601****MDDC Funding Summary****2018-19****EXISTING FUNDS** £k

Capital Grants Unapplied Reserve 636

Capital Receipts Reserve 1,125

Earmarked Reserves 1462

Miscellaneous Funding 2,338

**Subtotal 5,561****NEW FUNDS**

Borrowing 4,000

Revenue Contributions 40

**Subtotal 4,040****TOTAL FUNDING 9,601**

**CABINET**  
**26 October 2017**

**AGENDA ITEM**

## **FINANCIAL UPDATE FOR THE SIX MONTHS TO 30 SEPTEMBER 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 six months to 30 September 2017.

2. The Cabinet approve bringing forward a sum of £45k in order to refurbish the dry side changing rooms, disabled toilets and shower rooms at Exe Valley Leisure Centre. (See para 6.6 below)

**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.

## 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>181</b>	<b>(2,060)</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>(1,423)</b>	<b>(3,861)</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 £181k (an increase of £108k since the annual variance of £73k was reported for July) as shown at Appendix A. The most significant movements this month comprise:

Vacant posts in Environmental Services	(£36k)
Net overspend forecast in Grounds maintenance	£43k
3 Rivers Development set-up costs	£20k
Salary underspend in Property services net of agency costs	(£21k)
Reduced income / increased costs in Market Walk	£50k
Recycling income	(£20k)
Utilities and maintenance in Leisure Facilities greater than budget	£58k
Planning fees above budget, partially offset by increased costs in Forward Planning	(£70k)
Development Control staff savings reported in July now expected to be spent in latter part of the year	£33k

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 £7k 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 £7k in 2017/18, made up of two deficits and several surpluses, the most significant of which comprise the following:
- £59k rent shortfall is due to dwelling rents being 0.5% behind target
  - £130k relates to major works since £2,405k is planned to be spent against the £2,275k budget
  - £76k of savings across Repairs & Maintenance, made up of the following
    - £60k surplus generated by the Direct Labour Operation (DLO) carrying out more adaptation work than planned
    - £16k of various staffing savings including apprentice vacancies
  - £43k underspend across Housing and Tenancy Services, made up of a number of small underspends that make up this total amount
- 4.4 There is a budgeted revenue contribution to capital purchases as follows for 2017/18.

<b>Description</b>	<b>Budget £'000</b>	<b>Forecast Outturn £'000</b>	<b>Variance £'000</b>
1 x Tipper Vehicle	32	21	(11)

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

<b>Description</b>	<b>Budget £'000</b>	<b>Forecast Outturn £'000</b>	<b>Variance £'000</b>
Birchen Lane re-development	147	147	0
Palmerston Park	1,205	573	(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.

## **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 £7,975k 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 £10,530k. Committed and Actual expenditure will therefore be monitored against this & currently shows an uncommitted amount of £2,555k (£10,530k - £7,975k).
- 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 Now we are 6 months into the financial year, forecast (Underspends) and Overspends amount to a net forecast underspend of (£5,116k), this mainly relates to the project at the rear of the Town Hall referred to in para 6.3 above. Please refer to appendix G for a full breakdown.

- 6.5 Forecast slippage into 18/19 financial year has also been reviewed; this amounts to £7,144k. Of this £6,541k relates to council house build projects that will cross the financial year and land acquisition for affordable housing. Again please refer to appendix G for a full breakdown.
- 6.6 As part of the wider enhancement works being carried out at Eve Valley Leisure Centre the property team have suggested some essential maintenance work to refurbish the dry side changing rooms, disabled toilets and shower rooms programmed for next year be delivered in conjunction with exiting works in order to all be operational with effect from 1<sup>st</sup> January 2018. (See Cabinet recommendation 2 above)

## 7.0 Capital Contingency Reserve

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

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

	£k
Unapplied Useable Capital Receipts at 1 April 2017	(2,438)
Net Receipts to date (includes 13 "Right to Buy" Council House sales & sale of land at Station Yard & MSCP)	(2,241)
<b>Current Balance</b>	<b>(4,679)</b>
Forecast further capital receipts in year	(700)
Forecast capital receipts to be applied in year	1,518
Forecast Unapplied Capital Receipts c/fwd. 31 March 2018	<b>(3,861)</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 The work undertaken to produce this monitoring information to 30th September 2017 has been used to inform the 18/19 Budget setting process and Medium Term Financial Plan that is also being reported to this Cabinet meeting.

**Contact for more  
information:**

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**Circulation of the Report:**

Cllr Peter Hare-Scott, Management Team



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

			2017/18 Annual Budget	Full Year Forecast	Variance
Com	General Fund Summary	Note	£	(0 = On budget) £	%
	<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	0	0.0%
PR	Land charges	Q	(32,830)	0	0.0%
GM	Grounds Maintenance	E	541,150	43,000	7.9%
ES	Cemeteries & Bereavement Services	D	(34,850)	(5,000)	14.3%
WS	Waste Services	H	1,598,920	(30,000)	-1.9%
	<b>Cllr C R Slade</b>				
CD	Community Development	I	82,700	2,300	2.8%
ES	Environmental Services incl. Licensing	D	599,780	(32,500)	-5.4%
ES	Open Spaces	F	85,410	13,800	16.2%
IT	IT Services	Q	859,450	23,000	2.7%
RS	Recreation And Sport	J	46,640	224,000	480.3%
	<b>Cllr P H D Hare-Scott</b>				
FP	Finance And Performance	K	592,620	(13,800)	-2.3%
RB	Revenues And Benefits	L	256,180	22,900	8.9%
CP	Car Parks	C	(592,390)	7,200	1.2%
	<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	65,000	29.7%
	<b>Cllr R J Chesterton</b>				
CD	Community Development: Markets	I	34,420	10,000	-29.1%
PR	Planning And Regeneration	N	1,223,710	(256,630)	-21.0%
	<b>Cllr M Squires</b>				
CS	Customer Services	O	794,300	(12,000)	-1.5%
ES	Environment Services - Public Health	D	94,860	0	0.0%
HR	Human Resources	P	416,110	10,000	2.4%
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>72,270</b>	<b>0.8%</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	109,832	
	<b>TOTAL BUDGETED EXPENDITURE</b>		<b>8,531,070</b>	<b>181,425</b>	<b>2.1%</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>181,425</b>	
EQ700	General Fund Reserve 01/04/17			(2,241,085)	
	<b>Forecast General Fund Balance 31/03/18</b>			<b>(2,059,660)</b>	

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

Note	Description of Major Movements	Full year variance (net of transfer to EMR)	PDG
<b>A</b>	<b>Corporate Management</b>		Cabinet
		0	
<b>B</b>	<b>Legal &amp; Democratic Services</b>		
	Minor variances in Electoral Registration	0	Cabinet
	Minor variances in Legal Services	(4,000)	Cabinet
		(4,000)	
<b>C</b>	<b>Car Parks</b>		
	P&D income forecast for yearend down against budget by £20k, £6k of this relates to the installation of the new P&D machines.	20,000	Economy
	Income from off-street fines is forecasted to be above budget	(20,000)	Economy
	Day Permit income expected to be down against budget at yearend	4,000	Economy
	Premises overspend across Parking Services forecast	8,200	Economy
	Car Park machine maintenance budget underspend due to the implementation of the new P&D machines	(5,000)	Economy
		7,200	
<b>D</b>	<b>Environmental Services combined</b>		
	Cemetery income above profile for the 1st Qtr, will review month by month.	(5,000)	Environment
	Anticipated Licensing income over and above budget.	(9,500)	Environment
	Licensing Officer post now full time.	13,000	Environment
	Environmental Enforcement salary savings due to vacant District Officers post.	(26,000)	Environment
	Environmental Health salary savings due to vacant Environmental Officers post	(10,000)	Environment
		(37,500)	
<b>E</b>	<b>Grounds Maintenance</b>		
	Salary underspends due to vacant posts	(27,000)	Environment
	Agency overspends	40,000	Environment
	Overspend on Plant/Vehicle running costs	10,000	Environment
	Insurance Excess from break in at Park Nursery Depot	10,000	Environment
	Equipment costs overspend	5,000	Environment
	Grass cutting contribution from Parishes & Towns not as high as budgeted	5,000	Environment
		43,000	
<b>F</b>	<b>Open Spaces</b>		
	Amory Park Income contribution no longer received	4,800	Environment
	Sponsorship income down against budget	3,000	Environment
	Play Area maintenance budget overspend	6,000	Environment
		13,800	
<b>G</b>	<b>Property Services</b>		
	3 Rivers Development set-up costs re Legal & Tax advice	20,000	Homes
	No rental income for Station Yard due to sale of the asset	16,000	Homes
	Salary underspend in Property Services due to vacant posts	(45,000)	Homes
	Agency overspend in Property Services	24,000	Homes
	Reduced income and increased costs from Market Walk vacant shop units	50,000	Homes
		65,000	
<b>H</b>	<b>Waste Services</b>		
	Trade waste - income is down due to losing a couple of big customers	40,000	Environment
	Trade waste - less in landfill disposal charges	(40,000)	Environment
	Recycling income and haulage prices better than budgeted	(30,000)	Environment
		(30,000)	
<b>I</b>	<b>Community Development</b>		
	Market Income - Market Manager actively seeking new traders, however footfall in Tiverton is down	10,000	Economy
	Grant spend (covered by Seed Fund ear marked reserve)	2,300	Cabinet
		12,300	
<b>J</b>	<b>Recreation And Sport</b>		
	All sites Income: revised growth based upon 16/17 Outturn	138,000	Community
	All sites Rates: charges exceeded annual budget	9,000	Community
	All sites Water: charges higher than anticipated	20,000	Community
	All sites Maintenance: Responsive works greater than anticipated	35,000	Community

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

Note	Description of Major Movements	Full year variance (net of transfer to EMR)	PDG
	All sites Energy costs: Electricity & Gas increases from prior year 16-17	12,000	Community
	One off marketing and advertising expenditure	10,000	Community
		224,000	
<b>K</b>	<b>Finance And Performance</b>		
	Salary saving from vacant Finance Manager has been partially off-set by an additional Principal Accountant	(8,000)	Cabinet
	Procurement Manager's recharge to Torridge District Council	(5,800)	Cabinet
		(13,800)	
<b>L</b>	<b>Revenues And Benefits</b>		
	Housing Benefit Subsidy	(20,000)	Community
	Benefits Local Welfare Assistance Scheme (covered by EMR)	42,900	Community
		22,900	
<b>M</b>	<b>General Fund Housing</b>		
	Minor variances	5,000	Homes
		5,000	
<b>N</b>	<b>Planning And Regeneration</b>		
	Building Control Partnership Income - Manager forecast	27,000	Community
	Enforcement: Salary saving from staff vacancy (now filled) partially offset by costs recently awarded against the authority	(2,500)	Community
	Development Control: Saving on staff vacancies now to be spent on additional resources in second half of the year	0	Community
	Development Control: Fee income (partly used to fund additional resources required in Forward Planning, see below)	(100,000)	Community
	Tiverton EUE: Ongoing expenditure (fully funded from EMR)	11,300	Community
	Garden Village: Ongoing expenditure (fully funded from EMR)	51,000	Community
	Business Development - Temporary Grants and Funding Officer post (not required from EMR)	(21,730)	Community
	Business Development - Town Centre Manager post filled for part of year (not required from EMR)	(31,700)	Community
	Forward Planning: Additional resources required due to workload - funded from additional Development Control income	30,000	Community
	Planning Policy: Ongoing expenditure (fully funded from EMR)	36,000	Community
	Statutory Development Plan: most of the expenditure now expected to fall into 2018/19; the transfer from reserves will therefore be reduced from the budgeted figure	(256,000)	Community
		(256,630)	
<b>O</b>	<b>Customer Services</b>		
	Comms Manager post reintroduced to the establishment (est)	11,000	Cabinet
	Digital transformation post will not be filled in financial year	(23,000)	Cabinet
		(12,000)	
<b>P</b>	<b>Human Resources</b>		
	Increased software costs for HR, Payroll & L&D	10,000	Cabinet
		10,000	
<b>Q</b>	<b>I.T. Services</b>		
	The current contract for data lines procured through DCC is expiring, new infrastructure is required for which DCC will no longer pay, each LA is now individually funding this	14,000	Cabinet
	Salary overspend due to JE regrade - this forecast may change as the service is currently going through a restructure	9,000	Cabinet
		23,000	
	<b>FORECAST (SURPLUS)/DEFICIT AS AT 31/03/18</b>	<b>72,270</b>	

<b>Cabinet</b>	<b>5,500</b>
<b>Community</b>	<b>(9,730)</b>
<b>Homes</b>	<b>70,000</b>
<b>Environment</b>	<b>(10,700)</b>
<b>Economy</b>	<b>17,200</b>
	<b>72,270</b>

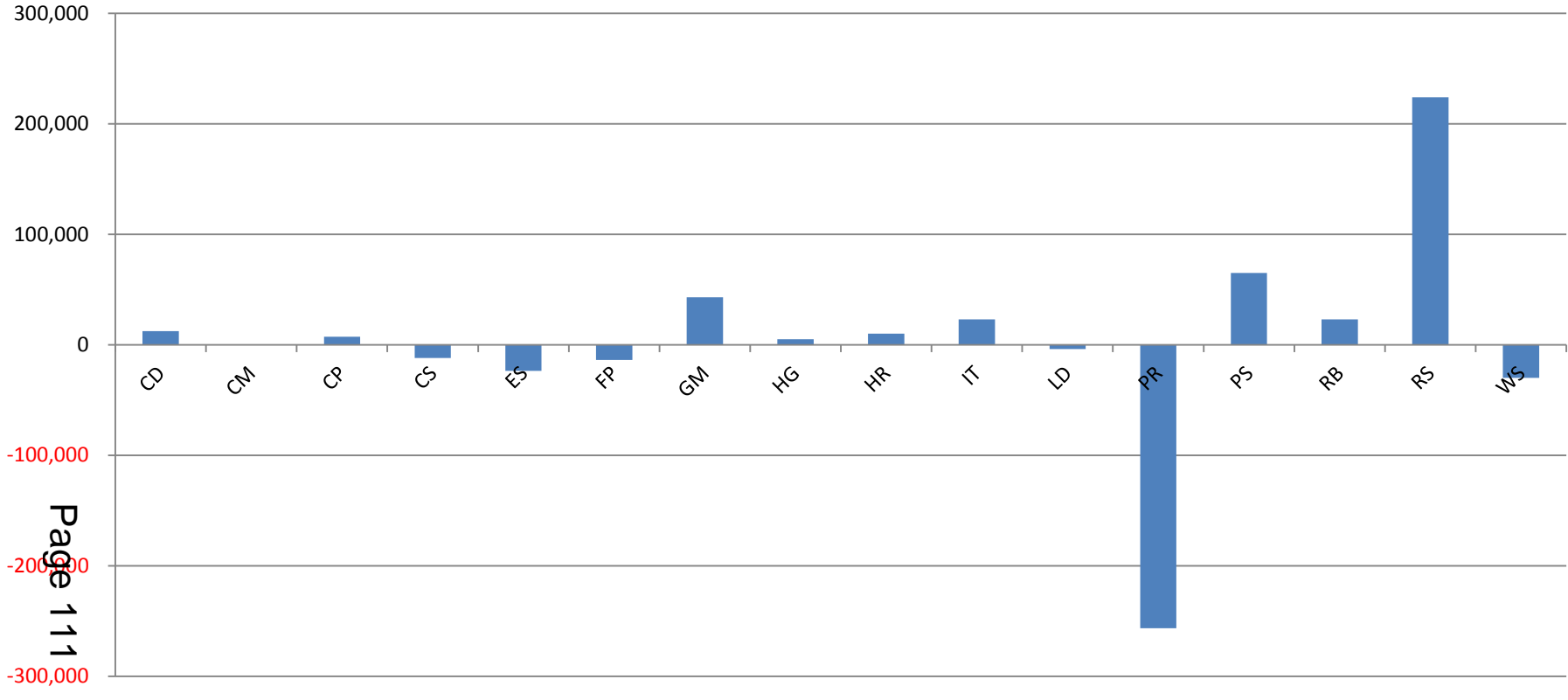
GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 30  
SEPTEMBER 2017

Committee	Net Transfers to / from Earmarked Reserves	Net Budgeted Trfr to EMR	Forecast Actual Net Trfr to EMR	Forecast Variance to Budget
<b>CM</b>	Corporate Management			0
<b>LD</b>	Legal & Democratic Services: Member/Election Services			
	LD201 Election costs - District	20,000	20,000	0
	LD300 Democratic Rep & Management	5,000	5,000	0
	LD600 Legal Services	(16,180)	(16,180)	0
<b>CP</b>	Car Parks			0
<b>ES</b>	Environmental Services combined			0
	ES100 Cemeteries	25,000	25,000	0
	ES450 Parks and Open Spaces	25,000	25,000	0
	ES450 Parks and Open Spaces	1,200	1,200	0
	ES580 Pool Car Running costs	4,320	4,320	0
	ES660 Control of Pollution	4,000	4,000	0
	ES730 Environmental Enforcement	2,950	2,950	0
	ES361 Public Health	(19,700)	(7,278)	12,422
<b>GM</b>	Grounds Maintenance			
	GM960 Grounds Maintenance	38,050	38,050	0
	GM960 Grounds Maintenance	14,360	14,360	0
<b>OS</b>	Open Spaces			
	EQ643 W70 Developers Contribution	(6,650)	(6,650)	0
	EQ640 W52 Popham Close Comm Fund	(1,950)	(1,950)	0
	EQ641 W67 Moorhayes Com Dev Fund	(1,630)	(1,630)	0
	EQ642 W69 Fayrecroft Willand Ex West	(4,620)	(4,620)	0
	EQ638 Dev Cont Linear park	(4,170)	(4,170)	0
	EQ644 Dev Cont Winswood Crediton	(3,080)	(3,080)	0
<b>PS</b>	Property Services			
	PS350 Public Conveniences	1,120	1,120	0
	PS980 Property Services Staff Unit	7,400	7,400	0
	Market Walk/Fore Street Surplus	50,000		(50,000)
<b>WS</b>	Waste Services			
	WS650 Street Cleaning - Vehicle Sinking Fund	56,470	56,470	0
	WS650 Street Cleaning - Litter Buster Team	(44,600)	(44,600)	0
	WS700 Refuse Collection - Litter Buster Team	(9,900)	(9,900)	0
	WS700 Refuse Collection - Vehicle Sinking Fund	217,510	217,510	0
	WS710 Trade Waste - Vehicle Sinking Fund	21,720	21,720	0
	WS725 Kerbside Recycling - Vehicle Sinking Fund	158,810	158,810	0
	WS725 Kerbside Recycling - Equipment Sinking Fund	20,000	20,000	0
	WS770 Unit 3 Carlu Close - Maintenance Sinking Fund	2,700	2,700	0
<b>CD</b>	Community Development			
	CD200 Community Development - GWC grant	(45,000)	(45,000)	0
	CD200 Grant spend from Seed Fund - EMR released		(2,300)	(2,300)
<b>RS</b>	Recreation And Sport			0
<b>FP</b>	Finance And Performance			0
<b>RB</b>	Revenues And Benefits			
	RB600 Revenues Misc Income Team Salaries	(20,000)	(20,000)	0
	RB340 Benefits Local Welfare Assistance Scheme		(42,900)	(42,900)

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

Committee	Net Transfers to / from Earmarked Reserves	Net Budgeted Trfr to EMR	Forecast Actual Net Trfr to EMR	Forecast Variance to Budget
<b>HG</b>	General Fund Housing			0
<b>PR</b>	Planning and Regeneration			
	PR200 Development Control	(294,000)	(294,000)	0
	PR220 Tiverton EUE	0	(53,000)	(53,000)
	PR225 Garden Village Project	0	(51,000)	(51,000)
	PR400 Business Development - Grants & Funding Officer	(21,730)	0	21,730
	PR400 Business Development - Town Centre Manager	(40,700)	(9,000)	31,700
	PR400 Business Development	(100,000)	(100,000)	0
	PR800 Planning Policy	(30,000)	(30,000)	0
	PR810 Statutory Development Plan		220,000	220,000
<b>CS</b>	Customer Services			
	CS500 Messenger Services	1,440	1,440	0
	CS900 Central Photocopying	5,000	5,000	0
	CS902 Central Postage	2,500	2,500	0
	CS910 Customer Services Admin	250	250	0
	CS932 Customer First	5,000	5,000	0
	CS938 Digital Strategy Staffing	(23,180)	0	23,180
<b>HR</b>	Human Resources			0
<b>IT</b>	IT Services			0
	IT800 Phoenix House Printer Sinking Fund	9,700	9,700	0
<b>IE</b>	New Homes Bonus monies earmarked for capital and economic regeneration projects	1,721,980	1,721,980	0
		(89,380)	(89,380)	0
		0		
	<b>Net Transfer to / (from) Earmarked Reserves</b>	<b>1,645,010</b>	<b>1,754,842</b>	<b>109,832</b>

## 2017/18 General Fund Projected Outturn Variance £



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**Key**

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

<b>CD</b>	Community Development	<b>IT</b>	I.T. Services
<b>CM</b>	Corporate Management	<b>LD</b>	Legal and Democratic
<b>CP</b>	Car Parks	<b>PR</b>	Planning and Regeneration
<b>CS</b>	Customer Services	<b>PS</b>	Property Services
<b>ES</b>	Environmental Services	<b>RB</b>	Revenues and Benefits
<b>FP</b>	Finance and Performance	<b>RS</b>	Recreation and Sports
<b>GM</b>	Grounds Maintenance	<b>WS</b>	Waste Services
<b>HG</b>	General Fund Housing		
<b>HR</b>	Human Resources		

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

	2017/18	2017/18	2017/18	2017/18	Full Year	
	Annual Budget	Profiled Budget	Actual	Variance	Forecast	Variance
	£	£	£	£	£	%
Building Control Fees	(280,800)	(140,400)	(121,824)	18,576	27,000	-10%
Planning Fees	(885,000)	(442,500)	(527,984)	(85,484)	(100,000)	11%
Land Search Fees	(120,000)	(60,000)	(47,248)	12,752	0	0%
Car Parking Fees - See Below	(799,450)	(374,830)	(358,730)	16,100	20,000	-3%
Leisure Fees & Charges	(2,793,060)	(1,356,541)	(1,241,108)	115,433	138,000	-5%
Trade Waste Income	(677,500)	(657,175)	(637,709)	19,466	40,000	-6%
Garden Waste	(450,000)	(103,500)	(153,034)	(49,534)	0	0%
Licensing	(129,410)	(51,590)	(54,688)	(3,098)	(9,500)	7%
Market Income	(85,400)	(42,700)	(39,205)	3,850	10,000	-12%
	<b>(6,220,620)</b>	<b>(3,229,236)</b>	<b>(3,181,530)</b>	<b>48,061</b>	<b>125,500</b>	<b>-2.0%</b>
<b>Pay and Display</b>						
					<b>Spaces</b>	<b>Bud Income</b>
						<b>pa per space</b>
Beck Square, Tiverton	(83,780)	(43,550)	(43,408)	142	40	(2,095)
William Street, Tiverton	(31,780)	(15,650)	(13,361)	2,289	45	(706)
Westexe South, Tiverton	(47,800)	(25,180)	(26,540)	(1,360)	51	(937)
Wellbrook Street, Tiverton	(15,540)	(7,600)	(6,998)	602	27	(576)
Market Street, Crediton	(40,420)	(20,410)	(20,032)	378	39	(1,036)
High Street, Crediton	(75,330)	(38,250)	(37,519)	732	190	(396)
Station Road, Cullompton	(41,900)	(22,190)	(18,545)	3,645	112	(374)
Multistorey, Tiverton	(127,980)	(64,650)	(58,689)	5,961	631	(203)
Market Car Park, Tiverton	(220,120)	(107,550)	(104,960)	2,590	122	(1,804)
Phoenix House, Tiverton	(3,680)	(1,690)	(2,574)	(884)	15	(245)
P&D Shorts & Overs	0		378	378	0	0
	<b>(688,330)</b>	<b>(346,720)</b>	<b>(332,247)</b>	<b>14,473</b>	<b>1,272</b>	<b>(8,373)</b>
<b>Day Permits</b>	(31,000)	(3,690)	(1,240)	2,450	4,000	-13%
<b>Allocated Space Permits</b>	(39,420)	(1,270)	(134)	1,136		
<b>Overnight Permits</b>	(1,000)	(500)	0	500		
<b>Day &amp; Night Permits</b>	0	0	(2,586)	(2,586)		
<b>Other Income</b>	(39,700)	(22,650)	(22,523)	127		
	<b>(799,450)</b>	<b>(374,830)</b>	<b>(358,730)</b>	<b>16,100</b>		
<b>Standard Charge Notices (Off Street)</b>	<b>(28,000)</b>	<b>(13,550)</b>	<b>(27,426)</b>	<b>(13,876)</b>	(20,000)	71%

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

	2017/18 Annual Budget	2017/18 Profiled Budget	2017/18 Actual	2017/18 Variance
	£	£	£	£
<b>Total Employee Costs</b>				
<b>General Fund</b>				
Community Development	62,120	31,060	25,591	(5,469)
Corporate Management	1,299,200	649,600	660,468	10,868
Customer Services	711,710	355,855	334,021	(21,834)
Environmental Services	981,140	490,570	477,351	(13,219)
Finance And Performance	535,450	267,725	238,089	(29,636)
General Fund Housing	206,040	103,020	99,982	(3,038)
Grounds Maintenance	442,560	221,280	200,689	(20,591)
Human Resources	341,290	170,645	166,464	(4,181)
I.T. Services	488,880	244,440	250,737	6,297
Legal & Democratic Services	462,960	231,480	256,169	24,689
Planning And Regeneration	1,755,840	877,920	754,541	(123,379)
Property Services	423,430	211,715	188,751	(22,964)
Recreation And Sport	1,828,350	914,175	908,025	(6,150)
Revenues And Benefits	701,690	350,845	328,384	(22,461)
Waste Services	1,986,040	993,020	906,708	(86,312)
	<b>12,226,700</b>	<b>6,113,350</b>	<b>5,795,972</b>	<b>(317,378)</b>
<b>Housing Revenue Account</b>				
BHO09 Repairs And Maintenance	603,330	346,248	347,275	1,027
BHO10 Supervision & Management	1,369,080	684,540	701,846	17,306
BHO11 Special Services	37,180	18,590	12,519	(6,071)
	<b>2,009,590</b>	<b>1,049,378</b>	<b>1,061,639</b>	<b>12,261</b>
<b>Total</b>	<b>14,236,290</b>	<b>7,162,728</b>	<b>6,857,611</b>	<b>(305,117)</b>

	2017/18 Annual Budget	2017/18 Profiled Budget	2017/18 Actual	2017/18 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	2,813	2,813
Finance And Performance	0	0	0	0
General Fund Housing	0	0	0	0
Grounds Maintenance	5,000	2,500	28,914	26,414
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	8,142	8,142
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	37,549	37,549
Waste Services	179,250	89,625	87,185	(2,440)
	<b>184,250</b>	<b>92,125</b>	<b>164,603</b>	<b>72,478</b>
<b>Housing Revenue Account</b>				
BHO09 Repairs And Maintenance	0	0	(1,128)	(1,128)
BHO10 Supervision & Management	0	0	175	175
BHO11 Special Services	0	0	0	0
	<b>0</b>	<b>0</b>	<b>(952)</b>	<b>(952)</b>
<b>Total</b>	<b>184,250</b>	<b>92,125</b>	<b>163,650</b>	<b>71,525</b>

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

		2017/18 Annual Budget	Forecast	Variance
Housing Revenue Account (HRA)	Notes	£	£	%
<b>Income</b>				
SHO01 Dwelling Rents Income	A	(12,368,590)	59,000	-0.5%
SHO04 Non Dwelling Rents Income	B	(571,420)	(18,000)	3.2%
SHO06 Tenant Charges For Services	C	(350)	0	0.0%
SHO07 Leaseholders' Service Charges	D	(21,640)	(5,000)	23.1%
SHO08 Contributions Towards Expenditure	E	(36,470)	(10,000)	27.4%
SHO09 Alarm Income - Non Tenants	F	(209,520)	(3,000)	1.4%
SHO10 H.R.A. Investment Income	G	(40,000)	(10,000)	25.0%
SHO11 Miscellaneous Income	H	(19,000)	0	0.0%
<b>Services</b>				
SHO13A Repairs & Maintenance	I	3,098,380	(76,000)	0.0%
SHO17A Housing & Tenancy Services	J	1,315,290	(43,000)	-3.3%
SHO22 Alarms & L.D. Wardens expenditure	K	121,700	(20,000)	-16.4%
<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	(11,000)	-34.4%
SHO37 Capital Receipts Reserve Adjustment	Q	(26,000)	0	0.0%
SHO38 Major Repairs Allowance	R	2,275,000	130,000	5.7%
SHO45 Renewable Energy Transactions	S	(130,000)	0	0.0%
		<b>(2,222,980)</b>	<b>(7,000)</b>	<b>-0.3%</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 01/04/7	(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)	7
<b>Forecast closing balance</b>	<b>12,127</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>

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

Note	Description of Major Movements	Corrective Action	Forecast
			Variance £
<b>A</b>	Dwelling rent is 0.5% behind target	N/A	59,000
<b>B</b>	Garage voids are lower than budgeted	N/A	(18,000)
<b>D</b>	Minor variance	N/A	(5,000)
<b>E</b>	Rechargeable works have been higher than budgeted	N/A	(10,000)
<b>F</b>	Minor variance	N/A	(3,000)
<b>G</b>	Cash balances have been high again in 2017/18	N/A	(10,000)
<b>I</b>	Significantly more time than expected will be spent on adaptations work, leading to a transfer of costs	N/A	(60,000)
	Underspends due to staffing vacancies	N/A	(16,000)
<b>J</b>	Several minor savings forecast across budget areas including training, environmental and tree works give rise to this total	N/A	(43,000)
<b>K</b>	Minor savings forecast	N/A	(20,000)
<b>P</b>	Tipper vehicle expected to cost less than budgeted	N/A	(11,000)
<b>R</b>	MRA is forecast to spend £2,405k (£2,278k budgeted plus £87k slippage rolled forward from 16/17 plus an additional £40k on Fire Risk Assessment work)	N/A	130,000
		<b>TOTAL</b>	<b>(7,000)</b>

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MID DEVON DISTRICT COUNCIL  
MONITORING OF 2017/18 CAPITAL PROGRAMME

Appendix G

Code	Scheme	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	35,210	0	35,210	(14,790)	(5,000)		Total Project cost circa £45k
<b>Exe Valley Leisure Centre</b>										
CA630	Exe Valley Leisure Centre - Replenish sand filters	25,000	25,000	0	0	0	(25,000)			This Project is planned due to be completed during Q3 17/18
CA627	EVLC - Pressure set replacement Hot/Cold	50,000	50,000	0	0	0	(50,000)	(5,000)		Forecast total Project cost circa £45k. Planned completion Feb'18
CA626	EVLC - Fitness extension	657,000	657,000	228,032	539,211	767,243	110,243	49,000		This forecast variance includes wet side improvement works amounting to £43k in 16/17. Planned project completion Jan '18
<b>Culm Valley Leisure Centre</b>										
CA631	CVSC replace end of life AC for fitness Gym	30,000	30,000	0	0	0	(30,000)	(5,000)		Forecast total Project cost circa £25k
<b>Pannier Market</b>										
CA509	Pannier Market - Improvement Project back log maintenance	60,000	60,000	43,842	0	43,842	(16,158)	(16,000)		Project complete - see Pannier Market Clock Tower CA508 - Scaffolding shared
CA507	Tiverton Pannier Market Pippens	70,000	0	0	0	0	0	(70,000)		This Project will no longer be undertaken
CA508	Pannier Market Clock Tower	12,000	12,000	28,256	0	28,256	16,256	16,000		Project complete - see Pannier Market back log maint CA509 - Scaffolding shared between projects
<b>MSCP Improvements</b>										
CA709	MSCP improvements (refer to Matrix condition report)	139,000	70,000	0	0	0	(70,000)		139,000	Spend on this project will be undertaken with consideration to proposed Premier Inn project - Planned commencement Jan '18
<b>MDDC Shops/Industrial Units</b>										
CA510	Energy Assessment works - new legislation - Indust Units/Shops/Mkt Walk	50,000	25,000	0	0	0	(25,000)		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	0	0	0	0		50,000	This project is likely to be delivered in Q2 18/19
CA628	Play area refurbishment - West Exe Recreation Ground Tiverton	50,000	0	0	2,300	2,300	2,300		50,000	This project is likely to be delivered in Q2 18/19
<b>Other Projects</b>										
CA460	Crediton Office - Structural improvement work	30,000	20,000	0	0	0	(20,000)	(10,000)		This project is likely to be delivered in Q4 17/18
CA461	A361 junction to facilitate Eastern Urban Extension (funded by s106)	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	0	0	0	(30,000)			
CA570	Coggans Well building acquisition			268,176	0	268,176	268,176	268,000		This acquisition will be funded by Useable Capital Receipts
CA468	Replacement Car park Machines			60,922	7,922	68,844	68,844	69,000		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	2,464	1,000	3,464	3,464	(5,114,000)		This project will now be delivered by the SPV & any associated costs will be novated to the new company
<b>ICT Projects</b>										
CA433	Unified Comms/telephony	107,000	107,000	0	0	0	(107,000)		67,000	Circa £40k spend in 17/18
CA456	Digital Transformation replacement of CRM	100,000	0	0	0	0	0	(100,000)		This Project will no longer be undertaken in 17/18 - future funds will be bid for in accordance with Leadership Team/ICT strategy
CA463	Secure Wifi replacement	50,000	50,000	0	0	0	(50,000)	(50,000)		Project to be delivered on Revenue circa £10k
CA464	Parking System Replacement (enforcement)	40,000	40,000	370	0	370	(39,630)			
CA465	Replacement Queue System	30,000	0	0	0	0	0	(30,000)		This Project will no longer be undertaken in 17/18 - future funds will be bid for in accordance with Leadership Team/ICT strategy
CA466	Core System Refreshes - Revs/Bens	20,000	20,000	0	0	0	(20,000)			This Project will no longer be undertaken in 17/18 - future funds will be bid for in accordance with Leadership Team/ICT strategy
CA467	Replacement Estates/Property Systems	50,000	0	0	0	0	0	(50,000)		
CA421	Replacement of PC estate 330s	31,000	31,000	18,964	0	18,964	(12,036)			
CA423	Continued replacement of WAN/LAN	60,000	60,000	0	0	0	(60,000)			
CA425	Server farm expansion/upgrades	96,000	96,000	12,233	0	12,233	(83,767)			
CA437	Digital Transformation	61,000	61,000	2,430	30	2,460	(58,540)			
CA439	Mobile Working NDL MX	7,000	7,000	7,000	0	7,000	0			
CA444	SQL/Oracles refreshes	21,000	21,000	2,500	7,975	10,475	(10,525)			
<b>Replacement Vehicles</b>										
CA714	Medium Sweeper (Street Cleansing)	70,000	70,000	0	0	0	(70,000)			
CA715	Van Tipper (Grounds Maintenance)	26,000	26,000	0	0	0	(26,000)			
CA716	Ransomes Mower (Grounds Maintenance)	35,000	35,000	0	0	0	(35,000)			
CA712	Iveco Tipper (or equivalent)	24,000	24,000	0	0	0	(24,000)			
CA814	Dennis Eagle Terberg RCV 22-26t (or equivalent)	160,000	160,000	166,409	2,820	169,229	9,229	10,000		Trade Waste vehicle
CA821	5 Refuse Vehicles with Food waste capability	900,000	900,000	0	830,667	830,667	(69,333)	(69,000)		Garden Waste (3 large & 3 small refuse vehicles)
CA822	7.5T Tipper	100,000	100,000	0	0	0	(100,000)			
CA825	3.5T Tipper	25,000	25,000	0	0	0	(25,000)			
CA827	3.5T Tipper	25,000	25,000	0	0	0	(25,000)			
		<b>10,205,000</b>	<b>3,887,000</b>	<b>876,807</b>	<b>1,391,925</b>	<b>2,268,733</b>	<b>(1,618,267)</b>	<b>(5,112,000)</b>	<b>331,000</b>	

Code	Scheme	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	<b>Private Sector Housing Grants</b> Empty homes and enforcement	104,000	30,000	0	0	0	(30,000)		64,000	
CG201	Disabled Facilities Grants-P/Sector	664,000	555,000	200,980	183,391	384,371	(170,629)		109,000	
<p>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 £184k.  This underspend includes underspent budget on Private Tenant DFG's amounting to 171k; these are effectively ring fenced, therefore leaving £30k uncommitted. (£201k - £171k)  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.</p>										
		<b>768,000</b>	<b>585,000</b>	<b>200,980</b>	<b>183,391</b>	<b>384,371</b>	<b>(200,629)</b>	<b>0</b>	<b>173,000</b>	
CA200	<b>Affordable Housing Projects</b> Grants to Housing Associations to provide units (funded by commuted sums)	115,000	115,000	7,959	0	7,959	(107,041)		99,000	
		<b>115,000</b>	<b>115,000</b>	<b>7,959</b>	<b>0</b>	<b>7,959</b>	<b>(107,041)</b>	<b>0</b>	<b>99,000</b>	
<b>Total General Fund Projects</b>		<b>11,088,000</b>	<b>4,587,000</b>	<b>1,085,746</b>	<b>1,575,317</b>	<b>2,661,063</b>	<b>(1,925,937)</b>	<b>(5,112,000)</b>	<b>603,000</b>	
CA100	<b>HRA Projects</b> Major repairs to Housing Stock	2,365,000	2,365,000	838,736	991,551	1,830,287	(534,713)	40,000		Additional works on fire risk Assessments £40k
CA111	Renewable Energy Fund Spend	100,000	100,000	51,488	0	51,488	(48,512)			
CG200	Disabled Facilities Grants - Council Houses	299,000	299,000	130,327	0	130,327	(168,673)			
CA135	Land acquisition for Affordable Housing	2,100,000	500,000	0	0	0	(500,000)		1,600,000	A substantial amount of this project will slip into 18/19
CA112	Birchen Lane	238,000	238,000	86,533	77,878	164,412	(73,588)			
CA119	Palmerston Park Tiverton - affordable dwellings (26 units)	2,694,000	2,062,000	374,292	2,708,819	3,083,110	1,021,110		1,500,000	Forecast project completion Q3 2018/19. Additional £261k to be funded by S106 Affordable Housing Contribs per Cabinet report 02/03/17
CA124	Queensway (Beech Road) Tiverton (3 units)	298,000	150,000	7,719	0	7,719	(142,281)		250,000	Forecast project completion Q4 2018/19
CA120	Burlescombe (6 units)	776,000	100,000	220	3,840	4,060	(95,940)		700,000	Forecast project completion Q4 2018/19
CA125	Waddeton Park - (70 units)	1,991,000	0	71	0	71	71		1,991,000	This project is likely to be delivered in 18/19
CA126	Sewerage Treatment Works - Washfield	25,000	25,000	0	0	0	(25,000)			Forecast project completion Q4 2017/18
CA127	Stoodleigh - Pending feasibility (4 units)	520,000	50,000	0	0	0	(50,000)		500,000	A substantial amount of this project will slip into 18/19
CA132	<b>HRA ICT Projects</b> Repairs - mobile replacement	30,000	30,000	11,340	10,013	21,354	(8,646)			
CA133	Tenancy Mobile	40,000	0	0	0	0	0	(40,000)		This Project will no longer be undertaken in 17/18 - future funds will be bid for in accordance with Leadership Team/ICT strategy
CA134	<b>HRA Replacement Vehicles</b> Van Tipper 4.5T (Responsive Repairs)	32,000	0	0	0	0	0	(32,000)		Vehicle not required in 17/18
CA122	Iveco Tipper 3.5t (or equivalent)	24,000	24,000	21,455	0	21,455	(2,545)	(3,000)		
<b>Total HRA Projects</b>		<b>11,532,000</b>	<b>5,943,000</b>	<b>1,522,180</b>	<b>3,792,102</b>	<b>5,314,282</b>	<b>(628,718)</b>	<b>(35,000)</b>	<b>6,541,000</b>	
<b>CAPITAL PROGRAMME GRAND TOTAL</b>		<b>22,620,000</b>	<b>10,530,000</b>	<b>2,607,926.21</b>	<b>5,367,418.20</b>	<b>7,975,344</b>	<b>(2,554,656)</b>	<b>(5,147,000)</b>	<b>7,144,000</b>	

## COMMUNITY POLICY DEVELOPMENT GROUP 28 NOVEMBER 2017

### TOWN AND PARISH CHARTER REVIEW

**Cabinet Member(s):** Cllr C R Slade – Community Well-Being  
**Responsible Officer:** Sally Gabriel - Member Services Manager

**Reason for Report:** To present to the Policy Development Group the findings of a review into the Charter between Mid Devon District Council and the Town and Parish Councils in Mid Devon

**RECOMMENDATION:** That the Charter be approved for a further three years subject to the amendments highlighted in Appendix 1

**Relationship to Corporate Plan:** Strengthening the relationships with Town and Parish Councils assists in the delivery of the 'empowering our communities' policy.

**Financial Implications:** None

**Legal Implications:** Community engagement and empowerment is one of the key implications of the Localism Act 2011. Good working relationships with the parish and town councils will build mutual trust and support, leading to more effective local government. By contrast, poor relationships may lead to a breakdown in trust, communication and ethical standards.

**Risk Assessment:** Failure to work effectively with Town and Parish Councils could lead to a breakdown in the relationship which could ultimately impact on our community.

**Equality Impact Assessment:** No equality issues have been identified.

#### 1.0 Introduction

1.1 The Town and Parish Charter was originally approved in December 2010, following this the Charter was circulated to Parishes for adoption at the Annual Meeting of the Town and Parish Council Clerks in March 2011. As of May 2012 of the 48 Town and Parish Councils in Mid Devon 37 had adopted the Charter.

1.2 As agreed at that time, the Charter was to be reviewed after 12 months and thereafter on a 3 yearly basis.

1.3 In May 2012, a review duly took place and amendments were made to the document providing clarity and in line with changes to legislation.

#### 2.0 Further Reviews

2.1 Due to reorganisation within the Council, the 3 yearly review was delayed. The Council's Member Services Department took over the Parish Liaison role

in October 2016 with a view to supporting the Town and Parish Council's alongside the District Councillors.

2.2 The Member Services Manager spoke to the Annual Town and Parish Clerks Meeting in December 2016 stating that she intended to review the Charter, and send it out for consultation. At the same time the Scrutiny Committee had a Working Group in place looking into Parish Liaison and it was hoped that Members would also have an input into the revision of the Charter.

### 3.0 2017 Review

3.1 The consultation period lasted from 9 March until 4 May 2017, Councils were asked to consider whether the Charter was meeting its objectives and whether there were any suggested changes that should be considered.

3.2 9 responses were received; the table below sets out the main comments raised along with a response and if appropriate how these will be addressed within the revised Charter:

Comment	Response
Bradinch Town Council do not have any further comments on the Charter at this time.	
<p>Thelbridge Parish Council accepts the local council undertakings and welcomes the MDDC commitments to support its work.</p> <p>It is suggested that it would be helpful to have a schedule for a year ahead providing dates, times and venues for the annual district-wide meeting of clerks and the briefing and training sessions on planning and ethical standards.</p>	<p><i>Request noted, it is hoped that the annual clerks meeting and training sessions will take place in the autumn of each year.</i></p>
Just to let you know, details have been given to all councillors in Kentisbeare and Culmstock and following the last meeting of both there were no comments.	
<p>Cullompton Town Council has now reviewed the draft Town &amp; Parish Council Charter and would like to make the following comments:</p> <ul style="list-style-type: none"> <li>Strong on general wellbeing but concerns that MDDC does not always listen to local councils and local opinion. As the town goes into the Garden Village process would like an assurance that a vision will be agreed by the town, concern that the town has been let down by MDDC and will be</li> </ul>	<p><i>The Garden Village Governance Structure and Arrangements were approved by Cabinet on 6 July 2017. Cullompton Town Council has seats on the Delivery Board and the Stakeholder Forum</i></p>

<p>again. e.g. design of second section of Swallow Way.</p> <ul style="list-style-type: none"> <li>• Would like to see more of the town's District Councillors at Council meetings, written reports are fine but helpful to have Councillors present to listen to the Town Council's views and take back to Mid Devon.</li> <li>• Better feedback when views are not upheld/acted upon.</li> </ul> <p>The Council looks forward to receiving the approved Charter in due course.</p>	<p><i>Noted, Ward members will be informed.</i></p> <p><i>Noted</i></p>
<p>Burlescombe Parish Council have no comments to make regarding these two consultations.</p>	
<p>Holcombe Rogus Parish Council have no comments to make regarding these two consultations.</p>	
<p>Communication</p> <p>3. I think it's called 'Local Council Awards Scheme' these days???</p> <p>Planning Document 16 - what does this mean please? doesn't apply to householder appeals ? is this saying that only appeals by developers are applicable???</p> <p>11 - what is the planning working group?</p> <p>Finally, my biggest issue with planning is downloading the individual documents for viewing at a parish council meeting. It is very time consuming to download individual docs - as there is no wifi at certain venues. Not sure how this can be improved - a download all button???</p>	<p><i>Noted, document will be amended</i></p> <p><i>Appeals for Householder applications are dealt with in a different way.</i></p> <p><i>The Planning Working Group is a sub group of the Planning Committee who are sent out to site to look at particular issues with regard to an application</i></p> <p><i>Comment noted.</i></p>
<p>The final sentence of the introductory paragraph of the Charter is out of date and needs to be revised now that we are well past the introductory 'one year'. It would probably be sufficient to say that the Charter will be reviewed on a three yearly basis.</p> <p>That same sentence refers to the fact that the Charter will be reviewed at the annual meeting of the Town and parish councils. We suggest that, if it is the intention to review the Charter at the annual meeting</p>	<p><i>Document will be amended.</i></p> <p><i>This paragraph will be amended to state that consultation will take place with Town and Parish Councils prior to consideration by the Community Policy Development Group.</i></p>

with Town and Parish Clerks, that should only be after consultation so that elected members of those councils have the opportunity to have some input - in the same way that District Councillors, rightly, expect to be involved in the process.

Paragraph 6 of the 'Planning Section' of the Charter has been amended to agree to hold separate meetings in the three main towns (rather than the previous version which guaranteed consultation meetings in the four main towns) where matters affecting the Local Development Framework are being considered. We assume that to mean that consultation meetings will not be held in Bampton. Whilst understanding the financial constraints affecting all local authorities we are disappointed that this change will leave this part of the District disadvantaged.

Paragraph 7 could usefully be amended to reflect that the District Council have agreed to consult on applications in neighbouring parishes (see comments below on the Planning Charter). We would also refer to Council Motion 530 which, in part, referred to the importance of consultation with local councils in respect of prior notification for certain agricultural buildings. In response to the District Council's representations to the Minister the Department for Communities and Local Government pointed out that 'It is open to local authorities to consult more widely on the application for prior approval if they so wish'. Having regard to the concerns expressed in Motion 530 the parish council hope that the District Council will wish to consult local councils on prior notification applications and that the Town and Parish Charter will be amended to reflect that.

Interpreted literally, paragraph 1 of the Charter does not actually say what it's author, presumably, set out to achieve. That paragraph says that the Planning Unit will consult with its constituent Town and Parish Councils on all applications .... . That means consultation with all Parish and Town Councils on every application -

*As it stands, the adopted core strategy currently identifies Bampton as a small market town under policy COR16, acting as a focal point for housing and employment etc to serve the local rural area. It is therefore dealt with differently from a village, which under policy COR17 are limited to minor proposals within settlement limits and allocations.*

*The approach to Bampton has changed within the Local Plan Review. It is now proposed to become a village suitable for small scale housing, employment, leisure and tourism within draft policy S13 and so would lose its town status in planning terms.*

*The Statement of Community Involvement as agreed by the Council on 26 October 2016 outlines the consultation process. The Charter will be amended accordingly.*

*As there was no clear direction from the DCLG this has not been progressed*

*Comment noted, and document amended*

<p>rather than all applications within a particular Parish or Town. That paragraph would benefit from some clarification and also to reflect the fact that, since the Charter was drafted, the District Council have agreed to consult on applications in neighbouring parishes. In this parish we have become aware of a lack of consultation with parish councils (or, at least, our parish council) about the use of S.106 funds. We would suggest that the Charter could usefully be amended to ensure consultation with Parish and Town Councils so that S.106 monies are directed towards the most appropriate schemes.</p>	<p><i>Comment noted, and document amended.</i></p>
<ul style="list-style-type: none"> <li>• The general tone and content of the Charter is practical and workable</li> <li>• The Parish Council welcome improved liaison however, MDDC must recognise that attendance at meetings by our clerk and councillors will need to be on a voluntary basis</li> <li>• The reference to including a training budget within the precept is a difficult issue for this parish</li> <li>• Consultation documents need to be brief.</li> </ul>	<p><i>Comments noted.</i></p>

3.3 A Working Group of the Scrutiny Committee was formed in the summer of 2016 to look into the work of the previous Parish Liaison role following concerns regarding:

- Two way communication and the need for local Councils to keep the District Council informed regarding changes to their Membership;
- The need for District Councillors to ensure that their local council was kept informed;
- The Parish Matters newsletter, which had been discontinued following reports that it was not read.

The Working Group met over a period of a couple of months assisted by the current Parish Liaison Officer and the Member Services Manager. The Parish Liaison Officer had proposed some means of improving communication with Towns and Parishes and some of these had been implemented. The Town and Parish Newsletter had been reinstated and the towns and parishes had been asked to contribute good news stories. Some joint training had taken place with regard to iPads and social media.

The Working Group made the following recommendations to the Scrutiny Committee on 22 May 2017:

- Parish Councils be asked to share 'good news' with other towns and parishes via the newsletter;
- Silverton Parish Council be asked to share information regarding their Neighbourhood Plan with others via the newsletter;
- Uffculme Parish Council be asked to share good news regarding their 'café in the square';
- A Parish Clerk be invited to write a 'profile of a clerk';
- A couple of Members had been identified as not attending or cascading information to their Parish Councils and the Member Services Manager would speak to them regarding this;
- An item be placed in WIS to remind all Members of the importance of liaising with towns and parishes;

3.4 It now seems that liaison with Town and Parish Councils has recommenced as set out in the Charter.

#### 4.0 **Summary of suggested amendments to the Charter**

- (i) Under Communications and Liaison, amend (3) by removing 'Quality Council' status and adding Local Council Awards Scheme.
- (ii) Under Planning amend (7) to read "Consult with the local councils on planning applications with Town and Parish Councils in accordance with statutory procedures and on applications in neighbouring parishes where appropriate and inform the local council which Planning Officer is dealing with the application. (NB: Plans with only minor changes are not subject to re-consultation).
- (iii) Again under Planning, add a new (8) stating : Consult with local councils with regard to the use of S106 monies and request that schemes are put forward that would enhance the local area.
- (iv) Renumber the following paragraphs under that subject.

#### 5.0 **Conclusion**

5.1 It is felt that communication with the Town and Parish Councils is working effectively. The presence of the Parish Liaison Officer within Member Services allows Town and Parish Councils to be able to be supported alongside District Councillors. The Parish Liaison Officer is appreciated by local councils providing a necessary link and gateway for the exchange of information.

5.2 Consideration of the points made by local councils through the consultation have been noted and appropriate amendments made to the document.



**Contact for more Information:** Sally Gabriel, Member Services Manager, 01884 234229, [sgabriel@middevon.gov.uk](mailto:sgabriel@middevon.gov.uk)

**Circulation of the Report:** Cabinet Member, Head of Planning, Economy and Regeneration, Legal and Internal Audit.

**List of Background Papers:** Town and Parish Charter dated May 2012, consultation responses, Scheme of Delegation to the Head of Planning.

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# Charter

**Mid Devon District Council**

**and**

**Town and Parish Councils  
in Mid Devon**

**~~FEBRUARY-OCTOBER~~ 2017 (V24)**

## CHARTER BETWEEN MID DEVON DISTRICT COUNCIL AND THE TOWN AND PARISH COUNCILS IN MID DEVON

Partnership working between town and parish councils (local councils) and the district council will only be successfully achieved if both partners recognise, understand and respect the role that the other plays and work to promote those roles. This Charter has been agreed following consultation between Mid Devon District Council and the local councils and sets out a framework to enable this to happen.

~~This Charter will be reviewed after one year and on a three yearly basis thereafter at the annual meeting of the town and parish councils. The Charter will be reviewed on a three yearly basis, consultation will take place with Town and Parish Councils prior to consideration by the Community Policy Development Group.~~

The District Council will work in partnership with local councils in its area to promote sustainable social, economic and environmental development for the benefit of local communities.

**Mid Devon District Council** recognises that local councils:

- 1 Are an important part of local government representing their communities at the most local level.
- 2 Are a primary source of information about the community's opinions and aspirations.
- 3 Provide an opportunity to develop greater engagement with the local community.
- 4 Are heavily reliant on volunteering and goodwill. The differences between smaller and larger local councils in terms of ability to handle information and resources will be respected.

**Local Councils** recognise that Mid Devon District Council:

- 1 Whilst conscientiously taking account of local views also has to take into account community interests across the Mid Devon District.
- 2 Has strategic roles and responsibilities and has to work within Government financial and other constraints.
- 3 Is able to work most effectively with parishes that are well organised, proactive, informed and willing.

## Communications and Liaison

**Mid Devon District Council** will undertake to:

- 1 Arrange and host on at least an annual basis a district-wide meeting of clerks to discuss matters of mutual concern and also to periodically arrange meetings for Town and Parish Councillors.
- 2 Provide a liaison officer(s) who will act as the point of contact for local councils, providing support and information, directing enquiries, advising and ensuring that issues are followed up and dealt with in a timely manner.
- 3 Work with the Devon Association of Local Councils to provide more information to towns and parishes about obtaining ~~'Quality Council'~~ 'Local Council Award Scheme' ~~status~~ and the 'General Power of Competence'.
- 4 Continue to send the Town and Parish newsletter electronically, in order to keep local councils informed and share information.
- 5 Encourage District Councillors to attend their local council meetings and ensure that issues raised by District Councillors acting in support of local councils will be responded to.
- 6 Formally add to the role of Chairman of the District Council that of being 'Local Council Lead Member' who will encourage better working across the district by attending local council meetings and providing feedback on any issues of local concern or interest.
- 7 Encourage officers to attend local council meetings and speak on issues of concern/interest.
- 8 Ensure District Council key documents, where appropriate, contain a short executive summary or an explanation of their ~~its~~ relevance.
- 9 Use plain English in written communications.

**Local Councils** will undertake to:

- 1 Be represented at the annual meeting of clerks.
- 2 Use the Council's ~~L~~liaison ~~e~~Officer for contact with the District Council in the first instance where the name of the appropriate officer is not known, unless responding directly to consultations.
- 3 Contribute to the Town and Parish newsletter when there is an item that other local councils will find of interest.

- 4 Welcome District Councillors to town and parish meetings and send them agendas and minutes and invite reports.
- 5 Utilise the services of Customer First where appropriate.
- 6 Invite relevant officers to meetings where there are issues of concern or interest to the local council.

## Consultation

**Mid Devon District Council** will undertake to:

- 1 Consult local councils on all issues which are likely to affect their area.
- 2 Allow five weeks for local councils to respond to consultation. If this is not possible the local council will be given an explanation. (This does not apply to planning applications. These are covered in the attached annexe).
- 3 Provide briefing sessions/workshops to groups of local councils on complex consultation issues.
- 4 Make specific arrangements for consultation on planning (see Annexe 1).
- 5 Have regard to the views of the local councils when making decisions.
- 6 Keep under review the level and quality of consultation.

**Local Councils** will undertake to:

- 1 Take part in consultation exercises and respond within the given period.
- 2 Notify Mid Devon District Council if they cannot respond to a consultation within the given period, but will be making a response.
- 3 Work with Mid Devon District Council to seek the views of residents on issues of common interest.

## Planning

**Mid Devon District Council** will undertake to:

- 1 Have due regard to the views of local councils in determining all planning applications.
- 2 Ensure planning notices are prominent for all planning applications and A3 size notices are used for major applications.

- 3 Ensure notices in connection with planning policy public consultation meetings are placed prominently and at least 14 days in advance of meeting dates.
- 4 Be willing to advise in the creation of Neighbourhood / Parish Plans.
- 5 Notify the relevant local council(s) of any public meetings and exhibitions organised by Mid Devon District Council about policies and plans affecting the parish.
- 6 Hold separate meetings in the three main towns where matters affecting the Local Development Framework and specific sites only are being considered.
- 7 Consult with the local councils on ~~all~~ planning applications within the Town or parish area in accordance with statutory procedures and on applications in neighbouring parishes where appropriate and inform the Local Council which Planning Officer is dealing with the application.

(NB. Plans with only minor changes are not subject to re-consultation)

- 8 Consult with local councils with regard to the use of discretionary S106 monies and request that schemes are put forward that would enhance the local area.
9. Allow a representative of local councils to attend and speak at meetings of Mid Devon District Council's Planning Working Group in respect of any planning application within that parish/town and to address the Planning Committee in accordance with the Council's scheme of public participation.
- 910 Explain the reasons for planning decisions within the Officer report and decision notice.
- 101 Endeavour to make officers available to attend meetings of local councils to clarify the details of significant or controversial applications.
- 142 Endeavour to ensure that the 'PublicAccess' facility on the website is available at all times.

Please note: A more detailed Planning Charter between MDDC and Town and Parish Councils is attached to this document. The Planning Guide has not been included in this version as fundamental changes are expected to the planning system via the Housing White paper

**Local Councils** will undertake to:

- 1 Acknowledge that Mid Devon District Council will not always be able to accede to the views of parish/town councils.
- 2 Respond to all consultations on planning applications within the District Council's deadlines, even if it is a 'no comment' response.
- 3 Comment on planning applications on planning grounds, and specify as fully as possible the reasons for an objection to, or support for, a particular application.

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- 4 Ensure that all councillors are made aware of the contents of planning decision notices sent to the local council by reference to the reasons for approval / refusal.
- 5 Assist Mid Devon District Council by reporting perceived local breaches of Town and Country Planning Legislation.
- 6 Attend relevant meetings, briefings and training to gain a better understanding of the planning process.
- 7 Consider preparing a Parish/Neighbourhood Plan. If they have made one, consider offering their assistance and experience to other councils that have not.

## **Training and Support**

**Mid Devon District Council** will undertake to:

- 1 Continue to provide regular and ongoing planning and ethical standards training to local councils with particular emphasis on the guidance already provided.
- 2 Endeavour to provide website advice where requested.
- 3 Share training where appropriate.

**Local Councils** will undertake to:

- 1 Use the services of Customer First and the Parish Liaison Officer.
- 2 Examine the wide range of training and best practice sources available, particularly through the Devon Association of Local Councils.
- 3 Ensure, where possible, the training needs of their councillors, clerks and chairmen are met.
- 4 Consider training requirements when setting their precepts.

## **Partnership and Financial Arrangements**

**Mid Devon District Council** will undertake to:

- 1 Collect and pay in a timely manner any precept levy requested by the local councils.
- 2 Operate and keep under review the financial arrangements with local councils in respect of services such as public conveniences and street cleaning.



**Local Councils** will undertake to:

- 1 Make any precept requests within the timescale set by Mid Devon District Council.

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**Planning Charter for  
Parish & Town Councils**

## **PLANNING CHARTER FOR TOWN and PARISH COUNCILS (TPC's)**

1. The Planning Unit of Mid Devon District Council will consult with its constituent Town and Parish Councils on all applications for planning permission, Advertisement Consent, Listed Building Consent, Conservation Area Consent, deemed applications from Devon County Council and Government Departments, and some notifications (for example, telecommunications).
2. In order to aid the decision making process, we will make every effort to forward full and adequate details of applications to Town and Parish Clerks within **three working days** of their validation, together with copies of accompanying application drawings and other relevant information. All information will be provided in electronic format. Weekly email alerts of new applications can be sent to Parish and Town Clerks if an email address is provided.
3. The Planning Section is continually developing the electronic delivery side of its service. We will be considering ways of enhancing access to information, receipt of consultation responses from Town and Parish Councils, development of its web site, and e-mail communications. In addition, officers will attend local Council meetings if requested to advise on current procedures and working practices if staff resources allow.
4. Planning will consider any reasonable requests for additional information from Town and Parish Councils whilst having regard to the statutory, fifty-six day period (8 weeks) for determining most planning applications., ninety-one days (13 weeks) for Major applications and one hundred and twelve days (16 weeks) for applications accompanied by an Environmental Impact Assessment (EIA).
5. The Planning Section will wait **twenty-one days** for receipt of Town and Parish Councils views on the above noted applications (a week in excess of the fourteen day period provided by statute) before determining applications and issuing the relevant Decision Notice.
6. Any reasonable requests to delay consideration of applications so as to allow full comment to be made by Town and Parish Councils will be at the discretion of the Head of Planning, Economy and Regeneration. In the majority of cases, Town and Parish Councils will be expected to respond to notification on planning applications within twenty-one days of receipt of an application.
7. Representations received from Town and Parish Councils will be considered in accordance with the Council's Planning Scheme of Delegation.
8. The 'Weekly List' advising all new planning applications will be sent to all Town and Parish Clerks. The list will give the case officer contact details for information and advice. It also identifies the expected decision level i.e. 'DEL' Delegated and 'COMM' Committee.

An electronic alert of your Planning Application(s) on Weekly List will automatically be sent every Friday (if an email address is provided) with web links to associated documents.

9. The Planning Section will continue to advertise details of applications in the local press on a weekly basis. In addition, the Planning Section will continue to advertise every planning application on site (A3 size if Major application) and notify the occupiers of properties that share a boundary with the application site in accordance with the Statement of Community Involvement (SCI). Further neighbour notifications may be sent according to the case officer's assessment of who may be affected materially and directly by the development following a site visit.
10. At the discretion of the Head of Planning, Economy and Regeneration, Town and Parish Councils will be notified of planning application revisions (unless of a minor nature), and copies of revised plans will be forwarded.
11. We will ensure that the opportunity is given for Town and Parish Councils to attend and speak at Planning Committee. A representative of the Town or Parish Council may also attend and speak at meetings of the Planning Working Group on site.
12. We will report, in full, representations received from Town and Parish Councils on applications that are presented to Planning Committee. The views will be included on the agenda report, but if received after printing, views will either be tabled or verbally reported.
13. The Section will advise Town and Parish Councils of the relevant date it is anticipated a deferred application will be presented back to Planning Committee.
14. The Planning Section will provide full, unrestricted access to all public information held on planning application files and on the Council website [www.middevon.gov.uk/index.aspx?articleid=113](http://www.middevon.gov.uk/index.aspx?articleid=113) via the <https://planning.middevon.gov.uk/online-applications/> link for Planning an on-line service that allows you to view Mid Devon applications. You can also search and view property details, submit comments (within 21 days) on individual applications, view weekly lists of applications, the decision, reasons for the decision and a copy of the officer report. We will provide photocopies of relevant documents (subject to copying charges applicable at the time).
15. Within five working days of issuing the decision to the applicant, we will notify Town and Parish Councils of that decision and by email alert on a weekly basis if subscribing to the service.
16. The Planning Section will undertake full consultation where appeals are lodged in order to provide Town and Parish Councils with an opportunity to make their views known or to be taken into account by the Planning Inspectorate. (Please note this does not apply to Householder Appeals where only the comments made at application stage can be taken into account).
17. The Planning Section will respond to all reasonable requests for appropriate officers to attend Town and Parish Council meetings to discuss planning matters or development proposals where resources allow.

18. We will act promptly on receipt of information from Town and Parish Councils regarding alleged unauthorised development, and will keep them informed of the progress and outcome of subsequent enquiries and action proposed.
19. The Planning Section will seek to involve Town and Parish Councils regarding matters which could have implications on land use, community development and environmental / enhancement initiatives, etc. This will include the preparation of Supplementary Planning Documents and Conservation Area Appraisals.
20. The Council will consult with and take into account all views received from Town & Parish Councils in the preparation and review of the Local Development Scheme (LDS) and Local Development Documents (LDD) in accordance with details set out in the Statement of Community Involvement (SCI). The current Local Plan and Local Development Scheme are available for viewing at Reception, or on the Councils web site, [www.middevon.gov.uk](http://www.middevon.gov.uk)
21. Copies of the Local Development Framework are available for purchase. Again, please see the web site noted above, or visit the Reception for further details.
22. The Planning Section will continually review the information it holds on its web pages to improve access to information by all its customers including Town and Parish Councils. This includes its Planning Handbook, formal Supplementary Planning Documents, and informal advice leaflets. We are also looking to extend this to include other relevant information.
23. Should Town and Parish Council's have any suggestions for items which could be introduced on to the web site or as new leaflets / information sheet then please do not hesitate to feed this back to the Planning Section.

### **Contacting Us:**

If visiting, the Reception is on the Ground Floor, and Development Control is on the First Floor of Phoenix House.

Our postal address is:

Mid Devon District Council, Development Control, Phoenix House, Phoenix Lane, Tiverton, Devon EX16 6PP ☎ 01884 255255

**Direct Line(s) into Planning Section 01884 234260 / 01884 234262**

**Generic email address: [devcon@middevon.gov.uk](mailto:devcon@middevon.gov.uk)**

## MID DEVON DISTRICT COUNCIL - PLANNING SECTION

### **GUIDANCE NOTE 1 (Ver 1.1)**

#### *Treatment of Town and Parish Council Responses on Planning Applications*

Schedule 1 (paragraph 8) of the Town and Country Planning Act 1990 (as amended) states that Parish Councils (or Town Councils) may request District Councils to send them details of planning applications for their areas. Mid Devon District Council aim to work closely with the community and will formally consult the appropriate Town and Parish Council on all applications.

This Section will use its best efforts to ensure that consultations are carried out within three working days of validation of the application.

The Planning Section is continually trying to develop the delivery of its service. To this end, we will consider ways of improving electronic access to information by Town and Parish Council's through e-mail and its web site [www.middevon.gov.uk](http://www.middevon.gov.uk), in addition to officers attending council meetings (if requested) to advise on procedures and developments, etc.

Article 21 of the Town and Country Planning Act – General Development Procedure Order 1995 states that District Councils do not make a decision on a planning application until after fourteen days have elapsed from the date of notification to Town and Parish Councils. This Unit has extended the consultation period to twenty-one days from the date of notification in order to provide Town and Parish Council's an opportunity to consider planning applications for a time greater than the statutory minimum period.

The twenty-one day period starts from the date of consultation with Town and Parish Council's as recorded on the application file and electronic planning application database.

Town and Parish Councils are encouraged to discuss applications with the Case Officer who will be pleased to clarify any details necessary.

The Planning Section will consider any reasonable requests for additional information for Town and Parish Council's whilst having regard to the statutory fifty-six day period for determining planning applications.

The twenty-one day period ends on receipt of post on day twenty-two (to enable any last minute responses to be cleared).

A written response; telephone message; fax; e-mail or verbal communication will all be considered as a valid consultation response. In the case of verbal and e-mail responses, the officer in receipt of the message will note the respondent, date, time and the response and place this information on the application file. All consultation responses are posted on our website (Public Access) in line with the Local Government (Access to Information) Act 1985 which requires that such correspondence be available for public inspection.

If the application is not a Delegated item (can be processed without the need for Committee approval), all Town and Parish Councils responses will be noted on the application file and reported to the Councils Planning Committee

### **Scheme of Delegation to the Head of Planning, Economy and Regeneration**

To exercise all the powers of the Council as Local Planning Authority (including the conduct of appeals and enquiries) under the Planning Acts, (unless expressly delegated to another officer) except where: **-In the case of all Applications:**

1. In the opinion of the Head of Planning, Economy and Regeneration or the Area Planning Officer, the application is of a significant controversial or sensitive nature;
2. The application has been submitted by or on behalf of the Council;
3. The application is from an Elected Member or Officer
4. The application is accompanied by an Environment Impact Assessment (EIA);
5. The application is a significant or major departure and is recommended for approval;
6. The Ward Member; Chairman or Vice-Chairman of Planning Committee requires that the Committee consider an application having given clear planning reasons;
7. Applications will be delegated to the Head of Planning, Economy and Regeneration to refuse if Section 106 Agreements are not signed and completed within 8 or 13 week time-scale.

### **In the case of re-negotiations on a planning obligation (S106 Agreements and Undertakings);**

1. The Ward Member, Chairman and Vice-Chairman of Planning Committee and Cabinet Member for Housing (the latter in the case of amendments to affordable housing only) requires that the Committee consider the proposed changes having given clear planning reasons
2. In the case of renegotiations on another planning obligation issue the Ward Member, Chair and Vice Chair of Planning requires that the Committee consider the proposed changes having given clear planning reasons, otherwise they be delegated to the Head of Planning, Economy and Regeneration

### **In the case of Enforcement:**

1. Formal enforcement action is proposed other than a Breach of Condition Notice or in the case where urgent action is required to commence enforcement proceedings, consisting of the service of a Temporary Stop Notice, Enforcement Notice, Stop Notice



or commence Injunction proceedings. These proceedings to only be instigated in consultation with one or more of the following: Planning Chairman, Vice Chairman, Ward Member.

2. Other than in consultation with the Legal Services Manager prosecution proceedings regarding any unauthorised advertising/fly posting.  
(Note: Formal action does not include the service of a Planning Contravention Notice or Section 330 requisition for information)

#### **In the case of the Community Infrastructure Levy Regulations (CIL) and associated enforcement**

1. Formal CIL enforcement action comprising CIL Stop Notice or in the case where urgent action is required to commence enforcement proceedings consisting of the service of a CIL Stop Notice or commence CIL Injunction proceedings. These proceedings only to be instigated in consultation with one or more of the following: Planning Chairman, Vice Chairman, Ward Member.

#### **In the case of Conservation:**

1. It requires the issue of repair and urgent work notices
2. It involves the submission of funding bids or schemes that have budgetary implications

#### **In the case of the Local Plan:**

Local Plan proposal's and policies with reasoned justification for publication and consultation or adoption at the following stages (other than where minor modifications and other minor changes are made).

- Local Plan options consultation
- Publication and consultation of the 'submission' Local Plan
- Local Plan adoption

(or the equivalent stages of processes of successors to Local Plans).

#### **In the case of Planning Policy:**

- Representations to strategic plans and policies at a larger than district scale are to be made.
- Supplementary Planning Documents dealing with Mid Devon wide guidance and sites/areas for publication prior to consultation and for adoption (other than where minor modifications and other changes are made).

(Not including updating contributions sought through S106 Agreements to reflect changes in the cost of provision of facilities).

#### **BUILDING CONTROL AND SAFETY:**

To exercise all the Council's powers under the Building Act 1984 or regulations made there under except where:-

### In the case of charges

- The annual review of charge results in increases greater than the rate of inflation.

### **OTHER PROVISIONS**

1. To authorise caravan rallies in accordance with the requirements of CS and C of DA 1960.
2. To place officers within the Building Control team at the disposal of North Devon Council in accordance with section 113 Local Government Act 1972 .
3. To make representations where appropriate and with the agreement of the Chairman and/or Vice Chairman of the Committee and Ward Member's (as appropriate) in respect of new Applications for Goods Vehicles Operators' Licenses, or when a significant variation of an existing licence is proposed.
4. To caution offender where there was evidence of a criminal offence and the offender admitted the commission of the offence but the public interest did not require a prosecution.

### **Notes**

The above procedure should be read alongside the Town and Parish Council Charter which is available from the Planning Section.

Training workshops in the operation of the Planning System will continue to be offered to Town and Parish Councils.

August 2017

## COMMUNITY POLICY DEVELOPMENT GROUP 28 NOVEMBER 2017

### PUBLIC HEALTH STRATEGY AND ACTION PLAN UPDATE

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

**Reason for Report:** To provide a further update on progress of the Public Health Plan

**RECOMMENDATION:** That the information in the report be noted and updated by the Group Manager for Public Health & Regulatory Services in future PDG meetings

**Relationship to Corporate Plan:** The Public Health Strategy and Action Plan align with and directly support a number of key themes in the Corporate Plan as follows:

- *Priority 2 Homes: Aim 2 – Working with Private Landlords to improve housing conditions*
- *Priority 3: Aim 1 – Work with local communities to encourage them to support themselves*
- *Priority 3 Community: Aim 3 - Increase physical activity and promote health and wellbeing*

The production and delivery of a Public Health Plan is also a priority project within the Corporate Plan.

**Financial Implications:** No direct revenue budget impacts however the strategy is linked and dependent upon existing service budgets and planning obligations internally in addition to limited ear-marked reserves and external resourcing from relevant organisations to achieve outcomes on specific projects. Where relevant, further information is provided in the body of the report.

**Legal Implications:** None

**Risk Assessment:** Failure to address health inequalities has wider implications. Mid Devon District Council should aim to get public health value out of services that are already being delivered. The Health and Social Care Act (2012) places a duty on upper tier local authorities (Devon County Council) to work to improve the health of their population. In doing so they must work collaboratively with District Councils to support our development of district level locality action plans. The Devon Health and Wellbeing Board will work through this collaborative approach to oversee the impact of local actions on the range of health and wellbeing outcomes and progress in relation to reducing health inequalities.

**Equality Impact Assessment:** At the heart of the public health plan is a commitment to reduce inequalities and thereby improve health outcomes. There are no protected characteristics under equality legislation negatively impacted by the plan itself.

## 1.0 Introduction

1.1 Members will note the previous update on the Public Health Plan 2017-19 provided at the June 2017 Community PDG meeting. Whilst reiterating some information on the context and background to the plan, this report is designed to provide an update on those plan actions that have progressed since the earlier report.

1.2 There have been no significant deviations from existing project costs supported by the circa £7k ear-marked reserve (ERM) fund across the plan, as outlined within the previous report. Any additional costs or external funding linked to new projects are outlined below.

1.3 The Public Health Plan 2017-19 identifies four key priorities for the Mid Devon area based upon data provided by Public Health (Devon). These priorities are:

- Prevention of cardiovascular disease and cancer
- Decent high quality housing
- Emotional/mental health and resilience
- Air quality

## 2.0 Prevention of cardiovascular disease and cancer

2.1 The Active Start program is a joint initiative with Mid Devon Leisure that uses qualified cardio trained personnel to provide a 12 week program to patients who have been referred by a GP or other health professional.

2.2 The Active Start scheme provides specialised, supervised exercise sessions for anyone whose fitness and health conditions can be improved by regular exercise. Since commencement of the program in January there have been **82** GP referrals to the leisure centres (CVSC 13; EVLC 38; LMLC 31).

2.3 Reducing the amount of sugar in our diet is one of the key factors in maintaining a healthy weight and can be instrumental in reducing the risk of diabetes and tooth decay. Public Health Services are soon to embark on an **audit of food and drink that is sold at our Leisure centres**. Working with all stakeholders (suppliers, staff and customers) we hope to gradually change the food offer to products that are lower in sugar. This is now programmed to commence within quarter one next year (2018/19).

2.4 **Active Devon and the Devon Nature Partnership** have secured major funding from **Sport England** to deliver '**Connecting Actively to Nature (CAN)**'. This new project will help people aged 55 to become more active and enjoy nature. The project aims to make getting active easy, enjoyable and sustainable for those who currently do little or no activity, or are struggling to stay active. Mid Devon District Council is a partner organisation and we will be engaged with the lead organisations in the roll out of CAN.

### 3.0 Decent high quality housing

3.1 Several of the Cosy Devon partners, including Mid Devon District and County, have teamed up with a number of community energy agencies to submit a bid to the **Warm Homes Fund** to deliver central heating upgrades and replacements to houses that are not on the gas grid. This follows on from the previous Central Heating Fund that provided for upgrades to those on the gas grid or near to it. Mid Devon District Council will benefit from funds up to £300K if successful. Applicants should be informed by end of October/early November. It should be noted however, as with most grants, they are usually overwhelmed by applications quite often exceeding funds available by well over 100%.

3.2 After some lengthy contractual negotiations between Agility Eco and their new partner (U-Switch) who deliver the energy switching web portal, the contract with Mid Devon District Council has now been finalised. As previously reported it will be accessible through the Council's website and offers either on-line or call centre assisted advice on how to get the best electricity and/or gas deal. Once the media release and promotional material is approved a go live date can be set. This service will be open to staff and residents.

3.3 A **Statement of Intent** will shortly be posted on the Council's website providing criteria for companies (heating specialists/engineers, insulation specialists) who want to help customers take advantage of the government's ECO Flex scheme. Each company that uses ECO Flex must receive from the local authority a 'declaration' confirming the customer fits the criteria. This new scheme will not however pay for the total cost of a new boiler/central heating system. Mid Devon District Council will refer residents to Wessex Loans if they need 'top up' funds.

### 4.0 Emotional/mental health and resilience

4.1 The voluntary sector provides a way for residents to contribute to the health and well-being of others in the community through volunteer work. It also provides a great deal of satisfaction for the volunteers, and builds resilience within communities. Working with Council is of mutual benefit and Mid Devon District Council is pleased to support the voluntary agencies by holding an 'open' event for Council staff to meet and greet them. The event will be held

on Tuesday 7<sup>th</sup> November in the Exe room between 10.00-11.00am followed by the sector's AGM.

4.2 As reported previously, we are working with the Director of Public Health to jointly support and signpost the **Making Every Contact Count** initiative in order to maximise engagement activities. This initiative supported by the Dept. of Health and NHS is an interactive learning resource to help people develop knowledge and understanding so that every contact counts by asking others about their health and wellbeing. Roll out is funded by Health Education England. The next step will be to get the support and sign off from the Leadership team and then seek out Ambassadors for the program.

## 5.0 Air Quality

5.1 The Mid Devon area currently has two Air Quality Management Areas (AQMAs) at Crediton and Cullompton.

5.2 Public Health Services are responsible for providing an **Air Quality Action Plan** every 4 years. The plan is currently being updated and outlines the actions we will take to improve air quality in Mid Devon 2017-21. It is being developed in partnership with number of key internal and external stakeholders in accordance with parallel statutory requirements on the Council. These require us to work towards Air Quality Strategy (AQS) objectives under Part IV of the Environment Act 1995 and relevant regulations in order to meet the requirements of the Local Air Quality Management (LAQM) regime.

5.3 Further measures are included in the Air Quality Action Plan to continue the improving trend within the AQMAs and address remaining hot-spot areas. The plan will also be critical to the future protection of public health and the prevention of new management areas. This encompasses the management of additional vehicle and stationary emissions arising directly from new major developments across the district including the Cullompton area proposals in particular. A strong emphasis will be placed on a preventative, design-led approach to low emissions strategies and sustainable development underpinned by the relevant transport infrastructure.

5.4 The plan was previously submitted to the Community PDG and received constructive feedback and some further measures to consider. A revised version of the plan has been developed to take account of the feedback and will be submitted again for approval.

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

Mid Devon Public Health Plan 2016-19  
MDDC Air Quality Action Plan

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**COMMUNITY PDG  
28 NOVEMBER 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: **Work with local communities to encourage them to support themselves:** Private Sector Housing have organised a Landlord Networking event at Muddiford Court on 8 November there will be 24 stands, 4 occupied by MDDC services, with representatives from local property service businesses, letting agents etc. Nearly 100 delegates are expected as well as the stall holders; the emphasis will be on promoting the benefits of investing in their properties.
- 2.2 MDDC is also hosting the Involve Mid Devon AGM on 7 November; as over 20 organisations are attending, the opportunity has been taken to run a networking event before the AGM with Councillors and staff attending.
- 2.3 Regarding the Corporate Plan Aim: **Work with Town and Parish Councils:** MDDC hosted the Town and Parish Council AGM at Phoenix House on 5 October; over half the Councils were represented and it was very well received. Training on Standards from the Monitoring Officer was offered on 30 October.
- 2.4 Regarding the Corporate Plan Aim: **Promote physical activity, health and wellbeing:** The EVLC extension Phase 1 is complete with the Dance Studio official opening on 9 November.
- 2.5 The Leisure Service has taken a strategic partnership approach to the procurement of the equipment for the new EVLC extension, the design and supply contract was awarded to Matrix after a tender exercise which included presentations from the short listed companies.
- 2.6 **Other:** In the light of the Guardian Newspaper and ITN News investigation into food hygiene and labelling concerns at the 2 Sisters Food Group plant at West Bromwich, Neil Parish MP and Chair of the Environment, Food and Rural Affairs Select Committee asked what action MDDC Environmental Health would be taking to ensure the highest possible animal welfare and food standards are adhered to at the Willand plant.
- 2.7 MDDC Environmental Health have no direct regulatory role at the plant but were holding regular dialogue with the Food Standards Agency (FSA), who enforce food safety, and Trading Standards, who enforce composition and labelling, over operational matters. The FSA decided to extend its investigations to include the Willand site and on 6 October 2017 the Lead Officer for Environmental Health accompanied the FSA Audit Veterinary Leader for a 6-hour audit of the plant. The findings for this inspection were feed into a report for a meeting held between the FSA Chief Operating Officer and the 2 Sisters Directors.
- 2.8 On the 25 October the Environment, Food and Rural Affairs Select Committee held two sessions for its inquiry into the allegations of food safety breaches at 2 Sisters Food Group. The inquiry will look into the role and performance of the FSA, Sandwell Metropolitan Council and accreditation bodies and will also explore the potential ramifications of the allegations made against 2 Sisters for the poultry sector and the wider food chain. MDDC

Environmental Health staff continue to work closely with the FSA and Trading Standards over this matter.

2.9 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

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**Corporate Plan PI Report Community**

Monthly report for 2017-2018  
 Arranged by Aims  
 Filtered by Aim: Priorities Community  
 Filtered by Flag: Exclude: Corporate Plan Aims 2016 to 2020  
 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
<u>Number of social media communications MDDC send out</u>	95 (6/12)	191	For information only	87	129	101	152	152	111							111 (6/12)	Liz Reeves	(September No. of Facebook Posts Published = 57 No. of Tweets Tweeted = 54 (MA))
<u>Number of web hits per month</u>	26,856 (6/12)	28,543	***For information only***	30,041	32,545	28,620	28,208	27,028	26,949							26,949 (6/12)	Liz Reeves	
<u>Compliance with food safety law</u>	91% (6/12)	89%	90%	90%	90%	90%	89%	89%	89%							89% (6/12)	Simon Newcombe	

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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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## 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

**Current Status: Medium**  
(12)

**Current Risk Severity: 4 - High**

**Current Risk Likelihood: 3 - Medium**

Service Manager: Darren Beer

#### Review Note:

### Risk: Legionella Legionella

#### 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: Plant Room Plant Room

#### Effects (Impact/Severity):

#### Causes (Likelihood):

Service: Leisure Services

**Current Status: Medium**  
(12)

**Current Risk Severity: 4 - High**

**Current Risk Likelihood: 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:**

Printed by: Catherine Yandle

SPAR.net

Print Date: 26 October 2017  
16:58

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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>2 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>6 Risks</b>
	<b>1 - Very Low</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>	<b>4 Risks</b>	<b>2 Risks</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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